AGENDA

REGULAR MEETING OF COUNCIL

MONDAY, JUNE 24, 2019 AT 2:00 PM IN THE CITY HALL COUNCIL CHAMBERS

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

PRESENT:

A. CALL TO ORDER AND APPROVAL OF AGENDA

(including introduction of late items)

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

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

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

B. ADOPTION OF MINUTES - Page 10

1. Regular Council Meeting held at 2:00 pm on June 10, 2019.

C. PUBLIC INPUT PERIOD

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

D. <u>DELEGATIONS</u>

1. Owen Jones - R. Anderson & Associates Chartered Accountants - Page 20

In attendance to present the Audited Financial Statements for the year 2018.

That the Auditor's Report and the 2018 Audited Financial Statements, be received as presented.

2. Mosaic Forest Management

Domenico Iannidinardo, Vice President, Forest & Sustainability and Chief Forester and Mark Leitao, Vice President, Operations, in attendance to introduce the new company.

3. Art Shambrooke

In attendance to discuss city sidewalks/streets and let-downs for wheelchairs.

E. <u>UNFINISHED BUSINESS</u>

Includes items carried forward from previous Council meetings.

1. Director of Parks, Recreation and Heritage - McLean Mill Septic System Inspection - Page 56

Report from the Director of Parks, Recreation and Heritage dated June 13, 2019 providing the McLean Mill septic system inspection report. (Note: Tobin Laughlin, Inspector, in attendance to provide comment).

That the report from the Director of Parks, Recreation and Heritage, providing results of the McLean Mill septic system inspection, be received.

2. Dr. Paul Hasselback

In attendance to provide comment on the McLean Mill Stage One Preliminary Site Investigation Report at the request of Council.

3. **Director of Finance – Audit Committee** - Page 105

Report from the Director of Finance dated June 17, 2019 responding to questions that were raised by the Committee at the May 27, 2019 Audit Committee Meeting that were not addressed in the June 3, 2019 Memorandum presented at the June 10, 2019 Regular Council meeting.

That the report from the Director of Finance dated June 17, 2019, be received.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finance	e dated June 24, 2019, b	е
received and the cheques numbered	_ to	
inclusive, in payment of accounts totalling \$, be approved.	

2. Director of Parks, Recreation & Heritage – Echo Park Fieldhouse Leased to Alberni Valley Drug & Alcohol Prevention Services (ADAPS) - Page 117

Report dated June 13, 2019 from the Director of Parks, Recreation & Heritage providing a lease for the Echo Park Fieldhouse Caretaker residence to Alberni Drug and Alcohol Prevention Service (ADAPS) for office and programming space.

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease with Alberni Valley Drug & Alcohol Prevention Services at 4200 King Street for a five year term at the current rent of \$300 per month plus taxes.

3. Alberni Valley Curling Club - Lease Agreement - Page 124

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease with Alberni Valley Curling Club for the portion of the Old Arena to use for curling, for a ten year term at a rate of \$1.00 per year.

4. Manager of Bylaw Services – Harbour View Apartments - Page 133

Report dated June 6, 2019 from the Manager of Bylaw Services providing updated information to 3118 3rd Avenue following a nuisance designation imposed on February 26, 2019.

That the report from the Manager of Bylaw Services dated June 6, 2019, be received.

That Council for the City of Port Alberni directs staff to remove 3118 3rd Ave (Harbourview Apartments) from the City's Nuisance List.

5. Manager of Planning – Cannabis Production and Cultivation Project Update - Page 136

Report dated June 19, 2019 from the Manager of Planning providing a project update on the proposed planning process in regard to the appropriate zoning for the accommodation of cannabis production.

That the report dated June 19, 2019 from the Manager of Planning regarding the Cannabis Production and Cultivation Project Update be received by Council.

6. Manager of Planning – Zoning Bylaw Amendment – 5119 Athol Street - Page 138

Report dated June 17, 2019 from the Manager of Planning requesting consideration of an application for site specific rezoning of 5119 Athol Street for 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing'.

That the report from the Manager of Planning dated June 17, 2019, be received.

That Council for the City of Port Alberni direct staff to proceed with the process to issue a Temporary Use Permit for 5119 Athol Street to permit Cannabis Micro-Cultivation and Micro-Production for a three year term, and that the following conditions be applied under the Temporary Use Permit:

- a) That the hours of operation are limited to specific days and times
- b) That ventilation is installed to meet Health Canada standard.

7. Director of Engineering and Public Works – Contract Award: RFT 015-19, 21st Ave – Cowichan Reservoir to Burde St Water Main Replacement - Page 143

Report from the Director of Engineering and Public Works dated June 18, 2019 requesting Council's approval to award the tender for the construction of the 21st Avenue – Cowichan Reservoir to Burde Street Main Replacement project.

That the Director of Engineering and Public Works report June 18, 2019, be received and that Council for the City of Port Alberni award contract RFT015-19 21st Ave – Cowichan Reservoir to Burde Street Water Main Replacement to Bowerman Excavating Ltd. for \$1,024,645.00 plus GST, for a total of \$1,075,877.25 with funds provided in the 2019 Financial Plan.

8. Director of Engineering and Public Works – Contract Award: Wastewater Treatment Plant Upgrades – Marine Outfall - Page 145

Report from the Director of Engineering and Public Works dated June 18, 2019 requesting Council's approval to award the tender for the construction of Marine Outfall portion of the Wastewater Treatment Plant Upgrades project.

That the Director of Engineering and Public Works report dated June 18, 2019, be received and that Council for the City of Port Alberni award the contract for the Wastewater Treatment Plant Upgrades – Marine Outfall to Kelsey Pipelines Ltd of Saskatoon for \$2,930,000.00 plus GST, for a total of \$3,076,500.00, with funds provided in the 2019 Financial Plan.

9. Director of Finance - 2018 Comprehensive Annual Financial Report - Page 147

That the Comprehensive Annual Financial Report for the year ending December 31, 2018, be received.

10. Managers' Reports

Providing information about current departmental operations.

Director of Parks, Recreation and Heritage - Page 225

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

G. BYLAWS

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

1. "Sewer Connection and Regulation Bylaw, Amendment No. 13 (Sewer Rates and Septage Dump Fee) 2019, Bylaw No. 4990" - Page 228

That "Sewer Connection and Regulation Bylaw, Amendment No. 13 (Sewer Rates and Septage Dump Fee) 2019, Bylaw No. 4990" be now finally, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4990.

2. "Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991" - Page 232

That "Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991" be now finally, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4991.

3. Manager of Planning – Advisory Planning Commission - Page 237

The summary report of the May 23, 2019 meeting of the Advisory Planning Commission is provided for Council's consideration.

That the summary report of the May 23, 2019 meeting of the Advisory Planning Commission, be received and all recommendations accepted.

Development Application: Development Variance Permit – 3510 12th Avenue (Lot 3, District Lot 1, Alberni District, Plan VIP6084 PID: 001-314-009) Applicant: Mark Trowbridge

That Council for the City of Port Alberni direct staff to proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:

Vary Section 5.12.2 R2 – One and Two Family Residential Minimum Setbacks, Front Yard, from 7.5 m to 5.4 m, a variance of 2.1 m (6.9 ft) for the property located at 3510 12th Avenue and legally described as Lot 3, District Lot 1, Alberni District, Plan VIP6084 (PID: 001-314-009).

That Council for the City of Port Alberni direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 93 for 3510 12th Avenue.

Development Application: Zoning Text Amendment (Fence and Hedge Height)

"Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992" - Page 258

That "Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992". be now introduced and read a first time.

That "Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992", be read a second time.

That "Zoning Text Amendment No. 21 (Fence and Hedge Height), Bylaw No. 4992", be advanced to a Public Hearing on July 22, 2019 at 6:30 pm in City Hall Council Chambers.

H. CORRESPONDENCE FOR ACTION

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

1. Office of the Premier and Ministry of Municipal Affairs and Housing - Page 260

Letters dated June 10, 2019 outlining the process for scheduling appointments at the upcoming annual UBCM Convention in September. (Deadline is July 17, 2019).

Council confirmation of attendance at the UBCM Convention and direction regarding meeting requests required.

2. Alberni Valley Tyees Lacrosse - Page 262

Letter received June 20, 2019 requesting Council's consideration of appointing a City Council liaison to AV Minor Lacrosse and inviting Council to attend their year-end awards wrap up event on Wednesday, July 3, 2019 at the AV Multiplex from 5:30 – 7:30 pm.

That the letter received June 20, 2019 requesting Council's consideration of appointing a City Council liaison to the AV Minor Lacrosse and inviting Council to attend their year-end awards wrap up event on Wednesday, July 3, 2019 at the AV Multiplex from 5:30 – 7:30 pm, be received.

I. PROCLAMATIONS

J. <u>INFORMATIONAL CORRESPONDENCE</u>

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. Ministry of Transportation and Infrastructure - Page 263

Letter dated May 29, 2019 from Minister Claire Trevena responding on behalf of Premier Horgan to the Mayors' letter dated May 29, 2019 (*letter attached*) regarding proposed improvements to Bamfield Road.

2. Alberni Valley Drag Racing Association Support

Acknowledging 755 signatures received as of June 11, 2019 supporting a 5 year Land Use Agreement at the Alberni Valley Regional Airport for the drag racing event.

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

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 266

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

M. <u>NEW BUSINESS</u>

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

N. QUESTION PERIOD

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

O. <u>CLOSURE OF MEETING TO PUBLIC</u>

That the meeting be closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows.

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

Section 90(1)(e) the acquisition, disposition or expropriation of land

or improvements and where the council considers that disclosure could reasonably be expected to

harm the interests of the municipality;

Section 90(1)(k) negotiations and related discussions respecting the

proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

P. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, JUNE 10, 2019 AT 2:00 PM IN THE CITY HALL COUNCIL CHAMBERS

PRESENT: Mayor Minions, Councillors Corbeil, Haggard, Paulson, Poon, Solda and

Washington

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved with the addition of item H.7 from Chris Turner. Alberni Toyota.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 1:00 pm and Regular Council Meeting held at 2:00 pm on May 27, 2019, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Jim del Rio commented regarding abandoned shopping carts around town as well as issues taking place at the overdose prevention site suggesting Council request Island Health monitor the site outside regular hours.

Neil Anderson commented regarding increases to water/sewer rates as well as to taxes which he understands are required but cause concern and prohibit young people from becoming established.

D. <u>DELEGATIONS</u>

1. ADSS Social Justice 12 - Presentation of Projects

Students presented Council with their two current projects: "Crappy Conditions", focused on the need for washroom facilities for bus drivers and "Save the Waste", focused on initiatives to reduce food waste and the need for a coordinated approach to food distribution.

Council encouraged presentations to the Alberni-Clayoquot Regional District on the topics as well as invited students to attend an upcoming Committee of the Whole meeting that will be focused on transit expansion and other related issues.

2. Port Alberni Port Authority

Zoran Knezevic, President/CEO of the Port Alberni Port Authority attended with Dave McCormick to discuss the Port's impact and contribution to the community.

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated June 10, 2019, be received and the cheques numbered 143870 to 143969 inclusive, in payment of accounts totalling \$358,469.65, be approved.

CARRIED

2. Director of Finance - Audit Committee

It was moved and seconded:

That the minutes of the May 27, 2019 Audit Committee; the Responses to Questions arising from that meeting dated June 3, 2019, the Quarterly Analysis of Mayor and Council Travel and Convention Expenses ending March 31,2019, the financial statements ending March 31, 2019 and the Vendor Cheque Register Report ending May 31,2019, be received.

3. City Clerk - Alberni Valley Childcare Society, Stepping Stones

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter in to a lease with Alberni Valley Childcare Society at 4222 Cedarwood Street for a ten year term commencing May 15, 2019 at the current rent of \$1.00 per year plus taxes.

CARRIED

4. City Clerk - Alberni Harbour Quay, Unit #12 - 5440 Argyle Street, Turtle Island Fish & Chips

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Turtle Island Fish & Chips at the Alberni Harbour Quay with Rochelle Bodick for a two year term commencing June 1, 2019 at the current monthly rent of \$593.28 per month plus GST.

<u>CARRIED</u>

5. City Clerk - Proactive Services

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease with Proactive Services for a portion of the City-owned lane located adjacent to 4866 Bute Street for a two year term commencing May 1, 2019 at the current rent of \$375.00 per year plus taxes.

CARRIED

6. Director of Finance - Statement of Financial Information for the Year Ended December 31, 2018

It was moved and seconded:

That the report from the Director of Finance dated May 31, 2019 be received and Council for the City of Port Alberni approve the statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act for the year 2018.

7. City Clerk - Draft Permissive Tax Exemption Policy

It was moved and seconded:

That the report from the City Clerk dated June 3, 2019 be received and the recommendations of the select committee in regards to the City's Permissive Tax Exemption Policy be approved as presented.

It was moved and seconded:

That the Policy be amended to include 'emergency and rescue services' in the eligibility criteria.

CARRIED

It was moved and seconded:

That the Policy be amended to include 'persons requiring additional supports' in the eligibility criteria.

CARRIED

It was moved and seconded:

That the main motion be adopted as amended.

CARRIED

8. Manager of Communications - Flying First Nations Flags for National Indigenous Peoples Day

It was moved and seconded:

That the report from the Manager of Communications dated June 5, 2019 be received, and Council for the City of Port Alberni fly the flags of Hupacasath and Tseshaht First Nations at City Hall in recognition of National Indigenous Peoples Day (June 21.)

CARRIED

G. BYLAWS

1. Director of Finance - Water and Sewer Rates Bylaw Amendments 2019

It was moved and seconded:

That the report from the Director of Finance dated June 3, 2019 be received.

"Sewer Connection and Regulation Bylaw, Amendment No. 13 (Sewer Rates and Septage Dump Fee) 2019, Bylaw No. 4990"

It was moved and seconded:

That "Sewer Connection and Regulation Bylaw, Amendment No. 13 (Sewer Rates and Septage Dump Fee) 2019, Bylaw No. 4990, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Sewer Connection and Regulation Bylaw, Amendment No. 13 (Sewer Rates and Septage Dump Fee) 2019, Bylaw No. 4990, be read a second time.

CARRIED

It was moved and seconded:

That "Sewer Connection and Regulation Bylaw, Amendment No. 13 (Sewer Rates and Septage Dump Fee) 2019, Bylaw No. 4990, be read a third time.

CARRIED

"Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991"

It was moved and seconded:

That "Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991", be read a second time.

CARRIED

It was moved and seconded:

That "Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991", be read a third time.

H. CORRESPONDENCE FOR ACTION

1. Natasha Mayes - Ball Fields

It was moved and seconded:

That the email dated May 30, 2019 from Natasha Mayes regarding the current condition of the ball fields, be received and forwarded to the Director of Parks, Recreation and Heritage.

CARRIED

2. Valley Street Rods Car Club

It was moved and seconded:

That the e-mail dated May 29, 2019 from the Valley Street Rods Car Club requesting use of the Harbour Quay for the "Valley Street Rods Car Show" event on Friday, August 9, 2019 and closure to regular traffic to the Harbour Quay from 2:00 pm until 9:00 pm to accommodate the event, be received and Council concur with the request subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

<u>CARRIED</u>

3. Mae LeBlanc - Tourism Suggestions

It was moved and seconded:

That the email dated June 3, 2019 from Mae LeBlanc offering suggestions to increase tourism in certain areas of the City, be received with thanks and referred to staff, the Chamber of Commerce and the Advisory Traffic Committee for information and consideration.

CARRIED

4. City of Victoria - Provincial Support for Libraries

It was moved and seconded:

That the copy of a letter dated May 29, 2019 from the City of Victoria to the Union of British Columbia Municipalities advocating for the restoration of Provincial funding support for libraries, be received and Council for the City of Port Alberni provide support as requested.

5. Port Alberni Folkfest Multicultural Society - Canada Day Parade

It was moved and seconded:

That Council for the City of Port Alberni concur with the request from the Port Alberni Folkfest Multicultural Society for use of City streets beginning at Roger Street, through Stamp Avenue, concluding at the Harbour Quay on July 1, 2019 from 8:30 am to 12:00 pm for the Canada Day Parade, subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

CARRIED

6. Shaker Music Festival - Rainwater Barrel Project

It was moved and seconded:

That the letter dated June 5, 2019 requesting Council support their Rain Barrel Project by sponsoring a barrel to be showcased at the Five Acre Shaker, be received and the request forwarded to the Community Investment Program for consideration.

CARRIED

7. Chris Turner, Alberni Toyota - Coffee & Cars

It was moved and seconded:

That the email dated June 7, 2019 from Chris Turner be received and Council for the City of Port Alberni endorse the road closures as proposed for Cars & Coffee events on June 23rd (Kingsway); July 14th (Elizabeth St); and August 18th (uptown), subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

CARRIED

I. PROCLAMATIONS NIL

J. INFORMATIONAL CORRESPONDENCE

1. Cathy Peters - Canadian Human Trafficking Hotline
Article from Cathy Peters, anti-human trafficking educator, regarding preventing
Child Sex Trafficking in BC and providing resources including the new Canadian
Human Trafficking hotline number that was recently announced.

2. City of Burnaby - Expanding Investment Opportunities
Letter dated May 2, 2019 providing a copy of their resolution to the Union of British
Columbia Municipalities regarding changes to the Community Charter to allow for
expanded asset class investments.

3. Alberni Valley Drag Racing Association Support
Signatures received supporting a 5 year Land Use Agreement at the Alberni Valley
Regional Airport for the drag racing event.

4. Alberni Valley Museum and Heritage Commission
Minutes provided for the Alberni Valley Museum and Heritage Commission
meeting, held May 1, 2019.

It was moved and seconded:

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

CARRIED

K. <u>REPORT FROM IN-CAMERA</u> NIL

- L. COUNCIL REPORTS
- 1. Council and Regional District Reports

It was moved and seconded:

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

CARRIED

M. NEW BUSINESS NIL

N. QUESTION PERIOD

The public and press were afforded an opportunity to ask questions of the Mayor and Council.

Joseph W, Princess Road resident enquired regarding works being undertaken at Johnston/Ian Avenue in regards to access changes impacting Princess Road residents.

Char Patterson urged Council to develop the Harbour View Lands as a Park and also enquired regarding the status of a social media policy for Council. The Mayor responded that Council has yet to consider this in conjunction with a code of conduct.

O. <u>CLOSURE OF MEETING TO PUBLIC</u>

It was moved and seconded:

That the meeting be closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows.

Section 90(1)(e) the acquisition, disposition or expropriation of

land or improvements and where the council considers that disclosure could reasonably be

expected to harm the interests of the

municipality;

Section 90(1)(k) negotiations and related discussions respecting

the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they

were held in public;

CARRIED

P. <u>ADJOURNMENT</u>

It was moved and seconded:

That the meeting adjourn at 5:05 pm.

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Mayor	Clerk

CERTIFIED CORRECT

City of Port Alberni

Consolidated Financial Statements

For the year ended December 31, 2018



CITY OF PORT ALBERNI INDEX TO FINANCIAL STATEMENTS DECEMBER 31, 2018

AUDITORS' REPORT Statements Consolidated Statements Consolidated Statement of Financial Position. A Consolidated Statement of Operations..... В Consolidated Statement of Change in Net Financial Assets..... C Consolidated Statement of Cash Flows. **Notes to Financial Statements Schedules Supporting Schedules** Tangible Capital Assets..... 1 Segmented Information. 2 Debenture Debt. 3 Tax Levies and Grants in Lieu of Taxes. General Government Expenditures..... 5 Protective Services. 6 Transportation Services.... 7 Recreation and Cultural Services. 9 Sale of Services Other Revenue from Own Sources. 10 Sewer and Water Utilities.... 11

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the City of Port Alberni

Opinion

We have audited the financial statements of the City of Port Alberni, which comprise:

- The consolidated statement of financial position as at December 31, 2018
- The consolidated statement of operations for the year then ended
- The consolidated statement of changes in net financial assets for the year then ended
- The consolidated statement of cash flows for the year then ended
- And notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City of Port Alberni as at December 31, 2018, and its results of operations, its changes in accumulated surplus, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the City of Port Alberni in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

<u>Responsibilities of Management and Those Charged with Governance for the Financial Statements</u>

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the City of Port Alberni's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City of Port Alberni or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the City of Port Alberni's financial reporting process.

City of Port Alberni Page 2

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether
 due to fraud or error, design and perform audit procedures responsive to those risks, and
 obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one
 resulting from error, as fraud may involve collusion, forgery, intentional omissions,
 misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 City of Port Alberni's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City of Port Alberni's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City of Port Alberni to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

City of Port Alberni Page 3

• Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Port Alberni, British Columbia June _____, 2019

Chartered Professional Accountants

CONSOLIDATED FINANCIAL STATEMENTS

CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF FINANCIAL POSITION (STATEMENT A) FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017) 2018 2017 **Actual Actual** FINANCIAL ASSETS: 36,691,336 \$ 33,830,155 Cash (Note 2) 4,600,470 4,352,361 Accounts receivable (Note 4) 61,746 Inventory for resale (Note 2) 53,268 2,543,023 Long Term Investments (Note 9) 2,171,135 43,516,209 40,787,285 LIABILITIES: Accounts payable and accrued liabilities (Note 6) 6,488,610 5,038,870 Deferred revenue (Note 7) 3,830,068 3,574,387 351,227 357,402 Refundable deposits 10,479,600 Debenture debt (Note 8, Schedule 3) 10,163,466 20,833,371 19,450,259 21,337,026 NET FINANCIAL ASSETS 22,682,838 **NON-FINANCIAL ASSETS:** 488,077 442,651 Inventory of supplies (Note 2) 201,989 154,938 Prepaid expenses Tangible Capital Assets (Notes 2 and 13, Schedule 1) 107,905,268 105,513,395 Intangible assets (Note 2) 86,111 103,333 108,681,445 106,214,317

Cathy Rothwell
Director of Finance

ACCUMULATED SURPLUS

Shroll

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

\$ 131,364,283 \$ 127,551,343

CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF OPERATIONS (STATEMENT B)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

(with comparative figures for 2017)			
	2018	2018	2017
	Budget	Actual	Actual
	Dudget	Actual	Actual
REVENUES:			
Taxes (Schedule 4)	\$ 23,315,874	\$ 23,450,919	\$ 22,772,563
Sale of services (Schedule 9)	9,971,594	9,870,774	9,784,198
Other revenue from own sources (Schedule 10)	831,040	858,339	227,518
Investment income	282,350	577,082	415,873
Grants (Note 11)	1,249,670	2,905,256	5,562,709
Developer contributions	-	671,379	55,938
Sale of property and equipment	-	117,139	386,325
Gain (loss) on disposal of assets		(23,830)	274,563
	35,650,528	38,427,058	39,479,687
EVBENGEG			
EXPENSES:	2 (50 221	2.014.020	2 706 649
General government (Schedule 5)	3,659,331	3,914,038	3,786,648
Protective services (Schedule 6)	11,006,417	10,460,475	11,232,258
Transportation services (Schedule 7)	4,261,679	5,863,040	6,257,913
Environmental health services	793,647	1,010,443	938,582
Environmental development	1,031,450	1,052,644	1,156,764
Recreation and cultural services (Schedule 8)	6,936,817	7,769,510	7,613,040
Interest	743,271	193,024	186,283
Debt reserve	20,300	3,114	2,738
Water utility (Schedule 11)	1,483,330	2,331,793	2,108,088
Sewer utility (Schedule 11)	1,212,850	1,886,037	1,798,156
Cost of sales and service		130,000	<u>17,367</u>
	31,149,092	34,614,118	35,097,837
ANNUAL SURPLUS	4,501,436	3,812,940	4,381,850
Accumulated surplus - beginning of year	127,551,343	127,551,343	<u>123,169,493</u>
Accumulated surplus - organism of year	121,001,040	12/13/13/13	123,107,773
ACCUMULATED SURPLUS - END OF YEAR	\$ <u>132,052,779</u>	\$ <u>131,364,283</u>	\$ <u>127,551,343</u>

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

CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (STATEMENT C)

FOR THE YEAR ENDED DECEMBER 31, 2018

(with comparative figures for 2017)

	2018 <u>Budget</u>	2018 <u>Actual</u>	2017 <u>Actual</u>
ANNUAL SURPLUS Acquisition of tangible capital assets Amortization (Gain) loss on disposal of assets	\$ (400,000) (7,621,275) -	\$ 3,812,940 (7,157,687) 4,645,205 23,830	\$ 4,381,850 (3,734,230) 4,582,533 (274,563)
Proceeds from sale of assets	(8,021,275)	114,000 1,438,288	374,745 5,330,335
Acquisition of supply inventory Acquisition of prepaid expenses Consumption of inventory of supplies Use of prepaid expenses	- - - -	(488,077) (201,988) 442,651 	(442,651) (154,938) 396,324 205,715
(DECREASE) INCREASE IN NET FINANCIAL ASSETS	<u>(8,021,275)</u>	(92,476) 1,345,812	<u>4,450</u> 5,334,785
NET FINANCIAL ASSETS - BEGINNING OF YEAR		21,337,026	16,002,241
NET FINANCIAL ASSETS - END OF YEAR		\$ <u>22,682,838</u>	\$ <u>21,337,026</u>

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

CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF CASH FLOWS (STATEMENT D)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017) <u>2018</u> 2017 **Actual** Actual **OPERATING ACTIVITIES:** Annual surplus for the year \$ 3,812,940 \$ 4,381,850 Non-cash items Add: amortization of tangible capital assets 4,645,205 4.582,533 Add: (gain) loss on disposal of tangible capital assets 23,830 (274,563)(Increase) decrease in investment 371,888 304,755 (Increase) inventory of supplies (45,426)(46,328)(Increase) decrease prepaid expenses (47,051)50,777 Deduct: developer contributions (671,379)(55,938)Changes in working capital balances Accounts receivable (33,032)(248,110)Inventory for resale 8,478 2,806 Accounts payable and accrued liabilities 1,449,740 (140,883)Deferred revenue 255,681 533,231 Refundable deposits (6,177)6,992 9,549,619 9,312,200 FINANCING ACTIVITIES: Repayment of long term debt (254,557)(304,327)(254,557)(304,327)Acquisition of tangible capital assets (3,992,303)(3,160,543)(Increase) decrease in work-in-progress (2,555,578)(517,748)Proceeds from sale of assets 374,745 114,000

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

INCREASE IN CASH FLOW

Cash and short term investments - beginning of year

CASH AND SHORT TERM INVESTMENTS - END OF YEAR

(3,303,546)

5,704,327

28,125,828

\$ 33,830,155

(6,433,881)

2,861,181

33,830,155

\$ 36,691,336

CITY OF PORT ALBERNI NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

1. General

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

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

2. Summary of Significant Accounting Policies

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

Basis of Presentation

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

- 1) **General Revenue Funds** to account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the City's operating fund including collection of taxation, administering operations, roads, policing, fire protection etc.
- 2) **Capital Funds** to account for all capital assets and unfunded work-in-progress of the City and offset by long-term debt and investment in capital assets.
- 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, 2018

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

Certain of the tangible capital assets are recorded at cost that would be considered a nominal value. These assets include land held for sale, parklands, and some structures that were included in purchase transactions.

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.

FOR THE YEAR ENDED DECEMBER 31, 2018

Revenue and Expense Recognition

- 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.
- 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 GICs and term deposits, cashable on demand or within 30 days, and are readily available. Short term investments are recorded at cost. Cash and short term investments as at December 31, 2018 were comprised as follows:

	<u>2018</u>	<u>2017</u>
Cash Short Term Investments	\$ 5,925,025 30,766,311	\$ 6,085,054 27,745,101
	\$ <u>36,691,336</u>	\$ 33,830,155

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, 2018

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

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

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

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

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

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

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

FOR THE YEAR ENDED DECEMBER 31, 2018

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:

	Tollowing.	2017 Balance	Interest	Receipts	Expenditures	2018 Balance
	Cemetery Trust	\$ <u>155,878</u>	\$	\$ <u>6,909</u>	\$(2,712)	\$ <u>162,787</u>
4.	Accounts Recei	<u>vable</u>			<u>2018</u>	<u>2017</u>
	Property taxes Provincial govern Federal governme General				\$ 749,266 60,997 160,835 3,629,372 \$ 4,600,470	\$ 731,782 25,070 13,970 3,581,539 \$ 4,352,361

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 Monday, December 31, 2018 the total investment of the Debt Reserve Fund was comprised of:

	<u>2018</u>		<u>2017</u>
General Revenue	\$ 173,329	\$	171,933
Water Revenue	43,202		42,737
Sewer Revenue	133,527		132,274
	\$ <u>350,058</u>	\$_	346,944

CITY OF PORT ALBERNI NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

6. **Accounts Payable and Accrued Liabilities**

	<u>2018</u>		<u>2017</u>
Due to senior governments	\$ 236 31,389		334 9,008
Other local governments Trade accounts	3,912,058		2,733,711
Salaries and wages Accrued debenture interest	613,031 63,419		402,847 63,419
Accrued employee benefits	1,868,477	-	1,829,551
	\$ <u>6,488,610</u>	\$_	5,038,870

Employee future benefits:

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

a) Retirement benefit payments

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

		<u> 2018</u>		<u> 2017</u>
Benefit liability - beginning of year	\$	662,653	\$	600,453
Add: current service costs		47,300		40,700
interest on accrued benefit obligation		28,300		23,300
amortization of actuarial loss		19,447		10,100
Less Benefits paid		(63,500)	_	(46,000)
Benefit liability - end of year		694,200		628,553
Unamortized actuarial loss (gain)	<u> </u>	111,600	_	130,747
Accrued benefit obligation - end of year	\$	805,800	\$ <u></u>	759,300
The retirement liability requires no contribution from the employees.		<u>2018</u>		<u>2017</u>
Accrued vacation liability as at Monday, December 31, 2018	\$	962,677	\$	940,251

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 Monday, December 31, 2018 this liability is estimated at \$100,000 (2017 - \$130,000)

CITY OF PORT ALBERNI NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

d) Employee benefit obligations:

	<u>2018</u>	<u> 2017</u>
Accrued Retirement Benefits	\$ 805,800	\$ 759,300
Accrued Vacation Payable	962,677	940,251
Accum. Sick Leave Liability	100,000	<u>130,000</u>
	\$ <u>1,868,477</u>	\$ <u>1,829,551</u>

The Employee Benefit Obligations liability was determined by actuarial valuation, with the exception of accrued vacation pay, which is recorded at actual. The actuarial valuation was performed by AON Hewitt in accordance with sections PS3250 and PS3255 of the CPA Canada Public Sector Accounting handbook. Actuarial valuations for accounting purposes are performed triennially using the projected accrued benefit cost method. The most recent valuation was completed December 31, 2017. The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation are as follows:

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

7. Deferred Revenue

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

		<u>2018</u>		<u>2017</u>
Capital grants, opening balance	\$	55,997	\$	107,233
Capital projects completed during year		(30,000)		(51,236)
Capital grants, ending balance		25,997		55,997
Property taxes		1,416,840		1,425,216
Other		855,346		713,596
Federal Gas Tax Agreement	_	1,531,885		1,379,578
	\$	3,830,068	\$_	3,574,387

FOR THE YEAR ENDED DECEMBER 31, 2018

8. <u>Debenture Debt</u>

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. Debenture debt by Bylaw is detailed on Schedule 3.

The annual principal and interest requirements for the next five years as of Monday, December 31, 2018 are as follows. Aggregate principal payments that will be made after 2023 amount to \$8,890,682.

	Principal	Interest	Total
2019	\$ 254,557 \$	295,628 \$	550,185
2020	254,557	295,628	550,185
2021	254,557	295,628	550,185
2022	254,557	295,628	550,185
2023	254,557	295,628	550,185

9. Long Term Investments

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

	<u>2018</u>		<u>2017</u>
Alberni Valley Community Forest Corporation Shares Accumulated earnings to date	\$		1 2,543,022
	\$ 2,171,135	\$_	2,543,023

10. Expenses by Object

2	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Salaries Wages and Benefits	\$ 15,870,742 \$	\$ 15,716,646 \$	16,390,356 \$	5 14,099,861 \$	5 15,006,477
Debt Servicing	214,561	200,919	250,400	372,593	267,799
RCMP Contract	4,593,360	5,488,750	5,160,770	4,677,793	4,338,968
Grants	211,739	288,938	135,325	124,900	113,440
Other Contracts	1,198,755	1,328,666	1,305,558	1,296,074	1,219,318
Goods and Services	7,879,756	7,491,385	7,974,752	7,976,677	7,323,311
Amortization	4,645,205	4,582,533	5,817,113	4,788,134	4,342,164

\$<u>34,614,118</u>\$<u>35,097,837</u>\$<u>37,034,274</u>\$<u>33,336,032</u>\$<u>32,611,477</u>

FOR THE YEAR ENDED DECEMBER 31, 2018

11. Grants and Transfers

		<u>2018</u>		<u>2017</u>
Operating Grants				
Federal				
Western Diversification Canada 150	\$	-	\$	21,000
Parks Canada Cost Sharing		15,018		_
Total Federal Grants	_	15,018	_	21,000
Provincial				
Strategic Community Investment & Traffic Fine Revenue	\$	591,652	\$	552,916
Community Gaming		445,840		445,840
BC Arts Council - Museum		77,322		65,000
Community Resiliency		10,000		
Rural Dividend BC		-		287,160
Bike BC		35,150		-
Emergency Management BC		2,843		9,949
BC Summer Jobs Program		4,902		2,714
Innovate BC		27,800		<u>-</u>
UBCM		3,400		10,000
Total Provincial Grants		1,198,909	_	1,373,579
Total Government Operating Grants	_	1,213,927	_	1,394,579
Local-Alberni Clayoquot Regional District Economic Development	_	21,833	_	21,833
Capital				
Federal				
Federal Gas Tax Revenue (UBCM)		686,808		788,817
General Strategic Priorities Fund (ÚBCM)		628,177		698,051
Western Diversification Canada 150		65,838		142,276
Employment and Social Development Canada				50,000
Federal/Provincial				,
Clean Water Wastewater Fund		_		2,193,175
Provincial				_,,_,
BC Hydro Power Smart Incentive Program		_		2,319
	_	1,380,823	_	3,874,638
Total Government Grants and Transfers		2,616,583		5,291,050
Other Grants - Non-Government	_	288,673	_	271,659
Total Grants and Transfers	-	2,905,256		5,562,709

FOR THE YEAR ENDED DECEMBER 31, 2018

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-trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

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

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City of Port Alberni paid \$1,259,580 (\$1,203,794 in 2017) for employer contributions to the plan in fiscal 2018, while employees contributed \$1,040,423 to the plan in fiscal 2018 (\$991,065 in 2017).

The next valuation will be as at December 31, 2018 with results available in 2019.

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

FOR THE YEAR ENDED DECEMBER 31, 2018

consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

13. <u>Tangible Capital Assets</u>

Tangible Capital Assets are stated at net book value.

		<u>2018</u>		<u>2017</u>
Land	\$	4,084,040	\$	4,081,550
Land Improvements		5,301,298		5,007,334
Buildings		18,217,898		18,741,599
Machinery and Equipment		4,953,421		4,614,146
Engineering Structures		2,878,554		2,814,494
Storm Drains		16,290,011		15,987,786
Transportation		9,190,742		9,719,411
Water		20,144,796		20,643,551
Sewer		21,208,427	_	20,823,022
	1	02,269,187	1	102,432,893
Work-in-progress - assets under construction not being amortized	-	5,636,081		3,080,502
	\$ <u>_1</u>	07,905,268	\$	105,513,395

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 2018 (2017 - \$ nil). Contributed assets recognized in 2018 were nil (2017 - nil). These include land, transportation, storm, sewer and water infrastructure. Interest capitalized in 2018 was \$118,140 (2017 - \$118,140). No amortization has been recorded on assets not in use in 2018.

14. <u>Segmented Information</u>

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

FOR THE YEAR ENDED DECEMBER 31, 2018

direct services to its citizens. General government consists of governance, corporate management and program support. Internal departments include Legislative (Council), Chief Administrator's Office, City Clerk's Department, Financial Services, Information Technology, 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.

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, Recreation and Heritage 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).

FOR THE YEAR ENDED DECEMBER 31, 2018

15. Accumulated Surplus

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

	<u>2018</u>	<u>2017</u>
Operations		
•	50 250)	\$(16,510,178)
·	76,849	1,240,526
	10,944)	(2,390,891)
	03,345)	(2,390,891) (17,660,543)
Capital	13,343]	(17,000,545)
•	36,838	20,684,563
,	72,190	2,396,735
,	72,150 783,810	4,239,001
	92,838	27,320,299
Equity in tangible capital assets	<u> </u>	
	26,917	58,352,503
	17,905	19,090,601
,	<u>83,091</u>	<u>17,694,024</u>
	27,913	95,137,128
Reserves	27,713	
Reserve funds - statutory		
· · · · · · · · · · · · · · · · · · ·	87,618	283,330
•	22,748	1,106,886
•	48,131	959,376
	24,470	247,715
	82,967	2,597,307
Reserve funds - restricted	<u> </u>	
	31,628	6,059,450
	02,710	258,588
	97,871	2,163,271
	06,422	104,679
	38,631	8,585,988
Reserve funds - unrestricted	<u> </u>	
	77,107	3,381,185
	51,000	1,351,000
,	57,074	54,461
•	85,188	1,085,188
	00,000	-
	62,223	3,185,495
	92,687	2,513,835
	25,279	11,571,164
24.9°	46,877	22,754,459
\$ 131,30		\$ <u>127,551,343</u>

SUPPORTING SCHEDULES

CITY OF PORT ALBERNI SCHEDULE OF TANGIBLE CAPITAL ASSETS (SCHEDULE 1) AT DECEMBER 31, 2018

	ASSETS								ACCUMULATED AMORTIZATION						N				
		Balance					Balance		Balance						Balance	NE	т воок	N	ET BOOK
	D	ecember 31,	2018		2018	D	ecember 31,		December 31,	20	18		2018	De	cember 31,	1	ALUE		VALUE
		2017	Additions		Disposals		2018		2017	Addi	tions		Disposals		2018		2018		2017
Land	\$	4,081,551	\$ 2,48	9	\$ -	\$	4,084,040		\$ -	\$	-	\$	-	\$	-	\$	4,084,040	\$	4,081,550
Land Improvements		11,641,388	769,96	9	43,708		12,367,649		6,634,053	47	6,005		43,707		7,066,351		5,301,298		5,007,334
Buildings		35,907,022	441,21	2	-		36,348,234		17,165,421	96	4,915		-		18,130,336	1	8,217,898		18,741,599
Machinery &																			
Equipment		13,754,882	1,181,73	3	825,845		14,110,770		9,140,740	70	9,854		693,245		9,157,349		4,953,421		4,614,146
Engineered Structures		3,937,918	108,09	0	-		4,046,008		1,123,424	4	4,030		-		1,167,454		2,878,554		2,814,494
Storm Drains		23,676,876	636,76	2	131		24,313,507		7,689,090	33	4,432		26		8,023,496	1	6,290,011		15,987,786
Transportation		43,104,735	307,02	1	25,249		43,386,507		33,385,324	83	4,139		23,698		34,195,765		9,190,742		9,719,411
Water		36,189,304	247,59	3	228,150		36,208,747		15,545,752	74	6,349		228,150		16,063,951	2	20,144,796		20,643,551
Sewer		30,536,142	906,63	9	7,358		31,435,423		9,713,120	51	8,258		4,382		10,226,996	2	21,208,427		20,823,022
Work in progress		3,080,502	5,636,08	1	3,080,502	-	5,636,081					-	_		_		5,636,081		3,080,502
	<u>\$</u>	205,910,320	\$ 10,237,58	9	\$ 4,210,943	<u>\$</u>	211,936,966		\$ 100,396,924	\$ 4,62	7,982	9	\$ 993,208	\$	104,031,698	\$ 10	7,905,268	\$	105,513,395

CITY OF PORT ALBERNI SEGMENTED INFORMATION (SCHEDULE 2)

FOR THE YEAR ENDED DECEMBER 31, 2018

		General Government	Protective Services	Transportation Services	Environmental Health Services	Environmental & Economic Development
Revenue						
	Taxes	\$ 23,450,919	\$ -	\$ -	\$ -	\$ -
	Sales of services	65,312	327,175	408,368	736,526	207,451
	Other revenue from own sources	443,839	259,837	-	7,721	142,203
	Investment income	382,787	-	-	-	-
	Grants	1,076,042	2,843	12,560	-	49,633
	Developer contributions	-	ėm:	-	-	-
	Gain/loss on disposal of assets	-		-	-	-
	Other		-		_	_
Total reve	nue	25,418,899	589,855	420,928	744,247	399,287
Expenses	Operating:					
	Salaries, wages and benefits	2,370,287	4,673,257	2,568,029	372,921	535,328
	Debt servicing	35,355	88,713	-, ,	-	, <u>-</u>
	RCMP contract	-	4,593,360	_		~
	Grants	29,569	, , , <u>-</u>	-	-	182,170
	Other contracts	16,590	~	1,087,704	-	94,461
	Goods and services	1,216,236	750,373	519,064	633,364	143,996
		3,668,037	10,105,703	4,174,797	1,006,285	955,955
	Amortization	239,901	314,643	1,688,243	4,159	67,121
Total expe	enses	3,907,938	10,420,346	5,863,040	1,010,444	1,023,076
Revenue C	Over (Under) Expenses	\$ 21,510,961	\$ (9,830,491)	\$ (5,442,112)	\$ (266,197)	\$ (623,789)

CITY OF PORT ALBERNI SEGMENTED INFORMATION (SCHEDULE 2) FOR THE YEAR ENDED DECEMBER 31, 2018

Recreation and Cultural Services			Water Utility		Sewer Utility		Other Funds	Consolidated 2018	Budget 2018	Consolidated 2017
\$	_	\$	-	\$	_	\$	_	\$ 23,450,919	\$ 23,315,874	\$ 22,772,563
4	1,296,046	Ψ	3,060,061	*	2,858,341	-	911,494	9,870,774	9,971,594	9,784,198
	-		26,112		24,881		(46,254)	858,339	831,040	227,518
	-		485		1,270		192,540	577,082	282,350	415,873
	110,871		_		´ -		1,653,307	2,905,256	1,249,670	5,562,709
	_		-		-		671,379	671,379		55,938
	_		-				(23,830)	(23,830)	-	274,563
	_		-		-		117,139	117,139	-	386,325_
	1,406,917		3,086,658		2,884,492		3,475,775	38,427,058	35,650,528	39,479,687
	3,943,564		856,239		551,117			15,870,742	16,009,718	15,716,646
	-		44,465		46,028		-	214,561	774,571	200,919
	-		-				-	4,593,360	5,353,114	5,488,750
	-		-		-		-	211,739	166,152	288,938
	•••		-		-		-	1,198,755	1,354,472	1,328,666
	2,958,076		729,206		799,441		130,000	7,879,756	7,491,065	7,491,385
	6,901,640		1,629,910		1,396,586		130,000	29,968,913	31,149,092	30,515,304
	1,049,309		746,349		535,480		-	4,645,205		4,582,533
	7,950,949		2,376,259		1,932,066		130,000	34,614,118	31,149,092	35,097,837
\$	(6,544,032)	\$	710,399	\$	952,426	\$	3,345,775	\$ 3,812,940	\$ 4,501,436	\$ 4,381,850

CITY OF PORT ALBERNI DEBENTURE DEBT - SCHEDULE 3

ALL FUNDS AT DECEMBER 31, 2018

Security Issuing Bylaw	Purpose	Term in Years	Annual Interest Rate	Maturity Date	Original Issue	Balance Dec. 31, 2017	Principal Paid	Actuarial Recognized	Balance Dec. 31, 2018	Debt Reserve Cash Balance Dec. 31, 2017	Debt Reserve Income & Expenses	Debt Reserve Cash Balance Dec. 31, 2018
4575 4807 4846		25 30 20	1.75% 3.00% 2.20%	19-Apr-31 14-Oct-44 8-Apr-35	3,375,064 428,300 912,000	2,282,104 405,381 846,373	81,042 7,177 32,249	43,719 954 2,297	2,157,343 397,250 811,827	49,774 4,369 9,743	1,083 101 212	50,857 4,470 9,955
	General				4,715,364	3,533,858	120,468	46,970	3,366,420	63,886	1,396	65,282
4848	Water	30	2.20%	8-Apr-45	2,000,000	1,921,159	38,743	2,759	1,879,657	21,366	465	21.831
4807	Waste Water	30	3.00%	14-Oct-44	5,321,700	5,024,583	95,346	11,848	4,917,389	57,863	1,253	59,116
				:	12,037,064	10,479,600	254,557	61,577	10,163,466	143,115	3,114	146,229

TAX LEVIES and GRANTS IN LIEU OF TAXES (SCHEDULE 4)

		YEAR		DECEMBER 31,	2018
(with	comr	arative	figures	for 2017)	

(with comparative figures for 2017)			
	2018	2018	2017
	Budget	Actual	Actual
	<u>2 445e.</u>	1100001	
MUNICIPAL PURPOSES:			
Tax Levies:			
General purpose	\$ 22,349,474	\$22,324,952	\$ 21,742,687
Local improvement - sewer	3,200	3,198	3,198
Off-street parking	10,500	9,387	9,134
Utility	600,000	759,988	660,811
Parcel Tax	134,000	<u>133,693</u>	134,193
	23,097,174	23,231,218	22,550,023
Grants in lieu of taxes	218,700	<u>219,701</u>	222,540
Total Municipal Taxes	23,315,874	23,450,919	22,772,563
COLLECTIONS FOR OTHER GOVERNMENTS:			
Tax Levies:			
School	5,100,000	5,319,033	4,982,810
Alberni Clayoquot Regional Hospital District	707,600	766,805	707,654
Alberni Clayoquot Regional District	1,204,000	1,311,810	1,202,692
B.C. Assessment	160,000	155,907	147,863
Municipal Finance Authority	500	1-1	483
Total Collections For Other Governments	7,172,100	<u>7,553,555</u>	7,041,502
Total Taxes Collected	\$ <u>30,487,974</u>	\$ <u>31,004,474</u>	\$ <u>29,814,065</u>

CITY OF PORT ALBERNI GENERAL GOVERNMENT EXPENSES (SCHEDULE 5)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

		2018 Budget		2018 <u>Actual</u>		2017 <u>Actual</u>
Legislative	\$	202,396	\$	173,285	\$	206,545
City manager's office		202,325		205,912		249,875
Municipal clerk's office		411,115		391,415		383,750
Legal fees		40,000		36,266		22,605
Financial management		754,725		774,016		694,525
Administration vehicle		8,115		15,309		14,971
External audit		30,900		34,500		25,000
Purchasing		211,000		161,368		231,319
Buildings		158,825		230,691		185,073
Information services		659,309		811,669		932,372
Personnel		291,471		260,045		287,526
Election expenses		52,928		48,740		-
Training and development		201,460		147,468		138,041
Damage claims		20,808		5,570		34,661
Grants and grant funded programs		11,000		-		33,956
Office equipment supplies and printing		342,654		369,924		406,156
Public liability insurance		260,100		252,802		252,145
Other general services		256,200		425,527		162,128
Administration recoveries		(456,000)		(479,494)		(474,000)
Reconciliation Committee		-		2,042		-
Asset Management Plan	-			46,983	_	
	\$	3,659,331	\$_ :	<u>3,914,038</u>	\$	3,786,648

PROTECTIVE SERVICES (SCHEDULE 6)

FOR THE YEAR ENDED DECEMBER 31, 2018

(with comparative figures for 2017)

	2018 <u>Budget</u>	2018 <u>Actual</u>	2017 <u>Actual</u>
Police protection	\$ 6,974,476	\$ 6,519,055	\$ 7,379,648
Fire protection	3,502,786	3,504,701	3,504,275
Emergency measures	500	7,145	7,105
Building and plumbing inspections	106,617	119,715	100,221
Animal pound operations	151,212	148,953	138,211
Bylaw enforcement	270,826	<u>160,906</u>	102,798
	\$ 11.006.417	\$10,460,475	\$ 11,232,258

CITY OF PORT ALBERNI TRANSPORTATION SERVICES (SCHEDULE 7)

FOR THE YEAR ENDED DECEMBER 31, 2018

(with comparative fig	gures for 201'	7)
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(with comparative figures for 2017)			
	2018	2018	2017
	Budget	<u>Actual</u>	Actual
	· · · · · · · · · · · · · · · · · · ·		
COMMON SERVICES:			
Engineering administration	\$ 605,003	\$ 524,159	\$ 555,024
Engineering consulting services	140,549	157,432	136,569
Public works supervision	372,338	367,712	380,233
Equipment and supplies	45,869	104,486	109,448
Building and yard maintenance	218,058	161,160	175,264
Equipment maintenance	856,262	1,152,305	1,159,874
	2,238,079	2,467,254	2,516,412
ROADS AND STREET MAINTENANCE:			
Roadway surfaces maintenance	1,145,145	1,946,670	1,893,471
Snow and ice removal	197,500	99,534	353,624
Parking	8,295	10,227	19,143
Gravel	178,125	241,949	200,844
Ditch and dyke maintenance	116,688	85,062	93,626
Storm sewers	203,475	593,586	523,222
	1,849,228	2,977,028	3,083,930
Duidges and notaining walls	43,468	46,272	71,408
Bridges and retaining walls	43,406	40,272	71,406
Street lighting	298,468	333,895	423,171
Traffic control	213,756	344,314	323,438
Public transit	1,095,927	1,087,705	1,089,835
Other	117,853	73,902	178,902
Recoveries	(1,595,100)	(1,467,330)	(1,429,183)
	\$ <u>4,261,679</u>	\$ <u>5,863,040</u>	\$ <u>6,257,913</u>

CITY OF PORT ALBERNI RECREATION AND CULTURAL SERVICES (SCHEDULE 8)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

		2018 Budget <u>Revenue</u>	2018 Actual <u>Revenue</u>	2018 Budget <u>Expense</u>	2018 Actual <u>Expense</u>	2018 Budget Operating <u>Deficit</u>	2018 Actual Operating <u>Deficit</u>	2017 Actual Operating <u>Deficit</u>
RECREATION SERVICES	: :							
Administration	\$	- \$	- 5	516,066 \$	509,054 \$	(516,066) \$	(509,054)	\$ (511,567)
Leisure Centre		273,530	262,202	519,973	578,602	(246,443)	(316,400)	(304,460)
Swimming pool		292,050	247,590	525,926	570,185	(233,876)	(322,595)	(234,269)
Arena		573,215	447,158	942,018	1,485,979	(368,803)	(1,038,821)	(919,989)
Parks, playgrounds and								
other		36,860	20,531	1,488,556	1,658,995	(1,451,696)	(1,638,465)	(1,602,191)
Programs		300,499	255,310	1,500,195	1,399,868	(1,199,696)	(1,144,558)	(1,099,883)
		1,476,154	1,232,791	5,492,734	6,202,683	(4,016,580)	(4,969,893)	(4,672,359)
CULTURAL SERVICES:								
Museum services		21,250	33,257	486,087	527,031	(464,837)	(493,774)	(455,296)
McLean Mill		-	29,998	231,000	312,800	(231,000)	(282,802)	(332,531)
Regional library				726,996	726,996	(726,996)	(726,996)	(675,192)
	_	21,250	63,255	1,444,083	1,566,827	(1,422,833)	(1,503,572)	(1,463,019)
	\$	1.497.404 \$	1.296.046 \$	6.936.817 \$	7,769,510 \$	(5,439,413) \$	8 (6,473,465)	\$ (6,135,378)

CITY OF PORT ALBERNI SALES OF SERVICES (SCHEDULE 9)

SALES OF SERVICES (SCHEDULE 9)			
FOR THE YEAR ENDED DECEMBER 31, 2018			
(with comparative figures for 2017)			
	2018	2018	2017
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
CENTRAL A REVENUE			
GENERAL REVENUE:	Φ 1.660.674	0.1.655.050	Φ 1.652.621
General Services	\$ 1,660,674	\$ 1,655,978	\$ 1,652,631
Arena	573,215	447,158	495,661
Leisure Centre	273,530	262,202	255,921
Parks, playgrounds and other	36,860	20,531	22,913
Pool	292,050	247,590	272,316
Programs	300,499	255,310	374,261
Museum	21,250	33,257	26,593
McLean Mill		29,998	29,997
	3,158,078	2,952,024	<u>3,130,293</u>
MISCELLANEOUS REVENUE:			
Miscellaneous receipts/sales	-	911,494	883,404
SERVICES PROVIDED TO OTHER GOVERNMENTS:			
Services provided to other governments	167,000	88,853	144,127
Services provided to other governments	107,000	00,033	144,127
SEWER REVENUE:			
Connections and sundry charges	70,959	58,376	126,219
Sale of sewer service	2,942,399	<u>2,799,965</u>	2,562,469
	3,013,358	2,858,341	2,688,688
WATER REVENUE:			
Sale of water	3,584,439	3,057,174	2,862,374
Connections and sundry charges	3,384,439 48,719	2,888	<u>75,312</u>
Connections and sundry charges	40,/19	4,000	13,312
	3,633,158	3,060,062	2,937,686
	\$ <u>9,971,594</u>	\$ <u>9,870,774</u>	\$ <u>9,784,198</u>

OTHER REVENUE FROM OWN SOURCES (SCHEDULE 10)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

	2018 Budget	2018 <u>Actual</u>		2017 <u>Actual</u>
Licences and permits	\$ 208,140	\$ 245,701	\$	240,338
Fines and costs	9,500	14,136		11,446
Land and building rentals	142,100	142,203		140,056
Penalties and interest	221,800	220,104		215,208
Miscellaneous revenue	249,500	282,449		61,524
Other revenue from own sources - capital fund	 	 (46,254)		(441,054)
	\$ 831,040	\$ 858,339	\$_	227,518

SEWER AND WATER UTILITIES (SCHEDULE 11)

FOR THE YEAR ENDED DECEMBER 31, 2018

(with comparative figures for 2017)						
		2018		2018		2017
		Budget		<u>Actual</u>		<u>Actual</u>
SEWER UTILITY:						
Administration	\$	459,656	\$	396,758	\$	403,120
Sewage treatment and disposal		293,413		519,158		485,452
Sewage collection system		296,975		700,851		631,094
Sewage pump stations		160,806		268,409		277,055
Other operating costs		2,000	_	861		1,435
	\$	1,212,850	\$	1,886,037	\$	1,798,156
WATER UTILITY:						
Administration	\$	398,274	\$	509,197	\$	478,925
Service of supply		119,913		280,489		243,336
Pumping		269,650		345,251		354,772
Transmission and distribution	<u></u>	695,493	_	1,196,856	_	1,031,055
	\$	1,483,330	\$	2,331,793	\$_	2,108,088



STAFF REPORT

I concur, forward to next Regular

Tim Pley, CAO

Council Meeting for Consideration:

TO:

Tim Pley, CAO

FROM:

Willa Thorpe, Director of Parks,

Recreation and Heritage

DATE:

June 13, 2019

SUBJECT:

McLean Mill Septic System Inspection

ssue:

A certified inspector assessed the septic system and fields on April 29, 30 and May 1, 2019.

Background:

The attached report details the findings, assesses future capacity, and provides recommendations.

Discussion:

The inspection process indicated that while some remedial work is recommended for each of the three separate septic systems at McLean Mill, there is no indication of domestic sewage entering into fresh waterways on the property.

As outlined in Appendix 5 of the attached report, recommendations for each of the four areas of inspection were provided:

- 1. Visitor Centre
 - a. Complete replacement
- 2. Building #6 (Workers' House)
 - a. Install a new PVC baffle to allow for the installation of an effluent filter.
 - b. Install access risers to the distribution box and each of the ends of the field.
 - Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent
- 3. Building #9 (R.B. McLean House)
 - a. Install an access riser over the outlet pipe of the septic tank.
 - b. Install a new PVC baffle to allow for the installation of an effluent filter.
 - c. Aerate the field due to depth of overfill.
 - d. Modify size of inflow pipe from hatchery to eliminate scouring.



- e. Install access risers to the distribution box and each of the ends of the field.
- f. Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent Building #35 (Salmon Hatchery)
- g. Add a high level alarm.
- h. Install a new PVC baffle to allow for the installation of an effluent filter.
- i. Have effluent pump plumbing located and fitted with servicing components i.e. check valve, ball valve, and union.
- j. Install rope or chain so pump can be pulled without using discharge piping or electrical cords.
- k. Ensure all electrical is removed from inside the pump chamber to a junction box located outside the chamber for servicing.
- I. It is recommended that these tanks be relocated away from the creek.

Costs for these recommendations are currently being researched; staff will provide Council with a report of such costs at a future meeting.

Recommendation:

That the report from the Director of Parks, Recreation and Heritage, providing results of the McLean Mill septic system inspection, be received.

Respectfully submitted,

Willa Thorpe

Director of Parks, Recreation and Heritage



Box 3147, Courtenay, B.C. V9N 5N4 (250) 897-1661 (250) 286-4212

www.rockcreekenviro.com 1-877-898-7625 rockcreekofc@shaw.ca

Septic Systems and Treatment Plants / Service and Maintenance Inspections and Assessments / Permits and Design

May 27, 2019

File #2009-19-00

Rob Kraneveldt Facilities Operations Supervisor City of Port Alberni 4850 Argyle Street Port Alberni, BC V9Y 1V8

Site Investigation & Inspection of Sewage System: McLean Mill National Historic Site, Port Alberni, BC

1. Introduction

This report is an assessment and inspection of the Onsite Sewage Systems serving McLean Mill National Historic Site located in Port Alberni, B.C.

1.1 Statement of Issue

The system's wastewater is produced by three public visitor buildings on the site. There are currently two other buildings that are connected to the existing systems at site, these buildings being the caretaker's RV residence and the Fish Hatchery. There is the potential for future connection of a small seasonal RV park.

It is understood that the property has only one full-time caretaker and part time voluntary staff at the hatchery with the rest of the site having limited seasonal usage by the public.

1.2 Object of Assessment and Inspection

I was requested to investigate the three existing known sewage dispersal systems at site and/or any other unknown systems that may have plumbing connected that disperse in other areas/fields or graywater systems on the site. The investigation is to locate any and all system components that may comprise a typical septic system (septic tank with dispersal field) or if the system has a holding tank.

The proposed goals were to determine the current type of system, its components, if it is compliant and outline if the current system is capable of meeting the Provincial "Sewage System Regulation" (SSR) or the "Environmental Management Act" (EMA). Other objectives include site capacity of each system and future options. Our proposal also included a site evaluation to explore options for replacement sites and any other sewage system areas available for the property.

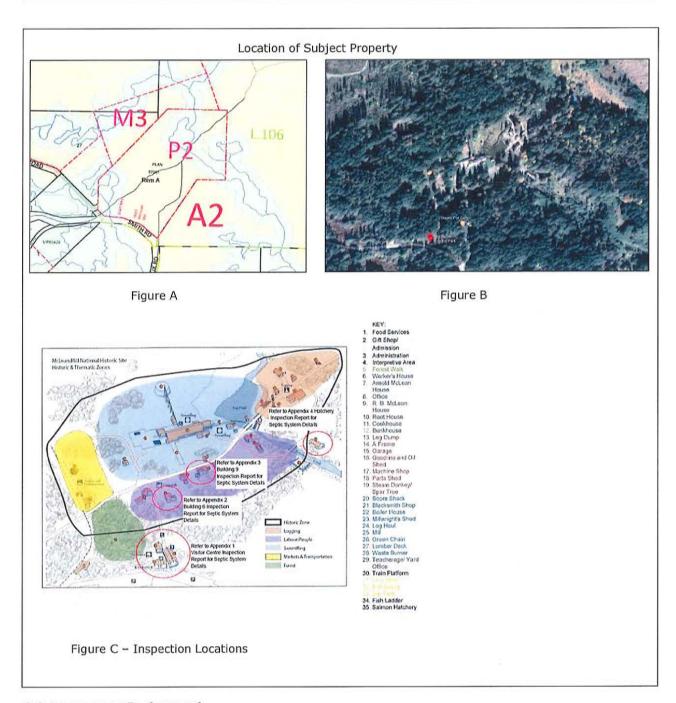
1.3 Limitations of this Report

This report provides an inspection of the current systems, site evaluation and feasible design parameters relative to the BC Standard Practice Manual (SPM), Version 3, based on the assessment of the site. Mr. Tobin Laughlin, is an Authorized Person under the BC Sewerage System Regulation and, as such, is responsible for the inspection, site evaluation report, and any feasibility rationale. This letter is subject to the attached Statement of General Conditions (Appendix 1).

2. Background

2.1 Location

McLean Mill National Historic Site is located in the Alberni Valley on the west coast of Vancouver Island, at 5633 Smith Road, 10 minutes from downtown Port Alberni. The site was aquired by the City of Port Alberni in 1988 with the donations from the McLean Family and MacMillan Bloedal. The mill site was named a National Historic Site of Canada in 1989 and officially opened to visitors in July 2001.



2.2 Assessment Background

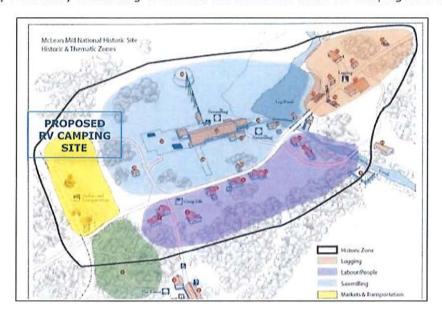
The property has many buildings and outbuildings located on the developed site. There are large areas that have been cleared for these buildings and the industrial area of the historic steam mill. The site has roads, walking paths, grassy / forested areas and there is a mill pond in the middle of the property. A creek runs from the dam of the mill pond southeast through the property. The Historic Site now includes a visitor center, gift shop, café, washrooms and a general office. There is a full-time caretaker living on site and a few part-time volunteers at the Salmon Hatchery. The property has a small 9 site RV campground and has installed but not completed site services, such as water connection and power. The camping does not include individual RV

sewer connections, however, a central comfort station (washroom & showers) may be a future consideration. The site has municipal potable water provided and has ample power supply.

2.3 Site Use

The property utilizes self guided tours of the historical steam mill, its outbuildings and logging machinery. The historic train ride through the property into downtown Port Alberni has been discontinued for the forseeable future. The caretaker is the only full-time year round resident. The caretaker's suite is a RV trailer that is connected to a sewer line and Building #6 septic system. There are some part-time staff workers in the office of the Visitor Center and the Salmon Hatchery. The site primarily is a seasonal operation between June and September. There are seasonal openings at Halloween and Christmas for a few weeks and other private day use rentals of the site. The only event that has a large excessive flow is the 1 music festival hosted on the grounds. However, this event can be off set with portable toilets and/or trailered washroom rentals.





These individual sites have potential for water and electrical utility services to be provided. Sewer is currently self-contained in either the RV holding tanks or in rented portable washrooms. The future may include a comfort station with washrooms and showers. It is understood that this is a future possibility and system design with future capabilities need to be discussed and approved.

2.4 BC Public Health Act- Sewage System Regulations

The sewage system at site has no known permits or approval documents for any of inground sewage dispersal. Searches for any approval documents were unsuccessful. Any sewage system that is less than 22.7cu.m or 5000 igpd and disperses into the soil's subsurface would follow the Ministry Of Health's "Sewage System Regulation" (SSR). The current SSR follows the "Sewage Systems Standards Practices Manual Ver. 3 (SSSPM).

2.4 Environmental Management Act

The Waste Discharge Regulation defines what industries, activities and operations require authorizations to discharge or release waste to the air, water, and land under the *Environmental Management Act* (EMA) in B.C. Any previous permits issued under the expired Ministry of Environmental "Municipal Sewage Regulation"

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(MSR) would require updated management plans to meet the current standards. An authorization under the *Environment Management Act* may be: a registration or notification under a regulation or code of practice, a permit, approval, waste management plan or operational certificate.

Any raw sewage or effluent being discharged by outfall into either a fresh or marine water body would be required to follow the Provincial Ministry of Environment's Management Act. The Ministry of Environment currently uses the "Municipal Wastewater Regulation" (MWR) for flows equal or over 22.7cu.m or 5000 igpd.

Regardless, there were no sewage permits or filing documents produced at the time of this report nor were found on file at any of the Provincial agencies.

2.4 Project Summary

Table 1 Summary of the Project and Sewage System Property information:

System Location	1)Visitor Center at site entrance, 2)Building #6 (historically known as "Workers House") 3)Building #9 (Historically known as "R.B Mclean House) 4)Building #35 (Salmon Hatchery)
Legal Descriptions	District Lots 1053 and 1054 VIP 57991 VIP 65071 VIP 65249 PLAN 1287
Contact name	Rob Kraneveldt Facilities Operations Supervisor City of Port Alberni
Contact Address	City of Port Alberni 4850 Argyle Street Port Alberni, BC V9Y 1V8
Contact Phone	1-250-720-2511
National Historic Site/Musuem Buildings	Seasonal Visitor Center Caretaker's Residence Gift Shop & Café Part Time Salmon Hatchery Seasonal RV Site
Peak monthly visitors Average visitor Holiday average Special Event (Music Festival)	3000 2000 400 1200
Peak Sewage Flow Visitor Center / Washrooms /Café/Office /Gift Shop	7080lpd
Peak Sewage Flow Building 9/Hatchery Special events (Shaker Festival)	3540lpd 21,600lpd
Water source	Municipal

NOTE: Non-residential average daily sewage flows as per SPM 2&3. See III-11 Tables Appendix 7 NOTE: These Facilities flows may vary widely from literature, table values and sewage strength.

NOTE: Average visitors to site provided by City staff.

3. Site Conditions

3.1 Field Notes: Additional Field Notes Available Upon Request.

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3.2 Constraints

The property has a few site constraints that may affect the design of a sewage dispersal system. These constraints include the fresh water ie; ponds, creeks, fresh water drainages, groundwater and property boundaries. The most critical is the protection of the fresh water. There are no potable water wells within the surrounding area as the potable water for the majority of residences in the area is provided by the Cherry Creek Waterworks District. A few of the newer buildings i.e. Visitor Center, office and washroom have drainage that require horizontal separation considerations to a system design. The property is large enough to meet the required horizontal separation requirements outlined in the SPM3.

3.3 Drainage

The site has one pond and two medium to large creeks/drainages that run through the middle of property to the southeast. There are a few poorly graded ditches with standing seasonal water. These fresh water sources require minimum horizontal separation (setbacks) to reduce risk of damage or encroachment. Horizontal separation is useful to reduce the risk of accidental system damage or encroachment on a neighboring property or environmental boundary. These drainages are considered permanent fresh water bodies - the horizontal separation to a dispersal field is 30m. For separation to a water body, measure the separation to the high water mark for fresh water. See Appendix 7: Table 11-19 (SPM pg31) & Table iii-16(SPM pg 72)

3.4 Topography

The site is located 10 minutes from downtown Port Alberni in the Beaufort Electoral Area of the Alberni Valley. The property is accessed by Smith Road. The property is generally gently sloping, approximately 5-7%. Two drainages run through the property. The development includes gently rolling road access and walkways throughout the property. There are areas of undisturbed natural vegetation throughout the property and along the creeks and pond. There are large mature trees throughout with denser stands to the south and east of the property. The only slope located on the property is from the blacksmith shop (Building #21) to the Nikkei Theatre (Site #4).

3. SYSTEM INSPECTION

3.2 Inspection Method

The first procedure for all of the systems inspected at site was to identify all the plumbing, locate the sewer lines that collected the sewage from all the plumbing and does it to correctly septic system tanks. All the plumbing at site must be collected into a sewer system to be compliant with the BC health Act. Then depending on the type of system of dispersal the methods were altered to suit the system type. This included both video camera and sonar locating as well as tracing dye.

All septic systems should comprise of a septic tank to contain and separate the solids. These system types are known as Type 1. The site has two gravity systems that move effluent from the septic tank outlets to dispersal fields. These gravity dispersal systems have the effluent flow by gravity into subsurface gravel trenches with perforated pipe to disperse the effluent. The dispersal field components typically comprise of a distribution box that would equally distribute effluent to in-ground piping. This type of sewage treatment would require area for both the septic tank and the dispersal field. This type of system can be exposed by shallow excavation of some of the components and the internal components inspected and located with a plumbing inspection camera. Dye testing is used to confirm flows to the system from plumbing components and to verify there are no effluent breakouts to the surface.

The second system type is a pressurized dispersal system that uses low pressure effluent pumps to disperse the effluent into the subsurface shallow gravel trenches. This system type has septic tanks to collect the sewage and settle the incoming waste. This pressure system has a chamber that holds the settled effluent until it is discharged by pumps through a low pressure forcemain and then into a smaller diameter pipe for dispersement. The field is typically constructed of shallow gravel trenches or beds. Dye testing is used to confirm flows to the system from plumbing components and to verify there are no effluent breakouts to the surface.

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3.3 Inspection Summary

1) Visitor Center and Washroom

The Visitor Center and public washroom sewage system is a pressurized system. The flows enter into the septic tank and flows by gravity into a pump chamber with two effluent pumps. These pumps alternate and pump the effluent into two pressurized dispersal fields. The dispersal field is split into two fields. Each of these fields has one of the pumps dedicated to it when pumping. There appears to be enough area with the required setbacks for this dispersal field. There was no public health hazard identified with this system. However, there is no permit/authorization to use or filing/certification on file with VIHA. There are some system deficiencies that should be addressed. (See Appendix 1 Inspection Report).

2) Building #6

This system is a gravity system with only the caretaker connected to it at this time. Both the septic tank and the dispersal field are in good working order. The system has no public health hazard identified with this system. There appears to be enough area with the required setbacks for this dispersal field. However, there is no permit/authorization to use or filing/certification on file with VIHA. The system size would allow for more flow to be added with proper design and consultation. (See Appendix 2 Inspection Report).

3) Building #9

This system has a public washroom that flows into a septic tank and into the dispersal field. This system is a gravity system that has been altered to receive effluent by pressure from the salmon hatchery. The dispersal system is quite deep with what appears to be excessive backfill placed over the distribution box. This fill appears to have been placed to grade the site evenly. There appears to be enough area with the required setbacks for this dispersal field. The system appears to be functioning adequately with the alteration. However, there is no permit/authorization to use or filing/certification on file with VIHA. (See Appendix 3 Inspection Report).

4) Salmon Hatchery

The system has what appears to be a 750ig 2 chamber septic tank and a 250ig pump chamber located at the rear southeast of the building. This system's dispersal field is shared with the system located for Building #9. This shared dispersal field was an alteration to the existing dispersal field. The system apppears to be functioning adequately with the alteration, however, there is no permit/authorization to use or filing/certification on file with VIHA.. It is noted that this system's septic tank and pump chamber do not meet the required setbacks to the creek and lagoon area behind the hatchery. (See Appendix 4 Inspection Report).

3.4 Table 2 Main Sewage Components

1) Visitor center and washroom

Effluent type	Commercial/domestic sewage mix
Treatment type	Type I septic tank effleunt
Components	Septic tank/2-chamber, pump chamber, duplex pumps, pressure dispersal field
Sewer piping	4' solid sewer pipe
Forcemain	3" Sched 40 pressure
Pressure field	1-1/4 solid Sched 40 pressure
Septic tank:	Could not inspect/confined space
Dispersal method	Pressure distribution/shallow trench
Forcemain Distance:	Approx: Unknown
Total field length	Approx: 180m

2) Building #6

Effluent type	Domestic sewage
Treatment type	Type I septic tank effluent
Components	Septic tank/2-chamber, distribution box, gravity dispersal
Sewer piping	4' PVC solid
Dispersal field pipe	4" Perf drain
Septic tank	Approx 1000ig 2-chamber concrete
Dispersal method	Gravity
Distance:	
Tank to d-box	Approx: 12m
Total dispersal field	Approx:90m

2) Building #9

Effluent type	Domestic sewage
Treatment type	Type I septic tank effluent
Components	Septic tank/2-chamber, d-box, gravity dispersal NOTE: Hatchery pressure tie-in before d-box
Sewer piping	4' PVC solid
Dispersal field pipe	4" Pvc perf Drain
Septic tank	Approx 2500ig 2-chamber concrete
Dispersal method	Gravity
Distance:	
Tank to D-box	Approx: 30m
Total dispersal field	Approx: 232m

4) Salmon Hatchery

Effluent type	Domestic sewage
Treatment type	Type I septic tank effluent
Components	Septic tank/2-chamber, pump chamber, simplex pump, forcemain to d-box for System #9
Sewer piping	4' PVC solid sewer 2" PVC shed 40 pressure
Septic tank	Approx 1000 2-chamber concrete
Dispersal method	Gravity at building 9 field
Distance	Unknown

4. Summary of Site Evaluation

4.0 Soil

4.1 Soil Field Notes

- · Four test pits were excavated.
- Six borehole permeameter tests at depths of 30cm and 45cm
- Interpretation of the seasonal high water table based on the test pits and based on nearby drainage/ditching
- Land slope: 5-7% average in the tested area. The site is sloping but gently within the area evaluated.
 There is one pond and two creeks/drainage locations that we understand flows year round on the property.
- Four test pits were advanced, all to a depth of 1.0m in depth
- Six permeability tests were conducted to depths ranging from 0.3 to 0.45m

4.2 Summary of Site Evaluation

On 2019-05-01, I evaluated site and soil conditions at the three existing sewage systems at site. I reviewed soil conditions and completed 6 Permeablity Tests. The following table is a summary of the site evaluation.

Table 3: Site Evaluation Summary Visitor Center

Land Slope:

average 5%

of test pits:

Typical soil at infiltration surface

Texture:

Sandy Loam/ Loam

Structure:

Single grain/abk-2 moderate

Consistence:

Looseto mod 0-2

Typical soil profile

Dark brown topsoil sand/sandy loam, SG-0 to Gr-2, loose/friable, roots mf

B:

Beige sandy loam, abk-2, mod. Roots fine

Cemented massive layer, till

Typical depths in the selected dispersal area

Roots:

86-88cm 84-92cm

Mottling:

Water Table:

88-90cm

(depth measured on 2019-05-01)

Reference:

WL measured by T. Laughlin

Soil Permeability

of CHBP:

4

constant head borehole permeameter

Shallow Soils

Measured K(fs):

72 cm/d 720 mm/d median value, shallow soil depth of 30 cm design value based on median (550 mm/d)

-or, in mm/d

Deeper Soils Measured k(fs):

550mm/d

median value, soil depth of 45-50 cm

Interpretation

FRH:

94cm

Flow Restrictive Horizon

SHWT: 86cm Seasonal High Water Table

Table 4: Site Evaluation Summary Building #6 & #9

Land Slope:

5-7% average

of test pits:

Typical soil at infiltration surface

Texture:

Sandy Loam (building #9 some place fill as cap)

Structure:

Single grain/abk-2 moderate

Consistence:

Loose to mod 0-2

Typical soil profile

Dark brown topsoil sand/sandy loam, SG-0 to Gr-2, loose/friable, roots mf A:

B:

Beige sandy loam, abk-2, mod. Roots fine

Cemented massive layer, till

Typical depths in the selected dispersal area

Roots:

88cm

Mottling:

84-92cm

Water Table:

88-90cm (depth measured on 2019-05-01)

Reference:

WL measured by T. Laughlin

Soil Permeability

of CHBP:

2

constant head borehole permeameter

Shallow Soils

Measured K(fs):

63 cm/d

median value, shallow soil depth of 30 cm design value based on median (550 mm/d)

Deeper Soils

-or, in mm/d

630 mm/d

550mm/d

median value, soil depth of 45-50 cm

Measured k(fs): Interpretation

FRH: SHWT:

94cm-120cm* 86cm-90cm*

Flow Restrictive Horizon Seasonal High Water Table

NOTE: Building 9 system *

A) Soils: The Soil characteristics have been confirmed to be sandy loam/loam, over till. The roots are many fine/medium to depths of 88cm. The soil texture is sandy loam, single grain, allows for careful handing. The structure is granular to friable consistency. The structure and consistency category is "favorable" with coarse fragments of 20%. The median tested kfs is 550. The soil is of good/fair permeability. *Field soil logs available on request.*

B)Permeability: The permeability KFS ranged between 550mm/day-840mm/day amongst the areas tested within the proposed areas. 550)mm/day range is design HLR loading of 27lpd.

C) Groundwater:

Groundwater conditions were reviewed in the test pit after little rain had fallen on the region previous to the testing period. Checking the groundwater levels confirmed the groundwater levels to be moderate. The open test pits indicate SHWT at 86-88cm below the surface.

Seepage and groundwater water levels were observed to be at approximately 86cm. The lack of recent precipitation had not greatly affect the SHWT and had no surface runoff. The drainage ditches on side of the tested area did have minimal water running in them. Regardless, the conditions in the tested areas are still indicative that a standard Type 1 gravity system is not appropriate for these sites. Under previous regulation in which it appears these systems were installed, the systems would have been allowed with these vertical separations. However, under the current standards and the SPM3, Type I pressure system to a raised infiltrative bed or shallow trenches would be required. See Appendix #7 SPM3 Tables II-14, II-15/16 & II-17.

Fresh water sampling:

Fresh water samples were retrieved from 4 locations on the property. These locations were selected to ensure that the presence of domestic sewage was not contaminating the property's groundwater or leaching into its pond, ditching and creeks. Each of these sites have been tested for Fecal Coliforms and Nitrates. The analysis of both Fecal and Nitrate would be potential indicators of domestic sewage entering into the property's fresh waterways and/or ground water. Both the creek and Pond were tested up stream of any sewage system for a base line. The creek below the pond which is closest to the system located at Buildings #6 and #9 was tested at the footbridge and the lagoon beside the Salmon Hatchery was tested with the septic tanks of the hatchery in closest proximity. There is no indication of domestic sewage entering into the fresh waterways on the property. See Appendix 6 Maxxam Lab Reports .

Looking up stream from footbridge



Grab Sample #2 high water mark of lagoon behind Hatchery GPS: N49' 18 630 W124' 49 469

Grab sample #1 from under footbridge GPS: N49' 18 637 W124' 49 532



Grab sample #3 upper creek dam weir creek Creek Bypass GPS: N49 18 438 W124 49 327

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Grab sample #4 intake diversion pipe from pond. GPS: N49 18 431 W124 49 337



5.0 Sewage System Regulation

5.1 Approval

For this property and a planned sewerage system less than 22.7cu.m, the design should follow Sewage System Regulations and SPM3. The daily design flows, site occupancy and usage are criteria that would apply to the use of the Ministry of Health's "Sewage System Regulation" and the SPM3 guidelines.

The site has a few horizontal setback constraints and few soil challenges, based on the preliminary site evaluation and testing. Any approval is subject to the conditions listed in Section 5.2 of this report.

Furthermore, this report confirms that any newly planned new sewage system must comply with requirements of SSR. This would require system design with complete soil logs, system specification, and construction drawings all filed with the local health office. The custom designed new sewage system would most likely be designed based on either sections from Type I raised pressure bed/ mound from the SPM3 guidelines section. It is understood that additional hydrology studies would be required should any vertical or horizontal setbacks need to be reduced.

5.2 Requirements

An approved system design must be filed with the Island Health office. Any new system(s) will require further study of the drainage at site and confirmation of the occupancy and usage. A new design may also require further site work for soils and water quality samples.

Siting of the tested dispersal area

This report and site investigation is based on information gathered within the locations shown on Page 1 - Figure C.

Complying with Standards

Any system design and installed must comply and adhere to the standards in the BC Standard Practice Manual, Version 3, except where otherwise approved by any further required reports.

6.0. Conclusions and Recommendations - See Appendix 5

There are three primary sewage systems located at this property.

- The main system is located at the Visitor Center. There are some concerns with the Visitor Center system with its design, installation and its design flows. There is a high likelihood this system will breakout and pose a health hazard in the near future.
- The second system is located at Building #6. This system only receives wastewater from the Caretaker's site at this time and appears to be under-utilized based on its size.
- The third system is located at Building #9 and it receives wastewater from the washroom at Building #9. This system shares its dispersal field with the tanks at the Salmon Hatchery. The system at Building #9 is operating and appears to be handling the flows it receives.

None of the existing systems appear to be contributing to a public heath hazard at this time.

· The tanks at the Hatchery are a concern with their placement beside the lagoon.

There is no VIHA Permit or Authorization to Use under previous regulation for any of these systems or their components. There is also no Filing or Certification documents that are to be filed with VIHA under the current regulation for any of these systems or their components. These systems are all deemed *existing non-compliant* because of the lack of documentation. It is noted that there are some prelimanary design drawings that were supplied by city staff for the construction of the Visitor Center and the washroom.

The campground has no sewer connections to any of the site's sewage systems. The flow from the campground would be minimal should this be connected in the future based on other activities at site. The Visitor Center, café, office and washroom at the front of the property has the highest volume and hydraulic flows. The seasonal usage is minimal with much of the tourist season demand on the site over the summer months. The largest demand on the system and potential to cause a breakout is the special event "Shaker Music Festival". This event requires portable toilets and/or trailered washroom rentals only.

Overall, the systems for Building #6 & #9 appear to be functioning at this time. With some general maintenance these systems should service the property for many years. The system servicing the Visitor Center is functioning at this time, however, this system overall has some installation issues that are concerning for the system's operation, servicing and potentially to the safety of the general public.



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Septic Systems and Treatment Plants / Service and Maintenance Inspections and Assessments / Permits and Design

May 27, 2019

File #2009-19-00

Rob Kraneveldt Facilities Operations Supervisor City of Port Alberni 4850 Argyle Street Port Alberni, BC V9Y 1V8

Inspection of the Onsite Sewage Treatment Systems serving McLean Mill National Historic Site, 5633 Smith Road, Port Alberni, BC V9Y 8Z1

Type of Inspection

This report is an assessment and inspection of the Onsite Sewage Systems serving McLean Mill National Historic Site located in Port Alberni, B.C. There three primary sewage systems located at this property. The main system is located at the Visitor Center. The second system is located at Building #6. The third system is located at Building #9 and it receives wastewater from the washroom at Building #9. This system shares its dispersal field with the tanks at the Salmon Hatchery.

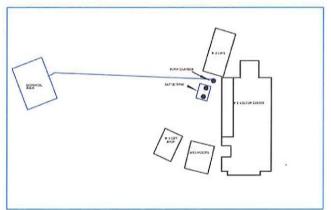
This inspection meets or exceeds the industry standard as set out in the Standard Practice Guidelines for the Inspection of Onsite Wastewater Systems published by the Applied Science Technologists and Technicians of BC (ASTTBC). As a Registered Onsite Wastewater Practitioner through ASTTBC, an Inspector is required to meet or exceed these requirements and undertake this work in the best interests of the client at all times.

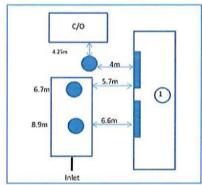
System Records:

No records (Permit to Construct, Authorization to Use, Filing and Certification of Sewerage Systems or Operations and Maintenance Plans) were found to be on file at Island Health to assist with assessing the systems' capabilities and performance requirements.

APPENDIX 1 - VISITOR CENTRE - Evaluation of the System's Condition:

Main Visitor Center Area: Building #1 Visitor Center / Building #2 Café / Building #3 Gift / Admin Building #0 Washroom





These four building are all in the common visitor gathering center.

Septic Tank and Pump Chamber:

The Visitor Center (Bldg. 1) and the Washroom (Bldg. 0) are the only buildings found plumbed into the common septic tank and pump chamber.

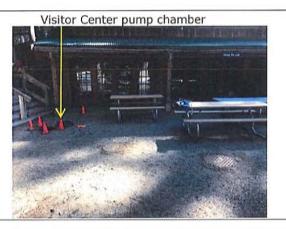
 The septic tank was not inspected, as all inspection/service accesses were considered to be confined space issues.

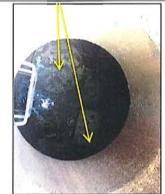
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- The septic tank is a deep burial approximately 1.8 m to top of septic tank lid. The total depth of tank to bottom is approximately 3.34 m.
- · There is an outdoor sink called "the Art Moment" which connects directly to the pump chamber.
- · Pump Chamber pump components are only accessible by chamber entry.
- Electrical components are located inside of tank (should be relocated outside of chamber).

Refer to Summary of System Performance below.







Lids for pump chamber



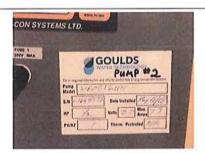
Pump chamber showing discharge lines and electrical box



Pump chamber ladder into confined space



Effluent pump control panel





Shower pump activation

Dispersal Fields

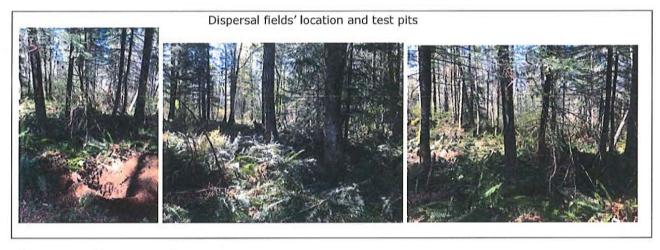
The dispersal fields for these tanks and this system are located in the forested lands on the west side of the property. This area is just across from the train platform.

- This dispersal system is a duplex system with two separate fields.
- The pumps alternate to their respective fields.
- Each field (labeled A & B) has 12 laterals of various lengths and layout (not typical).

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- The proposed drawings are only typical.
- · No system design specifications were provided for these dispersal fields.

Refer to Summary of System Performance below.



Summary of System Performance

The Visitor Center is the largest system and handles a high strength of wastewater. This high strength wastewater requires more settlement time in the septic tank.

- The septic tank has not been inspected, as it is deemed a confined space.
- The pump chamber also has challenges with the plumbing and the electrical components located deep inside the chamber. This chamber is also deemed a confined space.
- The lids to the manhole risers located over these two tanks are not watertight nor tamper proof. There is concern of groundwater entering into the septic tank and possibly the pump chamber.
- Groundwater infiltration is an issue and adds to the hydraulic loading of the dispersal system. The
 depth at which the septic tank is installed (2m to top of tank) is an issue as there is no documentation
 of if the tank is designed for deep burial. It is recommended that these tanks be further investigated
 for decommissioning and relocation. These would improve servicing of all components, improve the
 safety of maintenance crews, protect from ground water infiltration and possibly the general public
 from any structural issues that may cause a collapse of the tank.
- The dispersal field has a high potential for breakout of effluent to surface creating a potential for a public health hazard. However, no effluent breakout was found at the time of inspection.
- It was noted that a few of the cleanouts were raised and maybe leaking effluent onto the surface. However, that was not confirmed at the time of the inspection.
- There are several issues with the system's design and installation. The system is installed unevenly causing uneven distribution and syphoning to lower laterals. The system is installed too shallow. These shallow pipes could cause freezing of pipe, potential damage of laterals and potential breakout of effluent to the surface. Any breakout of effluent would be in contravention of the Health Act. There is sludge buildup inside the laterals caused by either lack of maintenance or reduced settlement caused by either under-designed tank sizing or excessive hydraulic loading.

A site and soils investigation in this area concluded that the soils meet the recommended guidelines of the SPM. A properly planned and installed sewage system design would not contribute to a health hazard and would not cause harm to the fresh waterbodies that are located on or near the property.

It appears that the Ministry of Health "Sewage System Regulation" would apply based on the estimated and average daily flows that would safely meet the required vertical separation and horizontal setbacks.

Should a sewage system be planned for this facility and property, the type of usage and daily flows would need to be confirmed to ensure that the critical horizontal and vertical separations are met as per the SSR and SPM.

Should you have any other questions, please contact our office at any time.

The Visitor Center Recommendations:

 The recommendations for this system are extensive and due to the system's age and improper installation practices, we recommend a complete replacement.



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APPENDIX 2 - Building #6 - Evaluation of the System's Condition:

Septic Tank (GPS: 49.18598/124.49649)

The first component of the sewage system is the two chamber septic tank, located under the lawn near the rear of Building #6 (see the accompanying sketch and photos).

- The top of the tank is 10cm under grade and 4.8m from the right rear corner of the cabin.
- The septic tank's Polylok lids are at grade and fit securely in place.
- The top of the liquid in the tank is even with the bottom of the outlet pipe.
- The concrete inlet and outlet baffles are intact and secure.
- All visible portions of the septic tank are intact at time of inspection with no obvious defects or groundwater seepage.
- Although this tank was not due for a pump out it was done to aid visual inspection.

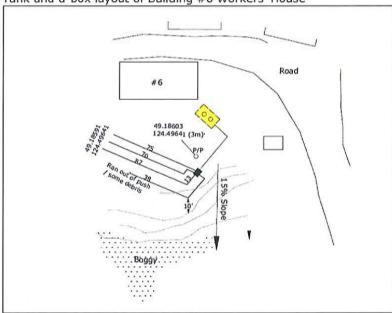
The camera was inserted in the PVC outlet pipe that exit the septic tank and pushed through to the distribution box.

Distribution Box

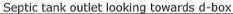
The second component of the septic system is the concrete distribution box which is located 50cm under grade and 11.8m from the outlet of the septic tank.

- The thrust block inside the d-box is approximately 60% deteriorated.
- The d-box is intact at time of inspection.
- There is 7.6cm of sludge in the bottom of the box and the effluent is even with bottoms of all 4 exiting laterals.
- There are no speedy levelers.

Tank and d-box layout of Building #6 Workers' House



Tank and dispersal field area for Building #6











Dispersal Field

Please refer to sketch for field layout.

- The incoming sewerline has good flow into the distribution box inlet.
- The distribution box is primarily clear and clean of sludge with only a small amount below the exiting pipes. The dispersal laterals do however, appear to be clear of sludge or scum buildup.
- There are four laterals exiting the distribution box and three of the four distal ends were located.
- One lateral does appear to have a small blockage or poorly fitted plumbing pipe as the video camera could not get by this section.
- The pipes within the dispersal field were examined and it was confirmed that while there was no damage to the pipes, there was some clogging within one of the laterals only, and wastewater is not ponding in any particular area of the field.
- The grass coverage is uniform with no significant dips or depressions noted.
- There was enough sludge in this line to make the video image unclear to determine what the blockage was.
- All of the laterals were plumbed to the south. There appears to be a total dispersal field length of 330 ft or 100m.
- No root and no groundwater intrusion was found within the pipes.
- · No wet or suspicious areas were found on or below the dispersal field and during the flow test.
- All wastewater flows from the septic tank, sewage treatment and the dispersal flowed in a normal manner.

Summary of System Performance:

The sewage dispersal system is operating in a normal manner. There are no design specifications or as-built drawings to conclude that the system is operating as designed. The Daily Design Flows have not been specified but the current flows from the caretaker suite of approximately 568 lpd are lower than the maximum of the system's components capabilities. Further, site work will need to be done to conclude the system's full capability. It is understood that alterations to the current system Daily Flow will need to include further discussion on the type of sewage being proposed, the proposed new increase of daily flow and current designs capability to properly treat any new wastewater. Any major alterations to any sewage system requires a Filing design with VIHA. Any increase of flow or work around these systems may require an Authorized Persons report. With proper operation/use and maintenance this system will continue to protect the environment and the public.

Building #6 Recommendations:

- 1. Install a new PVC baffle to allow for the installation of an effluent filter.
- 2. Install access risers to the distribution box and each of the ends of the field.
- 3. Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent



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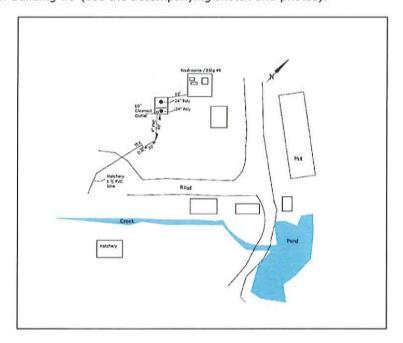
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APPENDIX 3 Building #9 - Evaluation of the System's Condition:

Septic Tank (GPS: 49.18618/124.49613)

The first component of the sewage system is the two chamber septic tank, located under the lawn 3.9m at rear of Building #9 (see the accompanying sketch and photos).



- The septic tank's Polylok lids are at grade and fit securely in place.
- The outlet and cleanout of the tank are 25cm under grade.
- The top of the liquid in the tank is even with the bottom of the outlet pipe.
- The concrete inlet and outlet baffles are intact and secure.
- All visible portions of the septic tank are intact at time of inspection with no obvious defects or groundwater seepage.
- Although this tank was not due for a pump out it was done to aid visual inspection.

The camera was inserted in the PVC outlet pipe that exit the septic tank and pushed through to the distribution box.

Distribution Box

The second component of the septic system is the concrete distribution box which is located 90cm under grade and 29.8m from the outlet of the septic tank.

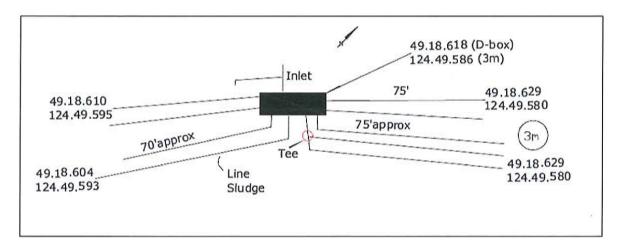
- The thrust block inside the d-box is approximately 50% deteriorated.
- The d-box is intact at time of inspection.
- There is no sludge in the bottom of the box although there is some fine sand and rock.
- The effluent is even with bottoms of all 6 exiting laterals.

Note: The sludge in the d-box is believed to have been flushed under pressure due to the pump discharge from hatchery.

Dispersal Field

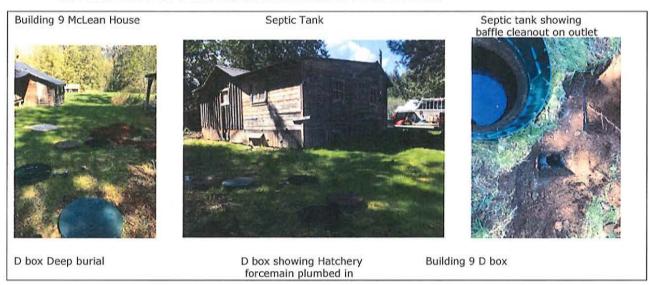
The third component of the septic system is the disperal field. Please refer to sketch for field layout.

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The dispersal field distribution box is a component that distributes the effluent to each of the dispersal laterals. This D box is located 90cm under grade and is not readily serviceable.

- The incoming sewerline has been altered with the addition of a pressure line being added 60cm before the distribution box inlet.
- · This pressure line is transporting the effluent from the hatchery into this dispersal field.
- · The distribution box is clear and clean of sludge, however, some fine sand and rock were noted.
- This sand, gravel and scoured distribution box indicated the pressure line is pushing sludge and debris
 into the dispersal laterals.
- The dispersal laterals do however, appear to be clear of much sludge or scum buildup.
- · There are six laterals exiting the distribution box and all of the six distal ends were located.
- It was noted during the inspection that there maybe two additional laterals.
- These laterals would have been plumbed with a Tee fitting into one of the laterals to give additional dispersal field with the distribution box only having six outlets.
- These additional laterals would have given one additional lateral to the South and one to the North.
- There appears to be a total dispersal field length of 761 ft or 232m.



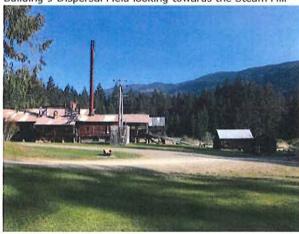
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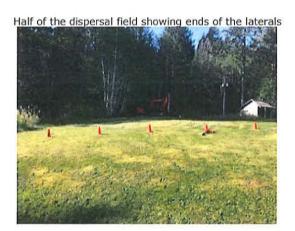
Building 9 Dispersal Field looking towards the Steam Mill





Marking ends of the laterals for half of the dispersal field





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SUMMARY OF SYSTEM PERFORMANCE:

The sewage dispersal system is operating in a normal manner. There are no design specifications or as-built drawings to conclude that the system is operating as designed. The Daily Design Flows have not been specified, however, the current flow from the normal site use has not seemed to cause any system malfunctions. When there is expected use/flows larger than the normal day to day use, such as special events (the shaker) closing of these facilities and rental of portable washrooms is recommended. Further, site work will need to be done to conclude the system's full capability. It is understood that alterations to the current system Daily Flow will need to include further discussion on the type of sewage being proposed, the proposed new increase of daily flow and current design's capability to properly treat any new wastewater. Any major alterations to any sewage system requires a Filing design with VIHA. Any increase of flow or work around these systems may require an Authorized Persons report. With proper operation/use and maintenance this system will continue to protect the environment and the public.

Building #9 Recommendations:

- 1. Install an access riser over the outlet pipe of the septic tank.
- 2. Install a new PVC baffle to allow for the installation of an effluent filter.
- 3. Aerate the field due to depth of overfill.
- 4. Modify size of inflow pipe from hatchery to eliminate scouring.
- 5. Install access risers to the distribution box and each of the ends of the field.
- Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent



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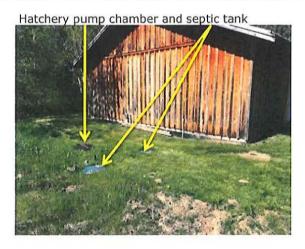
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APPENDIX 4 - Salmon Hatchery: Evaluation of the System's Condition:



Septic Tank

- The two chamber concrete septic tank is located at the rear (southeast corner) of the Hatchery building and is 3m from the building.
- The septic tank is 60cm below grade.
- The inlet and outlet risers/lids are to grade and fit securely.
- All portions of the tank that could be visually inspected were.
- · The tank was not pumped out for this inspection and is not due for pumping.
- There was flow from the building entering the tank.
- · The tank liquid levels were even with inlet and outlet.
- · There is little top crust.
- · The baffles are PVC.
- · This is a pressure system that pumps to an existing dispersal field shared with another system.



Pump Chamber

- The pump chamber is a single chamber concrete tank located beside the septic tank.
- It is 3m from the building and 76cm below grade.
- The lid was fitted and secured with a lockable bar across.
- Wiring for the effluent pump is connected outside of the chamber but a junction box could not be located.
- · The control float appears to be connected inside the chamber.
- · No high-level alarm was located.
- · The control float did operate the effluent pump.
- Tracing dye was placed into the chamber and it was not observed in any of the surrounding waterways
 or surface areas.

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- There was no check valve, ball valve or disconnect union for servicing of the pump.
- There was no rope/chain to pull pump for servicing.
- All pump components are located 76cm into the chamber risers and tank.

Lagoon beside Hatchery septic tank and pump chamber



Hatchery septic tank to left with green lids.
Pump chamber to right with black lid and bar.



Hatchery septic tank inlet





Hatchery Septic tank with green lids to the right and pump chamber to the left with bar across lid



Summary of System Performance:

The inspection found all components to be in good working condition, and wastewater flows traveled through the systems in a normal manner. Based on these observations, this system is operating in a normal manner. Please refer the sketch and to the photographs taken during the inspection for further reference.

Note: Permit, Authorization to Use, Filing and Certification documents were requested from VIHA at the time of inspection but there is nothing on file with VIHA. This system is deemed to be existing but non-conforming without any VIHA documentation.

Recommendations:

- 1. Add a high level alarm.
- 2. Install a new PVC baffle to allow for the installation of an effluent filter.
- 3. Have effluent pump plumbing located and fitted with servicing components i.e. check valve, ball valve, and union.
- 4. Install rope or chain so pump can be pulled without using discharge piping or electrical cords.
- 5. Ensure all electrical is removed from inside the pump chamber to a junction box located outside the chamber for servicing.
- 6. It is recommended that these tanks be relocated away from the creek.



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Appendix 5: 6.0. Conclusions and Recommendations

There are three primary sewage systems located at this property.

- The main system is located at the Visitor Center. There are some concerns with the Visitor Center system with its design, installation and its design flows. There is a high likelihood this system will breakout and pose a health hazard in the near future.
- The second system is located at Building #6. This system only receives wastewater from the Caretaker's site at this time and appears to be under-utilized based on its size.
- The third system is located at Building #9 and it receives wastewater from the washroom at Building #9. This system shares its dispersal field with the tanks at the Salmon Hatchery. The system at Building #9 is operating and appears to be handling the flows it receives.

None of the existing systems appear to be contributing to a public heath hazard at this time.

. The tanks at the Hatchery are a concern with their placement beside the lagoon.

There is no VIHA Permit or Authorization to Use under previous regulation for any of these systems or their components. There is also no Filing or Certification documents that are to be filed with VIHA under the current regulation for any of these systems or their components. These systems are all deemed *existing non-compliant* because of the lack of documentation. It is noted that there are some prelimanary design drawings that were supplied by city staff for the construction of the Visitor Center and the washroom.

The campground has no sewer connections to any of the site's sewage systems. The flow from the campground would be minimal should this be connected in the future based on other activities at site. The Visitor Center, café, office and washroom at the front of the property has the highest volume and hydraulic flows. The seasonal usage is minimal with much of the tourist season demand on the site over the summer months. The largest demand on the system and potential to cause a breakout is the special event "Shaker Music Festival". This event requires portable toilets and/or trailered washroom rentals only.

Overall, the systems for Building #6 & #9 appear to be functioning at this time. With some general maintenance these systems should service the property for many years. The system servicing the Visitor Center is functioning at this time, however, this system overall has some installation issues that are concerning for the system's operation, servicing and potentially to the safety of the general public.

The Visitor Center Summary of System Performance

The Visitor Center is the largest system and handles a high strength of wastewater. This high strength wastewater requires more settlement time in the septic tank.

- The septic tank has not been inspected, as it is deemed a confined space.
- The pump chamber also has challenges with the plumbing and the electrical components located deep inside the chamber. This chamber is also deemed a confined space.
- The lids to the manhole risers located over these two tanks are not watertight nor tamper proof. There
 is concern of groundwater entering into the septic tank and possibly the pump chamber.
- Groundwater infiltration is an issue and adds to the hydraulic loading of the dispersal system. The
 depth at which the septic tank is installed (2m to top of tank) is an issue as there is no documentation
 of if the tank is designed for deep burial. It is recommended that these tanks be further investigated
 for decommissioning and relocation. These would improve servicing of all components, improve the
 safety of maintenance crews, protect from ground water infiltration and possibly the general public
 from any structural issues that may cause a collapse of the tank.
- The dispersal field has a high potential for breakout of effluent to surface creating a potential for a
 public health hazard. However, no effluent breakout was found at the time of inspection.
- It was noted that a few of the cleanouts were raised and maybe leaking effluent onto the surface.
 However, that was not confirmed at the time of the inspection.
- There are several issues with the system's design and installation. The system is installed unevenly causing uneven distribution and syphoning to lower laterals. The system is installed too shallow. These

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shallow pipes could cause freezing of pipe, potential damage of laterals and potential breakout of effluent to the surface. Any breakout of effluent would be in contravention of the Health Act. There is sludge buildup inside the laterals caused by either lack of maintenance or reduced settlement caused by either under-designed tank sizing or excessive hydraulic loading.

The Visitor Center Recommendations:

 The recommendations for this system are extensive and due to the system's age and improper installation practices, we recommend a complete replacement.

Building #6 Summary of System Performance:

- The sewage dispersal system is operating in a normal manner. There are no design specifications or as-built drawings to conclude that the system is operating as designed. The Daily Design Flows have not been specified but the current flows from the caretaker suite of approximately 568 lpd are lower than the maximum of the system's components capabilities.
- Further, site work will need to be done to conclude the system's full capability. It is understood that
 alterations to the current system Daily Flow will need to include further discussion on the type of
 sewage being proposed, the proposed new increase of daily flow and current designs capability to
 properly treat any new wastewater.
- Any major alterations to any sewage system requires a Filing design with VIHA. Any increase of flow
 or work around these systems may require an Authorized Persons report. With proper operation/use
 and maintenance this system will continue to protect the environment and the public.

Building #6 Recommendations:

- 1. Install a new PVC baffle to allow for the installation of an effluent filter.
- 2. Install access risers to the distribution box and each of the ends of the field.
- Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent

Building #9 Summary of System Performance:

The sewage dispersal system is operating in a normal manner. There are no design specifications or as-built drawings to conclude that the system is operating as designed. The Daily Design Flows have not been specified, however, the current flow from the normal site use has not seemed to cause any system malfunctions. When there is expected use/flows larger than the normal day to day use, such as special events (the shaker) closing of these facilities and rental of portable washrooms is recommended. Further, site work will need to be done to conclude the system's full capability. It is understood that alterations to the current system Daily Flow will need to include further discussion on the type of sewage being proposed, the proposed new increase of daily flow and current design's capability to properly treat any new wastewater. Any major alterations to any sewage system requires a Filing design with VIHA. Any increase of flow or work around these systems may require an Authorized Persons report. With proper operation/use and maintenance this system will continue to protect the environment and the public.

Building #9 Recommendations:

- 1. Install an access riser over the outlet pipe of the septic tank.
- 2. Install a new PVC baffle to allow for the installation of an effluent filter.
- 3. Aerate the field due to depth of overfill.
- 4. Modify size of inflow pipe from hatchery to eliminate scouring.
- 5. Install access risers to the distribution box and each of the ends of the field.
- Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent

Hatchery Summary of System Performance:

The inspection found all components to be in good working condition, and wastewater flows traveled through the systems in a normal manner. Based on these observations, this system is operating in a normal manner. Please refer the sketch and to the photographs taken during the inspection for further reference.

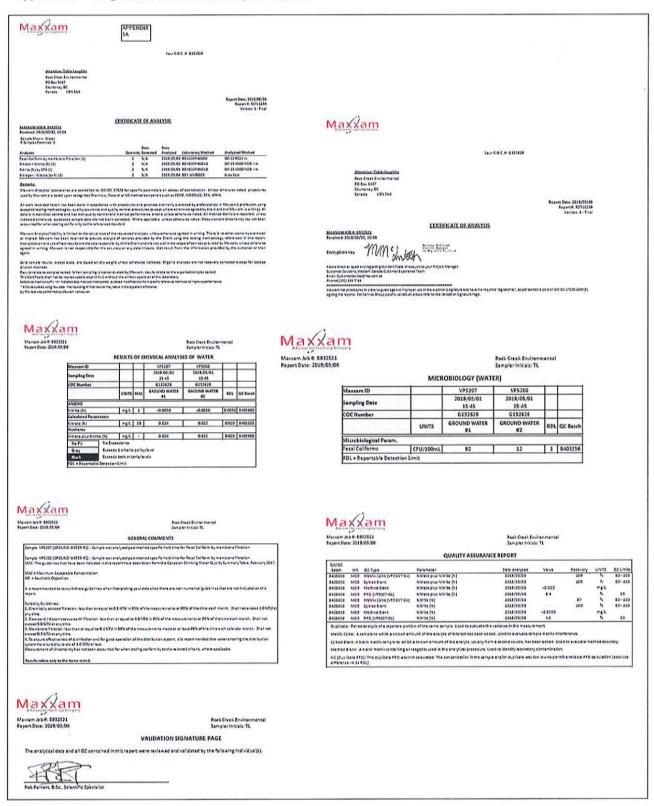
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Note: Permit, Authorization to Use, Filing and Certification documents were requested from VIHA at the time of inspection but there is nothing on file with VIHA. This system is deemed to be existing but non-conforming without any VIHA documentation.

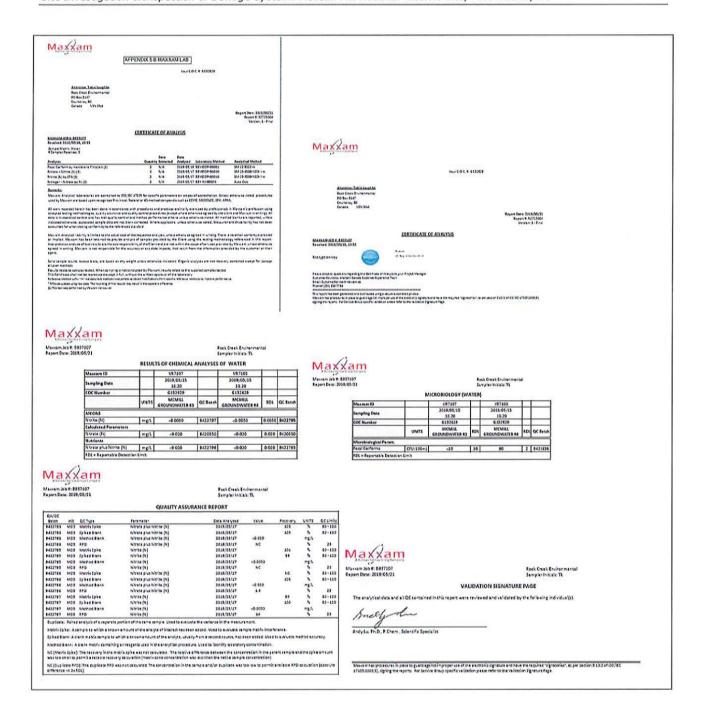
Recommendations:

- 2. Add a high level alarm.
- 3. Install a new PVC baffle to allow for the installation of an effluent filter.
- Have effluent pump plumbing located and fitted with servicing components i.e. check valve, ball valve, and union.
- 5. Install rope or chain so pump can be pulled without using discharge piping or electrical cords.
- 6. Ensure all electrical is removed from inside the pump chamber to a junction box located outside the chamber for servicing.
- 7. It is recommended that these tanks be relocated away from the creek.

Appendix 6 - Originals can be emailed upon request



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APPENDIX 7

Sewerage System Standard Practice Manual Version 3

Volume II

Table II- 19. Minimum required horizontal separation distances

MINIMUM HORIZONTAL DISTANCE TO	FROM DISPERSAL SYSTEM	FROM WATERTIGHT TREATMENT OR PUMP TANK
	METRES	METRES
Water sources and wells		
Surface source of drinking water	30	15
Domestic water supply well ¹	30	30
Domestic water supply well, high pumping rate ²	60	30
Domestic water supply well, high pumping rate, in unconfined aquifer ²	90	30
Irrigation well or open loop geothermal well	15	7.5
Deep monitoring well or closed loop geothermal well ³	6	6
Shallow monitoring well ⁴	3	0
Drinking water lines and cisterns		
Drinking water suction line	30	15
Drinking water suction line, sleeved ⁵	7.5	3
Drinking water line, under pressure	3	3
Drinking water line, under pressure, sleeved ⁵	1	1
Drinking water supply cistern, below ground	15	3
Water bodies and surface breakout		
Permanent fresh water body ⁶	30	10
Intermittent fresh water body ⁷	15	10
Marine water body ⁸	15	7.5
Break-out point or downslope drain ⁹	7.5	0

Notes:

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¹ For drinking water well, see the SSR s3.1 and Section II- 2.1.2.2 of this Manual for special considerations. Domestic water supply wells include excavated or dug wells.

² For definitions of "high pumping rate well" and "unconfined aquifer" see the glossary.

³ The horizontal separation to a deep monitoring well or to a closed loop geothermal well is based on a well with an annular seal that complies with the Ground Water Protection Regulation (GWPR). If the well does not comply with the GWPR, follow horizontal separation standards for drinking water wells.

⁴ The horizontal separation to a shallow monitoring well is based on a well which is shallower than 4.6 m and constructed with an annular seal that complies with the GWPR.

Sleeved water lines (suction or pressure) use continuous pipe sleeving within the normal standard HS to allow reduced HS, see Volume III for details.

Volume III

III- 5.4.6 HORIZONTAL SEPARATIONS TO REDUCE RISK OF DAMAGE OR ENCROACHMENT

Horizontal separation is useful to reduce the risk of accidental system damage or encroachment on a neighboring property, and Table III- 16 provides guidance for these situations.

Table III- 16. Guidelines for minimum horizontal separation distances

DISTANCE TO	FROM DISPERSAL SYSTEM (METRES)	FROM LAGOON (METRES)	FROM WATERTIGHT SUBSURFACE TREATMENT TANK (METRES)
Property lines	3	*	1
Building or structure (where there is not a perimeter drain)	1		1
Dispersal system (including other dispersal system)	6	6	3
Buried utility services	1	1	1
Drinking water supply cistem, at or above ground	1	*	1

Notes:

- * For lagoon separations in these cases see Volume II, Table II- 20 (Page II-33)
- For swimming pools or lined ponds with no external subsurface drainage, use the horizontal setbacks for a building or structure for all systems except for BC zero discharge lagoons. Always provide access for maintenance work.
- If these guidelines are departed from, the AP should include in their rationale steps taken to mitigate risk of system damage or encroachment.
- Buried utility services include sewer, stormwater, electricity, gas, cable and telephone. For any work near buried services follow guidelines published by the utility.

In freezing conditions it is important to consider setback to roads, driveways and other similar areas where:

- Soil may be compacted.
- Snow cover may be disturbed, compacted or removed.

A separation of 3 m to these areas from system components may reduce risk of system freezing.

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Volume III

Table III- 11. Non-residential Average Daily Flow Rate guide

DESCRIPTION	UNIT (PER)	AVERAGE FLOW (L/DAY PER UNIT)	AVERAGE DAY BOD (GRAMS/DAY PER UNIT) AND NOTES
Industrial, commercial (domestic and food service waste only)			Risk of wax strippers and cleaning chemicals, risk of cold water and high ammonia
Office/factory without cafeteria	person	50 to 75	30
Office/factory without cafeteria and with showers	person	75 to 125	35
Office/factory with cafeteria	person	100	38
Open site (e.g. quarry) without canteen	person	60	25
Full time day staff (staff figures apply to all applications)	person	50 to 75	38
4 hour shift day staff (staff figures apply to all applications)	person	45	25
Dental or medical office	practitioner	1000	(risk of antibiotics and drugs)
Beauty salon (without staff)	Seat	1000	(risk of chemicals and hair)
Store, washroom flow only	square metre	5	
Shopping center, per toilet room	toilet room	1700	380
Shopping center, per parking space	parking space	10	
Accommodation			Risk of wax strippers and cleaning chemicals
Hotel or motel, bed and breakfast, per guest,	person	200	90
except for luxury hotels	bedroom unit	250 to 400	180
Housekeeping unit, no meals	bedroom unit	450	130
Guest bedrooms only, no meals	person	80	50
Non-residential conference guest or day camp, including meals	person	60	25
Resident staff	person	170	60
Cabin resort	person	225	90 (risk of high strength wastes from food service)
Residential or work camps, flush toilets, no meals	person	140	90
Residential or work camps, flush toilets and meals	person	225	90 (risk of high strength wastes from food service)
Residential camps, no flush toilets	person	60	
Dormitory bunkhouse	person	140	90
Nursing Home or retirement home	person	475	110 (risk of antibiotics and drugs)
Laundromat (e.g. in apartment building)	machine	1200 to 2400	260 to 530

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DESCRIPTION	UNIT (PER)	AVERAGE FLOW (L/DAY PER UNIT)	AVERAGE DAY BOD (GRAMS/DAY PER UNIT) AND NOTES
Food service and bars			Risk of wax strippers and cleaning chemicals, risk of cold water and high ammonia, risk of oils and greases
Restaurant	meal	12	15
Restaurant (fast food, paper service)	meal	12	12
	seat	60	
Restaurant (full service)	meal	30	38
	seat	90	120
Open more than 16 hours a day	seat	190	250
Restaurant (pre prepared catering)	meal	25	30
Institutional meals	meal	20	20
Function rooms, buffets	meal	30	20
Snack bar or bar meals	person	15	20
Bar/lounge/pub	person	12	15
	seat	140	180
Coffee shop	patron	20	20
	seat	400	
Amenity sites	*		Risk of wax strippers and cleaning chemicals, RV holding tank chemicals, risk o cold water and high ammonia
Toilet and shower blocks			
Shower	use	40	6
Toilet urinal	use	5	1.5
Toilet (WC)	use	10	12
Visitor center or Day use site, with flush toilets	person	20	15
Tent or trailer sites (central comfort station, no	person	75 to 150	45 at low end of range
sani-dump facility)	site	180 to 360	108 at low end of range
Camp Trailer site fully serviced (with hook up)	person	70	75 (risk from RV holding tank wastes and high strength)
	site	170	170 (risk from RV holding tank wastes and high strength)
Assembly hall	person	15	12

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Volume II

- Select vertical separation options for that soil type or permeability from each table.
- Choose the design vertical separation and distribution and dosing methods considering the options available.

Table II- 14. For gravity distribution systems

SOIL TYPE	EFFLUENT TYPE (HLR)	
o Gravelly Sand or Coarse Sand, Coarse Sand, Loamy Coarse Sand, Sand and Loamy Sand o Or Kfs from 1,500 to 17,000 mm/day o Or Perc rate 0.5 to less than 5 min/inch	All types (1, 2 or 3)	150 cm
Fine Sand, Loamy Fine Sand, Sandy Loam,	1 or 3	90 cm
Loam	2	120 cm
Silt Loam, Silt	All types	120 cm

Notes:

- Gravity distribution systems may use up to 10cm of Mound Sand or Clean Coarse Sand fill as a blinding layer; this may be considered as part of the required vertical separation.
- With gravity distribution, do not use a blinding layer to raise the infiltrative surface above the natural ground surface.
- Do not use sand media fill below a gravity dispersal system, unless it is a blinding layer 10 cm or less in thickness.

Volume II

Table II- 15. For uniform distribution with demand dosing to native soil or native soil plus less than 30 cm sand fill

SOIL TYPE	TYPE OF DOSING	EFFLUENT TYPE (HLR)	MINIMUM VS IN NATIVE SOIL	MINIMUM AS CONSTRUCTED VS
		1 or 3	60 cm	60 cm
Gravelly Sand, Coarse Sand, Loamy Coarse Sand, Sand and Loamy Sand	Low frequency demand dosing	2	60 cm	85 cm
 Or Kfs from 1,500 to 17,000 mm/day Or Perc rate from 0.5 to less than 5 min/inch 		1 or 3	75 cm	75 cm
		demand dosing	2	90 cm
	Demand dosing	All types	60 cm	60 cm
Other soils	Low frequency demand dosing	All types	70 cm	70 cm

Table II- 16. For uniform distribution with timed or micro-dosing to native soil or native soil plus less than 30 cm sand fill

	SOIL TYPE	TYPE OF DOSING	EFFLUENT TYPE (HLR)	MINIMUM VS IN NATIVE SOIL	MINIMUM AS CONSTRUCTED VS
٥	Very or Extremely Gravelly Sand or Coarse Sand	Timed dosing	All types	60 cm	85 cm
0	Or Kfs greater than 17,000 mm/day Or Perc rate faster than 0.5 min/inch	Micro-dosing	All types	45 cm	75 cm
			1 or 3	45 cm	60 cm
o	Gravelly Sand, Coarse Sand, Loamy	Timed dosing	2	45 cm	75 cm
0 0		Low frequency	1 or 3	60 cm	75 cm
	min/inch	Timed dosing	2	70 cm	85 cm
		Micro-dosing	All types	45 cm	55 cm
		Timed dosing	All types	45 cm	60 cm
Ot	her soils	Low frequency timed dosing	All types	70 cm	70 cm
		Micro-dosing	All types	45 cm	55 cm

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Volume II

Notes to Table II- 15 and Table II- 16:

- Confirm that the vertical separation, as planned, meets both the minimum depth of native soil specified (in column 4) and the minimum required total depth of soil plus sand (as constructed VS, column 5).
- The minimum required as-constructed vertical separation (column 5) may be in native soil only, or native soil plus sand media fill.
- Uniform distribution systems may use up to 10cm of Mound Sand or Clean Coarse Sand media fill as a blinding layer. This may be considered as part of the required native soil vertical separation.
- For planning a raised system **or** a system where more than 10 cm sand media thickness is used, any sand fill used is **not** considered part of the native soil vertical separation.
- If the sand media fill is 30 cm or thicker, then follow the sand mound standards, Table II- 17.

Table II- 17. For sand mounds and sand lined trenches and beds

SOIL TYPE	TYPE OF DOSING	EFFLUENT TYPE (HLR)	MINIMUM VS IN NATIVE SOIL	MINIMUM SAND MEDIA THICKNESS	MINIMUM AS CONSTRUCTED VS
All soil types	Demand dosing	1	25 cm	60 cm	85 cm
	Timed dosing	1	25 cm	45 cm	75 cm
	Low frequency Timed dosing	1	25 cm	60 cm	85 cm
	Micro-dosing	1 or 3	25 cm	30 cm	60 cm
		2	25 cm	45 cm	75 cm

Note: Confirm that the vertical separation, as planned, meets the minimum depth of native soil specified (in column 4) **and** the minimum depth of sand (sand media thickness, column 5) **and** the minimum required total depth of soil plus sand (as constructed VS, column 6).



Box 3147, Courtenay, B.C. V9N 5N4 (250) 897-1661

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Septic Systems and Treatment Plants / Service and Maintenance Inspections and Assessments / Permits and Design

Appendix 5: 6.0. Summary, Conclusions and Recommendations

There are three primary sewage systems located at this property.

- The main system is located at the Visitor Center. There are some concerns with the Visitor Center system with its design, installation and its design flows. There is a high likelihood this system will breakout and pose a health hazard in the near future.
- The second system is located at Building #6. This system only receives wastewater from the Caretaker's site at this time and appears to be under-utilized based on its size.
- The third system is located at Building #9 and it receives wastewater from the washroom at Building #9. This system shares its dispersal field with the tanks at the Salmon Hatchery. The system at Building #9 is operating and appears to be handling the flows it receives.

None of the existing systems appear to be contributing to a public heath hazard at this time.

The tanks at the Hatchery are a concern with their placement beside the lagoon.

There is no VIHA Permit or Authorization to Use under previous regulation for any of these systems or their components. There is also no Filing or Certification documents that are to be filed with VIHA under the current regulation for any of these systems or their components. These systems are all deemed existing non-compliant because of the lack of documentation. It is noted that there are some prelimanary design drawings that were supplied by city staff for the construction of the Visitor Center and the washroom.

The campground has no sewer connections to any of the site's sewage systems. The flow from the campground would be minimal should this be connected in the future based on other activities at site. The Visitor Center, café, office and washroom at the front of the property has the highest volume and hydraulic flows. The seasonal usage is minimal with much of the tourist season demand on the site over the summer months. The largest demand on the system and potential to cause a breakout is the special event "Shaker Music Festival". This event requires portable toilets and/or trailered washroom rentals only.

Overall, the systems for Building #6 & #9 appear to be functioning at this time. With some general maintenance these systems should service the property for many years. The system servicing the Visitor Center is functioning at this time, however, this system overall has some installation issues that are concerning for the system's operation, servicing and potentially to the safety of the general public.

The Visitor Center Summary of System Performance

The Visitor Center is the largest system and handles a high strength of wastewater. This high strength wastewater requires more settlement time in the septic tank.

- The septic tank has not been inspected, as it is deemed a confined space.
- The pump chamber also has challenges with the plumbing and the electrical components located deep inside the chamber. This chamber is also deemed a confined space.
- The lids to the manhole risers located over these two tanks are not watertight nor tamper proof. There is concern of groundwater entering into the septic tank and possibly the pump chamber.
- Groundwater infiltration is an issue and adds to the hydraulic loading of the dispersal system. The
 depth at which the septic tank is installed (2m to top of tank) is an issue as there is no documentation
 of if the tank is designed for deep burial. It is recommended that these tanks be further investigated
 for decommissioning and relocation. These would improve servicing of all components, improve the
 safety of maintenance crews, protect from ground water infiltration and possibly the general public
 from any structural issues that may cause a collapse of the tank.
- The dispersal field has a high potential for breakout of effluent to surface creating a potential for a public health hazard. However, no effluent breakout was found at the time of inspection.
- It was noted that a few of the cleanouts were raised and maybe leaking effluent onto the surface. However, that was not confirmed at the time of the inspection.
- There are several issues with the system's design and installation. The system is installed unevenly
 causing uneven distribution and syphoning to lower laterals. The system is installed too shallow. These

shallow pipes could cause freezing of pipe, potential damage of laterals and potential breakout of effluent to the surface. Any breakout of effluent would be in contravention of the Health Act. There is sludge buildup inside the laterals caused by either lack of maintenance or reduced settlement caused by either under-designed tank sizing or excessive hydraulic loading.

The Visitor Center Recommendations:

1. The recommendations for this system are extensive and due to the system's age and improper installation practices, we recommend a complete replacement.

Building #6 Summary of System Performance:

- The sewage dispersal system is operating in a normal manner. There are no design specifications or as-built drawings to conclude that the system is operating as designed. The Daily Design Flows have not been specified but the current flows from the caretaker suite of approximately 568 lpd are lower than the maximum of the system's components capabilities.
- Further, site work will need to be done to conclude the system's full capability. It is understood that alterations to the current system Daily Flow will need to include further discussion on the type of sewage being proposed, the proposed new increase of daily flow and current designs capability to properly treat any new wastewater.
- Any major alterations to any sewage system requires a Filing design with VIHA. Any increase of flow or work around these systems may require an Authorized Persons report. With proper operation/use and maintenance this system will continue to protect the environment and the public.

Building #6 Recommendations:

- 1. Install a new PVC baffle to allow for the installation of an effluent filter.
- 2. Install access risers to the distribution box and each of the ends of the field.
- 3. Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent

Building #9 Summary of System Performance:

The sewage dispersal system is operating in a normal manner. There are no design specifications or as-built drawings to conclude that the system is operating as designed. The Daily Design Flows have not been specified, however, the current flow from the normal site use has not seemed to cause any system malfunctions. When there is expected use/flows larger than the normal day to day use, such as special events (the shaker) closing of these facilities and rental of portable washrooms is recommended. Further, site work will need to be done to conclude the system's full capability. It is understood that alterations to the current system Daily Flow will need to include further discussion on the type of sewage being proposed, the proposed new increase of daily flow and current design's capability to properly treat any new wastewater. Any major alterations to any sewage system requires a Filing design with VIHA. Any increase of flow or work around these systems may require an Authorized Persons report. With proper operation/use and maintenance this system will continue to protect the environment and the public.

Building #9 Recommendations:

- 1. Install an access riser over the outlet pipe of the septic tank.
- 2. Install a new PVC baffle to allow for the installation of an effluent filter.
- 3. Aerate the field due to depth of overfill.
- 4. Modify size of inflow pipe from hatchery to eliminate scouring.
- 5. Install access risers to the distribution box and each of the ends of the field.
- 6. Install effluent levelers on each of the dispersal laterals inside distribution box, for even distribution of effluent

Hatchery Summary of System Performance:

The inspection found all components to be in good working condition, and wastewater flows traveled through the systems in a normal manner. Based on these observations, this system is operating in a normal manner. Please refer the sketch and to the photographs taken during the inspection for further reference.

Note: Permit, Authorization to Use, Filing and Certification documents were requested from VIHA at the time of inspection but there is nothing on file with VIHA. This system is deemed to be existing but non-conforming without any VIHA documentation.

Recommendations:

- 1. Add a high level alarm.
- 2. Install a new PVC baffle to allow for the installation of an effluent filter.
- 3. Have effluent pump plumbing located and fitted with servicing components i.e. check valve, ball valve, and union.
- 4. Install rope or chain so pump can be pulled without using discharge piping or electrical cords.
- 5. Ensure all electrical is removed from inside the pump chamber to a junction box located outside the chamber for servicing.
- 6. It is recommended that these tanks be relocated away from the creek.



ENVIRONMENTAL MANAGEMENT & CONSULTING

STAGE 1 PRELIMINARY SITE INVESTIGATION

McLean Mill 5633 Smith Road, Port Alberni, BC

Prepared For:

City of Port Alberni on behalf of D.R. Clough Consulting

Prepared By:

TerraWest Environmental Inc.

Project File: DCMM19-01

This Stage 1 PSI report may be submitted for Contaminated Sites Approved Professional review and subsequently submitted to the BC Ministry of Environment under the formal Contaminated Sites Regulation

April 18, 2019

TERRAWEST ENVIRONMENTAL INC.

Regional: 3148-F Barons Road, Nanaimo, BC V9T 4B5 Tel. 1.866.500.1553 Fax 250.389.1554 Email info@terrawest.ca





Stage 1 Preliminary Site Investigation
City of Port Alberni on behalf of D.R. Clough Consulting
5633 Smith Road, Port Alberni, BC
TerraWest Project: DCMM19-01

EXECUTIVE SUMMARY

TerraWest Environmental Inc. (TerraWest) was retained by The City of Port Alberni on behalf of D.R. Clough Consulting (the 'Client') to complete a Stage 1 Preliminary Site Investigation (PSI) of the property located at 5633 Smith Road, Port Alberni, BC herein referred to as the 'Subject Property' and/or the 'Site'.

At the time of this Stage 1 PSI, the Subject Property was operating as the McLean Mill National Historic Site. The Site was comprised of a historical-steam powered sawmill, open to the public with access to the property via rail and car from Port Alberni, BC. Operations on Site included seasonal historical logging and milling demonstrations, camping, event rentals, as well as a fish hatchery.

The Subject Property operated as a steam sawmill from 1927 to 1965 by the R.B. McLean Lumber Company. Operations included rail and truck transport of logs to Site, unloading into a constructed mill pond, milling of logs through steam powered operations, and shipment of finished lumber to markets via rail and truck.

Once operations ceased after 1965, the property remained vacant with no activities until 1989, when the Site was declared a National Historic Site for its association with the forest industry in British Columbia. During the early 1990s extensive restoration and conservation works began on the Site's buildings, former structures and equipment.

In 2000, the Site officially opened to the public as a tourist destination on Vancouver Island to showcase an example of early 20th century sawmill and logging operations. These operations have continued to present day with seasonal logging and milling demonstrations.

Based on the research and investigations for this Stage 1 PSI, TerraWest has identified the following areas of potential environmental concern (APECs) and previously identified areas of environmental concern (AECs). The APECs and AECs are described in the table below with reference to specific potential contaminants of concern (PCOCs) and contaminants of concern (COCs):



AEC/ APEC#	Activity Description	Possible Mechanisms of Contamination	Media- PCOCs/ COCs
AEC 1 (on-Site)	Blacksmith Shop-29- formerly used to produce babbitted bearing and filling saw blades from 1927- 1965. Demonstration activities occurring periodically within the building since 2000 to present (BE-pers.comm.). Envirochem 1994, identified metals contamination in soil. Soil remediation works were completed in 1995 by Envirochem. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.4, 3.2.8, 3.2.9, Tables 1, 2, 4, 5, and 12 and Figure 4 for further details.	Manufacturing of metal products	Soil COC - select metals Groundwater PCOC - select metals
AEC 2 (on-Site)	Grease Rack/Pit & Small Parts Shed-33- former location of vehicle maintenance between 1927-1965. Observed soil staining over ground and stored metal and oil pails outside shed during 1994 Envirochem investigations. Soil remediation works were completed in 1995 by Envirochem. Review of analytical confirmation samples from remaining soils exceeded current applied standards. See Sections 3.2.8, 3.2.9 and Table 1 and Figure 4 for further details.	Vehicle repair and maintenance	Soil COC and PCOC - BETXSM, VPH, PAHs, LEPH, HEPH select metals Groundwater PCOC - PAHs, LEPH, HEPH select metals Vapour PCOC - VOCs
AEC 3 (on-Site)	The Mill-21- associated mill equipment where extensive oil staining was visible during Envirochem investigations in 1994. COCs included metals, oil and grease and TEH. Soil remediation works were completed in 1995 by Envirochem. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.3, 3.2.8, 3.2.9. and Table 2, 4, 5, and 7 and Figures 4 & 5 for further details.	Sawmilling operations	Soil COC - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs
AEC 4 (on-Site)	Garage-32- former service pit, oil staining over garage floor, and abandoned heating oil tank under lean-to. Envirochem 1994, completed soil investigations for metals and MO&G and a limited groundwater investigation for dissolved metals, TEH, BTEX, and Chlorinated Phenols. Review of analytical confirmation samples exceeded current applied standards, See Sections 3,2,3,3,2,8 and Tables 2, 7, 10 and Figures 4 & 5	Vehicle repair and maintenance	Soil COCs - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs



AEC/ APEC#	Activity Description	Possible Mechanisms of Contamination	Media- PCOCs/ COCs
	for further details,		
AEC 5 (on-Site)	Gas and Oil Shed-31- three gasoline USTs are located beneath the shed. One diesel AST located behind the shed. Envirochem completed soil investigations in 1994 for metals and MO&G and groundwater investigations for BTEX, and Chlorinated Phenols. Review of analytical samples exceeded current applied standards. See Sections 3.2.2, 3.2.3, 3.2.8 and Tables 3 and 10 and Figures 4 & 5 for further details.	Petroleum storage in underground (UST) and above ground (AST) tanks-fuel transfer orea.	Soil COC and PCOC - BETSMX, PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs
AEC 6 (on-Site)	Former Donkey Engine and Machine Shop Area-38 & 34- Envirochem 1994 report identified the following: a small AST containing hydraulic oil within the donkey engine. Minor soil staining observed beneath the engine. Scrap metal and two full 45- gallon drums outside machine shop. Envirochem 1994, completed soil investigations for metals and MO&G. Review of analytical samples exceeded current applied standards. See Sections 3.2.8 and Table 3 and Figure 4 for further details.	Petroleum storage in AST and surface staining from spilling or equipment loss.	Soil COC - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs
AEC 7 (on-Site)	Generator Bullding (Millwright) and Oil Shed-27 & 28- location of former millwright shop and former oil shed east of mill, now location of diesel water pump for fire protection system. Envirochem 1994, completed soil investigations for metals and MO&G and groundwater investigations for metals, Chlorinated phenols, and BTEX. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.8 and Tables 4, 8, and 11 and Figure 4 for further details.	Petroleum and equipment storage and use.	Soil COC - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour - VOCs
AEC 8 (on-Site)	Dip Tank/Loading Deck Area-17- surrounding rail spur, loading deck and dip tank. Former location of wood treatment product, former location of oil water separator system and stored barrels with ground staining. Envirochem 1994, completed soil investigations for metals, MO&G, PAHs, chlorinated phenols and groundwater investigations for metals,	Chemical wood treatment location and petroleum storage and transfer area.	Soil COC and PCOC - PAHs, LEPH, HEPH, select metals, chlorinated phenols Groundwater PCOC - PAHs, LEPH, HEPH, select



Stage 1 Prefminary Site Investigation City of Port Alberni on behalf of D.R. Clough Consulting 5633 Smith Road, Port Alberni, BC TerroWest Project: DCMM19-01

1

AEC/ APEC #	Activity Description	Possible Mechanisms of Contamination	Media- PCOCs/ COCs
	and chlorinated phenols. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.3, 3.2.4, 3.2.8, 3.2.14, 4.0 and Tables 3, 6, and 7 and Figures 4 & 5 for further details.		metals, chlorinated phenols Vapour PCOC - VOCs
AEC 12 (on-Site)	North of Mil Pond- formal description of historical activity in the area was not provided in the 1994 Envirochem report. Envirochem 1994, completed soil investigations for metals and MO&G. Review of analytical samples exceeded current applied standards. See Sections 3.2.8, 3.2.9. and Table 3, for further details.	Not identified through investigations.	Soil COC – select metals Groundwater PCOC - select metals
AEC 13 (on-Site)	Scrap Burner-24- former location of scrap burn pile between 1927-1965. Used sporadically as a burn pile for scrap wood and sawdust between 2001-2018. Envirochem 1994, completed soil investigations for metals, MO&G and PAHs. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.8, 3.2.9. and Table 5 and Figure 4 for further details.	Mill waste burning over open ground.	Soil COC and PCOC - select metals , PAH/LEPH/HEPH Groundwater PCOC- select metals
AEC 14 (on-Site)	The Mill Pond- used in the operation of the mill for floating logs from 1927 to 1965 and again between 2001-2018 after pond dredging occurred in the late 1990s. TerraWest 2018, completed sediment sampling for hydrocarbons, metals, polychlorinated phenols, dioxins and furans and surface water investigations for hydrocarbons, and metals. Review of analytical resulted indicated select exceedances when compared to applied standards. See Section 3.2.3 and 3.2.17 and Figures 5 for further details.	Historical sawmill operations.	Sediment COC - Select PAHs, select metals, PDCC/F
APEC 15 (on-Site)	Transformers-26- three historical transformers located south of the mill building, used between 1949-1965. Section 3.2.3 notes that the transformers have been tested and results indicate PCB levels were below 50 ppm, current soil standards are between 1.5 and 35 ppm. Analysis of results were not provided in the report.	Transfer and or leakage of transformers during former operations	Soil PCOC - PCBs, PAHs, LEPH, HEPH



Stage 1 Preliminary Site Investigation City of Port Alberni on behalf of D.R. Clough Consulting 5633 Smith Road, Port Alberni, BC TerraWest Project; DGMK19-01

AEC/ APEC #	Activity Description	Possible Mechanisms of Contamination	Media- PCOCs/ COCs
	Anecdotal information indicated that transformers may have been taken off-Site, emptied and returned to the Subject Property (IP-pers.comm.).		
AEC 16 (on-Site)	Site office (Arnold McLean House)-7- formerly residential and office building, subject of environmental investigation and soil remediation, by HBT AGRA, due to an accidental release of stove oil from an AST at the rear of the building, See Section 3.2.7.	Petroleum storage leak to ground.	Soil COC - PAHs, LEPH, HEPH Groundwater PCOC - PAHs, LEPH, HEPH Vapour PCOC - VOCs
APEC 17 (on-Site)	Buried Fuel Rail Car- located west of logging deck. Identified within previous letter on environmental concerns within the Subject Property, see Section 3.2.14. Anecdotal information identified its potential use as a former septic tank.	Historical petroleum storage, industrial septic system.	Soil PCOC - PAHs, LEPH, HEPH Groundwater PCOC - PAHs, LEPH, HEPH Vapour PCOC - VOCs
APEC 18 (on-Site)	Boller Discharge Location- Steam boilers used in the operation of the mill between 1927-1965 and again between 2001 and 2018. It is not known if the former or current functioning boiler is connected to appropriate discharge facilities (BE, TP, JA-pers.comm.). Blowdown discharge has the potential for metals to be discharged with water.	Blowdown discharge containing select metals	Soil PCOC - select metals Groundwater PCOC- select metals
APEC 19 (on-Site)	Fuel Tanker Car-18- Bunker C fuel storage and transfer area from approximately 2001 to 2018 (BE-pers.comm.). Surface staining observed over ground beneath rail car during Site inspection.	Petroleum storage and transfer area	Soil - PAHs, LEPH, HEPH Groundwater - PAHs, LEPH, HEPH Vapour - VOC

BTEXSM - benzene, toluene, ethylbenzene, styrene, methyl I-bulyl ether

EPH - Extractable petroleum hydrocarbons

PAHs – polycyclic aromalic hydrocarbons PCBs- Polychiarinated biphenyls

HEPH – heavy extractable petroleum hydrocarbons VOCs – volatile petroleum compounds

sal vapour parameters; benzene, ethytbenzene, toluene, möp-sylenes, o-sylenes, total sylenes, n-hexane, n-decane, VPH (C6-C13), naphthalene, 1,3,5-trimethytbenzene, 1,2,4-trimethytbenzene, 1,2,4-trimethytbenzene, 1,2-disharene, 1,2-disharene, neinyt tert-bulyt ether, methytcyclohexane

1994 and 1995 reports reference analyses and criteria for Mineral Oil and Grease (MO&G) and Total Extractable Hydrocarbons (TEH). There are no current standards for Ihese parameters and are captured within, although not directly comparable to, the current LEPH, HEPH and PAHs. Therefore samples with levels of MO&G or TEH in excess of Level B criteria were considered COCs for LEPH/HEPH and PAHs.



Stage I Prefinhary Site investigation City of Port Alberni on behaf of D.R. Clough Consulting 5633 Smith Road, Port Alberni, 8C TerraWest Project: DCMM19-01

TerraWest recommends a Stage 2 PSI to investigate and delineate the soil, vapour, and groundwater in the APECs and AECs listed above and to compare concentrations of PCOCs and COCs, if present, to the applicable standards.

As per WorkSafeBC, Occupational Health and Safety, and/or municipal or district guidelines, a Hazardous Material Assessment may be required prior to any renovations, modifications, or demolition activities to on-Site buildings or other structures.



To:

Davina Hartwell, A/CAO

From:

Cathy Rothwell, Director of Finance

Copy:

Mayor and Council

Date:

June 17, 2019

Subject: Responses to questions arising from the May 27, 2019 Audit

Committee Meeting

The following is in response to questions raised by the Committee at the May 27, 2019 Audit Committee Meeting that were not addressed in the June 3, 2019 Memorandum presented at the June 10, 2019 Regular Council Meeting:

The Audit Committee requested detail on the following items:

- 1. Amount of overtime paid to Fire Fighters for the periods January to March 2017 and 2018. Overtime for January to March 2017 was 429.75 hours and \$23,148.75; and for the same period in 2018 it was 472 hours and \$28,178.34.
- 2. That the current Purchasing Policy be added to the agenda for the June 10, 2019 Regular Council Meeting, with a report on the joint social procurement policy in progress. The current Purchasing Policy is attached to this report. Council approved membership in the Coastal Communities Social Procurement Initiative (CCSPI) at the January 28, 2019 Regular Council Meeting and committed to 2 years of funding. The official launch of CCSPI was in March of 2019, with Mayors Josie Osborne and Lisa Helps co-chairing the Steering Committee. Several meetings for the group have been scheduled for 2019.

Respectfully submitted,

Chothwell

Cathy Rothwell

Director of Finance

TITLE: PURCHASING - CAPITAL PURCHASES AND PROJECTS							
EFFECTIVE DATE: January 13/03	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1			

In January of each year, staff is authorized to proceed with the tendering and purchase of capital projects and equipment to the extent that those projects and equipment items have been approved for the current year in the prior year's Five Year Financial Plan.

TITLE: PURCHASING - CAPITAL EXPENDITURES						
EFFECTIVE DATE: June 25, 2013	Finance	AUTHORIZED BY: Council	REPLACES: Original Nov 8/93	PAGE 1 OF 1		

- 1. Department Heads are authorized to make <u>replacement</u> purchases up to \$1,000. exclusive of taxes.
- 2. The City Manager is authorized to approve <u>new</u> purchases up to \$1,000. exclusive of taxes.

TITLE: CAPITAL BUDGET PROJECT COST VARIANCE POLICY							
EFFECTIVE DATE:	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 1				
March 10, 2014							

1. GENERAL

This Policy provides direction on actions to be taken when capital project costs vary significantly from approved Financial Plan amounts allocated. This policy is administered by the City Manager.

Department heads are responsible for notifying the City Manager when capital project budget variances will meet criteria set out in this policy. This applies both to projects anticipated to be over budget and under budget.

2. PROJECT COST UNDER BUDGET

When it is anticipated that a capital project will be under budget by more than 10% and by more than \$50,000 the Department Head shall notify the City Manager of the expected variance and provide a report to the City Manager and Director of Finance. The report shall include reasons for the variance and make recommendations regarding disposition of the unrequired funds. Options to be considered are:

- Return funds to general revenue annual surplus or to source reserve fund
- Expand scope or length of Capital project
- Transfer funds to an alternate approved capital project that is anticipated to be underfunded.
- Implement an alternate capital project that is approved in a future year of the financial plan.

The City Manager and Director of Finance shall review the Department Head's report and forward to City Council for consideration at a Regular Meeting.

3. PROJECT COST OVER BUDGET

When it is anticipated that a capital project will exceed approved budget by more than 10% and by more than \$25,000 the Department Head shall notify the City Manager of the expected variance and provide a report to the City Manager and Director of Finance. The report shall include reasons for the variance and make recommendations. Options to be considered are:

- Reduce the scope or length of capital project to meet approved budget.
- Transfer funds from an alternate approved capital project that is anticipated to be overfunded.
- Cancel or postpone an alternate capital project from the same year's approval that has not yet been started and transfer funds.
- Request additional funds from contingency or reserve.

The City Manager and Director of Finance shall review the Department Head's report and forward to City Council for consideration at a Regular Meeting.

TITLE: PURCHASI	NG – PROCEDUR	E		
EFFECTIVE DATE:	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Jul 12/99,	PAGE 1 OF 6
March 22, 2010			May 13/02	4,1,1

1. GENERAL

The purchasing policy of the City of Port Alberni is administered by the Director of Finance.

The purchasing function is decentralized to the originating departments and managers are responsible for the purchases they require. Department Heads are responsible for ensuring that this purchasing policy is properly observed at all times for purchases originating in their departments.

2, BIDS AND CONTRACTS

Subject to the policies laid down by City Council, and in accordance with any instructions issued by the City Manager, the Department Heads shall use recognized purchasing methods in securing competitive prices and in awarding contracts in accordance with this purchasing policy. Unless otherwise directed by the City Manager, forms of Contract to be used are the standard City of Port Alberni Contract forms approved by the Director of Finance.

3. COOPERATIVE PURCHASING

Where savings may accrue, the City may cooperate with other agencies, local and/or external, to jointly purchase goods and services. In such cases, City staff shall have the authority to commit the City to the purchasing decisions of the Cooperative Group, provided that savings do accrue to the City.

4. PROVINCIAL GOVERNMENT MASTER STANDING OFFER

It is deemed to be an acceptable business practice for the City to purchase materials and equipment through the auspices of the provincial government's Master Standing Offer whereby the Province processes a major tender and selects a number of suppliers that will provide the materials and equipment at the best price. Such materials and equipment may be purchased from any authorized supplier of the City's choice, but the prices remain the same, regardless of the supplier.

5. INVENTORY ITEMS FOR CAPITAL PROJECTS

Where Council has approved a capital project and goods and materials required to complete the project must be brought into inventory, the award of tenders need not be submitted to City Council for approval unless the selected supplier is not the low bidder.

6. TRADE, INVESTMENT AND LABOUR MOBILITY AGREEMENT (TILMA) REGULATIONS

TILMA applies to the City of Port Alberni's purchases of goods and services. TILMA requires that all tenders for goods and materials and services exceeding \$75,000, and all tenders for construction projects in excess of \$200,000 must be advertised through an electronic tendering system and, notwithstanding section 13.1 that there may be no local preference policy in relation to such tenders. The City will post all tenders affected by the TILMA on the City's internet web site.

7. EXCEPTIONS TO NORMAL PURCHASING PROCEDURE

The services set out below are exempt from the requirements for tendering set out hereinafter. Requests for Proposals for these services may be called at the discretion of the City Manager and Department Heads in cases where service levels and fees and charges of current providers are deemed to be unsatisfactory.

- Architectural Services
- Engineering Services
- Legal Services
- General and Liability Insurance Broker Services
- Employee Benefits Consultant Services
- Auditing Services
- Electrical, Plumbing and Heating, Ventilation and Air Conditioning Services of an Regular Maintenance Nature

Other exceptions to this policy are:

- when time constraints will not allow for tendering, such as when supplies, services and equipment are urgently needed to maintain City utilities and essential services;
- b) when dealing with professional service contracts; or
- c) when only one supplier exists.

Under these circumstances, the Department Head, with the approval of the City Manager, may obtain direct quotations from suppliers and award the contracts.

8. ORDERS

All orders must originate with a purchase requisition. All orders and purchases shall be made only by issuing a purchase order. Suppliers should always be advised to show this number clearly on their invoices.

9. TENDERING PROCEDURE

9.1 Preparation

Specifications issued shall be reasonable, clear, without ambiguity and designed and advertised to allow for submission of bids or offers by the optimum number of qualified vendors. Department Heads shall be responsible for the technical accuracy of the specifications.

When necessary, Department Heads shall arrange consultations with prospective vendors and shall

9.2 Tender Instructions, Conditions and Pricing Formulae

The Department Head shall be responsible for the preparation of tender instructions, conditions and pricing formulae. Such documentation should combine with the technical specifications to ensure that the tender form is clear and without ambiguity. Except as otherwise approved by the City Manager, tender documents including "instructions to tenderers" and "general conditions" shall be in the form adopted as the City's "Standard Tender Package Form" or "Standard Request for Proposals Form" which have been approved by the Director of Finance

9.3 Completed Tender Forms

Department Heads, or a designated manager shall review and approve the completed tender form before it is released to vendors.

10. TENDER FORMS AND ENVELOPES

Except as otherwise approved by the City Manager, standard tender forms approved by the Director of Finance shall be used to give uniformity to tender submissions, (bids). Additional sheets may be attached by the prospective vendors, but the standard tender form must always be completed by vendors.

11. TENDER OPENING PROCEDURES

When tender envelopes, (bids), are received from vendors, the envelopes shall be date stamped and placed, unopened, in the appropriate file by the Purchasing Clerk.

At the specified time of opening, each and every envelope will be opened publicly by the Purchasing Clerk and witnessed by the Department Head or designate, with both of them signing and dating each tender form.

Any and all tender envelopes, (bids), received after the closing time shall be date and time stamped and returned unopened to the vendor with a covering letter from the Department Head, explaining the reason for the return.

12. ANALYSIS AND AWARDING OF TENDERS

As soon as possible after the opening of tenders, the Department Head shall prepare the tender recommendation for presentation to the Director of Finance for review. Awards will be made in accordance with the Section 13 of this policy entitled, "AWARD OF CONTRACTS". Completed files shall be retained by the Purchasing Clerk for reference as required.

13. AWARD OF CONTRACTS

13.1 General

Awards shall be made for the purchase of equipment, supplies and services that will give the greatest value based on quality, service and price. Criteria for evaluation of bids may include but not be limited to:

- Price
- Experience of the supplier
- Previous legal action that may have been taken by the bidder against the City
- Qualifications of the supplier's personnel
- Past track record of quality of services provided to the City of Port Alberni by the supplier
- Past track record of quality of goods provided by the supplier
- Availability/Delivery Time for goods, parts and service.
- Compatibility of proposed goods with existing units.
- Ingenuity and innovation

Preference shall be given to local suppliers where quality, service and price are equivalent.

13.2 Local Vendor Preference

- 13.2.1 A local vendor is defined as a business that for at least six (6) months immediately preceding the relevant request for bids or proposals has a physical location within the boundaries of the City of Port Alberni and who maintains a current City of Port Alberni business licence.
- 13.2.2 The City will actively seek to identify local vendors interested in doing business with the City of Port Alberni.
- 13.2.3 The price bid by Port Alberni vendors will be adjusted by \$1,000 when prices are compared in the bidding process.
- The local vendor preference shall be applied to the purchase of goods, materials and services to the maximum extent possible while still complying with the Trade, Investment and Labour Mobility Agreement (TILMA) regulations (Section 6 of this policy).
- 13.2.5 Local Vendor Preference shall not apply to the following purchases or agreements:
 - Goods, equipment or services provided under a cooperative purchasing agreement;
 - The City determines the business is not qualified to perform the work or provide the services or materials;
 - Purchases of supplies, services and equipment not requiring bids;
 - Exceptions as provided for under Section 7 of this policy –
 Exceptions To Normal Purchasing Procedure.

13.3 Purchases Up To \$2,500

Purchases up to \$2,500 may be made by the Department Head *or designate* following sound business principles and practices of buying. Where local suppliers are known to exist they will be given the first opportunity to provide prices.

13.4 Purchases Between \$2,500 and \$10,000

The Department Head or designate shall obtain three written quotations for any purchases valued between \$2,500 and \$10,000. Where local suppliers are known to exist they will be given first opportunity to provide quotations.

13.5 Purchases Between \$10,000 and \$20,000

All expenditures between \$10,000 and \$20,000 must be evaluated by the Department Head in order to determine if tenders are required.

Where a tender is deemed necessary, such purchases shall be awarded through the process of a Sealed Bid Tender or Request for Proposal.

Award of Low Bid Tenders:

Department Heads may award low bid tenders up to a value of \$20,000, providing such tenders meet the specifications.

Award of Greater Value Tenders:

In cases where a tender is considered to be awarded to a bid of greater value than the low bid tender which meets the specifications, the Department Head shall submit a report to the Director of Finance, who may approve the award.

13.6 Purchases Estimated To Be Over \$20,000 but less than \$75,000 in Value All purchases over \$20,000 in value must be tendered unless otherwise approved by the City Manager.

Such purchases shall be awarded through the process of a Sealed Bid Tender or Request for Proposal.

13.7 Award of Tenders or Requests for Proposals Valued Between \$20,000 and \$75,000

Award of Low Bid Tenders:

The Department Head shall submit a report to the Director of Finance, who may approve the award of the contract.

Award of Greater Value Tenders:

The City Manager shall present the joint recommendation of the Department Head and the Director of Finance to City Council for their decision.

13.8 Purchases Estimated To Be Over \$75,000 In Value

All purchases over \$75,000 in value must be tendered through the process of a Sealed Bid Tender or Request for Proposals unless otherwise approved by City Council.

13.9 Award of Tenders or Requests for Proposals Over \$75,000 in Value
The Department Head and Director of Finance shall submit joint recommendations
for the award of tenders or requests for proposals of over \$75,000 in value,
whether low bid or greater value, to the City Manager for presentation to City
Council for their decision.

14.0 TERM OF CONTRACTS

14.1 Multi-Year Contracts

Where the Department Head determines it to be of benefit to the City, contracts may be let for supply of goods or services for a multi-year period. Such contracts may include clauses to allow for modifications to unit prices or lump sum prices based on inflation indices. Maximum term of contract shall be 5 years. Such contracts shall include a cancellation clause in favor of the City for all years subsequent to the original year of the contract signing.

14.2 Extension of Contracts

Where the Department Head determines it to be of benefit to the City, and where a supplier agrees to maintain prices for goods or services at the same level as the previous year the Department Head may approve extension of the contract for an additional year.

15.0 TENDERS VS PROPOSALS

- Where the supply required is for goods which are widely available and for which standards of quality are well set and quantifiable a Sealed Bid Tender process shall be used. Examples of these types of goods are: lumber, pipe and fittings, fuel, aggregates.
- 15.2 Where the work required is for construction services involving the supply and installation of materials which are well detailed in constructions drawings with supporting specifications a Sealed Bid Tender Process shall be used. Examples of this type of work are installation of water or sewer mains, construction of buildings.
- 15.3 Where the supply required is for services or for goods which are specialized or have differences between brands or suppliers requiring considerable subjective analysis a Request for Proposals format shall be used.

16.0 ADVERTISING OF TENDERS AND REQUESTS FOR PROPOSALS AND QUOTATIONS

- All tenders issued for goods or materials valued at \$10,000 or more shall be advertised a minimum of two times in a local newspaper and on the City's internet web site. Advertisement in non-local newspapers and/or other publications shall be undertaken where the goods or materials required are not known to be readily available from more than one local supplier.
- 16.2 Except as provided in Section 7, all tenders and/or requests for proposals issued for services valued at \$20,000 or more shall be advertised a minimum of two times in a local newspaper and on the City's internet web site. Advertisement in non-local newspapers and/or other publications shall be undertaken where the services required are not known to be readily available from more than one local contractor or consultant.

TITLE: PURCHASING - REQUISITION AUTHORITY					
EFFECTIVE DATE: Nov. 1,2005	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Sep 6/89, Jan 11/90, Jul 13/92, Jul 12/99	PAGE 1 OF 2	

Each staff position that is authorized to approve purchase orders, approve an invoice received through an open ended purchase order, or authorize a field purchase order is as listed below:

Purchase Order authority codes 1 through 5 are assigned to each position. In the event of a Department Head's absence he/she may temporarily designate a subordinate to have such signing authority that the Department Head deems necessary.

No purchases are to be made without a regular purchase order number or field purchase order number which must be obtained prior to placing an order (except petty cash and credit card transactions).

All capital purchase orders must be approved by the Department Head .

CITY HALL ADMINISTRATION

<u>AUTHORITY CODE</u>
(1)
(1)
ology (1)
(1)
(2)
(2)

PURCHASING DEPARTMENT

POSITION	<u>AUTHORITY CODE</u>
Purchasing Clerk	(4)

ENGINEERING STAFF

POSITION	<u>AUTHORITY CODE</u>
City Engineer	(1)
Mechanical Services Superinte	endent (2)
Utilities Superintendent	(2)
Streets Superintendent	(2)
Mechanics	(5)
Carpenters	(5)
Chargehands	(5)

TITLE: PURCHASING - REQUISITION AUTHORITY

Page 2 of 2

FIRE DEPARTMENT

POSITION		AUTHORITY CODE
Fire Chief		(1)
Deputy Fire-Chief	 -	- (2)

PARKS AND RECREATION COMMISSION

POSITION	<u>AUTHORITY CODE</u>
Director of Parks, Rec & Herita	ge (1)
Recreation Services Manager	(2)
Parks Operations Supervisor	(2)
Facility Operations Supervisor	(2)
Director of Corporate Services	&
Community Development	(2)
Museum Director	(2)
Aquatics Program Supervisor	(3)
Gardener	(5)
Small Equipment Mechanic	(5)
Carpenter	(5)
Senior Maintenance Worker	
(Echo, Arena, Glenwood)	(5)
Recreation Programmers	(5)

R.C.M.P. DETACHMENT

POSITION	AUTHORITY CODE
Officer in Charge	(2)
OPS Support NCO	(2)

EXPLANATION OF CODES

Code (1)	No restrictions within budget.
Code (2)	Operations services, supplies and capital construction where applicable to positions
	but not capital purchases.
Code (3)	Concession purchases, program purchases and routine building maintenance purchases.
Code (4)	Inventory purchases.
Code (5)	Purchases with field purchase order only.



CITY OF PORT ALBERNI

STAFF REPORT

TO:

Tim Pley, CAO

FROM:

Willa Thorpe, Director of Parks,

Recreation and Heritage

COPIES TO:

Davina Hartwell, City Clerk

DATE:

June 13, 2019

SUBJECT:

Echo Park Fieldhouse Caretaker Residence, Alberni Drug and Alcohol

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

Tim Pley, CAO

Prevention Service

ssue:

The City of Port Alberni is exploring leasing the City-owned Echo Park Fieldhouse Caretaker residence (4200 King St.) to Alberni Drug and Alcohol Prevention Service (ADAPS) for office and programming space.

Background:

ADAPS provides a variety of prevention, counselling and support services to youth and their families in the Alberni Valley, at no charge. The Echo Park Fieldhouse Caretaker residence is located in close proximity to ADAPS' current office and Alberni District Secondary School.

Discussion:

City of Port Alberni staff have met with ADAPS staff and board members, and support their interest in expanding operations to include the Echo Park Fieldhouse Caretaker residence site.

Recommendation:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease with Alberni Drug and Alcohol Prevention Service at 4200 King Street for a five year term commencing July 1, 2019 at the current rent of \$300.00 per month plus applicable taxes.

Respectfully submitted,

Willa Thorpe
Director of Parks, Recreation and Heritage



This lease is made pursuant to the Land Transfer Form Act

LANDLORD: City of Port Alberni

4850 Argyle Street

Port Alberni, BC V9Y 1V8

TENANT:

Alberni Valley Drug & Alcohol Prevention Service (ADAPS)

4260Å 10th Avenue

Port Alberni, BC V9Y 4X3

1.0 **GRANT**:

1.1 The Landlord leases to the tenant the following property, ("the premises"):

Residence at Echo Park Fieldhouse 4200 King Street Port Alberni, BC V9Y 8B3

2.0 **TERM**:

2.1 The term of this lease is:

Beginning Date: July 1, 2019 End Date: June 30, 2024

3.0 **RENT**:

- 3.1 The rent is \$300.00 per month, plus applicable taxes, payable in advance on the first day of each and every month of the term.
- 3.2 The rent shall increase on January 1st of each year at a rate equal to the percentage increase in the BC Consumer Price Index for all items for the twelve (12) month period running to October 1st of the preceding year.

4.0 **PERMITTED USES:**

4.1 The Tenant may use the premises only for the purpose of office and programming space.

5.0 **TENANT'S COVENANTS:**

The Tenant covenants as follows:

- 5.1 To pay rent and applicable taxes, including property taxes.
- 5.2 To use the premises only for the purposes set forth in paragraph 4.1.
- 5.3 To pay all water, electrical, gas, security alarm, telephone and other rates and charges imposed for services and utilities in respect of the premises.
- 5.4 To pay for all interior leasehold improvements, renovations and repairs (any of which require Landlord approval prior to commencement of work, and all of which become the property of the Landlord upon termination of the lease)
- To participate in an annual inspection with the Landlord, examining and repairing (at the Tenant's expense) the interior of the premises as deemed necessary by the Landlord
- To observe and comply with all laws, statutes, regulations, by-laws, rules and orders relating to the premises and the use or occupation thereof.
- 5.7 To indemnify and save harmless the Landlord from and against all claims and losses arising out of or in connection with any activities of the tenant, its servants, agents, contractors, or invitees.
- 5.8 The Tenant shall obtain and maintain for the Term, at its sole expense, comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage arising out of the Tenant's use and occupation of the Premises, in the amount of not less than \$2,000,000 per occurrence, all inclusive; and

Each insurance policy shall:

- (a) name the Landlord as an additional insured;
- (b) be issued by an insurance company entitled under provincial law to carry on business in British Columbia:
- (c) state that the policy;
 - (i) applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and,
 - (ii) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the Landlord;

- (d) be maintained for a period ending twelve months after this Lease is terminated;
- (e) not include any deductible amount greater than \$5,000.00 per occurrence; and
- (f) be on other terms acceptable to the Landlord, acting reasonably.
- 5.9 To leave the premises in good repair.
- 5.10 Not to assign, sublet or part with possession of the premises, or any part thereof, without leave.
- 5.11 Not to register this lease in the Land Titles Office.
- 5.12 Not to carry on any activity, that may be deemed a nuisance, on the premises.
- 5.13 Not to allow any liens to be filed against the premises. If any improvement as defined in the Builders Lien Act is made to the premises, the Tenant shall post and maintain notices in accordance with that Act.
- 5.14 To lawfully dispose of all waste and debris created by the Tenant on the premises in a manner satisfactory to the Landlord; to keep the premises free of flammable and/or explosive material; to have on the premises at all times fire extinguisher/s as advised are necessary by the Landlord; and to immediately notify the Landlord of any fire damage or other damage or hazards in the vicinity of the premises.
- 5.15 Execute and fulfil the duties and responsibilities described in the appendix attached to this document as Schedule 1.

6.0 LANDLORD'S COVENANTS:

The Landlord covenants:

6.1 For quiet enjoyment.

7.0 **RE-ENTRY**:

7.1 Proviso for re-entry by the Landlord on non-payment of rent or non-performance of covenants.

8.0 **TENANT'S BANKRUPTCY:**

8.1 If the Tenant becomes bankrupt, this lease shall be terminated immediately.

9.0 **TERMINATION:**

- 9.1 Despite the term of this lease, it may be terminated by either party upon thirty (30) days written notice to the other party of its intention to terminate.
- 9.2 On the termination of this lease, the Tenant shall, at their expense and if the Landlord requires, remove all fixtures and improvements installed by the Tenant on the premises.
- 9.3 In case the premises, or any part thereof, if damaged by fire or tempest so as to render it unfit for the Tenant's use, the said term shall immediately come to an end.

10.0 **HOLDING OVER:**

10.1 If the Tenant continues to occupy the premises after the end date of the term and the Landlord accepts rent, then the tenancy created shall be deemed to be on a month-to-month basis and the Tenant shall continue to comply with all other terms and conditions of this agreement.

11.0 **NOTICES**:

11.1 All notices shall be in writing and are deemed duly given if delivered by hand or facsimile or mailed by registered mail postage prepaid addressed to the party concerned at the addresses set out in this lease or to another address a party may designate in writing. Any notice is deemed give and received, if delivered by hand or by facsimile, on the day delivered, and if mailed, when it should have been received in the ordinary course of post.

12.0 ENUREMENT:

12.1 This lease enures to the benefit of and is binding on the respective successors and permitted assignees of the parties.

13.0 **INTERPRETATION:**



CITY OF PORT ALBERNI

13.1 The singular includes the plural and vice versa; the masculine includes the feminine and vice versa. The headings are inserted for convenience of reference only and do not affect the construction or interpretation of this lease.

14.0 INTEREST CHARGES:

14.1 The Tenant shall pay the Landlord interest at a rate of 2% monthly on any overdue rent or amounts payable under this lease.

15.0 **OTHER TERMS**:

CITY OF PORT ALBERNI

15.1 The Tenant and their staff shall park only in areas approved or designated by the Landlord.

TENANT

IN WITNESS WHEREOF the parties herein have signed this lease as of the effective date.

The	Corporate Seal of the City of Port Alberni
was	hereunto affixed in the presence of:

(Tenant's Signature)
(Tenant's Name – PRINT)
(Tenant's Signature)

SCHEDULE 1 – Duties and Responsibilities

- 1. To serve as the City's "ambassador" by being courteous and friendly to park users and by reflecting a positive attitude at all times.
- 2. To report immediately any graffiti or vandalism to the Supervisor of Facility Operations.
- 3. To advise the Supervisor of Facility Operations of any public complaints about the facilities and/or procedures in place within the park areas.
- 4. To maintain the residence and grounds immediately adjacent thereto in a neat and orderly condition.

BETWEEN:

CITY OF PORT ALBERNI, 4850 Argyle Street, Port Alberni, BC

(hereinafter called "the Lessor")

OF THE FIRST PART

AND:

ALBERNI VALLEY CURLING CLUB, a Society duly incorporated Under the provisions of the "Society Act" in British Columbia, of 3250 – 9th Avenue, Port Alberni BC

(hereinafter called "the Lessee")

OF THE SECOND PART

WHEREAS the Lessor is the owner of Lot 1, District Lot 1, Alberni District, Plan 14814 upon which is erected a building containing a skating rink and a six sheet curling ice surface.

AND WHEREAS the Lessee is desirous of leasing from the Lessor that portion of the said building in which is contained the six sheet curling ice surface together with a public viewing lobby, offices, meeting room, washrooms, upstairs lounge and kitchen and the basement area, all pertinent to the use and enjoyment of the said curling ice surface.

AND WHEREAS the Lessee can identify and pay only for its own operating costs and those services which it actually uses.

AND WHEREAS the Lessor has agreed to lease the aforesaid premises to the Lessee upon the terms and conditions hereinafter contained.

NOW THEREFORE THIS INDENTURE WITNESSETH:

- 1. LEASED PREMISES
- 1.1 That the Lessor doth demise unto the Lessee all that portion of the building erected on Lot 1, District Lot 1, Alberni District, Plan 14814 containing a six sheet curling ice surface together with a public viewing lobby, offices, meeting room,



washrooms, upstairs lounge, kitchen area and basement area all pertinent to the use and enjoyment of the said curling ice surface and with all ways, paths, passages, privileges, advantages and appurtenances to the said demised premises belonging or otherwise appertaining.

2. TERM

2.1 TO HAVE AND TO HOLD the same unto the Lessee, its successors and assigns, for the term of ten (10) years commencing on the 1st day of July, 2019 and terminating on the 30th day of June, 2029, with an option to renew on the same terms and conditions, save for the option to renew, for a further five (5) year term expiring June 30, 2034, provided the Lessee provides to the Lessor, at least 6 months prior to the expiration of the current term, written notice of its intention to renew.

3. RENT

3.1 Yielding during the said term the sum of \$10.00 payable in advance as prepaid rent of \$1.00 per year on or before the 31st day of July 2019, receipt of which is hereby acknowledged.

4. USE AND POSSESSION

4.1 The Lessor agrees with the Lessee, that it shall have the exclusive right to use and occupy the demised premises throughout the term hereby demised.

5. LESSEE'S COVENANTS

5.1 THE LESSEE COVENANTS AND AGREES WITH THE LESSOR THAT:

- (a) The Lessee has, under the terms of a previous lease provided, at its own expense:
 - 1. Separate electrical and water meters, to the demised premises;
 - 2. A separate ice making plant and necessary related equipment to serve the demised premises including a structure to house same, and
 - 3. A means of heating the public viewing lobby, offices, meeting room, washrooms, upstairs lounge and kitchen and basement area

5.2 Furnishing and Equipping of Premises

(a) The Lessee shall furnish the said demised premises with all furniture, fixtures, machinery, equipment and effects necessary for its own purposes and all costs for same shall be borne by the Lessee.

- (b) All fixtures, machinery and equipment so provided shall, at the Lessor's option, become the property of the Lessor, at no cost to the Lessor, upon expiration of the term hereof, or any renewal thereof, or upon the Lessee vacating the premises because of damage to the premises by fire or tempest or for any other reason whatsoever.
- (c) For the purpose of this lease the term "fixtures, machinery and equipment" shall mean "Any chattel which is attached to the permanent structure by means of glue, cement, plaster, nails, bolts or screws and shall specifically include such ice making machinery, heating equipment and electrical or other equipment provided by the Lessee".
- (d) the Lessee shall be entitled to remove such redundant fixtures, machinery or equipment; provided always that in such removal, the Lessee shall not damage the demised premises or shall make good any damage caused by such removal.
- (e) The Lessee shall remove from the demised premises, within one month following the expiration of this lease, any fixture or fixtures which the Lessor instructs the Lessee in writing to so remove, but in such removal the Lessee shall not damage the demised premises or shall make good any damage caused by such removal.

5.3 Maintenance of Premises

- The Lessee shall, at its own expense, maintain the demised premises and (a) all ice making and other equipment therein contained, including but not limited to header pipes, brine circulation pipes, emergency lighting equipment, de-humidifier equipment and necessary ducting, and all other property of the Lessor therein contained, in a good state of repair at all times; and to replace, at its own expense, any equipment or accessories thereto which may prove faulty during the term thereof; and to paint the premises when required to good maintenance standards and to the satisfaction of the Lessor, and unless otherwise agreed by the Lessor once in the year this lease expires, and if this lease is renewed again in the year the renewal term expires, and that the Lessor may enter the demised premises and view the state of repair of the demised premises and the aforesaid ice making and other equipment, at any time, and the Lessee shall forthwith repair the same and/or paint the demised premises according to notice.
- (b) In the event the Lessee fails to repair or paint according to notice, the Lessor may enter upon the demised premises and make such repairs or effect such painting as may be described in the said notice at the expense of the Lessee.

5.4 Indemnification and Insurance

(a) <u>Indemnity</u>

The Lessee shall at all times indemnify and save harmless the Lessor of and from all loss and damage and all actions, claims costs, demands, expenses, fines, orders, penalties, liabilities and suits of any nature whatsoever by whomsoever brought for which the Lessor shall or may become liable, incur or suffer by reason of, connected to or arising from, whether directly or indirectly;

- 1. the use of the said demised premises by the Lessee, its officers, employees, agents, contractors, licencees or invitees;
- 2. a breach, violation or non-performance by the Lessee of any covenant, term or provision of this Lease;
- 3. any builders or other liens for any work done or materials provided or services rendered for alterations, improvements, or repairs made by or on behalf of the Lessee to the said demised premises;
- 4. any injury (including death) or loss to or suffered by any person or damage to property occasioned by a wrongful act or omission, default or negligence on the part of the Lessee, its officers, employees, agents, contractors, licencees or invitees in or about the said demised premises and without limiting the generality of the foregoing.
- 5. any enactment, regulation or order made by any authority having jurisdiction compelling or imposing on the Lessor in whole or in part any duty or obligation to clean up, prevent, contain or ameliorate any contamination or waste of whatsoever nature deposited, discharged, stored, emitted or spilled on, in, from, about or around the said demised premises by the Lessee, its officers, employees, agents contractors, licencees and invitees or any enactment, regulation or order requiring the Lessor to pay in whole or in part for the same, including all costs and expenses of storage, transportation and disposal of such contamination or waste and the remediation of the said demised premises and other lands and waters in or about the said demised premises.

The Lessee's indemnity shall survive the expiry or termination of this Lease so that the Lessor shall be and remain fully indemnified and saved harmless in respect of any matter, whenever, discovered, to which this indemnity applies that arose or occurred during the term of the Lease.

(b) Lessee's Insurance

The Lessee shall, during the whole of the Term and during such other time as the Lessee occupies the said demised premises or part thereof, take out and maintain the following insurance at the Lessee's sole expense, in such form and with such companies as the Lessor approves:

- 1. comprehensive general liability insurance against claims for bodily injury, including death and property damage or loss arising out of the use and/or occupation of the said demised premises or the Lessee's activities on or about the said demised premises. Such insurance shall be in the joint names of the Lessee and the Lessor and shall contain "a cross-liability" or "severability of interest" clause so that the Lessor and the Lessee may be insured in the same manner and to the same extent as if individual policies had been issued to each and shall be for the amount of not less than \$2,000,000 combined single limit or such other amount as may be required by the Lessor from time to time;
- 2. Evidence satisfactory to the Lessor of all such policies of insurance shall be provided to the Lessor upon request;
- 3. The policies of insurance required of the Lessee by this lease shall contain the following:
 - (i) provisions that the Lessor is protected notwithstanding any act, neglect or misrepresentation of the Lessee which might otherwise result in the avoidance of a claim under such policies, and such that the policies shall not be affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insured's;
 - (ii) provisions that such policies and the coverage evidenced thereby shall be primary and non-contributing with respect to any policies carried by the Lessor and that any coverage carried by the Lessor shall be excess coverage;
 - (iii) provisions that such policies of insurance shall not be cancelled without the insurer providing to the Lessor thirty (30) days prior written notice stating when such cancellation shall be effective.

(c) Compliance With Laws

The Lessee shall use and occupy the said demised premises in such manner as to comply with any and all statues, bylaws, rules, regulations and orders of any Federal, Provincial or Municipal authority for the time being then in force and shall not do anything upon the said demised premises in contravention thereof.

The Lessee shall ensure all required inspections and orders are completed when required and shall submit copies of all such inspections and orders to the Lessor upon completion.

(d) <u>Nuisance</u>

The Lessee shall not do, omit or permit to be done or omitted, anything which constitutes a nuisance or tort in respect of adjacent lands and the owners and occupiers thereof.

(e) Subletting

In the event the Lessee wishes to permit another person and/or organization to use said demised premises, the Lessee shall, prior to such permission being granted, and subject to Article 6.1(e), require the said person and/or organization to provide indemnification and proof of liability insurance as set out in Paragraph 5.4(a) and 5.4(b) of this Agreement.

6. ADDITIONAL LESSEE'S COVENANTS

- 6.1 The Lessee further covenants with the Lessor:
 - (a) to pay rent;
 - (b) to pay rates for water, electricity, gas and telephone;
 - (c) to heat at its own expense the demised premises;
 - (d) to use the demised premises exclusively as a curling rink and social centre for members of the Alberni Valley Curling Club and their guests;
 - (e) not to assign or sublet without leave;
 - (f) to leave the premises in good repair;
 - (g) not to make any structural additions or alterations to the demised premises without having first received approval, in writing, from the Lessor of the plans therefore; the Lessor reserves unto itself the right to place conditions on any approvals pursuant to this lease; and the Lessee

- acknowledges that any such approval of the Lessor may contain stipulations which must be fulfilled by the Lessee as a condition of such approval;
- (h) to comply promptly, at its expense, with all laws, ordinances, regulations, requirements and recommendations which may be applicable to the Lessee, or to the manner of use of the demised premises, of any and all federal, provincial, municipal and other authorizes or association of insurance underwriters or agents, and all notices in pursuance of same, whether served upon the Lessor or the Lessee;
- (i) that subject to Section 5.2(e), and to the expiration or sooner termination of this lease, to peaceably surrender and yield up unto the Lessor the demised premises and appurtenances together with all fixtures, machinery and equipment, or erections, which at any time during the said Term, or any renewal thereof, may be made therein or thereon, (other than the Lessee's furniture and effects) in good and substantial repair and condition, and to deliver to the Lessor all keys to the demised premises which the Lessee has in its possession; and
- (j) to encourage public participation in the game of curling within the demised premises.

7. LESSOR'S COVENANTS

- 7.1 The Lessor covenants and agrees with the Lessee:
 - (a) for quiet enjoyment;
 - (b) to pay all rates for fire insurance levied against the demised premises with the exception of insurance coverage for furniture, curling equipment, and other effects of the Lessee:
 - (c) to permit the Lessee to provide and operate a concession stand or coffee shop to serve the demised premises;
 - (d) to permit the members and guests of the Lessee to share with the general public the use of the off-street parking facilities adjacent to the demised premises;
 - (e) to maintain the aforesaid parking lot;
 - (f) to defray any property taxes levied against the demised premises.

8. MUTUAL COVENANTS

8.1 Breach of Agreement

It is agreed that if there shall be breach of any of the covenants or stipulations on the part of the Lessee to be observed or performed, or if the Alberni Valley Curling Club shall cease to exist, the Lessor may re-enter on the demised premises and thereupon the terms hereby created shall forthwith determine without prejudice to the Lessor's rights and remedies in respect of any breach.

8.2 <u>Attachment or Assignment of Terms</u>

It is agreed if the terms hereby granted shall at any time be seized or taken in execution of attachment by any creditor of the Lessee or its assigns, or if the said Lessee or its assigns shall make any assignment for the benefit of any act that may be in force for bankrupt or insolvent debtors, then the annual rental or proportionate part thereof shall immediately become due and payable and the said term shall immediately become forfeited and void.

8.3 <u>Damage or Destruction of Premises</u>

It is agreed that if the demised premises or any part thereof are damaged or destroyed by any cause whatsoever so as, in the opinion of the Lessor, to render the same unfit for the purposes of the Lessee, the Lessor, at its option, shall either:

- (a) repair or make fit the said premises for the purposes of the Lessee in which case the rent, or a proportionate part thereof, according to the nature and extent of the damage sustained, shall be suspended and abated until the said demised premises shall have been repaired or made fit for the purposes of the Lessee, or
- (b) terminate this lease by giving the Lessee, within thirty (30) days of such damage or destruction, notice of termination and thereupon the rent, and any other payments for which the Lessee is liable under this lease shall be apportioned and paid to the date of such damage or destruction, and the Lessee shall immediately deliver up possession of the demised premises to the Lessor, PROVIDED that, notwithstanding the termination of this lease as in this paragraph set forth, the Lessee shall remain liable for any outstanding obligations to the Lessor under this lease as at the time of such termination.

8.4 Amendment of Lease

It is agreed that this lease may be amended by the mutual agreement of the parties hereto.

8.5 Arbitration

It is agreed that should any dispute arise over the interpretation of any of the covenants, agreements or stipulations herein contained, or over any matter or thing connected with this lease or any of its provisions the same shall be referred to arbitration pursuant to the provisions of the Commercial Arbitration Act, Chapter 55 RCBC 1996 and amendments thereto.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS AND SEALS THE DAY AND YEAR FIRST ABOVE WRITTEN.

THE CORPORATE SEAL OF THE CITY OF PORT ALBERNI WAS HEREUNTO AFFIXED IN THE PRESENT OF:

SIGNED ON BEHALF OF THE ALBERNI VALLEY CURLING CLUB:

	BLOCOL
Mayor	,
City Clerk	

J:\Clerks\Agreements & Leases\Leases\AVCurlingClub2019.docx



CITY OF PORT ALBERNI

BYLAW SERVICES

TO:

Tim Pley, CAO

FROM:

Flynn Scott

Manager of Bylaw Services

DATE:

June 6th, 2019

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

Tim Pley, CÁO

SUBJECT: Nuisance List Review – 3118 3rd Ave (Harbourview Apts)

Issue:

This report provides Council with updated information pertaining to 3118 3rd Ave, legal description: LOT 8-9 BLOCK 73 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 (the "Property"), following a nuisance designation imposed on February 26th, 2018.

On behalf of the property owner, the property manager is seeking Council's consideration to remove the Property from the City of Port Alberni's Nuisance List.

Background:

Any property that has been designated as a Nuisance is permitted to request Council's review after a period of twelve (12) months of being on the Nuisance List. The property owner would need to demonstrate that significant improvement to the Property has occurred. This includes a substantial decrease in call volume from nuisance calls received by the RCMP, Fire Department, and Building and Bylaw Services.

The property manager, Mr. Gosse, received a letter from Bylaw Services, advising that the Property has been on the Nuisance List for over twelve (12) months and was permitted to appeal the designation. Mr. Gosse contacted the underwriter to request a review of the Property's designation.

Nuisance Designation vs Declared Nuisance

Any property that has been designated as a Nuisance by City Council is done so as the result of significant non-emergency calls being received by the RCMP, Fire Department, and Building & Bylaw Services.

For example, a Nuisance <u>designation</u> reflects a property that is experiencing/attracting criminal behavior or activity and is consuming significant local government resources to routinely attend the site. For this rationale, *Nuisance Abatement Bylaw No. 4969* is imposed against the property owner and local government staff is authorized, by bylaw, to charge fees for inspections and non-emergent call-outs to the property. The intent for <u>designating</u> a property as a Nuisance is to deter nuisance behavior, ultimately lowering the non-emergent call volume to any one property.



In contrast, a <u>declared</u> Nuisance pertains to a property that is experiencing *real* object issues: a derelict building, an artificial or manmade hole/opening in the ground, or something that is considered so dilapidated and/or considered to be offensive to the community. A Council may <u>declare</u> a property a Nuisance, pursuant to the *Community Charter*, and impose a remedial action requirement to order the property to be remediated in compliance with City bylaws or demolished in a timely manner.

Financial Considerations

Nuisance Abatement Inspection Fees + Property Maintenance

Pursuant to both the Nuisance Abatement and Property Maintenance Bylaws, the Property has incurred a total of \$2,012.59 for inspection and remediation fees. Upon notifying the property owner and their representative, this amount was paid in full and there are currently no outstanding debts owed for nuisance-related issues.

Discussion:

The registered owner on title for 3118 3rd Ave is Folded Hills Farms LTD (Martin Chambers), who has owned the Property since 2013.

Nuisance Designation

In 2017, the Property had the following number of Nuisance calls:

RCMP	95
FIRE	26
BYLAW	7

A review was conducted from January 2018 to March 2018, wherein the Property had the following number of Nuisance calls:

RCMP	15
FIRE	2
BYLAW	1

Upon request to be removed from the Nuisance List, the Property has had the following number of Nuisance calls from January 1st, 2019 to June 1st, 2019:

RCMP	0
FIRE	0
BYLAW	0

The statistics gathered in this report represent non-emergent calls and are not reflective of a department's attendance in relation to other matters that do not pertain to the Nuisance designation. Overall, these numbers demonstrate a significant decrease in Nuisance behavior and activity at the Property that would normally consumer several departments' resources.

Upon review of the statistics provided by each department, the underwriter – on behalf of the Nuisance Building Working Group – is recommending that the Property located at 3118 3rd Ave be

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removed from the City's Nuisance List. The Bylaw Services Department will continue to monitor and take enforcement on the Property for compliance with City bylaw regulations.

Recommendation:

That the report from the Manager of Bylaw Services dated June 6th, 2019 be received.

That Council for the City of Port Alberni directs staff to remove 3118 3rd Ave (Harbourview Apartments) from the City's Nuisance List.

Respectfully submitted,



Flynn Gray Scott Manager of Bylaw Services



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO COUNCIL

TO:

Tim Pley, CAO

FROM: Katelyn McDougall, Manager of Planning

DATE: June 19, 2019

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

Tim Pley, CAO

SUBJECT:

Cannabis Production and Cultivation Project Update

ssue

City Council recently directed staff to develop recommendations, with input from First Nations and the public, regarding appropriate zoning for the accommodation of cannabis production and cultivation. This report provides a project update on the proposed planning process that will be implemented over the upcoming months.

Background

In response to the legalization of cannabis in October 2017, Council for the City of Port Alberni directed that the matter of enabling cannabis retail be a priority, and that the matter of cannabis production and cultivation be addressed later. The City has determined appropriate zones to permit cannabis retail stores, and now turns its attention to cannabis production and cultivation. Production and cultivation of cannabis are not currently permitted uses in the city.

The City has contracted Vancouver Island University's Master of Community Planning Program to support the development of the City's cannabis zoning study by participating in the planning process at key workshops and community engagement events, and by providing recommendations for zoning to accommodate cannabis cultivation, and processing.

This project will involve First Nations, key stakeholders and general public engagement. The following strategy will be utilized for the collection of input and the sharing of that information. This engagement process will focus on the cultivation and processing of cannabis, and how to create "made in Port Alberni" regulations and guidelines. Community feedback will be collected using five different methods:

- Online survey: An online survey will be hosted on the City's Let's Connect platform, and will be advertised through both social media and the local newspaper. The survey will be made available to anyone interested in completing it online. Paper copies of the survey will also be made available at City Hall.
- Stakeholder involvement: An email and letter will be sent to a list of stakeholders across the community, including a variety of business and community groups, government agencies, and not-for-profit societies. These stakeholders will be encouraged to complete the survey online, and will be invited to meet with staff directly

Local First Nations involvement: An email and letter will be sent to Hupacasath and Tseshaht First Nations. Both First Nations will also be encouraged to complete the online survey. Meetings will be held with Chief and Council and/or staff at the direction of each First Nation.

- Connecting with People Where They Are: Staff and the consultants plan to host a public outreach booth setup at the Alberni District Fall Fair on September 7th. At the event attendees can learn about the project and can provide feedback in person.
- Open House: Two open houses will be held. One will be used to gather feedback and one will be used to report back findings to all interested attendees.

Below is a tentative summary and schedule that outline keys dates proposed for the project.

Date	Initiative / Project Milestone
June 24	Council will receive project update from the Manager of Planning
July TBD	Initiate contact with community stakeholders and First Nations
August 1	Launch online survey
August 2	Invite stakeholders and First Nations to participate in the survey
August TBD	Host first open house – information gathering
September 7	Fall Fair booth with staff and consultants
September 15	Online survey closes
October TBD	Host second open house – information sharing
October 28	Final reports to Council

Recommendations for appropriate zoning regulation for cannabis cultivation and production will be presented to Council at the October 28th meeting. A report containing the recommendations will be submitted along with a Community Engagement Report. This report will contain a summary of all community feedback collected during this process.

Recommendations

That the report dated June 19, 2018 from the Manager of Planning regarding the Cannabis Production and Cultivation Project Update be received by Council.

Respectfully submitted,

Katelyn McDougall

Katelyn McDougall, M.Urb

Manager of Planning



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO COUNCIL

TO:

Tim Pley, CAO

FROM: Katelyn McDougall, Manager of Planning

DATE: June 17, 2019

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

Tim Pley, CAO

SUBJECT:

DEVELOPMENT APPLICATION – Zoning Bylaw Amendment

5119 Athol Street - Lot 4, Block 84, District Lot 1, Alberni District, Plan

197D (PID: 009-230-823) Applicant: A. Brevick

ssue

At issue is the consideration of an application for bylaw amendments for 5119 Athol Street. The applicant would like to use the property for 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' which are not permitted uses in the 'C3 Service Commercial' zone. There are two different ways the City can move forward with the application. Staff are seeking Council's direction on whether to proceed with option #1) an OCP and Site Specific Zoning or with option #2) a Temporary Use Permit (TUP).

Background

In response to the legalization of cannabis, the City has determined which four zones to permit cannabis retail stores including the 'C2 General Commercial', 'C3 Service Commercial', 'C4 Highway Commercial' and 'C7 Core Business' zones. Cannabis production is not currently a permitted use within the City of Port Alberni. The Planning department is working with consultants to develop recommendations determining appropriate zoning to accommodate cannabis production and cultivation.

Council has directed staff to proceed with the application for 5119 Athol Street before receiving the recommendations for cannabis production and cultivation. Two possible ways for the City to consider permitting cannabis production at this site are 1) proceed with an OCP and zoning text amendment or 2) consider a Temporary Use Permit (TUP).

Discussion

OCP and Zoning Amendments (option #1)

The OCP designates the use of land through a high level, community based process, which helps ensure that the city grows in accordance with the community's values. The Zoning Bylaw is a tool used by the City to implement the vision of the OCP. It determines the specific details about how land can be developed and used. For example, the OCP designates Uptown and Southport as a retail, cultural and residential area. The Zoning Bylaw therefore must permit

those types of uses to occur there including allowing for higher densities of development. Applications made to change or amend land use for any given property should be considered permanent and tied to that parcel of land. If and when the land use is changed, those changes will apply to all future owners of the property.

For 5119 Athol Street the applicant is requesting a site specific amendment to the C3 - Service Commercial zone to permit *'Cannabis Micro-Cultivation'* and *'Cannabis Micro-Processing'* the site. The following text amendments have been requested by the applicant:

- In Section 5.20.1, <u>Site Specific Uses:</u> in the 'C3 Service Commercial' zone add 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing', and
- Add the following text to Section 5.20.4 Site Specific Uses table:

<u>"Use</u>	Site Address	Site Legal Description
Cannabis Micro-Cultivation and Micro-Processing	5119 Athol Street	Lot 4, Block 84, District Lot 1, Alberni District, Plan 197D (PID: 009-230-823)

Text amendments would be required to add the following definitions to Section 4 of the zoning bylaw:

Cannabis Micro-Cultivation: means the authorized small scale growing of cannabis plants and harvesting material from those plants, and associated activities as defined under the Cannabis Act (Canada).

Cannabis Micro-Processing: means the authorized small scale manufacturing, packaging and labelling of cannabis products destined for sale to customers and intraindustry sales of those products, including to provincially authorized distributors, as well as associated activities as defined under the Cannabis Act (Canada).

The property is currently designated as "Commercial" in the Official Community Plan, therefore an OCP amendment would be required to designate this property as "Agricultural" and/or "Industrial".

If Council decides to proceed with an OCP and zoning text amendments then bylaws will be prepared and a public hearing date will be set.

Temporary Use Permit (option #2)

A TUP is an approval from Council for a temporary land use that does not conform to the Zoning Bylaw. A TUP may do one or more of the following:

- Allow a use not permitted by a zoning bylaw;
- Specify conditions under which the temporary use may be carried on;
- Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

The Official Community Plan allows for consideration of TUP. The policy is as follows:

"TEMPORARY USE PERMITS:

The Local Government Act (Division 8, Section 493) allows a local government to issue a Temporary Use Permit. The permit may be issued for a three year term, with the possibility of a renewal for an additional three years.

Council Policy:

1. Temporary Use Permits may be considered on all lands designated Industrial or Commercial on Schedule "A" (Land Use Map).

- 2. The issuance of a Temporary Use Permit is intended to provide a short term opportunity for uses that either relocate or cease to exist within a maximum of a six year period.
- 3. Ensure long term public policy for the area is not changed.
- 4. Maintain a reasonable level of compatibility with the surrounding development."

A TUP would allow the applicant to use the building for cannabis 'micro-cultivation' and 'micro-production' for a defined period of time. It is recommended that conditions be established as part of the permit, such as limiting the hours of operation, and ensuring proper ventilation to filter odor.

If Council chooses to proceed with a Temporary Use Permit for 5119 Athol Street advertisements would be placed in the local newspaper and mail outs are sent to adjacent property owners within a 75-meter radius advising of the proposed TUP and invitation to submit written comments to Council. Council will then receive all public input and a staff report for consideration of approval of the TUP. Council may approve the permit, approve the permit with conditions, or deny the permit at that time. If approved, the owner and City would be able to evaluate if the use is appropriate for this property.

The subject property is located in an area that is undergoing transition and redevelopment. As such, a TUP may be more effective and strategic than changing the OCP or rezoning the property. A TUP would allow cannabis production, under certain conditions, for a specific duration while the City and community consider long-term zoning for cannabis production and assess the impacts of this new use.

Temporary Use Permit

- Permit a use (for up to 3 years at a time, with one renewal) that otherwise would not be permitted by the Zoning Bylaw
- Issued to the property owner, the authorized agent, or company
- Next step is public notice and mail out
- Specific conditions under which temporary use is allowed will be established in the permit.
- Council should specify if they would like the application to go back before to the Advisory Planning Commission, or whether to proceed from this point forward. If they proceed now with a TUP then the next step is to send public notice and mail out. Final decision could be made as early as July.

OCP and Site Specific Zoning

- Permanently alters the use of a site
- Tied to property not the owner
- OCP amendment required (to industrial or agricultural)
- Redundant if the City decides that the C3 zone is appropriate for cannabis cultivation at the end of the planning process
- Council should specify if they would like the application to go back before to the Advisory Planning Commission, or whether to proceed from this point forward. If they proceed now with an OCP and text amendment then the next step is to schedule a public hearing. Final decision could be made as early as August or September.

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Conclusions

Council has directed staff to proceed with the application for 5119 Athol Street and there are two possible ways the City can advance with the application. Staff are looking for direction on whether to proceed with a site-specific rezoning and OCP amendment or a Temporary Use Permit.

In considering how to proceed with the application, Council should consider the advantages and disadvantages to each approach, whether the proposed amendments are appropriate for the site, and how to balance the needs of the applicant, the area, and the broader community through this process.

Options

The following two options reflect what has been outlined in the report, as described above:

- 1. That City Council direct staff to proceed with the following:
 - a) a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 4, Block 84, District Lot 1, Alberni District, Plan 197D (PID: 009-230-823), located at **5119 Athol Street**, from **'Commercial'** use to **'Agricultural'** and/or **'Industrial'** use;
 - b) A text amendment to the Zoning Bylaw as follows:
 - a. By adding the following definitions for 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' to Section 4 Definitions:

Cannabis Micro-Cultivation: means the authorized small scale growing of cannabis plants and harvesting material from those plants, and associated activities as defined under the Cannabis Act (Canada).

Cannabis Micro-Processing: means the authorized small scale manufacturing, packaging and labelling of cannabis products destined for sale to customers and intra-industry sales of those products, including to provincially authorized distributors, as well as associated activities as defined under the Cannabis Act (Canada).

- c) By adding in Section 5.20.1, <u>Site Specific Uses:</u> in the 'C3 Service Commercial' zone 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing'; and
- d) By adding the following text to Section 5.20.4 Site Specific Uses table:

"UseSite AddressSite Legal DescriptionCannabis Micro-Cultivation
and Micro-Processing5119 Athol Street
District, Plan 197D (PID: 009-230-823)

- 2. That City Council direct staff to proceed with a Temporary Use Permit for 5119 Athol Street to permit Cannabis Micro-Cultivation and Micro-Production for a 3 year term, and that the following conditions be applied under the Temporary Use Permit:
 - a. That the hours of operation are limited to specific days and times.
 - b. That ventilation is installed to meet the Health Canada standard.

Recommendations

Option #2 is recommended.

Respectfully submitted,

Katelyn McDougall

Katelyn McDougall, M.Urb Manager of Planning



CITY OF PORT ALBERNI

ENGINEERING AND PUBLIC WORKS DEPT

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

Tim Pley, CAO

TO:

Tim Pley, CAO

FROM:

Wilf Taekema, Dir. of Engineering and

Public Works

COPIES TO:

Cathy Rothwell, Dir. of Finance

Davina Hartwell, City Clerk

Amar Giri, Utilities Superintendent

Brian Mousley, Streets and Construction Superintendent

DATE:

June 18, 2019

SUBJECT: Contract Award: RFT015-19, 21st Ave - Cowichan Reservoir to Burde St Water

Main Replacement

Issue:

City Council's approval is requested to award the tender for the construction of the 21st Ave – Cowichan Reservoir to Burde Street Water Main Replacement project.

Background:

Previous work on the Cowichan Reservoir to Burde Street Water Supply Main Replacement project was completed earlier this year on Argyle Street from 17th Ave to 21st Ave. City Council approved funding for the 21st Ave – Argyle St to Burde St portion in the 2019 Capital Projects Waterworks budget (\$1.6M).

Discussion:

A Request for Tender for the 21st Ave – Cowichan Reservoir to Burde Street Water Main Replacement project was advertised in May 2019. Tenders were received and opened in public at Port Alberni City Hall on Thursday June 13, 2019 at 2:00 p.m..

The project work involves replacement of the existing water supply main along the 21st Ave RoW between Argyle Street and Burde Street and includes the supply and installation of 810 meters of 500mm diameter HDPE water supply main, 2 pipe bridges (over Dry Creek and a smaller tributary), surface restoration, and associated works.

A total of four tenders were received, and all tenders were accompanied by the required Bid Bond and signed Addenda. The tenders received are summarized below.

TENDERER	TENDER PRICE	COMPLETION
Bowerman Excavating	\$1,075,877.25	90 days
Ltd.		
Copcan Civil Ltd.	\$1,601,112.19	180 days
TGK Irrigation Ltd.	\$1,606,312.51	98 days
IWC Excavation Ltd.	\$2,369,905.46	150 days

The lowest tender is from Bowerman Excavating Ltd., based in Port Alberni. The stated completion period of 90 calendar days is considered appropriate for the scope of work involved in the Contract.

Recommendation:

It is recommended...

THAT the Director of Engineering and Public Work's report dated June 18, 2019 be received;

And THAT Council for the City of Port Alberni award contract RFT015-19 21st Ave – Cowichan Reservoir to Burde Street Water Main Replacement to Bowerman Excavating Ltd. for \$1,024,645.00 plus GST, for a total of \$1,075,877.25, with funds provided in the 2019 Financial Plan.

Respectfully submitted,

Wilf Taekema
Dir. of Engineering and Public Works



CITY OF PORT ALBERNI

ENGINEERING AND PUBLIC WORKS DEPT

TO:

Tim Pley, CAO

FROM:

Wilf Taekema, Dir. of Engineering and Public Works

COPIES TO:

Cathy Rothwell, Dir. of Finance

Davina Hartwell, City Clerk

Amar Giri, Utilities Superintendent

DATE:

June 18, 2019

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

Tim Pley, CAO

SUBJECT: Contract Award: Wastewater Treatment Plant Upgrades - Marine Outfall

Issue:

City Council's approval is requested to award the tender for the construction of Marine Outfall portion of the Wastewater Treatment Plant Upgrades project.

Background:

The City of Port Alberni is currently upgrading their wastewater treatment facilities to bring the system into compliance with current federal and provincial regulations. The project includes the upgrading of the wastewater treatment lagoon purchased from the paper mill and the construction of a new marine outfall. The new outfall will convey treated effluent through an 800 mm diameter HDPE pipe from the upgraded lagoon to a discharge point approximately 800 meters south. The effluent will be discharged through five diffuser ports on the seabed, spaced eleven meters apart.

Discussion:

A Request for Qualifications (RFQ) was released on BC Bid in August 2018 to identify qualified contractors interested in bidding on the project. A total of five companies were prequalified to bid on the outfall project through this process.

Tender documents were issued to the five prequalified contractors in January 2019, with a final tender submission date of February 27, 2019.

Tenders were received and opened at 4:00 p.m. on February 27, 2019 at Port Alberni City Hall and checked for compliance with the tender documents. The following table shows a summary of the bids received.

Total Bid Price
\$2,930,000 + GST
\$3,440,000 + GST
\$3,445,000 + GST
\$3,483,000 + GST
\$4,817,000 + GST

The lowest bid was submitted by Kelsey Pipelines Ltd of Saskatoon, Sk. The total bid price includes the cost of construction of the marine outfall and diffuser system. The time allowed for bid acceptance in the Contract of 60 days was extended to 120 days with the agreement of Kelsey Pipelines Ltd to allow for completion of discussions with local stakeholders.

Kelsey Pipelines Ltd has completed a significant number of municipal infrastructure projects in B.C., Saskatchewan, Manitoba and Alberta. The reference project information submitted by Kelsey Pipelines includes projects ranging in value from \$1.5 million to \$4.0 million, and includes a wastewater outfall project.

Recommendation:

It is recommended...

THAT the Director of Engineering and Public Work's report dated June 18, 2019 be received;

And THAT Council for the City of Port Alberni award the contract for the Wastewater Treatment Plant Upgrades – Marine Outfall to Kelsey Pipelines Ltd of Saskatoon for \$2,930,000.00 plus GST, for a total of \$3,076,500.00, with funds provided in the 2019 Financial Plan.

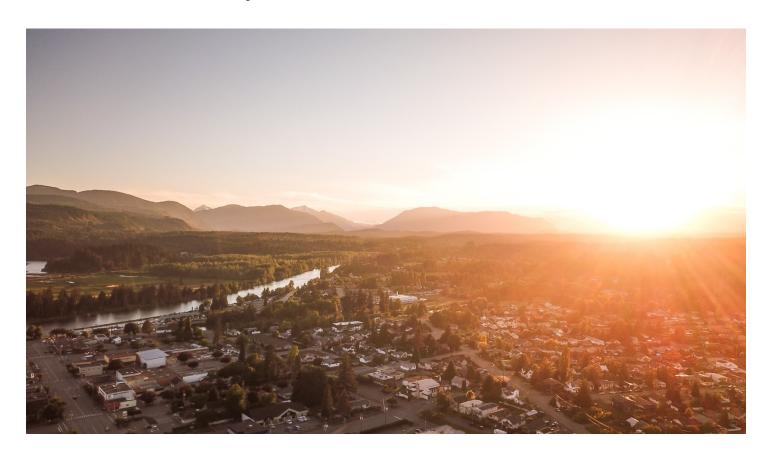
Respectfully submitted,

Wilf Taekema
Dir. of Engineering and Public Works

City of Port Alberni British Columbia

Comprehensive Annual Financial Report

For the year ended December 31, 2018



THE CITY OF PORT ALBERNI BRITISH COLUMBIA, CANADA

COMPREHENSIVE ANNUAL FINANCIAL REPORT 2018

FISCAL YEAR ENDED DECEMBER 31, 2018

This Document
Prepared by the Finance Department

Cover photo credit: Tashia Potter

CITY OF PORT ALBERNI INDEX TO COMPREHENSIVE ANNUAL FINANCIAL REPORT DECEMBER 31, 2018

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INTRODUCTORY SECTION



CITY OF PORT ALBERNI

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June 24, 2019 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, 2018 as audited by R. Anderson & Associates.

The purpose of this Comprehensive Annual Financial Report is to present the financial operations results and the financial position of the City for the fiscal period December 31, 2018. The report is divided into three sections as follows:

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

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

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

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

The City of Port Alberni completed the 2018 fiscal year with an increase of \$3,812,940 in the consolidated accumulated surplus (see below for summary by fund):

Operating Funds	\$ (1,442,802)
Capital Funds	3,063,325
Statutory Reserve Funds	485,660
Restricted Reserve Funds	(47,357)
Unrestricted Reserve Funds	1,754,114
	\$ 3,812,940

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

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

Investment earnings increased from \$415,873 in 2017 to \$577,082 in 2018. Total historical investment income was \$415,078 in 2016, \$309,796 in 2015, and \$286,558 in 2014.

The City's 2018 long-term debt decreased from \$10,163,466 to \$10,783,927. The City's 2018 capital program of \$4,601,508 includes capital items of \$1,581,535 funded from current operations revenue; \$1,811,073 from grants and donations; and \$1,208,900 from Reserves.

Consolidated revenues decreased by \$1,052,629, from \$39,479,687 in 2017 to \$38,427,058 in 2018. This decrease is attributed mostly to: decrease in grant funding of approximately \$2.6 million; increase in property tax levy of \$678,000; increase in developer contributions of \$615,000, and decrease in sale of property of \$269,000. The decrease in grant funding is a result of deferring Community Works Gas Tax funds until completion of gas tax funded capital projects; grant funds received in advance of expense submissions for the sewage lagoon project; and grant funded projects completed in 2017 and in progress in 2018. Water and sewer utility fees revenue increased as scheduled in accordance with the Water and Sewer Rates Review adopted in 2013. Expenses for 2018 are consistent with 2017. Consolidated expenses decreased by \$483,719, from \$35,097,838 in 2017 to \$34,614,118 in 2017. This net decrease is attributed to a combination of increases and decreases city-wide, most notably in protective services.

The municipal statistics section of the report indicates that total current taxes collected as a percentage of current levies is 95.8% for 2018 (94.4% in 2017).

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

Economic Condition and Outlook Highlights Municipal Infrastructure Summary of Services and Regional Relationships Budget Process and Timing Source and Use of Capital Funding

Respectfully submitted,

CkoHuruc 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 its annual financial report for the fiscal year ended December 31, 2017. 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 to determine its eligibility for another award.

2017 marks the twenty-fifth 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, 2017

Christopher P. Morrill

Executive Director/CEO

Port Alberni

Mayor and City Council 2018



Back row: Councillor J. McLeman, Mayor M. Ruttan, Councillors D. Washington, R. Paulson

Front row: Councillors C. Alemany, S. Minions, D. Sauvé

Declaration and Identification of Disqualified Council Members: In accordance with Section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under Section 111 of the Community Charter in 2018

Appointed Officials

Chief Administrative Officer	T. Pley
City Clerk	D. Hartwell
Director of Finance	C. Rothwell
Director of Engineering and Public Works	W. Taekema
Director of Parks, Recreation & Heritage	W. Thorpe
Fire Chief	Vacant
Building Inspector	K. Peters
Manager of Information Technology	J. Pelech
Director of Development Services	Vacant
Licence Inspector/Bylaw Enforcement Officers	
Area Assessor - B.C. Assessment	T. Ireland
Solicitor	Young, Anderson
RCMP Officer In Charge	B. Hunter
Emergency Planning Coordinator	R. Shanks
Chair – Island Health Authority .	
Auditors	R. Anderson & Associates
Bankers	BMO Bank of Montreal

Directory of Officials (continued)

2018/19 Advisory Planning Commission

- A. Anaka
- C. Dick
- J. Douglas
- D. Ferster
- R. Gaudreault (Parks, Rec & Heritage Liaison)
- D. Haggard (Council Liaison)
- K. McRae
- S. McRuer
- R. Newberry (Fire Dept. Liaison)
- J. Nichols
- L. Ransom (SD70 Liaison)
- T. Smith (RCMP Liaison)
- J. Tatoosh

2018/19 AV Heritage Commission

- D. Beaudoin
- N. Blair
- J. Carlson
- B. Collette
- P. Cote
- P. Craig
- J. Dick
- J. Douglas
- G. Flostrand
- J. Manson
- B. Simpson
- D. Washington



CITY OF PORT ALBERNI MUNICIPAL COUNCIL RESPONSIBILITIES FOR CITY SERVICES DECEMBER 31, 2018

Mayor Mike Ruttan

- Director, Alberni Clayoquot Regional District
- Member, North Island-Sunshine Coast Regional Advisory Committee
- Director, Upnit Power Corporation
- Chair, Personnel Committee
- Court of Revision

Councillor Chris Alemany

- Liaison, Advisory Traffic Committee
- Air Quality Council
- Member, Emergency Planning Committee
- Member, ACRD Transportation Committee
- Liaison, Island Corridor Foundation Local Government Liaison Committee
- Member, Food Security & Climate Disruption Committee

Councillor Jack McLeman

- Director, Alberni Clayoquot Regional District
- Member, AV Community Forest Legacy Committee
- Liaison, AV Community Forest Corporation
- Member, Personnel Committee
- Liaison, McLean Mill Society

Councillor Sharie Minions

- Trustee, Vancouver Island Regional Library Board
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, West Coast Native Healthcare Society
- Court of Revision
- Member, Reconciliation Committee

Councillor Ron Paulson

- Liaison, Continuing Care Societies
- Liaison, School District 70/North Island College
- Member, Community Investment Program/Permissive Tax Exemption Committee
- Member, AV Community Forest Legacy Committee
- Member, Audit Committee

Councillor Denis Sauvé

- Liaison, Port Alberni International Twinning Society
- Liaison, Advisory Planning Commission
- Court of Revision
- Member, Audit Committee
- Member, Personnel Committee
- Member, Seniors Advisory Committee
- Liaison, Community Stakeholders Initiative on Homelessness

Councillor Dan Washington

- Chair, Audit Committee
- Liaison, Alberni Valley Heritage Commission
- Liaison, West Island Woodlands Advisory Group



THE COMMUNITY

ORGANIZATIONAL CHART City of Port Alberni



DEPARTMENTS AND OPERATIONS PARKS, **ENGINEERING & PUBLIC WORKS FINANCE CLERKS RECREATION &** City Clerk **HERITAGE** Director Director Wilf Taekema Cathy Rothwell Davina Hartwell Director Willa Thorpe **Recreation Services** Streets & Constr. **Deputy Director COMMUNICATIONS** Manager Superintendent Laurie Pley Rosalyn Macauley Manager **Brian Mousley** Alicia Puusepp **Facilities Operations** Supervisor **Utilities** Rob Kraneveldt Superintendent **BYLAW SERVICES** Amar Giri (Acting) Manager **Parks Operations ECONOMIC** Flynn Scott Supervisor **PLANNING Mechanical Services DEVELOPMENT** Rob Gaudreault Manager Superintendent Manager VACANT Wayne Cheveldave Pat Deakin POLICE Museum FIRE **SUPPORT** Manager **Acting Fire Chief SERVICES** vacant Deputy Wes Manager Patterson Gaylene INFORMATION HUMAN Thorogood **RESOURCES SERVICES** Manager Manager **Deputy Fire Chief** Jeff Pelech Krista Tremblay VACANT REGULAR COUNCIL AGENDA - JUNE 24, 2019

Where we are





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

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

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

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

In Port Alberni, Western Forest Products, Island Health, School District 70, and Catalyst Paper are the major employers. The lumber and paper industries are the primary individual taxpayers. These industries have a tremendously positive local impact.

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

Port Alberni, like many Canadian local governments, faces significant financial challenges in funding necessary upgrades to aging infrastructure. In 2018, capital works projects totaling \$4.6 million were completed. Significant projects included road upgrades on 6th Avenue Avenue: storm drain construction on 6th Avenue and North Park Drive; Gyro Recreation Park revitalization; playground upgrades at Blair Park and Roger Creek Park; installation of an elevator at City Hall; ongoing water meter replacement; and sewer and storm construction on 6th Avenue (Coal Creek outfall) and North Park Drive. Work continues on the next phases of water meter installation; and sewage treatment at the Catalyst lagoon. Funding for the completed projects included \$1.4 million in government grants; \$1.6 million in operating funds; and \$1.2 million in contributions from City reserves.

Capital construction plans over the next five years include necessary major projects for roads, water supply, storm drains, facilities upgrades, and sewer treatment upgrades. Funding estimates require that \$4.5 million be raised from borrowing.

Total long term debenture debt per capita in 2018 has decreased to \$575 from \$593 in 2017.

Highlights - 2018

Development Services

The Development Services Department processed 161 building permits with an aggregate value of \$31.1 million in 2018. New construction completed on an industrial warehouse on Glenwood Drive, and the Port Alberni Shelter Society modular housing building on 8th Avenue. Construction continued on a 25 unit apartment building at 4th Avenue and Athol Street; and an addition to the complex care facility at Rainbow Gardens.

The department completed an Official Community Plan and Zoning amendment for the former secondary school property on Burde Street; and created an expanded Bylaw Department.

Economic Development highlights include the Façade Improvement Program, administered by Community Futures for local businesses; development of a Cruise Ship Committee; and the marketing of the Alberni Valley and Bamfield through #ExplorePortAlberni.

Fire Department

During 2018, Port Alberni Fire Department responded to 1,605 calls for service (1,492 in 2017). The department conducted 587 fire inspections in 2018 (552 in 2017) throughout the year, and monitored a number of third party inspections during the same time period. In 2018, Port Alberni continued to improve over 2017 levels of fire protection service and is rated by Fire Underwriters as a "1" on the Dwelling Protection Grade scale

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

In 2012, the Fire Department advanced Council's strategic initiative of developing a regional approach to the delivery of fire protection services. The 2012 Automatic Mutual Aid Agreement with Sproat Lake, Beaver Creek, and Cherry Creek Fire Departments continues to result in a high level of coordinated service in 2018.

Parks, Recreation & Heritage

Project highlights for 2018 include: revitalization of Gyro Recreation Park facilities in collaboration with Canada 150 grant funding; playground upgrades at Roger Creek Park and Blair Park; and installation of an elevator at City Hall.

Programming highlights include a series of special events for all ages and all seasons – such as Polar Bear Swim, Easter Bunny Express, Our Town, Winter Wonderland, Seniors Week, and Walk with your Doc. Two World Junior precompetition hockey games were hosted at the Multiplex. The department also partnered with the Arrowsmith Rotary Club to cosponsor the Community Banner Painting Days at Glenwood Centre.

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 2018: 16,631 (16,282 in 2017); and 1,138 children participated in the museum's educational programs. The gift shop generated sales of approximately \$7,600 in 2018 (\$9,600 in 2017).

The BC Arts Council awarded \$65,000 for funding of operations.

Exhibits and community events in 2018 were very successful and well received by visitors. Highlights include The Home Front: WWII in British Columbia, developed in house and produced in collaboration with the Royal BC Museum; My Place A Personal View, a juried art show of original new works by Vancouver Island artists; Summer of Art, featuring a selection of the museum's art collection; and Dressing Alberni: Clothes for Work, Sport, and Special Occa-

sions – an exhibit of items from the museum textile collection.

The museum also hosted the 16th annual North Island Regional Heritage Fair, a major museum educational initiative for grades 4 to 9.

The McLean Mill Society was formed in late 2016 to manage operations of the mill site and railway for 2017 forward, under a three part value system: financial responsibility; protection of assets, and reinvigoration of the relationship with the community. Many new and exciting events were initiated, as well as significant upgrades to the grounds and facilities.

Public Works

Each year a number of capital projects are undertaken to maintain and improve the City's infrastructure. In 2018 major street projects included 6th Avenue and North Park Drive.

Construction of storm/sanitary sewers throughout the City included 6th Avenue (Coal Creek Outfall), North Park Drive, Hilton Avenue, and Somass Mill drainage. Replacement of mains and decreasing the number of dead end mains is ongoing. Water construction included continued installation of water meters, and continued replacement of mains renewals. Sewer construction included 6th Avenue (Coal Creek Outfall). North Park Drive, continued construction of the sewage lagoon, and continued renewals and relines of infrastructure.

An EV SUV, a pickup truck, and 3 garbage trucks were replaced as scheduled, funded from the

Equipment Replacement Reserve Fund (ERRF).

Policing

The City of Port Alberni and adjoining rural areas are policed by the RCMP under contract from the Province of British Columbia and the Federal Government. The Port Alberni Detachment area encompasses some 1,528 square miles of west-central Vancouver Island. The Detachment area includes the traditional territories of the Hupacasath. Tseshaht and Uchucklesaht First Nations, as well as Sproat Lake and Great Central Lake. The total area population served by Port Alberni Detachment approximately is 30,000 full-time residents, plus increases due to summer tourism. Port Alberni Detachment provides policing services along three business lines or contracts – Municipal, Provincial and Aboriginal Policing. The municipal policing service includes disciplines such as General Duty Investigations, Drug Enforcement, Major or Serious Crimes, Police Dog Service, Forensic Identification, Traffic Enforcement, Community Policing, Youth Officer, Violence in Relationship Officer, and police based Victim Services. Our Community Policing Program engages volunteers who have donated thousands of hours in support of policing initiatives.

In 2018, the detachment continued to deliver its enhanced Crime Reduction Strategy. The strategy is multi-faceted with the goal of reducing crime and victimization in the community. 2018 saw a 5% increase in violent crime and a 25% increase in property crime. Reducing crime is a community

effort and the RCMP are supported in this by a number of external partner agencies and organizations such as Corrections, Court Services, Citizens on Patrol, Block Watch, Island Health and First Nations.

Some of the highlights for 2018 include: implementation of Watch Clerk positions to better distribute non emergent police duties, thus freeing up officers for more time on the road, continued focus on youth and youth at risk, chronic offenders, and a number of initiatives aimed at increasing road safety and community engagement. Partnerships continue with Mental Health & Addictions, and West Coast General Hospital.

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

There were 10,393 calls for service in 2018, up from 9,211 in 2017.

Port Alberni RCMP's 2018/2019 Annual Performance Plan will focus on property crime and drugs, family violence, excellence in Aboriginal Policing, traffic safety, crime reduction/offender management, continued partnership with First Nations, and employee wellness.

Municipal Infrastructure

Roads & Transportation

The City's road network consists of approximately 175 km of paved roadways, most of which 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 to include crack sealing, sand sealing, and chip sealing as well as asphalt recycling.

There are 10 bridges in the City, of varying age and type. Five are vehicular traffic bridges dating from the 1950's, and five are pedestrian bridges. Construction to replace the Gertrude Bridge over Kitsuksis Creek and rehabilitation of Victoria Quay Bridge over Roger Creek was completed in 2016, and rehabilitation of Josephine Street Bridge was completed in 2017.

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. There is a storage dam on Lizard Lake, which feeds a

tributary to China Creek. Growth of the City is limited by an inadequate volume in our China Creek and Bainbridge sources. The City and Regional District are jointly investigating development of new regional sources.

The condition of the City's 170 km of water mains is generally good, with some deterioration due to age. The condition of asbestos cement and cast iron mains is being monitored for structural problems. 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 China Creek was completed in 2011, and a new intake and pumps were installed at Bainbridge Lake in 2017. Capital projects completed in 2018 include main renewals and upgrades, and continued water meter installation.

Storm and Sewer

The City's sanitary sewer utility provides service to approximately 98% of the residences and developments within the City. Much of the collection system in the south portion of the City is combined and results in sewer overflows during rainfall events. The collection system in the northern part of the City is separate. Five pump stations pump all of the City's sewage to an aeration lagoon located on the south side of the Somass River. The present treatment facility produces effluent that often fails permit parameters. Bio solids removal from the lagoon was undertaken in 2016.

Most of the collection system dates from before the 1950's and video

inspection indicates that the general condition is fair. Some areas have serious pipe deterioration, root intrusion, or infiltration. Upgrades continue in capital spending programs. Sewer and storm twinning is also a project priority to achieve reduction in 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 2020. Sewage treatment plant upgrades will continue for 2017 through 2020, funded through borrowing and federal grants. Plans include wetland restoration for the old lagoon when the new lagoon is operational.

Solid Waste

The City operates a weekly residential collection service with three trucks. Solid waste is taken to the Alberni Valley Landfill operated by the Alberni-Clayoquot Regional District.

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

Cemetery

The City operates and maintains the Greenwood Cemetery, with a section dedicated as a Field of Honour. A permanent row marker installation was completed in 2017.

City Hall

The Port Alberni City Hall located at 4850 Argyle was constructed in 1958. Renovations to the roof, heating and lighting systems were completed in 2013. A cedar façade renovation was completed in 2016, funded in part from corporate donations. An extensive renovation to the lower floor was completed in 2018, as was the installation of an elevator. City Hall houses the City Council Chambers and Committee Rooms, as well as the General Administrative Offices on the main floor. The Engineering and Development Services, and Economic Development Departments' administration and technical offices are located on the lower floor.

The City operates with various municipal software for finance, planning, utilities, elections, parks and recreation program registration, and data management. Implementation of new financial software (Microsoft Dynamics GP) was completed in 2014. Migration to paperless billing was launched in 2016. Payroll records went completely paperless in 2016. Parks & Recreation software (PerfectMIND) was implemented in 2018, and a corporate-wide internet based telephone system installation was completed in 2017.

Fire Hall

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

New control room equipment was installed in 2017.

Public Safety Building

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

Works Yard

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

Echo ' 67 Centre

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

The Centre also contains two craft studios, a branch of the Vancouver

Island Regional Library, the Alberni Valley Museum and Echo Aquatic Centre. The Aquatic Centre facility provides a 25 metre pool, a shallow pool, a tot's pool, a whirlpool, 2 saunas and a fitness studio. Besides public swimming and swim lesson programs, the Aquatic Centre is home to the Tsunami Swim Club. Renovations to the roof, heating and lighting system were completed in 2013.

Community Arena

Construction of the fully accessible 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. Energy efficient upgrades were made in 2014 with funding from Gas Tax, and an office addition was added in 2015 with funds from the Alberni Valley Community Forest Legacy fund.

Features of the Alberni Valley Multiplex include two regulation size ice surfaces with four dressing rooms for each ice surface, and a Junior A hockey team room and office for the Alberni Valley Bulldogs. The facility has a heated viewing and food services lounge that overlooks both ice surfaces, as well as a large deck off the upper lounge which gives a spectacular view of the Alberni Valley and some of the adjacent playfields.

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 many community special events. Those events range from exhibitions and dog shows, to Fall Fair exhibits. Energy Audit Upgrades were completed in 2014 with funding from Gas Tax grants.

Gyro Youth Centre

Surrounded by parkland, the Centre houses an activity area for teens, seniors, and other groups. It is equipped with a small kitchen. Tennis courts, a lacrosse box, a spray park, and a children's playground are adjacent to the Centre. A number of upgrades were made to the tennis courts and playground in 2015. A successful grant application in 2017 contributed significantly to major upgrades in 2017.

Bob Dailey Stadium

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

cility. A grandstand with a seating capacity of 650 overlooks the track and the field, with Mount Arrowsmith providing a spectacular backdrop to the setting. The track was resurfaced in 2013 with funding from Land Sale Reserve. An outdoor fitness circuit park was added in 2016.

Echo Park and Fieldhouse

Echo Park is our major community outdoor recreation complex. 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 Central to these playing fields is the Echo Park Fieldhouse. facility consists of a This 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. Interior upgrades were completed in 2016.

Klitsa Park Baseball Fields

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

Alberni Harbour Quay

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

Playground, and the Clock Tower. The Babe Gunn "Life Cycle of the Pacific Salmon" stone sculpture in a central fountain is in the centre of the Ouay.

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."

CITY OF PORT ALBERNI

SUMMARY OF SERVICES AND REGIONAL RELATIONSHIPS

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

Transportation network (roads, bridges, street cleaning, sidewalks, street lighting, etc. - except the Alberni Highway #4) which is under Provincial Government jurisdiction.

Drainage

Sanitary Sewer Collection System

Solid Waste Collection

Waterworks Distribution and Collection System

Parks

Recreation and Cultural Facilities Programs

Library Facilities

Land Use Planning

Police and Fire Protection

Building Permits

Business Licensing

Domestic Animal Control

Bylaw Establishment and Enforcement

Emergency Preparedness

Public Transit

Heritage

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

School System (Provincial Government and Local School Board)

Social and Health Programs (Provincial Government)

Hospital Care Systems (Provincial Government)

Real Property Assessments (Provincial Government)

Recycling Pickup (Alberni-Clayoquot Regional District)

Landfill (Alberni-Clayoquot Regional District)

Municipal Pension Plan (Provincial Plan)

Debt Marketing (Municipal Finance Authority)

Flood Control (Provincial Government)

Library System (Vancouver Island Regional Library)

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

Alberni-Clayoquot Regional District

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

Island Health Authority

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

Vancouver Island Regional Library

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

The 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 visitor 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

CITY OF PORT ALBERNI

BUDGET PROCESS

BUDGET PROCESS FOR THE YEAR 2018

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

The year 2018 budget activities began with a presentation of the Draft 2018-2022 Five Year Financial Plan in January 2018, followed by several special Budget Meetings for Council to consider public input and operations and capital funding requirements. The five year plan 2018-2022 Bylaw 4960 was adopted March 26, 2018.

CITY OF PORT ALBERNI SOURCES AND USES OF CAPITAL FUNDING IN 2018

USES OF FUNDING

PUBLIC WORKS:		
Transportation:		
EV Bylaw Vehicle	52,199	
Pickup truck	38,504	
3 Freightliner garbage trucks	<u>1,016,499</u>	1,107,202
Paving and Road Reconstruction:		
Miscellaneous	2,947	
Coal Creek Phase 2	232,695	
North Park $Dr - 7^{th}$ Ave to 10^{th} Ave	<u>74,326</u>	309,968
Traffic Upgrades:		
Traffic Light Controller		22,225
Storm Drain Construction:		
Hilton Ave culvert	21,930	
Somass Mill drain	21,802	
Coal Creek Phase 2	437,417	
North Park Dr – 7 th Ave to 10 th Ave	<u>155,158</u>	636,307
Other:		
Fencing – Fall Fairgrounds		24,200
PARKS, RECREATION & HERITAGE:		
Millstone Park	64,144	
Bob Dailey Stadium site irrigation	15,467	
Lower Dry Creek Trail bridge	38,221	
Recreation Park revitalization	358,977	
Roger Creek playground	97,211	
Blair Park playground	112,762	
Harbour Quay playground surface	36,762	
Echo Centre chemical storage	31,908	
Echo Centre water bottle refilling stations	5,470	
Argyle Pier	10,090	
Gyro Youth Centre perimeter drains & walkway	86,786	
Gyro Youth Centre access ramp	11,214	
City Hall elevator	173,329	
McLean Mill Capital Projects	<u>124,922</u>	1,167,263

ADMINISTRATION:		
City Hall renovations	47,461	
Computer and server replacements	<u>83,815</u>	131,276
FIRE:		
Control room console	40,081	
Gas detection equipment	8,754	48,835
cus detection equipment	<u> </u>	10,022
WATER SYSTEM:		
Distribution system – main renewals and upgrades	94,004	
Water Meter Replacement	153,590	247,594
··· ·····	<u> </u>	,
SEWER SYSTEM:		
Coal Creek Phase 2 storm/sani separation	575,860	
North Park $Dr - 7^{th}$ Ave to 10^{th} Ave	194,640	
Renewals and relines	<u>136,138</u>	906,638
	=	\$ 4,601,508

SOURCES OF FUNDING

Revenue Funds Equipment Replacement Reserve Fund	\$ 1,581,535 1,178,900
Land Sale Reserve Fund	30,000
Gas Tax Community Works	535,455
Federation of Canadian Municipalities	721,972
Western Economic Diversification	206,477
Other Sources	347,169
	 4,601,508

FINANCIAL SECTION

CITY OF PORT ALBERNI INDEX TO FINANCIAL STATEMENTS DECEMBER 31, 2018

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INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the City of Port Alberni

Opinion

We have audited the financial statements of the City of Port Alberni, which comprise:

- The consolidated statement of financial position as at December 31, 2018
- The consolidated statement of operations for the year then ended
- The consolidated statement of changes in net financial assets for the year then ended
- The consolidated statement of cash flows for the year then ended
- And notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City of Port Alberni as at December 31, 2018, and its results of operations, its changes in accumulated surplus, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the City of Port Alberni in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

<u>Responsibilities of Management and Those Charged with Governance for the Financial Statements</u>

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the City of Port Alberni's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City of Port Alberni or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the City of Port Alberni's financial reporting process.

City of Port Alberni Page 2

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 City of Port Alberni's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City of Port Alberni's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City of Port Alberni to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

City of Port Alberni Page 3

• Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Port Albei	ni, British Columbia
Iune	, 2019

Chartered Professional Accountants



CONSOLIDATED FINANCIAL STATEMENTS

CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF FINANCIAL POSITION (STATEMENT A) FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017) <u>2018</u> 2017 <u>Actual</u> <u>Actual</u> FINANCIAL ASSETS: Cash (Note 2) 36,691,336 \$ 33,830,155 Accounts receivable (Note 4) 4,600,470 4,352,361 53,268 61,746 Inventory for resale (Note 2) 2,543,023 Long Term Investments (Note 9) 2,171,135 43,516,209 40,787,285 LIABILITIES: Accounts payable and accrued liabilities (Note 6) 6,488,610 5,038,870 3,830,068 3,574,387 Deferred revenue (Note 7) 351,227 357,402 Refundable deposits 10,479,600 Debenture debt (Note 8, Schedule 3) 10,163,466 20,833,371 19,450,259 **NET FINANCIAL ASSETS** 22,682,838 21,337,026 **NON-FINANCIAL ASSETS:** 488,077 442,651 Inventory of supplies (Note 2) Prepaid expenses 201,989 154,938 Tangible Capital Assets (Notes 2 and 13, Schedule 1) 107,905,268 105,513,395 86,111 103.333 Intangible assets (Note 2) 108,681,445 106,214,317

Cathy Rothwell
Director of Finance

ACCUMULATED SURPLUS

CREAMOULL

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

\$_131,364,283 \$_127,551,343

CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF OPERATIONS (STATEMENT B)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

(with comparative figures for 2017)			
	2018	2018	2017
	Budget	Actual	Actual
	<u>Duaget</u>	Actual	Actual
REVENUES:			
Taxes (Schedule 4)	\$ 23,315,874	\$ 23,450,919	\$ 22,772,563
Sale of services (Schedule 9)	9,971,594	9,870,774	9,784,198
Other revenue from own sources (Schedule 10)	831,040	858,339	227,518
Investment income	282,350	577,082	415,873
Grants (Note 11)	1,249,670	2,905,256	5,562,709
Developer contributions	-	671,379	55,938
Sale of property and equipment	-	117,139	386,325
Gain (loss) on disposal of assets		(23,830)	274,563
	35,650,528	38,427,058	39,479,687
	50,000,020		27,.77,007
EXPENSES:			
General government (Schedule 5)	3,659,331	3,914,038	3,786,648
Protective services (Schedule 6)	11,006,417	10,460,475	11,232,258
Transportation services (Schedule 7)	4,261,679	5,863,040	6,257,913
Environmental health services	793,647	1,010,443	938,582
Environmental development	1,031,450	1,052,644	1,156,764
Recreation and cultural services (Schedule 8)	6,936,817	7,769,510	7,613,040
Interest	743,271	193,024	186,283
Debt reserve	20,300	3,114	2,738
Water utility (Schedule 11)	1,483,330	2,331,793	2,108,088
Sewer utility (Schedule 11)	1,212,850	1,886,037	1,798,156
Cost of sales and service		130,000	17,367
	31,149,092	34,614,118	35,097,837
	51,147,072	24,014,110	33,071,031
ANNUAL SURPLUS	4,501,436	3,812,940	4,381,850
	, , ,	, , -	, , ,
Accumulated surplus - beginning of year	127,551,343	127,551,343	123,169,493
ACCUMULATED SURPLUS - END OF YEAR	\$ <u>132,052,779</u>	\$ <u>131,364,283</u>	\$ <u>127,551,343</u>

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

CITY OF PORT ALBERNI

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (STATEMENT C)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

	2018 <u>Budget</u>	2018 <u>Actual</u>	2017 <u>Actual</u>
ANNUAL SURPLUS Acquisition of tangible capital assets Amortization (Gain) loss on disposal of assets Proceeds from sale of assets	\$ (400,000) (7,621,275) - - -	\$ 3,812,940 (7,157,687) 4,645,205 23,830 114,000	\$ 4,381,850 (3,734,230) 4,582,533 (274,563) 374,745
Acquisition of supply inventory Acquisition of prepaid expenses Consumption of inventory of supplies Use of prepaid expenses		1,438,288 (488,077) (201,988) 442,651 154,938	5,330,335 (442,651) (154,938) 396,324 205,715
(DECREASE) INCREASE IN NET FINANCIAL ASSETS	(8,021,275)	(92,476) 1,345,812	<u>4,450</u> 5,334,785
NET FINANCIAL ASSETS - BEGINNING OF YEAR NET FINANCIAL ASSETS - END OF YEAR		21,337,026 \$ 22,682,838	16,002,241 \$ 21,337,026

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, 2018

(with comparative figures for 2017)

		2018 Actual		2017 Actual
OPERATING ACTIVITIES:	Φ	2.012.040	Ф	4 201 050
Annual surplus for the year Non-cash items	\$	3,812,940	\$	4,381,850
Add: amortization of tangible capital assets		4,645,205		4,582,533
Add: (gain) loss on disposal of tangible capital assets		23,830		(274,563)
(Increase) decrease in investment		371,888		304,755
(Increase) inventory of supplies		(45,426)		(46,328)
(Increase) decrease prepaid expenses		(47,051)		50,777
Deduct: developer contributions		(671,379)		(55,938)
Changes in working capital balances		, , ,		, , ,
Accounts receivable		(248,110)		(33,032)
Inventory for resale		8,478		2,806
Accounts payable and accrued liabilities		1,449,740		(140,883)
Deferred revenue		255,681		533,231
Refundable deposits	_	(6,177)	_	6,992
	_	9,549,619	_	9,312,200
FINANCING ACTIVITIES:				
Repayment of long term debt	_	(254,557)	_	(304,327)
	_	(254,557)	_	(304,327)
Acquisition of tangible capital assets		(3,992,303)		(3,160,543)
(Increase) decrease in work-in-progress		(2,555,578)		(517,748)
Proceeds from sale of assets	_	114,000	_	374,745
	_	<u>(6,433,881</u>)	_	(3,303,546)
INCREASE IN CASH FLOW		2,861,181		5,704,327
Cash and short term investments - beginning of year	_	33,830,155	_	28,125,828
CASH AND SHORT TERM INVESTMENTS - END OF YEAR	\$_	36,691,336	\$_	33,830,155

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

FOR THE YEAR ENDED DECEMBER 31, 2018

1. General

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

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

2. Summary of Significant Accounting Policies

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

Basis of Presentation

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

- 1) **General Revenue Funds** to account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the City's operating fund including collection of taxation, administering operations, roads, policing, fire protection etc.
- 2) **Capital Funds** to account for all capital assets and unfunded work-in-progress of the City and offset by long-term debt and investment in capital assets.
- 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.

FOR THE YEAR ENDED DECEMBER 31, 2018

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

Certain of the tangible capital assets are recorded at cost that would be considered a nominal value. These assets include land held for sale, parklands, and some structures that were included in purchase transactions.

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.

FOR THE YEAR ENDED DECEMBER 31, 2018

Revenue and Expense Recognition

- 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 GICs and term deposits, cashable on demand or within 30 days, and are readily available. Short term investments are recorded at cost. Cash and short term investments as at December 31, 2018 were comprised as follows:

	<u>2018</u>	<u>2017</u>
Cash Short Term Investments	\$ 5,925,025 S 30,766,311	6,085,054 27,745,101
	\$ <u>36,691,336</u> S	33,830,155

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.

FOR THE YEAR ENDED DECEMBER 31, 2018

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

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

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

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

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

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

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

4,600,470 \$ 4,352,361

FOR THE YEAR ENDED DECEMBER 31, 2018

3. Trust Funds

4.

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:

C		2017 Balance	Interest	Receipts	Ex	penditures	2018 Balance
Cemetery Trust	\$	155,878	\$ 2,712	\$ 6,909	\$	(2,712) \$	162,787
Accounts Receiv	<u>vable</u>					<u>2018</u>	<u>2017</u>
Property taxes Provincial government Federal government General					\$	749,266 \$ 60,997 160,835 3,629,372	731,782 25,070 13,970 3,581,539

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 Monday, December 31, 2018 the total investment of the Debt Reserve Fund was comprised of:

		2018		<u>2017</u>
General Revenue	\$	173,329	\$	171,933
Water Revenue		43,202		42,737
Sewer Revenue	_	133,527	_	132,274
	•	• • • • • • •		
	\$ <u></u>	350,058	\$	346,944

FOR THE YEAR ENDED DECEMBER 31, 2018

6. Accounts Payable and Accrued Liabilities

		<u>2018</u>		<u>2017</u>
Due to senior governments	\$	236	\$	334
Other local governments		31,389		9,008
Trade accounts		3,912,058		2,733,711
Salaries and wages		613,031		402,847
Accrued debenture interest		63,419		63,419
Accrued employee benefits	_	1,868,477	_	1,829,551
	\$	6,488,610	\$	5,038,870

Employee future benefits:

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

a) Retirement benefit payments

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

		<u>2018</u>		<u>2017</u>
Benefit liability - beginning of year	\$	662,653	\$	600,453
Add: current service costs		47,300		40,700
interest on accrued benefit obligation		28,300		23,300
amortization of actuarial loss		19,447		10,100
Less Benefits paid	_	(63,500)		(46,000)
Benefit liability - end of year		694,200		628,553
Unamortized actuarial loss (gain)	_	111,600	_	130,747
Accrued benefit obligation - end of year	\$ <u></u>	805,800	\$	759,300
The retirement liability requires no contribution from the employees.		<u>2018</u>		<u>2017</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 Monday, December 31, 2018 this liability is estimated at \$100,000 (2017 - \$130,000)

b) Accrued vacation liability as at Monday, December 31, 2018

940.251

962,677 \$

FOR THE YEAR ENDED DECEMBER 31, 2018

d) Employee benefit obligations:

		<u> 2018</u>	<u>2017</u>
Accrued Retirement Benefits	\$	805,800	\$ 759,300
Accrued Vacation Payable		962,677	940,251
Accum. Sick Leave Liability	_	100,000	 130,000
	\$_	1,868,477	\$ 1,829,551

The Employee Benefit Obligations liability was determined by actuarial valuation, with the exception of accrued vacation pay, which is recorded at actual. The actuarial valuation was performed by AON Hewitt in accordance with sections PS3250 and PS3255 of the CPA Canada Public Sector Accounting handbook. Actuarial valuations for accounting purposes are performed triennially using the projected accrued benefit cost method. The most recent valuation was completed December 31, 2017. The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation are as follows:

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

7. Deferred Revenue

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

		<u>2018</u>	<u>2017</u>
Capital grants, opening balance Capital projects completed during year	\$	55,997 \$ (30,000)	107,233 (51,236)
Capital grants, ending balance	_	25,997	55,997
Property taxes Other		1,416,840 855,346	1,425,216 713,596
Federal Gas Tax Agreement	_	1,531,885	1,379,578
	\$	3,830,068 \$	3,574,387

FOR THE YEAR ENDED DECEMBER 31, 2018

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. Debenture debt by Bylaw is detailed on Schedule 3.

The annual principal and interest requirements for the next five years as of Monday, December 31, 2018 are as follows. Aggregate principal payments that will be made after 2023 amount to \$8,890,682.

	Principal	Interest	Total
2019	\$ 254,557 \$	295,628	\$ 550,185
2020	254,557	295,628	550,185
2021	254,557	295,628	550,185
2022	254,557	295,628	550,185
2023	254,557	295,628	550,185

9. <u>Long Term Investments</u>

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

		<u>2018</u>	<u>2017</u>
Alberni Valley Community Forest Corporation Shares Accumulated earnings to date	\$_	1 \$ 2,171,134	1 2,543,022
	\$ <u></u>	2,171,135 \$	2,543,023

10. Expenses by Object

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Salaries Wages and Benefits	\$ 15,870,742 \$	5 15,716,646 \$	5 16,390,356 \$	14,099,861 \$	5 15,006,477
Debt Servicing	214,561	200,919	250,400	372,593	267,799
RCMP Contract	4,593,360	5,488,750	5,160,770	4,677,793	4,338,968
Grants	211,739	288,938	135,325	124,900	113,440
Other Contracts	1,198,755	1,328,666	1,305,558	1,296,074	1,219,318
Goods and Services	7,879,756	7,491,385	7,974,752	7,976,677	7,323,311
Amortization	4,645,205	4,582,533	5,817,113	4,788,134	4,342,164
	\$ <u>34,614,118</u> \$	35,097,837	<u>37,034,274</u> \$	33,336,032	32,611,477

FOR THE YEAR ENDED DECEMBER 31, 2018

11. **Grants and Transfers**

		2018	2017
Operating Grants			· <u></u>
Federal			
Western Diversification Canada 150	\$	- \$	21,000
Parks Canada Cost Sharing	_	15,018	
Total Federal Grants	_	15,018	21,000
Provincial			
Strategic Community Investment & Traffic Fine Revenue	\$	591,652 \$	552,916
Community Gaming		445,840	445,840
BC Arts Council - Museum		77,322	65,000
Community Resiliency		10,000	
Rural Dividend BC		-	287,160
Bike BC		35,150	-
Emergency Management BC		2,843	9,949
BC Summer Jobs Program		4,902	2,714
Innovate BC		27,800	-
UBCM	_	3,400	10,000
Total Provincial Grants	_	1,198,909	1,373,579
Total Government Operating Grants	_	1,213,927	1,394,579
Local-Alberni Clayoquot Regional District Economic Development	_	21,833	21,833
Capital			
Federal			
Federal Gas Tax Revenue (UBCM)		686,808	788,817
General Strategic Priorities Fund (UBCM)		628,177	698,051
Western Diversification Canada 150		65,838	142,276
Employment and Social Development Canada		-	50,000
Federal/Provincial			
Clean Water Wastewater Fund		-	2,193,175
Provincial			
BC Hydro Power Smart Incentive Program			2,319
	_	1,380,823	3,874,638
Total Government Grants and Transfers		2,616,583	5,291,050
Other Grants - Non-Government	_	288,673	271,659
Total Grants and Transfers	_	2,905,256	5,562,709

FOR THE YEAR ENDED DECEMBER 31, 2018

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-trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

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

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City of Port Alberni paid \$1,259,580 (\$1,203,794 in 2017) for employer contributions to the plan in fiscal 2018, while employees contributed \$1,040,423 to the plan in fiscal 2018 (\$991,065 in 2017).

The next valuation will be as at December 31, 2018 with results available in 2019.

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

FOR THE YEAR ENDED DECEMBER 31, 2018

and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

13. <u>Tangible Capital Assets</u>

Tangible Capital Assets are stated at net book value.

		<u>2018</u>		<u>2017</u>
Land	\$	4,084,040	\$	4,081,550
Land Improvements	Ψ	5,301,298	Ψ	5,007,334
Buildings		18,217,898		18,741,599
Machinery and Equipment		4,953,421		4,614,146
Engineering Structures		2,878,554		2,814,494
Storm Drains		16,290,011		15,987,786
Transportation		9,190,742		9,719,411
Water		20,144,796		20,643,551
Sewer		21,208,427		20,823,022
		102,269,187		102,432,893
Work-in-progress - assets under construction not being amortized	_	5,636,081		3,080,502
	\$	107,905,268	\$	105,513,395
	Ψ_	101,702,400	Ψ	100,010,000

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 2018 (2017 - \$ nil). Contributed assets recognized in 2018 were nil (2017 - nil). These include land, transportation, storm, sewer and water infrastructure. Interest capitalized in 2018 was \$118,140 (2017 - \$118,140). No amortization has been recorded on assets not in use in 2018.

14. <u>Segmented Information</u>

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

FOR THE YEAR ENDED DECEMBER 31, 2018

direct services to its citizens. General government consists of governance, corporate management and program support. Internal departments include Legislative (Council), Chief Administrator's Office, City Clerk's Department, Financial Services, Information Technology, 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.

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, Recreation and Heritage 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).

FOR THE YEAR ENDED DECEMBER 31, 2018

15. Accumulated Surplus

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

reserve fund and accounts as follows:	<u>2018</u>	<u>2017</u>
Operations		
General	\$ (17,469,250)	\$ (16,510,178)
Water	976,849	1,240,526
Sewer	(2,610,944)	(2,390,891)
S 4 11 92	(19,103,345)	(17,660,543)
Capital		
General	23,136,838	20,684,563
Water	2,772,190	2,396,735
Sewer	1,783,810	4,239,001
	27,692,838	27,320,299
Equity in tangible capital assets		
General	58,326,917	58,352,503
Water	18,717,905	19,090,601
Sewer	20,783,091	17,694,024
	97,827,913	95,137,128
Reserves		
Reserve funds - statutory		
Parkland Acquisition	287,618	283,330
Capital Works	1,022,748	1,106,886
Land Sale	848,131	959,376
Development Cost Charges	924,470	247,715
	3,082,967	2,597,307
Reserve funds - restricted		
Equipment Replacement	5,931,628	6,059,450
Carbon Fund	302,710	258,588
Parks and Recreation Capital	2,197,871	2,163,271
Alberni Valley Community Forest Corporation Reserve	106,422	104,679
	8,538,631	8,585,988
Reserve funds - unrestricted		
General Fund - projects and purchases	2,777,107	3,381,185
Loss on taxation	1,351,000	1,351,000
Museum purchases	57,074	54,461
RCMP - contract surplus	1,085,188	1,085,188
McLean Mill projects	200,000	-
Water Fund - projects and purchases	4,162,223	3,185,495
Sewer Fund - projects and purchases	3,692,687	2,513,835
	13,325,279	11,571,164
	24,946,877	22,754,459
	\$\frac{131,364,283}{131,364,283}	

SUPPORTING SCHEDULES

CITY OF PORT ALBERNI SCHEDULE OF TANGIBLE CAPITAL ASSETS (SCHEDULE 1)

AT DECEMBER 31, 2018

	ASSETS						ACCUMULATED AMORTIZATION				N									
		Balance						Balance		Balance						Balance	N	ET BOOK	N	ET BOOK
	D	ecember 31,		2018		2018	De	ecember 31,	Ι	December 31,	2	2018		2018	D	ecember 31,		VALUE		VALUE
		2017	A	dditions	D	isposals		2018		2017	Ad	ditions	Di	sposals	2018		2018		2017	
Land	\$	4,081,551	\$	2,489	\$	-	\$	4,084,040	\$	_	\$	-	\$	-	\$	-	\$	4,084,040	\$	4,081,550
Land Improvements		11,641,388		769,969		43,708		12,367,649		6,634,053		476,005		43,707		7,066,351		5,301,298		5,007,334
Buildings		35,907,022		441,212		-		36,348,234		17,165,421	9	964,915		-		18,130,336		18,217,898		18,741,599
Machinery &																				
Equipment		13,754,882	1	1,181,733		825,845		14,110,770		9,140,740	,	709,854		693,245		9,157,349		4,953,421		4,614,146
Engineered Structures		3,937,918		108,090		-		4,046,008		1,123,424		44,030		-		1,167,454		2,878,554		2,814,494
Storm Drains		23,676,876		636,762		131		24,313,507		7,689,090		334,432		26		8,023,496		16,290,011		15,987,786
Transportation		43,104,735		307,021		25,249		43,386,507		33,385,324		834,139		23,698		34,195,765		9,190,742		9,719,411
Water		36,189,304		247,593		228,150		36,208,747		15,545,752	,	746,349		228,150		16,063,951		20,144,796		20,643,551
Sewer		30,536,142		906,639		7,358		31,435,423		9,713,120		518,258		4,382		10,226,996		21,208,427		20,823,022
Work in progress		3,080,502		5,636,081	_ 3	3,080,502	_	5,636,081	_	_								5,636,081		3,080,502
	\$	205,910,320	\$ 10	0,237,589	\$ 4	,210,943	\$ 2	211,936,966	<u>\$</u>	100,396,924	\$ 4 ,	627,982	\$	993,208	\$	104,031,698	<u>\$ 1</u>	107,905,268	\$	105,513,395

CITY OF PORT ALBERNI SEGMENTED INFORMATION (SCHEDULE 2)

FOR THE YEAR ENDED DECEMBER 31, 2018

		General Government	Protective Services	Transportation Services	Environmental Health Services	Environmental & Economic Development
Revenue						
	Taxes	\$ 23,450,919	\$ -	\$ -	\$ -	\$ -
	Sales of services	65,312	327,175	408,368	736,526	207,451
	Other revenue from own sources	443,839	259,837	· -	7,721	142,203
	Investment income	382,787	-	-	-	-
	Grants	1,076,042	2,843	12,560	-	49,633
	Developer contributions	-	-	-	-	-
	Gain/loss on disposal of assets	-	-	-	-	=
	Other		-	-	-	=
Total reve	nue	25,418,899	589,855	420,928	744,247	399,287
Expenses						
	Operating:	2 270 207	4 (72 257	2.560.020	272.021	525 220
	Salaries, wages and benefits	2,370,287	4,673,257	2,568,029	372,921	535,328
	Debt servicing	35,355	88,713	-	-	-
	RCMP contract	-	4,593,360	-	=	100 170
	Grants	29,569	-	1 007 704	-	182,170
	Other contracts	16,590	750 272	1,087,704	-	94,461
	Goods and services	1,216,236	750,373	519,064	633,364	143,996
		3,668,037	10,105,703	4,174,797	1,006,285	955,955
	Amortization	239,901	314,643	1,688,243	4,159	67,121
Total expe	enses	3,907,938	10,420,346	5,863,040	1,010,444	1,023,076
Revenue C	Over (Under) Expenses	\$ 21,510,961	\$ (9,830,491)	\$ (5,442,112)	\$ (266,197)	\$ (623,789)

CITY OF PORT ALBERNI SEGMENTED INFORMATION (SCHEDULE 2) FOR THE YEAR ENDED DECEMBER 31, 2018

Recreation and Cultural		Water	Sewer	Other	Consolidated	Budget	Consolidated	
	Services	Utility	Utility	Funds	2018	2018	2017	
\$	-	\$ -	\$ -	\$ _	\$ 23,450,919	\$ 23,315,874	\$ 22,772,563	
	1,296,046	3,060,061	2,858,341	911,494	9,870,774	9,971,594	9,784,198	
	-	26,112	24,881	(46,254)	858,339	831,040	227,518	
	-	485	1,270	192,540	577,082	282,350	415,873	
	110,871	-	-	1,653,307	2,905,256	1,249,670	5,562,709	
	-	-	-	671,379	671,379	-	55,938	
	-	-	-	(23,830)	(23,830)	-	274,563	
	_		_	117,139	117,139	_	386,325	
	1,406,917	3,086,658	2,884,492	3,475,775	38,427,058	35,650,528	39,479,687	
	3,943,564	856,239	551,117	-	15,870,742	16,009,718	15,716,646	
	-	44,465	46,028	-	214,561	774,571	200,919	
	-	-	-	-	4,593,360	5,353,114	5,488,750	
	-	-	-	_	211,739	166,152	288,938	
	-	-	-	-	1,198,755	1,354,472	1,328,666	
	2,958,076	729,206	799,441	130,000	7,879,756	7,491,065	7,491,385	
	6,901,640	1,629,910	1,396,586	130,000	29,968,913	31,149,092	30,515,304	
	1,049,309	746,349	535,480	-	4,645,205	-	4,582,533	
	7,950,949	2,376,259	1,932,066	130,000	34,614,118	31,149,092	35,097,837	
\$	(6,544,032)	\$ 710,399	\$ 952,426	\$ 3,345,775	\$ 3,812,940	\$ 4,501,436	\$ 4,381,850	

CITY OF PORT ALBERNI

DEBENTURE DEBT - SCHEDULE 3

ALL FUNDS AT DECEMBER 31, 2018

Security Issuing Bylaw	Purpose	Term in Years	Annual Interest Rate	Maturity Date	Original Issue	Balance Dec. 31, 2017	Principal Paid	Actuarial Recognized	Balance Dec. 31, 2018	Debt Reserve Cash Balance Dec. 31, 2017	Debt Reserve Income & Expenses	Debt Reserve Cash Balance Dec. 31, 2018
4575 4807 4846		25 30 20	1.75% 3.00% 2.20%	19-Apr-31 14-Oct-44 8-Apr-35	3,375,064 428,300 912,000	2,282,104 405,381 846,373	81,042 7,177 32,249	43,719 954 2,297	2,157,343 397,250 811,827	49,774 4,369 9,743	1,083 101 212	50,857 4,470 9,955
	General				4,715,364	3,533,858	120,468	46,970	3,366,420	63,886	1,396	65,282
4848	Water	30	2.20%	8-Apr-45	2,000,000	1,921,159	38,743	2,759	1,879,657	21,366	465	21,831
4807	Waste Water	30	3.00%	14-Oct-44	5,321,700	5,024,583	95,346	11,848	4,917,389	57,863	1,253	59,116
				=	12,037,064	10,479,600	254,557	61,577	10,163,466	143,115	3,114	146,229

CITY OF PORT ALBERNI

TAX LEVIES and GRANTS IN LIEU OF TAXES (SCHEDULE 4)

FOR THE YEAR ENDED DECEMBER 31, 2018	
(with comparative figures for 2017)	

(with comparative figures for 2017)			
	2018	2018	2017
	Budget	<u>Actual</u>	Actual
	<u> Duaget</u>	Actual	Actual
MUNICUPAL PURPOCEG			
MUNICIPAL PURPOSES:			
Tax Levies:	Ф. 22.240.474	022 224 052	e 21.742.607
General purpose	\$ 22,349,474	\$22,324,952	\$ 21,742,687
Local improvement - sewer	3,200	3,198	3,198
Off-street parking	10,500	9,387	9,134
Utility	600,000	759,988	660,811
Parcel Tax	134,000	133,693	134,193
	23,097,174	23,231,218	22,550,023
Grants in lieu of taxes	218,700	219,701	222,540
Total Municipal Taxes	23,315,874	23,450,919	22,772,563
COLLECTIONS FOR OTHER GOVERNMENTS:			
Tax Levies:			
School	5,100,000	5,319,033	4,982,810
Alberni Clayoquot Regional Hospital District	707,600	766,805	707,654
Alberni Clayoquot Regional District	1,204,000	1,311,810	1,202,692
B.C. Assessment	160,000	155,907	147,863
Municipal Finance Authority	500		483
Total Collections For Other Governments	7,172,100	7,553,555	7,041,502
Total Taxes Collected	\$ 30,487,974	\$ <u>31,004,474</u>	\$ 29,814,065

CITY OF PORT ALBERNI GENERAL GOVERNMENT EXPENSES (SCHEDULE 5)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

	2018 Budget	2018 <u>Actual</u>		2017 <u>Actual</u>
Legislative	\$ 202,396	\$ 173,285	\$	206,545
City manager's office	202,325	205,912		249,875
Municipal clerk's office	411,115	391,415		383,750
Legal fees	40,000	36,266		22,605
Financial management	754,725	774,016		694,525
Administration vehicle	8,115	15,309		14,971
External audit	30,900	34,500		25,000
Purchasing	211,000	161,368		231,319
Buildings	158,825	230,691		185,073
Information services	659,309	811,669		932,372
Personnel	291,471	260,045		287,526
Election expenses	52,928	48,740		-
Training and development	201,460	147,468		138,041
Damage claims	20,808	5,570		34,661
Grants and grant funded programs	11,000	-		33,956
Office equipment supplies and printing	342,654	369,924		406,156
Public liability insurance	260,100	252,802		252,145
Other general services	256,200	425,527		162,128
Administration recoveries	(456,000)	(479,494)		(474,000)
Reconciliation Committee	-	2,042		-
Asset Management Plan	 	 46,983	_	
	\$ 3,659,331	\$ 3,914,038	\$	3,786,648

CITY OF PORT ALBERNI PROTECTIVE SERVICES (SCHEDULE 6)

FOR THE YEAR ENDED DECEMBER 31, 2018

(with comparative figures for 2017)

	2018 <u>Budget</u>	2018 <u>Actual</u>	2017 <u>Actual</u>
Police protection	\$ 6,974,476	\$ 6,519,055	\$ 7,379,648
Fire protection	3,502,786	3,504,701	3,504,275
Emergency measures	500	7,145	7,105
Building and plumbing inspections	106,617	119,715	100,221
Animal pound operations	151,212	148,953	138,211
Bylaw enforcement	270,826	160,906	102,798
	\$ <u>11,006,417</u>	\$ <u>10,460,475</u>	\$ <u>11,232,258</u>

CITY OF PORT ALBERNI TRANSPORTATION SERVICES (SCHEDULE 7)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017) 2018 2018 2017 **Budget Actual Actual COMMON SERVICES:** \$ 605,003 555,024 Engineering administration 524,159 Engineering consulting services 140,549 157,432 136,569 Public works supervision 372,338 367,712 380,233 Equipment and supplies 45,869 104,486 109,448 Building and yard maintenance 218,058 175,264 161,160 Equipment maintenance 1,159,874 856,262 1,152,305 2,238,079 2,516,412 2,467,254 **ROADS AND STREET MAINTENANCE:** Roadway surfaces maintenance 1,145,145 1,946,670 1,893,471 Snow and ice removal 99,534 197,500 353,624 Parking 19,143 8,295 10,227 Gravel 178,125 241,949 200,844 Ditch and dyke maintenance 93,626 116,688 85,062 Storm sewers 203,475 593,586 523,222 3,083,930 1,849,228 2,977,028 43,468 71,408 Bridges and retaining walls 46,272 Street lighting 298,468 333,895 423,171 Traffic control 213,756 344,314 323,438 **Public transit** 1,095,927 1,087,705 1,089,835 Other 117,853 73,902 178,902 Recoveries (1,595,100)(1,467,330)(1,429,183)

\$ 4,261,679

\$ 5,863,040

\$ 6,257,913

CITY OF PORT ALBERNI RECREATION AND CULTURAL SERVICES (SCHEDULE 8)

FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

		2018 Budget <u>Revenue</u>		2018 Actual Revenue	2018 Budget Expense	2018 Actual Expense	2018 Budget Operating <u>Deficit</u>	2018 Actual Operating <u>Deficit</u>	2017 Actual Operating <u>Deficit</u>
RECREATION SERVICES:									
Administration	\$	- \$;	- \$	516,066 \$	509,054 \$	(516,066) \$	(509,054)	5 (511,567)
Leisure Centre		273,530		262,202	519,973	578,602	(246,443)	(316,400)	(304,460)
Swimming pool		292,050		247,590	525,926	570,185	(233,876)	(322,595)	(234,269)
Arena		573,215		447,158	942,018	1,485,979	(368,803)	(1,038,821)	(919,989)
Parks, playgrounds and									
other		36,860		20,531	1,488,556	1,658,995	(1,451,696)	(1,638,465)	(1,602,191)
Programs		300,499		255,310	1,500,195	1,399,868	(1,199,696)	(1,144,558)	(1,099,883)
	_	1,476,154		1,232,791	5,492,734	6,202,683	(4,016,580)	(4,969,893)	(4,672,359)
CULTURAL SERVICES:									
Museum services		21,250		33,257	486,087	527,031	(464,837)	(493,774)	(455,296)
McLean Mill		-		29,998	231,000	312,800	(231,000)	(282,802)	(332,531)
Regional library		<u> </u>			726,996	726,996	(726,996)	(726,996)	(675,192)
		21,250		63,255	1,444,083	1,566,827	(1,422,833)	(1,503,572)	(1,463,019)
	\$	1,497,404 \$	1.	,296,046 \$_	6,936,817 \$	7,769,510 \$	(5,439,413) \$	<u>(6,473,465)</u> \$	<u>s (6,135,378)</u>

CITY OF PORT ALBERNI SALES OF SERVICES (SCHEDULE 9)

SALES OF SERVICES (SCHEDULE 9)			
FOR THE YEAR ENDED DECEMBER 31, 2018			
(with comparative figures for 2017)			
	2018	2018	2017
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
GENERAL REVENUE:			
General Services	\$ 1,660,674	\$ 1,655,978	\$ 1,652,631
Arena	573,215	447,158	495,661
Leisure Centre	273,530	262,202	255,921
Parks, playgrounds and other	36,860	20,531	22,913
Pool	292,050	247,590	272,316
Programs	300,499	255,310	374,261
Museum	21,250	33,257	26,593
McLean Mill	-	29,998	29,997
MeDean Min			
	3,158,078	2,952,024	3,130,293
	3,130,070	2,732,021	3,130,273
MISCELLANEOUS REVENUE:			
Miscellaneous receipts/sales	_	911,494	883,404
14 in Section of the Company of the		711,171	005,101
SERVICES PROVIDED TO OTHER GOVERNMENTS:			
Services provided to other governments	167,000	88,853	144,127
SEWER REVENUE:			
Connections and sundry charges	70,959	58,376	126,219
Sale of sewer service	2,942,399	<u>2,799,965</u>	<u>2,562,469</u>
	3,013,358	2,858,341	2,688,688
WATED DEVENUE.			
WATER REVENUE:	2 504 420	2 057 174	2 962 274
Sale of water	3,584,439	3,057,174	2,862,374
Connections and sundry charges	48,719	2,888	75,312
	3,633,158	3,060,062	2,937,686
		5,000,002	4,731,000
	\$ <u>9,971,594</u>	\$ <u>9,870,774</u>	\$ <u>9,784,198</u>

CITY OF PORT ALBERNI OTHER REVENUE FROM OWN SOURCES (SCHEDULE 10)

FOR THE YEAR ENDED DECEMBER 31, 2018

(with comparative figures for 2017)

	2018 Budget		2018 <u>Actual</u>		2017 <u>Actual</u>
Licences and permits	\$ 208,140	\$	245,701	\$	240,338
Fines and costs	9,500		14,136		11,446
Land and building rentals	142,100		142,203		140,056
Penalties and interest	221,800		220,104		215,208
Miscellaneous revenue	249,500		282,449		61,524
Other revenue from own sources - capital fund	 	_	(46,254)		(441,054)
	\$ 831,040	\$ <u></u>	858,339	\$ <u>_</u>	227,518

CITY OF PORT ALBERNI SEWER AND WATER UTILITIES (SCHEDULE 11

SEWER AND WATER UTILITIES (SCHEDULE 11) FOR THE YEAR ENDED DECEMBER 31, 2018 (with comparative figures for 2017)

(with comparative figures for 2017)					
	2018		2018		2017
	Budget		<u>Actual</u>		<u>Actual</u>
SEWER UTILITY:					
Administration	\$ 459,656	\$	396,758	\$	403,120
Sewage treatment and disposal	293,413		519,158		485,452
Sewage collection system	296,975		700,851		631,094
Sewage pump stations	160,806		268,409		277,055
Other operating costs	 2,000	_	861	_	1,435
	\$ 1,212,850	\$_	1,886,037	\$_	1,798,156
WATER UTILITY:					
Administration	\$ 398,274	\$	509,197	\$	478,925
Service of supply	119,913		280,489		243,336
Pumping	269,650		345,251		354,772
Transmission and distribution	 695,493	_	1,196,856	_	1,031,055
	\$ 1,483,330	\$	2,331,793	\$_	2,108,088

			2018		
_	Registered Owner	Primary Property		xes Levied	
1	Catalyst Paper Corporation Inc	Paper Mill	\$	4,116,074	
2 '	Western Forsest Products Inc	Sawmills	\$	1,302,431	
3 '	Wal-Mart Canada Corp	Building	\$	526,131	
4	Port Alberni Retail Development	Alberni Mall	\$	493,588	
5 :	SRF3 Pacific Rim Shopping Centre	Pacific Rim Shopping Centre	\$	404,057	
6	Loblaw Properties West Inc	No Frills	\$	236,030	
7.	Jim Pattison Developments	Buildings	\$	207,957	
8	BC Hydro & Power Authority	Buildings	\$	178,519	
9	Kelland Foods Holdings Ltd	Building	\$	137,302	
10	Telus	Poles, Lines, Buildings	\$	128,958	
11	Marlowe-Yeoman Limited	10th avenue Plaza	\$	126,518	
12	Alberni Valley Gaming Association	Chances Rim Rock	\$	104,451	
13	Fortis	Gas Utility	\$	104,435	
14	GDP Investments	Building	\$	87,873	
15	Northport Plaza Limited	Johnston Road Plaza	\$	82,030	
16	Marco Investments	Building	\$	81,867	
17	PCBG Land Corporation	Automobile Dealership	\$	60,644	
18 '	Van Isle Ford	Car Dealership	\$	57,010	
19 .	JBNS Hldgs	Building-MoF rents	\$	56,852	
20	SNJ Holdings	Hospitality Inn	\$	53,072	

STATISTICS SECTION

CITY OF PORT ALBERNI MISCELLANEOUS STATISTICS

Date of Incorporation	1912
Form of Government	City/Council/Manager
Number of employees (excluding police and fire)	
Bargaining Unit (Full Time)	96
Exempt	21
Area in Hectares	2,151
City of Port Alberni Facilities and Services:	
Kilometers of streets	175
Number of street lights	672
Culture and Recreation:	
Community centers	6
Parks	59
Parks in hectares	271
Swimming pools	1
Tennis courts	5
Fire Protection:	
Number of stations	1
Number of fire personnel and officers	21
Number of calls received - Fire/Rescue/First Responder	1,605
Number of inspections conducted	587
Police Protection:	
Number of stations	1
Number of police personnel and officers	33
Number of law violations:	
Incarcerations	1,338
Total files	13,476
Sewerage System:	
Kilometers of sanitary sewers and storm sewer	258
Number of treatment plants	1
Number of service connections	6,666
Daily average treatment of cubic meters	17,670
Water System:	
Kilometers of water mains	163
Number of service connections	6,885
Number of fire hydrants	729
Daily average consumption in cubic meters	11,772
Maximum daily capacity of plant in cubic meters	48,000
Facilities and services not included in the reporting entity:	
Education:	
Number of elementary schools	8
Number of secondary schools	1
Number of community colleges	2
Hospitals:	
Number of hospitals	1
Number of patient beds	53

CITY OF PORT ALBERNI ASSESSMENT/TAXATION COMPARATIVE STATISTICS

AT DECEMBER 31, 2018		2018	2017	2016	2015	2014
Population (based on last census) ⁽¹⁾		17,678	17,678	17,678	17,743	17,743
Assessed valuations for General Purp	oses ⁽²⁾					
Land						
Residential	\$	526,311,100	\$ 416,369,800	\$ 397,484,400	\$ 454,907,350	\$ 478,343,100
Commercial	\$	86,448,744	\$ 44,852,420	\$ 47,879,885	\$ 50,749,463	\$ 69,146,168
Industrial	\$	11,153,800	\$ 8,830,700	\$ 8,562,500	\$ 9,002,300	\$ 9,543,200
Other	\$	11,116,284	\$ 1,569,911	\$ 1,680,911	\$ 1,641,111	\$ 2,030,027
	\$	635,029,928	\$ 471,622,831	\$ 455,607,696	\$ 516,300,224	\$ 559,062,495
Improvements						
Residential	\$	1,248,998,100	\$ 1,008,406,900	\$ 908,882,801	\$ 859,774,451	\$ 838,943,601
Commercial	\$	413,573,500	\$ 199,337,828	\$ 179,816,613	\$ 174,994,182	\$ 149,608,082
Industrial	\$	93,523,600	\$ 83,112,200	\$ 83,487,800	\$ 83,690,900	\$ 84,646,900
Other	\$	32,244,000	\$ 2,525,400	\$ 2,083,500	\$ 2,565,200	\$ 2,203,500
	\$	1,788,339,200	\$ 1,293,382,328	\$ 1,174,270,714	\$ 1,121,024,733	\$ 1,075,402,083
Total	\$	2,423,369,128	\$ 1,765,005,159	\$ 1,629,878,410	\$ 1,637,324,957	\$ 1,634,464,578
General & Debt Tax Rates						
Residential	\$	7.7707	\$ 9.1539	\$ 9.7708	\$ 9.4476	\$ 9.1145
Utilities	\$	27.1722	\$ 37.1852	\$ 38.6932	\$ 38.4756	\$ 37.9708
Major Industrial	\$	55.0127	\$ 53.7400	\$ 53.9084	\$ 53.7788	\$ 53.1950
Light Industrial	\$	60.9652	\$ 54.5034	\$ 60.2253	\$ 48.5543	\$ 39.682
Business & Other	\$	14.6074	\$ 15.4501	\$ 16.2078	\$ 15.4371	\$ 15.4923
Seasonal Recreational	\$	7.7707	\$ 9.1539	\$ 9.7708	\$ 9.4476	\$ 9.1145
Farm	\$	7.7707	\$ 9.1539	\$ 9.7708	\$ 9.4476	\$ 9.1145
School Tax Rates						
Residential	\$	2.0998	\$ 2.3202	\$ 2.5666	\$ 2.6405	\$ 2.6596
Utilities	\$	13.4000	\$ 13.4000	\$ 13.5000	\$ 13.6000	\$ 13.6000
Major Industrial	\$	4.2000	\$ 4.8000	\$ 5.4000	\$ 5.8000	\$ 6.0000
Light Industrial	\$	4.2000	\$ 4.8000	\$ 5.4000	\$ 5.8000	\$ 6.0000
Business & Other	\$	4.2000	\$ 4.8000	\$ 5.4000	\$ 5.8000	\$ 6.0000
Seasonal Recreational	\$	2.5000	\$ 2.7000	\$ 3.1000	\$ 3.3000	\$ 3.4000
Farm	\$	7.0000	\$ 6.9000	\$ 6.9000	\$ 6.9000	\$ 6.9000
Γax Rates for Residential Class						
General	\$	7.6975	\$ 9.0652	\$ 9.6054	\$ 9.3015	\$ 9.0050
Debt	\$	0.0732	\$ 0.0887	\$ 0.1654	\$ 0.1461	\$ 0.1095
School District-Residential	\$	2.0998	\$ 2.3202	\$ 2.5666	\$ 2.6405	\$ 2.6590
Regional Hospital District	\$	0.2785	\$ 0.2956	\$ 0.2900	\$ 0.2946	\$ 0.3533
Municipal Finance Authority	\$	0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.000
Regional District	\$	0.4279	\$ 0.4465	\$ 0.4838	\$ 0.3722	\$ 0.2950
B.C. Assessment	\$	0.0403	\$ 0.0432	\$ 0.0543	\$ 0.0596	\$ 0.0619
Total Residential Rate	\$	10.6174	\$ 12.2596	\$ 13.1657	\$ 12.8147	\$ 12.4845

CITY OF PORT ALBERNI GENERAL COMPARATIVE STATISTICS

AT DECEMBER 31, 2018					
	2018	2017	2016	2015	2014
Current Tax Levy					
General	\$ 22,271,803	\$ 21,622,725	\$ 21,139,152	\$ 20,489,626	\$ 20,033,774
Debt	\$ 211,672	\$ 211,672	\$ 364,027	\$ 323,969	\$ 245,577
School District-Residential	\$ 3,636,265	\$ 3,311,820	\$ 3,062,061	\$ 3,154,967	\$ 3,173,194
School District-Non-Residential	\$ 1,888,538	\$ 1,987,652	\$ 2,101,664	\$ 2,224,589	\$ 2,260,537
Other Levies-Special Assessments	\$ 1,125,967	\$ 1,029,877	\$ 379,661	\$ 408,763	\$ 446,598
Regional Hospital District	\$ 766,805	\$ 707,654	\$ 646,935	\$ 658,282	\$ 785,893
Municipal Finance Authority	\$ 554	\$ 484	\$ 450	\$ 451	\$ 449
Regional District	\$ 1,178,118	\$ 1,068,699	\$ 1,079,217	\$ 831,678	\$ 817,342
BC Assessment	\$ 155,907	\$ 147,863	\$ 159,266	\$ 169,037	\$ 174,120
Total Levy	\$ 31,235,629	\$ 30,088,446	\$ 28,932,433	\$ 28,261,362	\$ 27,937,484
Per Capita Levy	\$ 1,766.92	\$ 1,702.03	\$ 1,636.63	\$ 1,592.82	\$ 1,574.56
Tax Collection					
Current Taxes Payments	\$ 25,057,879	\$ 23,604,148	\$ 23,377,476	\$ 22,790,422	\$ 22,343,502
Provincial Home Owner Grants	\$ 4,863,539	\$ 4,796,269	\$ 4,697,525	\$ 4,674,586	\$ 4,645,975
Total Current Taxes Collected	\$ 29,921,418	\$ 28,400,417	\$ 28,075,001	\$ 27,465,008	\$ 26,989,477
Percentage of Current Levy	95.79%	94.39%	97.04%	97.18%	96.61%
Arrears and Delinquent Collected	\$ 552,200	\$ 685,505	\$ 733,156	\$ 1,146,300	\$ 1,187,235
Percentage of Current Levy	1.77%	2.28%	2.53%	4.06%	4.25%
Total Taxes Collected	\$ 30,473,618	\$ 29,085,922	\$ 28,808,157	\$ 28,611,308	\$ 28,176,712
Percentage of Current Levy	97.56%	96.67%	99.57%	101.24%	100.86%
Unpaid Taxes					
Current	\$ 528,616	\$ 519,673	\$ 633,531	\$ 681,999	\$ 684,364
Arrears	\$ 220,652	\$ 212,109	\$ 281,377	\$ 342,818	\$ 299,567
Total Unpaid Taxes	\$ 749,268	\$ 731,782	\$ 914,908	\$ 1,024,817	\$ 983,931
Per Capita	\$ 42.38	\$ 41.40	\$ 51.75	\$ 57.76	\$ 55.45
Summary of Surplus and Reserves					
Funded Reserves	\$ 24,946,877	\$ 22,754,459	\$ 20,931,899	\$ 16,306,945	\$ 15,188,199
Capital Fund	\$ 27,692,838	\$ 27,320,299	\$ 20,425,883	\$ 15,806,292	\$ 16,082,226
Equity in Capital Assets	\$ 97,827,913	\$ 95,137,128	\$ 95,781,289	\$ 93,473,778	\$ 87,248,934
Operating Surplus (Deficit)	\$ (19,103,345)	\$ (17,660,543)	\$ (13,969,578)	\$ (5,550,934)	\$ (4,797,053

CITY OF PORT ALBERNI GENERAL COMPARATIVE STATISTICS

AT DECEMBER 31, 2018					
	2018	2017	2016	2015	2014
Debenture Debt					
Water	\$ 1,879,657	\$ 1,921,159	\$ 1,961,257	\$ 2,000,000	\$ -
Sewer	\$ 4,917,388	\$ 5,024,583	\$ 5,127,672	\$ 5,289,547	\$ 5,540,111
General	\$ 3,366,421	\$ 3,533,858	\$ 3,694,998	\$ 3,858,035	\$ 3,071,265
Gross Debenture Debt	\$ 10,163,466	\$ 10,479,600	\$ 10,783,927	\$ 11,147,582	\$ 8,611,376
Per Capita	\$ 574.92	\$ 592.80	\$ 610.02	\$ 628.28	\$ 485.34
Less: Sewer and Water Utilities Debt	\$ 6,797,045	\$ 6,945,742	\$ 7,088,929	\$ 7,289,547	\$ 5,540,111
Net Debt Excluding Utilities	\$ 3,366,421	\$ 3,533,858	\$ 3,694,998	\$ 3,858,035	\$ 3,071,265
Per Capita (funded by property tax)	\$ 190.43	\$ 199.90	\$ 209.02	\$ 217.44	\$ 173.10
Liability Servicing Limit					
Liability Servicing Limit	\$ 8,527,043	\$ 8,170,176	\$ 7,820,069	\$ 8,022,893	\$ 7,930,217
Less Actual Debt Servicing Cost	\$ 424,178	\$ 550,593	\$ 664,282	\$ 2,930,157	\$ 5,587,880
Less Estimated Cost - Unissued Debt	\$ 400,500	\$ 400,500	\$ 	\$ -	\$ 61,830
Liability Servicing Capacity Available	\$ 7,702,365	\$ 7,219,083	\$ 7,155,787	\$ 5,092,736	\$ 2,280,507
Debt Payment as a percentage of non-					
capital expenditures					
Debt payments - gross	0.7%	0.7%	0.7%	0.9%	1.0%
General Revenue Fund Statistics					
Budget	\$ 36,453,612	\$ 35,991,290	\$ 34,907,995	\$ 34,728,119	\$ 35,101,209
Actual Revenues (consolidated)	\$ 38,427,058	\$ 39,479,687	\$ 40,167,688	\$ 37,348,943	\$ 34,182,981
Actual Expenditures (consolidated)	\$ 34,614,118	\$ 35,097,838	\$ 37,034,276	\$ 33,336,032	\$ 32,668,680
Surplus (consolidated)	\$ 3,812,940	\$ 4,381,849	\$ 3,133,412	\$ 4,012,911	\$ 1,514,301
Expenditure per Capita	\$ 1,958.03	\$ 1,985.40	\$ 2,094.94	\$ 1,878.83	\$ 1,841.22
Capital Expenditures					
Financed from General Revenue	\$ 695,975	\$ 695,975	\$ 915,440	\$ 1,076,457	\$ 1,185,820
Other Sources of Revenue					
Provincial Unconditional Grants	\$ 1,037,492	\$ 998,756	\$ 1,141,460	\$ 944,164	\$ 933,664
Grants in Lieu of Taxes	\$ 219,701	\$ 222,541	\$ 638,138	\$ 631,753	\$ 629,005
Building Permits					
Number Issued	161	161	155	119	92
Construction Values	\$ 31,152,726	\$ 16,296,274	\$ 14,554,563	\$ 13,501,167	\$ 11,159,320

SOURCES

Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.

http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E

¹ Statistics Canada. 2017. Census Profile. 2016 Census.

² BC Assessment

CITY OF PORT ALBERNI DEMOGRAPHIC STATISTICS¹

Population Composition

		2016		2011				
Age	Male	<u>Female</u>	<u>Total</u>	Male	Female	<u>Total</u>		
0 - 4 years	405	430	835	465	475	940		
5 - 9 years	450	480	930	465	435	900		
10 - 14 years	475	435	910	515	495	1,010		
15 - 19 years	500	510	1,010	570	535	1,105		
20 - 29 years	905	820	1,725	795	845	1,640		
30 - 39 years	900	900	1,800	915	980	1,895		
40 - 49 years	915	980	1,895	1,105	1,180	2,285		
50 - 59 years	1,355	1,445	2,800	1,450	1,508	2,958		
60 - 64 years	715	775	1,490	685	670	1,355		
65 - 69 years	690	680	1,370	580	545	1,125		
70 - 74 years	530	525	1,055	410	445	855		
75 + years	803	1,055	1,858	750	925	1,675		
Total	8,643	9,035	17,678	8,705	9,038	17,743		

Legal Married Status		2016		2011				
	Male	Female	Total	Male	Female	Total		
Population 15 years and over	7,310	7,685	14,995	7,270	7,625	14,895		
Married or living with a								
common law partner	4,090	4,070	8,160	4,145	4,165	8,310		
Married	3,220	3,200	6,420	3,395	3,415	6,810		
Living common law	865	865	1,730	755	750	1,505		
Not married and not living with a								
common law partner	3,230	3,620	6,850	3,120	3,460	6,580		
Never married	2,145	1,605	3,750	2,010	1,565	3,575		
Separated	210	280	490	225	275	500		
Divorced	600	735	1,335	605	715	1,320		
Widowed	275	1,005	1,280	275	905	1,180		

¹ Statistics Canada. 2017. Census Profile. 2016 Census.
Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E

CITY OF PORT ALBERNI DEMOGRAPHIC STATISTICS¹

Top Occupations and Industries for the Employed Labour Force

	2016 Port A	lberni	2016 British C	olumbia
	Number	Rank	Number	Rank
Top Occupations				
Sales and service occupations	1,885	1	595,225	1
Trades; transport/equipment operators/related	1,395	2	360,970	3
Education; law and social; community and government services	925	3	269,255	5
Top Industries				
Health care and social assistance	1,165	1	270,855	2
Retail trade	1,100	2	283,135	1
Manufacturing	740	3	157,560	7

Labour Force Indicators

	2016 Port Alberni	2016 British Columbia
Participation rate	52.2%	63.9%
Employment rate	46.8%	59.6%
Unemployment rate	10.3%	6.7%

¹ Statistics Canada. 2017. Census Profile. 2016 Census.
Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E

CITY OF PORT ALBERNI

MAJOR PROPERTY TAXPAYERS IN PORT ALBERNI

2018 TAXATION YEAR

	Registered Owner	Primary Property	Taxes Levied	
1	Catalyst Paper Corporation	Paper Mill	\$	4,116,074
2	Western Forest Products Inc.	Sawmills	\$	1,302,431
3	Wal-Mart Canada Corp.	Building	\$	526,131
4	Port Alberni Retail Development	Alberni Mall	\$	493,588
5	SRF3 Pacific Rim Shopping Centre	Pacific Rim Shopping Centre	\$	404,057
6	Loblaw Properties West Inc.	No Frills	\$	236,030
7	Jim Pattison Developments Ltd.	Building	\$	207,957
8	BC Hydro & Power Authority	Building	\$	178,519
9	Kelland Foods Ltd	Building	\$	137,302
10	Telus	Poles, Lines, Buildings	\$	128,958
11	Marlowe-Yeoman Limited	10th Avenue Plaza	\$	126,518
12	Alberni Valley Gaming Association	Chances Rim Rock	\$	104,451
13	Fortis BC	Gas Utility	\$	104,435
14	GDP Investments Ltd.	Building	\$	87,873
15	Northport Plaza Limited	Johnston Road Plaza	\$	82,030
16	Marco Investments Ltd.	Building	\$	81,867
17	PCBG Land Corporation	Automobile Dealership	\$	60,644
18	Van Isle Ford	Automobile Dealership	\$	57,010
19	JBNS Holdings Ltd.	Building	\$	56,852
20	SNJ Holdings Ltd.	Hospitality Inn	\$	53,072

CITY OF PORT ALBERNI FIVE YEAR PLAN

20	1	Q	21	022	

2010-2022					
REVENUES	2018	2019	2020	2021	2022
Taxes					
Property Taxes	22,483,474	23,151,219	23,839,405	24,548,237	25,278,334
Other Taxes	613,700	613,700	613,700	613,700	613,700
Grants in Lieu of Taxes	218,700	218,700	218,700	218,700	218,700
Fees and Charges					
Sales of Service	3,283,298	3,362,165	3,428,499	3,492,352	3,538,687
Sales of Service/Utilities	6,646,513	6,884,738	7,133,173	7,392,302	7,536,449
Service to other Government	167,000	167,000	167,000	167,000	167,000
User Fees/Fines	217,640	218,640	219,640	220,640	222,640
Other Revenue					
Rentals	142,100	143,200	144,300	145,500	146,700
Interest/Penalties	775,400	620,400	625,400	778,700	783,700
Grants/Other Governments	1,345,540	1,055,540	1,055,540	1,055,540	1,055,540
Other	773,801	224,900	72,500	29,900	29,900
	\$ 36,667,166	\$ 36,660,202	\$ 37,517,857	\$ 38,662,571	\$ 39,591,350
EXPENSES					
Debt Interest	396,128	396,128	396,128	396,128	396,128
Capital Expenses	7,621,275	4,948,141	7,346,638	5,812,270	3,972,245
Other Municipal Purposes	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,	.,,	-,- ,	- , , -
General Municipal	3,730,159	3,668,519	3,718,365	3,749,235	3,844,792
Police Services	6,974,474	7,029,877	7,171,451	7,340,713	7,511,034
Fire Services	3,502,787	3,591,006	3,656,286	3,748,853	3,870,919
Other Protective Services	258,329	260,383	262,638	265,036	267,201
Transportation Services	4,261,679	4,191,986	4,200,471	4,357,602	4,389,787
Environmental Health and Development	1,825,097	1,788,439	1,807,769	1,820,664	1,847,037
Parks and Recreation	5,492,734	5,502,044	5,583,012	5,621,971	5,689,653
Cultural	1,444,083	1,433,822	1,415,544	1,392,468	1,407,144
Water	1,483,330	1,466,372	1,519,779	1,503,559	1,557,720
Sewer	1,212,850	1,228,428	1,244,373	1,260,694	1,276,540
Contingency	200,000	200,000	200,000	200,000	200,000
Commigency	\$ 38,402,925	\$ 35,705,145	\$ 38,522,454	\$ 37,469,193	\$ 36,230,200
OTHER					
Borrowing Proceeds					
Debt Principal	(347,143)	(347,143)	(347,143)	(347,143)	(347,143)
Transfer from Equipment Replacement Reserve	392,800	716,100	2,594,100	2,167,600	665,400
Transfer from Land Sale Reserve	<i>572</i> ,000	, 10,100	2,377,100	2,107,000	505,400
Transfer from (to) Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) other reserves	1,688,942	(1,325,174)	(1,243,520)	(3,014,995)	(3,680,567)
Transfer from (to) surplus	(840)	(1,323,174) (840)	(840)	(3,014,993)	(3,080,307)
Transfer from (to) surplus	1,735,759	(955,057)	1,004,597	(1,193,378)	(3,361,150)
BALANCED BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF PORT ALBERNI CONSOLIDATED REVENUE

LAST FIVE YEARS COMPARISON

		2018	2017	2016	2015	2014
Taxes						
Property Taxes	\$	22,324,952 \$	21,742,686 \$	21,370,945 \$	20,813,595 \$	20,279,350
Parcel Taxes		133,693	134,193	133,855	131,550	160,986
Other Taxes		772,573	673,143	655,941	161,745	167,282
Grants in Lieu of Taxes		219,701	222,541	228,004	747,221	747,335
Fees and Charges						
Sales of Service		2,952,024	3,130,293	3,070,369	3,329,996	3,332,685
Sales of Service/Utilities		5,918,403	5,626,374	4,877,647	4,596,061	4,454,466
Service to other Government		88,853	144,127	156,165	142,722	258,437
User Fees/Fines		259,837	251,783	228,909	178,395	249,507
Other Revenue						
Rentals		142,203	140,056	139,903	136,364	135,760
Investment Earnings		577,082	415,873	415,078	309,796	286,558
Grants/Other Governments		2,905,256	5,562,709	6,901,625	3,395,538	1,747,708
Developer Contributions		671,379	55,938	43,100	1,226,328	62,583
Gain/loss on Disposal of Assets		(23,830)	274,563	532,766	(84,592)	(16,011)
Parkland dedication deposits		-	-	-	-	-
Sale of property and equipment		117,139	386,325	747,746	344,945	25,351
Other	_	1,367,793	719,083	665,635	1,919,279	2,290,984
	\$	38,427,058 \$	39,479,687 \$	40,167,688	37,348,943	34,182,981

CITY OF PORT ALBERNI CONSOLIDATED EXPENSES LAST FIVE YEARS COMPARISON

		2018	2017	2016	2015	2014
Analysis by function						
General government	\$	3,914,038 \$	3,786,648 \$	4,270,894 \$	3,897,542 \$	3,970,532
Protective services		10,460,475	11,129,460	11,307,009	9,775,488	9,607,691
Transportation services		5,863,040	6,257,913	6,259,270	5,607,707	5,860,288
Environmental health services		1,010,443	938,581	889,430	1,014,982	1,132,995
Environmental development		1,052,644	1,259,562	950,866	908,791	943,186
Recreation and cultural services		7,769,510	7,613,040	7,564,711	7,300,586	7,503,696
Interest		193,024	186,283	246,412	311,363	313,042
Debt reserve		3,114	2,738	3,988	50,227	2,365
Water utility		2,331,793	2,108,088	2,170,523	2,099,625	1,848,594
Sewer utility		1,886,037	1,798,156	3,009,105	1,524,911	1,456,312
Cost of sales and services	_	130,000	17,368	362,066	844,810	29,979
	\$ =	34,614,118 \$	35,097,837 \$	37,034,274 \$	33,336,032 \$	32,668,680
Analysis by object						
Salaries and benefits	\$	15,870,742 \$	15,716,645 \$	16,420,314 \$	14,099,861 \$	15,006,478
Debt Servicing		214,561	200,920	250,400	372,593	325,002
RCMP contract		4,593,360	5,488,750	5,160,770	4,677,793	4,338,968
Grants		211,739	288,939	122,485	124,900	113,440
Other contracts		1,198,755	1,328,666	1,305,558	1,296,074	1,408,611
Goods and services		7,879,756	7,491,384	7,957,634	7,976,677	7,134,017
Amortization	_	4,645,205	4,582,533	5,817,113	4,788,134	4,342,164
	\$_	34,614,118 \$	35,097,837 \$	37,034,274 \$	33,336,032 \$	32,668,680

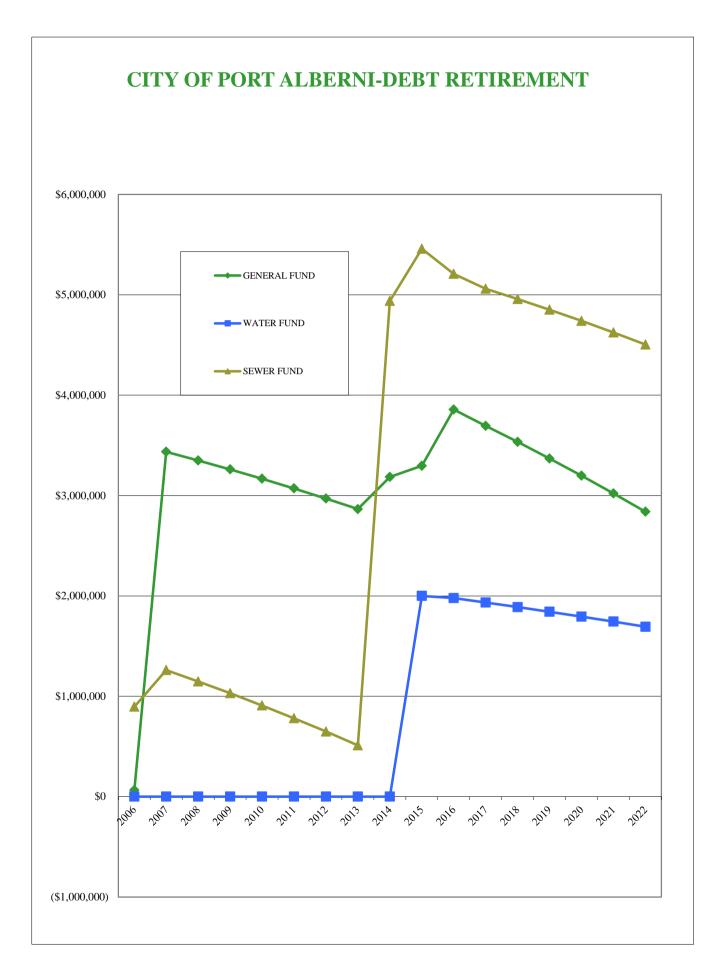
CITY OF PORT ALBERNI CAPITAL ASSETS ACQUIRED

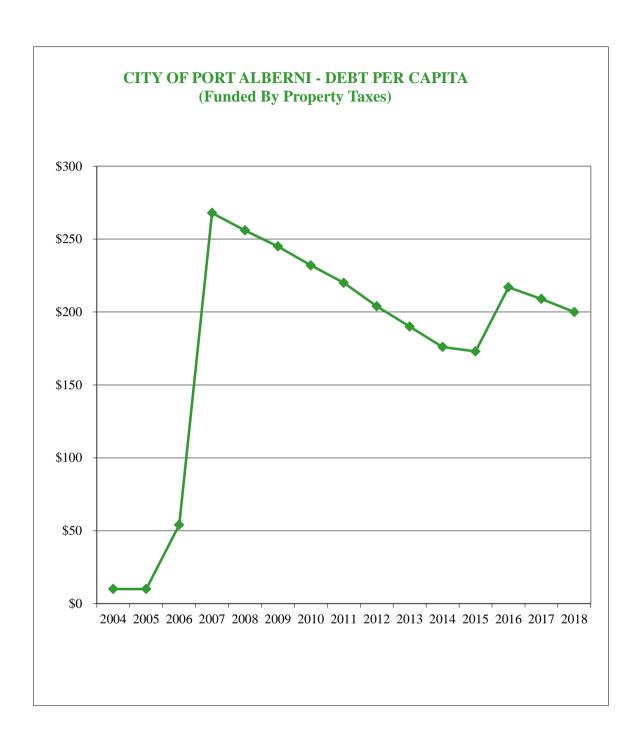
LAST FIVE YEARS COMPARISON

CAPITAL ACQUISITIONS	2018	2017	2016	2015	2014
General government	\$ 131,276	\$ 311,050	\$ -	\$ 21,872	\$ 314,664
Protective services	48,835	23,253	50,497	164,308	127,057
Transportation services	2,075,702	1,396,866	4,326,235	1,445,613	795,927
Recreation and cultural	1,191,463	214,658	256,650	1,592,925	1,337,748
Water	247,594	958,026	606,581	392,331	368,866
Sewer	906,638	130,452	3,679,584	136,539	170,807
	\$ 4,601,508	\$ 3,034,305	\$ 8,919,547	\$ 3,753,588	\$ 3,115,069
COURCE OF FUNDING				2015	2014
SOURCE OF FUNDING	2018	2017	2016	2015	2014
	2018	2017	2016		
	2018	2017	2016		
Revenue Funds Reserve Funds	2018 \$ 1,581,535	2017 \$ 1,864,051	2016 \$ 1,960,163	\$ 1,614,329	\$ 1,331,049
Revenue Funds Reserve Funds	2018 \$ 1,581,535	2017 \$ 1,864,051	2016 \$ 1,960,163 402,709	\$ 1,614,329	\$ 1,331,049
Revenue Funds Reserve Funds Long Term Borrowing	\$ 1,581,535 1,208,900	\$ 1,864,051 390,011	\$ 1,960,163 402,709 1,992,480	\$ 1,614,329 609,361	\$ 1,331,049 1,534,714

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

SURPLUS	2018	2017	2016	2015	2014
Annual surplus Accumulated surplus, beginning of year Accumulated surplus, end of year	\$ 3,812,940 127,551,343 \$ 131,364,283	\$ 4,381,849 123,169,494 \$ 127,551,343	\$ 3,133,414 120,036,080 \$ 123,169,494	\$ 4,012,911 116,023,170 \$ 120,036,081	\$ 1,514,301 114,508,869 \$ 116,023,170
NET FINANCIAL ASSETS	2018	2017	2016	2015	2014







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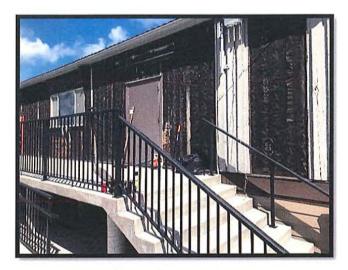
Web: portalberni.ca

Regular Meeting of Council June 12, 2019

Staff Report → Parks, Recreation and Heritage

Projects

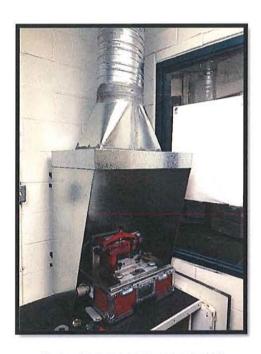
- The Multiplex Chiller project is 75% complete (commissioning still outstanding); still on schedule for June 24 completion and ice production
- Gyro siding replacement and window installation in progress; complete by June 28
- Skate sharpener exhaust upgrade is complete
- · Esso Beach sod installation complete
- · Papermill Dam stair replacement complete



Gyro siding replacement in progress



Papermill Dam Stairs



Skate sharpener exhaust complete



Esso Beach Sod



Alberni Valley Museum



Councillor Haggard was a judge at the Heritage Fair, and brought remarks from the City. Here with Tanner Hewitt and his project on Prime Minister Lester B Pearson

- Hosted the 17th Annual Alberni Valley Museum and Heritage Fair Friday and Saturday May 3rd and 4th
- Working with RBCM to finalize plans for the "Our Living Languages" exhibit – June 21 to October 5
- Hosted the Launch of the new Book The Helix and the Bulldog by local author Shayne Morrow – response has been positive and sales are going extremely well
- We had great visitation on the first Cruise Ship visit
 were part of two ship excursion tours and lots of visitors using the shuttle service had just over 300 visitors that day
- Hosted Alberni District Historical
 Society AGM
 - Working with School District 70 team

to host the Project with Heart Canoe and Speaking to Memory Exhibits at the museum this fall and winter – exhibits that deal with Reconciliation and Residential Schools and will see all schools take part in programs and activities in the museum

- Working with Sororities for museum fund raiser "Tea with the Dames"
- Echoes in the Ice attendance March 15 to May 31 = 3452. Compared to 2366 for the same time period in 2018
- Installed 2nd donation box in Temporary Exhibits Gallery donation box revenue for March 15 to May 31 = \$2768.80 compared to same time period 2018 = \$658.15.
- Hosted 12 school programs, ADHS AGM meeting (22), Book Launch 131, Rolls
 Royce Club Tour 16, Sparks, Brownies, Library Reading Club
- New items in Museum shop for the summer season



Mayor Sharie Minions presenting Honour Medals and Awards, pictured here with Summer Eskola

Western Vancouver Island Industrial Heritage Society

- IHS volunteers are taking two heritage vehicles to Nevada for the American Historical Truck Society International Truck Show
- Society sorting out their papers and archives and are setting up records keeping system in IHC moving records there from the train station
- Society has a committee in place to work on cataloging artefacts and developing deaccessioning
 procedures as members attended the recent course at the Museum. These members are
 meeting with and will work in conjunction with Museum staff

Port Alberni Maritime Heritage Society

- Received funding for one student for the summer had requested three this will result in reduced hours for the summer season – open five days instead of seven, Tuesday to Saturday 11am to 4pm
- Continue to work out restoration plan for the Nahanni/Pelican received funding from the Community Foundation toward this
- Installing hardhat diving exhibit for the summer to open June 15
- Totem Pole: Work is continuing on the carving under the direction and guidance of Tim Paul and Gordon Dick

CITY OF PORT ALBERNI BYLAW NO. 4990

A BYLAW TO AMEND SEWER CONNECTION AND REGULATION BYLAW, NO. 3224

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

1. Title

This Bylaw may be known and cited for all purposes as "Sewer Connection and Regulation Bylaw, Amendment No. 13 (Sewer Rates and Septage Dump Fee) 2019, Bylaw No. 4990".

2. Amendments

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

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

1. Septage Dump Fee

A charge of \$154.00 per load shall be charged for dumping of septage by tanker trucks.

(c) Deleting Section 7A02 and replacing it with the following:

7A. Fish Processing Facilities

7A02 Liquid Industrial Wastes discharged from fish processing facilities into the City's Sewerage System will be subject to user charges set out in Table 1 below. These charges are in addition to the usual charges associated with any connection to and use of the City's Sewerage System:

Sp	Table 1 pecial User Charges for Fish	Processing Facilities		
Quality Indicator	Concentration	Fee		
(a) Biochemical	0 - 0.69 tonne per day	No Charge		
Oxygen Demand	0.7 - 1.6 tonne per day	\$360 per tonne		
(BOD ₅)	over 1.6 tonne per day	Not Permitted		
(b) Total	0 - 1.1 tonne per day	No Charge		
Suspended Solids	1.2 - 2.6 tonne per day	\$192 per tonne		
(TSS)	Over 2.6 tonne per day	Not Permitted	PINTE	

3. Effective Date

The effective date of this Bylaw shall be September 1, 2019.

4. Repeal

Upon effect of Bylaw No. 4990, "Sewer Connection and Regulation Bylaw, Amendment No. 11 (Sewer Rates and Septage Dump Fee) 2017, Bylaw No. 4942" and "Sewer Connection and Regulation Bylaw, Amendment No.12 (Sewer Rates), Bylaw No. 4967", shall be hereby repealed.

READ A FIRST TIME THIS 10TH DAY OF JUNE, 2019.

READ A SECOND TIME THIS 10TH DAY OF JUNE, 2019.

READ A THIRD TIME AS THIS 10TH DAY OF JUNE, 2019.

FINALLY ADOPTED BY COUNCIL THIS

DAY OF

, 2019.

Mayor Clerk

BYLAW NO. 4990

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

METERED CONSUMPTION RATES AND BILLING

1. Rates for City Sewerage System

1.1. Rates for Sewer User Consumption

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

Customer Category	Description	Volume Rate
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.41 per m ³
Non- Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.58 per m ³
Non- Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high use rate	\$0.51 per m ³

1.2. Fixed System Charge

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

Meter Size	Meter Size	
(millimetres)	(inches)	Monthly Charge
16	5/8	\$19.53
19	3/4	\$19.53
25	1	\$19.53
38	1 1/2	\$40.69
50	2	\$40,69
75	3	\$113.92
100	4	\$113.92
150	6	\$113.92
200	8	\$113.92
250	10/	\$244.13

2. Billing Period

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

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CITY OF PORT ALBERNI

BYLAW NO. 4991

A BYLAW TO AMEND WATERWORKS BYLAW NO. 4494

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

1. Title

This Bylaw may be known and cited for all purposes as "Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991".

2. Amendments

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A", "B" and "C" attached to Waterworks Bylaw No. 4494 are hereby deleted and the Schedules "A", "B" and "C" attached hereto are substituted and shall become effective for the third/billing period of 2019 (September 1, 2019).

3. Repeal

Upon effect of Bylaw No. 4991, "Waterworks Bylaw, Amendment No. 10 Rate Changes, Bylaw No. 4968" shall be hereby repealed.

READ A FIRST TIME THIS 10TH DAY OF JUNE, 2019.

READ A SECOND TIME THIS 10TH DAY OF JUNE, 2019.

READ A THIRD TIME THIS 10TH DAY OF JUNE, 2019.

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2019.

Mayor	Clerk	

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SCHEDULE "A" TO WATERWORKS BYLAW, NO. 4494 METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

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

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Customer Category	Description	Volume Rate
Single Family Residential	Service to a single family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.61 per m ³ Øver 60 m ³ : \$0.81 per m ³
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.61 per m ³
Commercial	Service to commercial and light industrial units	\$0.53 per m ³
Industrial	Service to specific high volume customers	\$0.36 per m ^{3*}
Outside City Residential	Single family residential outside City boundaries	First 60 m ³ : \$0.83 per m ³ Over 60 m ³ : \$1.10 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshaht First Nation; Beaver Creek	\$0.46 per m ³

2. Fixed System Charge

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

Meter Size millimetres	Meter Size inches	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 18.60	\$ 25,13
19	3/4	\$ 18.60	\$ 25.13
25	1	\$ 38,66	\$ 52.19
38	1 1/2	\$49.91	\$ 67.37
50	2	\$ 65.26	\$ 88.08
75	3	\$ 103.30	\$ 139.47
100	4	\$146.32	\$197.52
150	6	\$247.66	\$334.37
200	8	\$362.64	\$489.56
250	10	\$491.26	\$663.21

3. Billing Period

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

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

1. Rates for Water Consumption

Category of Single Family Residential or Commercial Premises	Monthly Rate
(a) Unmetered (refusals)	\$151,53
(b) Inside City Boundaries - awaiting Meter installation	\$ 37,89
(c) Outside City Boundaries - awaiting Meter installation	\$ 51.11

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

2. Fire Line Rates

The monthly rate for all Fire Lines shall be \$25.28.

3. Billing Period

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

SCHEDULE "C" TO WATERWORKS BYLAW, NO. 4494 CUSTOMER SERVICE CHARGES

(1) Water Service Connections

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

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(2) <u>Use of Fire Hydrant for Water Supply</u> Application charge of \$59.00 plus \$59.00 for each week or portion thereof of connection to the Fire Hydrant plus \$59.00 non-refundable equipment use fee for use of City supplied backflow assembly.

(3) Turn Off and Turn On

- (i) A charge of \$59.00 shall be charged for turning OFF a Supply of Water.
- (ii) A charge of \$59.00 shall be charged for turning ON a discontinued Supply of Water.
- (iii) A charge of \$59.00 shall be charged for turning water on/off after usual City business hours for the purposes of emergency repair or maintenance.
- (iv) The charges noted in (i), (ii) and (iii) above do not apply where turning off the Supply of Water was required due to the Premises being substantially damaged by fire
- (4) Meter Testing \$88,36 per test
- (5) <u>Interim Meter Read</u> \$29.45
- 6 Account Adjustment due to Meter Failure \$11.76
- (7) <u>Processing of Application for Account Adjustment due to Leak</u> \$59.00

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Summary Report / Minutes of the Advisory Planning Commission Meeting (Held on May 23, 2019 in the Committee Room at City Hall, at 12:00 p.m.)

Advisory Planning Commission Present

Ken McRae (Chair)
John Douglas (Vice-Chair)
Sgt. Clive Seabrook (R.C.M.P.)
Sandy McRuer
Jeannette Nichols
Amy Anaka
Councillor Deb Haggard, Council Liaison
Rick Newberry, P.A.F.D. Liaison
Rob Gaudreault, Parks Liaison
Chris Washington, S.D.70 Liaison

Staff

Katelyn McDougall, Manager of Planning Alicia Puusepp, Manager of Communications

Guests

Mark and Melissa Trowbridge – Applicant Cheryl MacLean – Member of the Public

Regrets

Larry Ransom (Alternate S.D.70) Jim Tatoosh, Hupačasath F. N. Cynthia Dick, Tseshaht (ċ išaaʔatḥ) F. N. S. Sgt. Terry Smith, R.C.M.P. Liaison Don Ferster

Alternates (not in attendance)

Councillor Helen Poon (Alternate-Council)
Peter Dione (Alternate-R.C.M.P.)
Darren Mead-Miller (Alternate - Tseshaht F.N.)



1. Adoption of April 18, 2019 Minutes

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshaht (c išaa?ath) First Nations. The applicant present was welcomed by the Chair.
- Roundtable of introductions. Three guests were in attendance to observe the meeting.
- The minutes of the April 18, 2019 meeting of the Advisory Planning Commission were adopted.
 (McRuer / Douglas) CARRIED

2. DEVELOPMENT APPLICATION - Development Variance Permit 3510 12th Avenue

Lot 3, District Lot 1, Alberni District, Plan VIP6084 (PID: 001-314-009) Applicant: Mark Trowbridge

- The Manager of Planning summarized her report to the APC dated May 16, 2019.
- · The APC discussed the application as follows:
 - It was noted that the new R3 Small Lot Single Family Residential zone has a minimum front yard setback of 5 m (16.4 ft) and there are many properties zoned R3 in the surrounding area. Therefore the application is consistent with what is already permitted in other areas of the community.
 - APC members expressed their satisfaction with the application, noting that it is a positive addition to the property and the neighborhood.

Page 1 of 4



- The Manager of Planning noted that this applicant is positive because of its height and relative placement to the sidewalk. Sometimes the department receives inquiries about front yard decks and porches on the second story of a single family home, and those are not typically something the department would support for various reasons including the impact to the neighborhood.
- The applicant confirmed that their house a prewar home.

MOTIONS:

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:

Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Front Yard, from 7.5 m to 5.4 m, a variance of 2.1 m (6.9 ft) for the property located at 3510 12th Avenue and legally described as Lot 3, District Lot 1, Alberni District, Plan VIP6084 (PID: 001-314-009.

2. That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 93 for 3510 12th Avenue.

(Washington / McRuer) CARRIED

3. Review of Zoning Bylaw – Fence and Hedge Regulations

- The Manager of Planning summarized her report to the APC dated May 13, 2019.
- The APC discussed the application as follows:
 - It was asked how the City Planning Department could go about rezoning corridors to permit less sensitive uses, and encourage commercial, institutional, and higher density uses, to which the Manager of Planning provided three options:
 - o Through the OCP update, which is currently scheduled for next year
 - If directed by Mayor and Council to upzone/rezone corridors as a separate initiative
 - o Or as a consideration on a case-by-case basis as applications are processed
 - Questions were raised about what qualified as a side yard vs a front yard on a corner lot, and it was noted that the front yard is typically the side of the property that is less wide to provide a smaller frontage
 - Some discussion was had about how the Zoning Bylaw regulates fence height in relation to property grade, specifically when the property requires a retaining wall
 - Members of the APC thought that hedges are similar to fences and walls because they have visibility implications, and as such they should be regulated in the same fashion
 - o It was noted that some properties will be grandfathered (legally non-conforming) if changes are made
 - Some discussion was had about how a hedge is different from a tree, and it was noted that the definition of hedge was recently reviewed by staff/APC/Council and changes were made to provide clarification about what a tree was and what a hedge was
 - Hedge height is something that fire and police note as being important with regards to visibility, security, and safety

Page 2 of 4

- Most APC members acknowledge that our bylaws are relatively consistent with other municipalities. As the Manager of Planning included in her report, it was highlighted that this matter has come forward because bylaw enforcement for these matters have not yet been prioritized. Council has prioritized enforcement around other matters first, but if city beautification is deemed a priority of Council then these matters will likely receive more attention from bylaw enforcement. It was suggested that any changes to the Zoning Bylaw should be straightforward and not complex if the City expects compliance.
- O Since sometimes a property sits below natural grade the height of a fence/wall/hedge permitted would not effective for privacy screening in these instances. A friendly amendment to the motion was moved to include the following text at the end of section 6.7.4 "as measured from average natural grade".
- One member mentions that in Port Alberni many property owners have had free reign to do what they like, and the City hasn't been able to keep up. Bylaw enforcement was emphasized as an important tool the City should use for implementing the Zoning Bylaw regulations.
- o It was suggested that members of the public may not be aware of the Zoning Bylaw requirements and public education will be important for getting people to comply. The City should look for opportunities to educate the public on City bylaws and enforcement (i.e. using City Connect, utility bills, guidelines, infographics, videos, etc.).

MOTIONS:

- 1. That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with amending section 6.7.1, 6.7.2 and 6.7.4 of the Zoning Bylaw by removing the current text and adding the following:
 - **6.7.1** The height of a fence, hedge or wall shall be determined by measurement from ground level at the average grade level within 1 m (3.28 ft) of both sides of such fence, **hedge**, or wall.
 - **6.7.2** Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall. Where a fence is erected or placed above a retaining wall or within 1 m of a retaining wall, the maximum permissible height of a fence shall be reduced by half the height of the retaining wall.
 - **6.7.4** Fences, **hedges**, or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property, **as determined by measurement from ground level at the average grade level within 1 m (3.28 ft) of both sides of such fence, hedge, or wall**

(Douglas / Washington) CARRIED

- 4. <u>Update -</u> Manager of Planning have a status update on current projects.
 - Public Hearing held May 13th for 2940 Bellshill Road and 3512 Gagne Rd (a PLA is required before both rezoning applications can proceed)
 - Upcoming Public hearing scheduled for June 24th for 5189 Compton Rd
 - Development Permits for 4721 Johnston Rd. and for 4000 Burde St. (Portview Apartments) have been approved by Council
 - Staff have begun working on cannabis cultivation planning process (project timelime TBD)

Page 3 of 4

- RFP for Harbourview Lands has been reviewed by Council, some changes will be made before it is made public
- · Several rezoning and variance applications have been submitted in the past month
- Upcoming for June APC meeting:
 - o 4202/4238 8th Ave- Zoning Amendment application
 - o 4730 Cherry Creek Rd Development Variance application
 - o Update on the Cannabis Cultivation planning process and timeline
- 5. Other business No other business
- Adjournment The meeting adjourned at 1:05 p.m. The next regular meeting is scheduled for Thursday, June 27, 2019.

(Nichols / Washington) CARRIED

	1	
Davina Hartwell - City Clerk	Ken McRae – Chair	



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

TO:

Advisory Planning Commission

FROM:

Katelyn McDougall, Manager of Planning

DATE:

May 16, 2019

SUBJECT:

DEVELOPMENT APPLICATION - Development Variance Permit

3510 12th Avenue

Lot 3, District Lot 1, Alberni District, Plan VIP6084 (PID: 001-314-009)

Applicant: Mark Trowbridge

ISSUE

At issue is the consideration of an application for a Development Variance Permit (DVP). The applicant is seeking relief from the regulations of the Zoning Bylaw as it relates to front yard building setbacks, in order to permit the construction of a new porch.

BACKGROUND

The applicant wishes to construct a 6.8 m (22.3 ft) wide by 2.4 m (7.9 ft) deep porch attached to the front of the existing building. This will require a minor variance to allow relief from the front yard setback. The proposed porch would replace a small landing and projection of stairs located at the front entryway of the house. The porch (8 ft), stairs (2 ft), roof overhang/ eaves (2 ft) will encroach into the required front yard setback.

However, in accordance with section 6.12.1 of the Zoning Bylaw "*Projections*" the projection of steps into a front yard setback are not restricted, and the projection of eaves and gutters into a front yard setback are permitted up to 0.9 m (3ft). As proposed by the applicant, the projection of steps and eaves will not be required to be calculated as part the variance permit. The variance permit, if granted, would vary the front yard setback from 7.5 m to 5.4 m permitting an additional 2.1 m to the existing structure.

DISCUSSION

The Property

The property at 3510 12th Avenue is designated 'Residential' in the OCP and zoned 'R2 - One and Two Family Residential' in the Zoning Bylaw. The property is 12.2 m (40 ft) wide, and has a depth of 38.1 m (125 ft) giving it an area of 464.5 m² (5000 ft²). The existing building is a 1940s era home that is legally nonconforming with regards to the minimum frontage (12.2 m instead of 15 m). Parking is accessed from the rear lane off North Park Drive. There is no driveway access on 12th Avenue.

The 'Minimum Front Yard Setback' required by the Zoning bylaw is 7.5 metres (24.6 ft). If the variance is granted to reduce the minimum front yard setback, the new front yard setback will be 5.4 m (17.7 ft). This is still greater than the minimum required front yard setback in the 'R3 – Small Lot Single Family Residential' zone, which is 5 m (16.4 ft).

The intent of the 'R2 – One and Two Family Residential' zoning designation is to establish or maintain quiet, low density neighborhoods featuring single family and two family dwellings. In terms of land use and density, the variance is minor and the application will not impact what currently exists on the subject site.

Surrounding Area

The surrounding neighborhood is primarily single family residential to the north, east and west. One block east from the subject property, along Anderson Ave, a master planned community is currently being developed to include a mix of low, medium and high density residential options including rental apartments, townhomes and patio/garden homes. To the south of the property is North Park Drive and Dry Creek Ravine Park. The variance, as proposed, does not pose any adverse impacts on the surrounding uses.

Along 12th Avenue near the subject property most homes appear to have been constructed in the same era, are typically one or two storeys high, and have similar building characteristics. For example, several homes have stairs that go up to a small outdoor landing near the front entranceway, but currently none of the other homes on this part of the street have a large porch in the front yard. Certain styles of porches are usually an attractive addition to the front of a single family home, specifically when restricted to a certain height near street level.

Site Plan

The applicant has proposed to construct a new 2.4 m (7.9 ft) deep porch attached to the front of existing building. An extra 0.6 m (2 ft) for the roof overhang/eaves, and an extra 0.6 m (2ft) will also be included, but both aspects are permitted projections in a front yard setback.

The front yard setback to the existing foundation is 7.8 m (25.5 ft), which exceeds the required setback of 7.5 m by 0.3 m. The finished setback for the covered extension is 3.6 m (12 ft). The total extension to the front of the house, excluding steps and eave projections, would be 2.4 m (7.9 ft). The encroachment into the Front Yard Setback is 2.1 m (2.4 m minus 0.3 m). The variance permit required is for a minimum front yard setback of 5.4 m.

Existing Required Proposed T Front Yard Extension		·	Required Variance for Construction	New Front Yard	
7.8 m (25.5')	7.5 m (24.6')	3.6 m (12')	2.1 m (6.8')	5.4 m (17.7')	

The subject property is 12.2 m (40 ft) wide, and has a depth of 38.1 m (125 ft) giving it an area of 464.5 m² (5000 ft²). The allowable maximum lot coverage in the R2 zone is 40%. The total lot coverage of the building with the proposed new porch structure equates to 28%, well below the zoning requirement. The porch structure will contribute to an increase in site coverage from 116.4 m² (1254.3 ft²) to 132.76 m² (1429 ft²), a total increase of 174 ft² which is 3% of the total proposed future site coverage.

Planning Context

Sometime after World War II the front porch became an architectural feature of the past, and many new single family home developments adopted a new style that placed preference on private space. Suburbanization permitted new larger lots with large back yards. Garages/carports became a popular feature for many homes, and these were often placed at the front of a house replacing the front porch or the need for a large walk-in entrance.

However, around the 1980s the popularity of the front porch began to rise again with the emergence of "New Urbanism" planning and design theory. New Urbanism is strongly influenced by urban design practices that were prominent up until World War II, and the central values focus on building a sense of community through design, and developing these communities in a sustainable fashion.

According to New Urbanists there are many positive functions that a front porch serves, including aesthetic, safety, and social purposes. Front porches contribute to the social fabric of vibrant and attractive neighborhoods. Porches built just above the street level can help improve neighborhood safety by enhancing natural surveillance, a key CPTED (crime prevention through environmental design) principle. People spending time on a front porch help promote casual observation of the surrounding area, which discourages undesirable activity. This in turn translates to a more walkable and pedestrian friendly community overall.

The style of development on the subject property and in the surrounding neighborhood is fairly consistent with design principles commonly praised by New Urbanists. For example, placing buildings close to the street and placing parking to the rear of buildings accessed by an alley are key design features here. As such, the addition of a front porch for the subject property would likely appear consistent with the architectural style of the neighborhood.

In future, the Planning Department may wish to review the Zoning Bylaw to consider how to better enable similar styles of front porches. Doing so could help contribute to the goals of the City's Official Community Plan by creating neighbourhoods that are safe, walkable, and connected.

CONCLUSION

The applicant requires a minor variance to reduce the front yard building setback from 7.5 m to 5.4 m in order to facilitate the construction of a front porch. The variance required would permit an additional 2.1 m (6.9 ft) of building into the front yard setback, which would otherwise be encroaching. As proposed by the applicant, the projection of steps and the roof overhang/eaves will not be required to be calculated as part the variance permit.

Planning staff are of the opinion that the variance to the front yard setback is appropriate and in keeping with the character of the street. The proposed porch would enhance the design quality of the existing structure, adding to the streetscape, and enhancing the opportunity for social connection in the neighborhood. Similar types of porches are a common architectural element on single family homes. Furthermore, only a small portion of the front yard would be used. The size of the porch ensures the retention of a suitable amount of front yard space.

In terms of land use and density, the variance application will not impact what currently exists on the subject site. The Planning Department is satisfied that the front yard setback variance for the proposed porch maintains the general intent and purpose of the Zoning

Bylaw. The requested variance will also meet the requirements to issue a Building Permit. As such, the Planning Department supports the variance application for 3510 12th Avenue.

RECOMMENDATIONS

The Planning Department recommends:

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:

Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Front Yard, from 7.5 m to 5.4 m, a variance of 2.1 m (6.9 ft) for the property located at 3510 12th Avenue and legally described as Lot 3, District Lot 1, Alberni District, Plan VIP6084 (PID: 001-314-009.

2. That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 93 for 3510 12th Avenue.

Respectfully submitted,

Katelyn McDougall, M.Urb

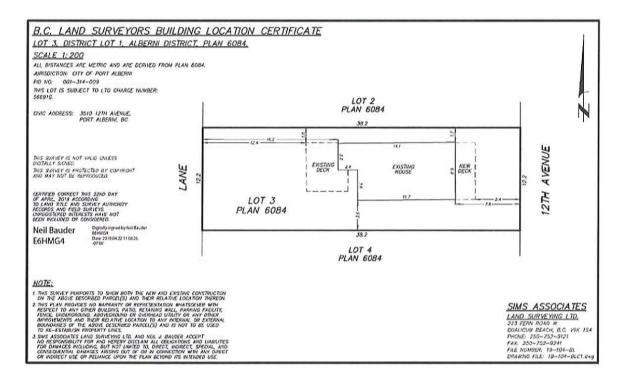
Katelyn McDougall

Manager of Planning

SITE MAP:

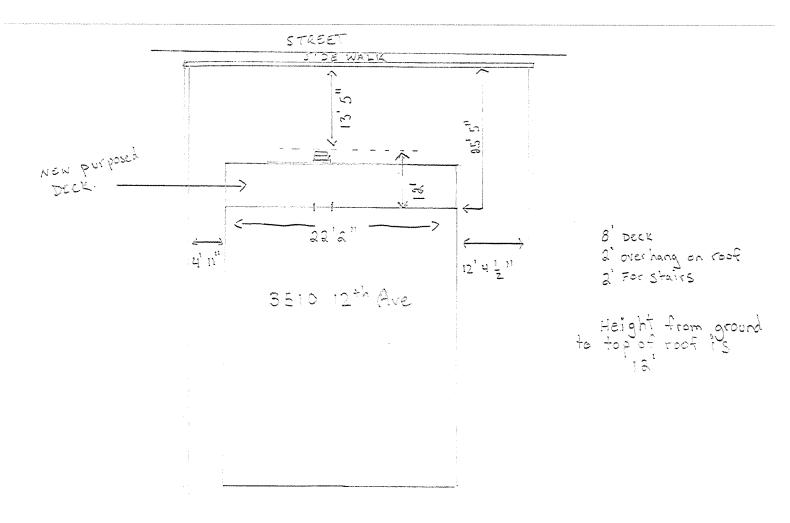


SURVEY SITE PLAN:



STREET VIEW:





CITY OF PORT ALBERNI DEVELOPMENT VARIANCE PERMIT NO. 93

WHEREAS, pursuant to Section 498 of the *Local Government Act, RSBC 2015*, on application of an owner of land, a local government may, by resolution, issue a Development Variance Permit that varies, in respect to the land covered in the Permit, the provisions of a Zoning Bylaw adopted under Part 14 of the *Local Government Act*.

Authorization is hereby granted to **M. Trowbridge** for development on land legally described as 'Lot 3, District Lot 1, Alberni District, Plan VIP6084 (PID: 001-314-009)' and located at **3510 12th Avenue**, as outlined on the Schedule A map attached, to:

1. Vary Section 5.12.2 R2 One and Two Family Residential Minimum Setbacks, Front Yard, from 7.5 m to 5.4 m, a variance of 2.1 m (6.9 ft) for the property located at 3510 12th Avenue and legally described as Lot 3, District Lot 1, Alberni District, Plan VIP6084 (PID: 001-314-009).

In accordance with the provisions of Section 498 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on Month Day, 2019.

This	Permit	is	issued	under	the	Seal	of	the	City	of	Port	Alberni	on	Month	Day,
2019).								Ā						

Mayor	Clerk	

SCHEDULE A TO DEVELOPMENT VARIANCE PERMIT NO. 93

4 3556 3546 3520 3520 3520 AM 2 AM 4 9259 4209	3 3565 3557 3549 3541 3533 3525 3517 3503 4 6	3 3558 6 3546 9764 7 3550 8 3548 9 3542 10 8 3534 7 3530 6 3522 6084 1 318	7 8 9 10 1 2 3 4 5 6 6418 7 8 3551 3551 3541 3535 3531 3525 3521 3515	ANDERSON AVE.
SUBJE	ECT PROPERTY	2 3510 3506 3502 4 24560 A 24581 PK.	12TH AVE.	



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

TO:

Advisory Planning Commission

FROM:

Katelyn McDougall, Manager of Planning

DATE:

May 13, 2019

SUBJECT: Review of Fence and Hedge Zoning Bylaw Regulations

ISSUE:

The Planning Department has been directed to review the City of Port Alberni's Fence and Hedge regulations as contained in the Zoning bylaw.

BACKGROUND:

Recently, an application for a Development Variance Permit to increase the height of a fence in a front yard setback at 3541 10th Avenue was reviewed by the Advisory Planning Commission.

In reviewing this application, it was brought to the City's attention that many other non-conforming fences are located throughout the city. With limited staff capacity the bylaw department works primarily on a complaint basis, except with matters that have been deemed a priority that the City then proactively enforces. To date, the bylaw department has not been directed to prioritize enforcing height restrictions on front yard fences and hedges.

In response to the DVP application, the Advisory Planning Commission asked that staff undertake a review the provisions for fences and hedges in the Zoning Bylaw with special attention to arterial roads, corner lot visibility, height, and materials and design. Council also endorsed a review of the Zoning Bylaw's definition and general provisions for fences and hedges.

Staff conducted a review of the fence and hedge regulations in five other municipalities to compare them to Port Alberni (see attached table for comparison). The following report provides a summary of those findings, some discussion of the rationale for regulating fence and hedge heights, and staff's recommendations.

DISCUSSION:

The following definitions of fences and hedges are outlined in the City of Port Alberni's Zoning Bylaw:

FENCE means a structure used as an enclosure, boundary or screening around all or part of a lot.

HEDGE means an arrangement of shrubs or low-growing trees that are closely planted in a strip and intended to be maintained at a certain height, used to mark a boundary or enclose or screen an areas of land. Does not include vegetation, foliage, or trees naturally occurring on a property.

With regards to Zoning Bylaw's General Regulations (which apply everywhere in the City, and are not specific to a particular zone), the following provisions are outlined in section **6.7 Fences and Hedges**:

- **6.7.1** The height of a fence, hedge or wall shall be determined by measurement from ground level at the average grade level within 1 m (3.28 ft) of both sides of such fence or wall.
- **6.7.2** Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall.
- 6.7.3 Fences, hedges or walls not greater than 1.25 m (4.1 ft) in height are permitted within a required front yard.
- **6.7.4** Fences or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property.
- **6.7.5** In the C3 and M zones, fences or walls not greater than 2.5 m (8.2 ft) in height are permitted between the front lot line and the front of the primary building on the lot.
- **6.7.6** Open mesh or chain link fences not greater than 3.7 m (12.1 ft) in height are permitted anywhere on cemeteries, public playgrounds, parks, playfields, school areas or in any M zones.
- 6.7.7 Notwithstanding 6.7.1 through 6.7.6, all fences, hedges and walls are subject to the provisions of 6.5.
- **6.7.8** There shall be fencing having a minimum height of 1.85 m (6.0 ft) and a maximum height of 2.4 m (8.0 ft) around open swimming pools.

The fence and hedge regulations have been created to serve both the property owner and the community as a whole. The intent of these bylaws places a focus on safety (especially vision clearance at corners), access to view, and to degree community and neighborhood aesthetic.

Certain aspects of section 6.7 Fences and Hedges are reviewed below, with comparison to the approach of other nearby municipalities when available.

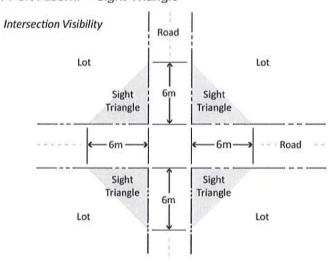
Visibility at Intersection

A provision regulating vision clearance at street intersections is common within most zoning regulations, and can be found within the City of Port Alberni's Zoning Bylaw. The main difference among sight triangle provisions are height limits, setback distances, and the method of determining setback distances.

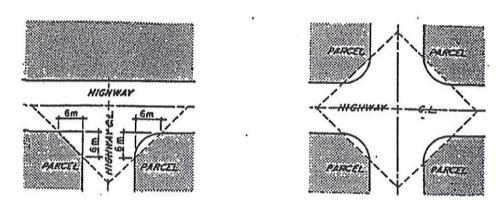
Sight visibility is defined differently in each of the municipalities that staff reviewed. The City of Powell River's was the most complex. The triangular area defined by Port Alberni and Parksville compare in terms of size, however the method used to determine the setback starting point are

different (see image below). Nanaimo's site triangle is slightly larger in size. Campbell River did not mention of a sight triangle in their bylaw. Both Victoria and Powell River use a projected "line of vision" to center line of roadway to define their site triangle. A comparison of heights permitted within the sight triangles (excluding Campbell River) reveals that Port Alberni is the least restrictive at 1.25 m and Parksville is the most restrictive at 0.5 m.

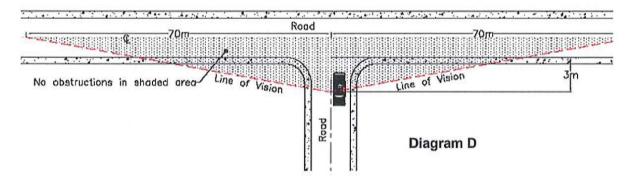
City of Port Alberni - Sight Triangle



City of Parksville - Sight Triangle



City of Powell River - Line of Vision



Arterial Streets:

Arterial streets are the most travelled roads in a community, making them the most visible streets in any given city. For residential properties located a long an arterial road fences and hedges can be used to create a shield or buffer against noise and air-borne materials, which in turn can help a residential property have a more protected and usable yard.

These main arteries also present a strategic land use planning opportunity to encourage a gradual transformation from lower density to more compact, mixed-use, pedestrian-oriented patterns of development. It is important to foster pedestrian friendly streetscape along major arterial roads to reflect a positive impression of Port Alberni for both visitors and local residents. Provisions made to regulate the height of fences and hedges along main arterials should keep these factors in mind.

One possible strategy for managing residential livability along major arterial roads would be to consider rezoning the land adjacent to these corridors. Densification along these routes could be approached in a way that would remove ground level housing, replacing it with less sensitive land uses such as commercial, institutional, and other spaces, while also providing residential units higher above the street level. These types of developments would also serve as a noise barrier for residential homes located behind them, eliminating a need for noise fencing. Increasing mixed-use development and residential densification along corridors though an integrated land use and transportation approach would also help encourage travel by non-vehicular modes.

While the City of Port Alberni should address the need for noise/debris reduction for homes located along arterial roads, the Planning Department would encourage minimizing the use of fencing and hedges for this purpose as there are other alternative methods of achieving noise attenuation along arterial roads. The City could develop guidelines to ensure that fencing is complementary to the surrounding environment (minimizing the adverse aesthetic impacts) if fencing is the only option for noise attenuation along an arterial road. Currently no such guidelines exist. If developed, they could include the following:

- Specific aesthetic guidelines for noise attenuation fences
- A combination of soft and hard landscaped features (complementary landscaping)
- Complimentary palette of colors, material, forms, and motifs
- Location and placement (i.e. no further than 0.3 m from a lot line)
- Height regulations and articulation

Materials and Design

Typically if a Zoning Bylaw regulates fence material it is for the purpose of alleviating risk to members of the public by banning unsafe materials. Examples of materials banned in most urban environments include barbed wire, electrified fencing, or fences with spikes. In instances where fencing material is used to prevent intrusion (like barbed wire) the fence must be adequate height (8 ft) above the ground. Sometimes barbed wire must face away from the side of the fence that fronts on a sidewalk or other public way to prevent projections that might cause injury to members of the public.

Currently, the City has minimal regulations in the Zoning Bylaw with regard to fence materials and design. While the desire to control unattractive fences is in the best interest of the community, the City must ensure a fair and practical approach to the Zoning Bylaw that is not overly restrictive.

Deterioration fencing materials and non-uniform fencing styles may be challenging to regulate and mitigate through the Zoning Bylaw, but could be reviewed and addressed through the City of Port Alberni's Property Maintenance Bylaw.

Height Restrictions

One of the most common aspects of a fence or hedge to be regulated by a Zoning Bylaw is the permitted height (based on location in front, side, and rear yards). Across the different regulations that staff compared there is a high level of consistency with regards to height permitted in the front yard setback. Heights permitted within a rear yard setback vary from 1.8 m to 2.5 m. Fence heights permitted in the side yard setbacks of each community are typically harmonized with permitted heights in front and rear yard setbacks. The height of a fence permitted in a front yard is typically lower for safety purposes and to ensure a view to the property from the street.

The City of Port Alberni's Fence and Hedge height regulations are designed to accomplish the following benefits for the community as a whole:

- 1. Promote a sense of community, walkability, and contact between residents and to present a welcoming and attractive streetscape that is attractive to both visitors and residents alike.
- 2. Support the House Numbering bylaw (Bylaw No. 3297) which requires numbering to be placed on a residence in a manner such that Emergency Response calls are not impeded due to lack of visibility from the street.
- 3. Promote public safety through the use of C.P.T.E.D. (*Crime Prevention Through Environmental Design*) principles as used by the R.C.M.P. when reviewing development and land use proposals. To improve household security low/open style fences are encouraged.
- 4. Provide a community image and aesthetic that is supportive and attractive to those who wish to improve upon and invest in Port Alberni. Not all investment can be said to be healthy investment. Both the Official Community Plan and Strategic Plan recognize the power that an attractive image and aesthetic hold to attract healthy investment to the community.

In some municipalities, fences that have slats/openings/lattice large enough to create a certain amount of opaqueness may be permitted to a higher height. For example, the City of Victoria created a Fence Bylaw which states that:

- (1) A fence that is constructed on a parcel of land that is zoned for other than residential use must not exceed a height of 1.83 m.
- (2) Subsection (1) does not apply to a fence that (a) is constructed of wire, strands, vertical iron, 15.24 cm spaced pickets or lattice with
 - (i) at least 75% open space in the fence design; and
 - (ii) a height not exceeding 2.13 m.

If the City of Port Alberni decides to consider a similar approach the main objective should be to accommodate an increase in the height of a fence – within certain limits – if and only when a defined amount of open space/transparency (to be clearly defined in the Zoning Bylaw) is met. However, these types of openness provisions can be difficult to enforce and are not recommended by staff.

In addition to fences, the height of walls and hedges are regulated by the Zoning Bylaw because these obstructions are similar to fences. In Port Alberni hedge (and wall) heights appear to be regulated in a manner consistent with fence heights. This is similar in some communities, while other communities choose to regulate hedges within other bylaws (i.e. Property Maintenance Bylaws).

In Port Alberni, within a front yard setback, fence, hedge, and wall heights are regulated consistently to achieve the same objectives. It should be notes that only the height of a fence or a wall is regulated within the side and rear yard, meaning hedges can grow to whatever height if located in the side or rear yard. The City may wish to consider amending section 6.7.4 to include hedges. Section 6.7.4 currently states:

Fences or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property.

Finally, with regards to height, the City may wish to further consider reviewing section 6.7.2 of the Zoning Bylaw which states that:

Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall.

The implications of this are that a retaining wall (also currently not regulated in height) can be built with a fence on top. The City of Vancouver provides us with one possible solution to consider:

Where a fence is erected or placed above a common boundary retaining wall or within 1.0 m of a common boundary retaining wall, the maximum permissible height of a fence shall be reduced by half the height of the retaining wall.

The City of Nanaimo defines a retaining wall as part of the fence itself, which consequentially regulates the height of the two things even when combined. The City of Powell River similarly defines the portion of a retaining wall which projects above the surface of the ground to be considered as part of a fence.

CONCLUSIONS:

It is common for local governments to regulate fences and hedges. Often fence regulations are created to serve both the property owner and the general public. Zoning bylaws usually specify height and sometimes detailed design criteria for fences. Fence height is an important consideration in municipal planning as it affects the visual character of a street, or can interfere with views, and limit visibility of a property. Front yard fence heights generally have to be low to maintain visibility, while rear yard and side yard fences are allowed to be slightly taller in height. Hedges are usually addressed in fence regulations, subject to setback and other restrictions, in addition to height.

When considering this matter, it is important to remember the primary purpose of the Zoning Bylaw, which is:

For the City, it provides the regulations for land use and helps the community develop according to its values and goals, as contained in the Official Community Plan and other plans that have been adopted by Council.

 For Port Alberni residents, it provides a level of comfort about what types of activities (land uses) and structures (types of housing or other buildings) might occur in their neighbourhood.

Overall the current regulations for fences and hedges are consistent with most other communities, and meet the goals of the OCP. Minor amendments to the Zoning Bylaw could be considered to address the following matters:

- Restricting the height of fence on top of a retaining wall
- Restricting the height of hedges in rear yards

Another option that would need further consideration and review of the Zoning Bylaw would be to permit an increase in height to front yard fences if a certain level of openness is achieved, as is the approach the City of Victoria has taken with their Fence Bylaw.

The outstanding issue at this point in time is not that the City of Port Alberni's regulations are overly restrictive or unfair, but that we have not *yet* prioritized enforcement in effort to uphold and ensure compliance with the Zoning Bylaw.

RECOMMENDATIONS:

The following resolutions are proposed:

- 1. That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with amending section 6.7.2 and 6.7.4 of the Zoning Bylaw by removing the current text and adding the following:
 - **6.7.2** Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall. Where a fence is erected or placed above a retaining wall or within 1 m of a retaining wall, the maximum permissible height of a fence shall be reduced by half the height of the retaining wall.
 - **6.7.4** Fences, **hedges**, or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property.

Respectfully submitted,

Katelyn McDougall, M.Urb

Manager of Planning

Katelyn McDougall

J:\Engineering\Planning\Reports\Research\Fence\FenceAndHedgeHeights\FenceAndHedgeHeightReview.doc

Community	Height in Front Yard	Height in Rear Yard	Height in Flanking Side Yard	Site Triangle	Height permitted Inside Site Triangle	Ornamentation	Retaining Walls	Hedge Heights	Comments
Port Alberni	1.25 m (4.1 ft) in Front Setback		1.2 m - 1.8 m as permitted within FY and RY setbacks.	6.0 m	1.25 m (4.1 ft)	Included in fence height		As per permitted fence heights.	House Numbering Bylaw - Emergency Response requires visibility.
Nanaimo	1.2 m for most residential zones	,	1.2 m - 1.8 m as permitted within FY and RY setbacks.	7.0 m	1.2 m		height regs. Retaining wall ht is included in	Heights of hedges / trees / landscaping are not applicable to fence height regulations	
Parksville	1.2 m in Front setback		1.2 m - 2.0 m as permitted within FY and RY setbacks.	6.0 m	0.5 m	Not specifically mentioned. Assumed included in fence helght.			
Campbell River	1.2 m in Front setback		1.2 m - 1.8 m as permitted within FY and RY setbacks.	N/A	N/A	Not specifically mentioned. Assumed included in fence height.			Chain Link not permitted in Front Ya setback
Powell River	1.2 m in Front setback	,	1.2 m - 2.0 m as permitted within FY and RY setbacks.	3.0 m - line of vision as per bylaw	1.0 m	1		Regulated by Property Maintenance Bylaw - Must be trimmed and pruned.	
Victoria	1.22 m in Front setback		1.2 m - 1.83 m as permitted within FY and RY setbacks.	3.0 m - line of vision as per highway access bylaw	Not permitted	Not specifically mentioned. Assumed included in fence height.	Not mentioned in Fence bylaw		Height not exceeding 2.13 m is permitted if fence design is at leas 75% open space

CITY OF PORT ALBERNI

BYLAW NO. 4992

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

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

1. Title

This Bylaw may be known and cited for all purposes as "Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992"

2. Zoning Bylaw Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended as follows:

- 1) By **deleting** the following text under Section **6.7 Fences and Hedges:**
 - a) "6.7.2 Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall."; and
 - b) "6.7.4 Fences or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property."
- 2) By adding the following text under Section 6.7 Fences and Hedges:
 - a) "6.7.1 The height of a fence, hedge or wall shall be determined by measurement from ground level at the average grade level within 1 m (3.28 ft) of both sides of such fence, hedge, or wall.
 - b) "6.7.2 Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall. Where a fence is erected or placed above a retaining wall or within 1 m of a retaining wall, the maximum permissible height of a fence shall be reduced by half the height of the retaining wall."; and
 - c) "6.7.4 Fences, hedges, or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property as determined by measurement from ground level at the average grade level within 1 m (3.28 ft) of both sides of such fence, hedge, or wall."

READ A FIRST TIME THIS DAY OF , 2019.

READ A SECOND TIME THIS DAY OF , 2019.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2019.

READ A THIRD TIME THIS DAY OF , 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor	Clerk



June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

Resiliency and Change, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at https://ubcmreg.gov.bc.ca/ (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan

Premier







June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: MAH Minister's Meeting and submit it to the Ministry of Municipal Affairs and Housing before July 17, 2019. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,

Selina Robinson

Minister

pc:

Honourable John Horgan, Premier

Arjun Singh, President, Union of British Columbia Municipalities

Ministry of Municipal Affairs and

Office of the Minister

Mailing Address: PO Box 9056 Stn Prov Govt Victoria BC V8W 9E2

Phone: 250 387-2283 250 387-4312 Parliament Buildings Victoria BC

Location:

Room 310

www.gov.bc.ca/mah



JUN 2 0 2019
CITY OF PORT ALBERNI

Follow up letter re: May 27, 2019 AV Minor Lacrosse delegation to Port Alberni City Council

Dear Mayor and Council.

On behalf of the Alberni Valley Minor Lacrosse Association I would like to thank Mayor and Council for the opportunity we were provided at the May 27, 2019 City Council Meeting to share with you some of the history of Lacrosse in the Alberni Valley.

We are following up with council today on the status of our May 27 delegation request for your consideration of appointing a City Council Liaison to the AV Minor Lacrosse file.

We would also like to take this opportunity to invite city council representatives to attend the upcoming AV Minor Lacrosse 2019, year end awards wrap up on Wednesday July 3 upstairs at the Alberni Valley Multiplex from 530pm-730pm. Pizza will be served for dinner.

We look forward to city councilors participating as guests at our year end event and we look forward to council's response to our AV Minor Lacrosse liaison request.

Thank you

On behalf of the Alberni Valley Minor Lacrosse Association

Larry Ransom

floorallocator@albernilacrosse.ca

Cell: (250)720-1048

Alberni Valley Minor Lacrosse Association PO Box 1064 Stn Main Port Alberni, BC V9Y 7L9





MAY 2 9 2019

Her Worship Mayor Sharie Minions City of Port Alberni 4850 Argyle Street Port Alberni BC V9Y 1V8

Reference: 285160

Dear Mayor Minions,

Re: Bamfield Road

Premier John Horgan has asked me to respond on his behalf to your letter regarding Bamfield Road.

I recognize the importance of this road to the Huu-ay-aht First Nation, as well as to the City of Port Alberni. The Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation, and I had a positive meeting with the Huu-ay-aht First Nation last fall that included a constructive dialogue on possible options and solutions for the corridor.

As you may know, the ministry has a long-standing agreement with the logging companies who own the greater balance of this road. We provide supplementary funding of approximately \$452,000 annually, and they are ultimately responsible for ensuring the route is maintained.

Ministry staff have also reached out to the Huu-ay-aht First Nation and are providing our technical expertise and assistance to them while they undertake engineering investigation for improvements and hard surfacing of Bamfield Road. This information will inform the Huu-ay-aht First Nation on the level of investment required to hard surface the road and help them to seek out potential funding partners.

Please do not hesitate to contact the ministry's local District Manager, Michael Pearson, should you have any questions or concerns. He can be reached by telephone at 250 751-3287 or by email at Michael.Pearson@gov.bc.ca and would be pleased to assist you.

.../2

Thank you again for taking the time to write.

Yours sincerely,

Claire Trevena Minister

Copy to:

Premier John Horgan

Honourable Scott Fraser

Minister of Indigenous Relations and Reconciliation

MLA, Mid Island-Pacific Rim

Michael Pearson, District Manager

Vancouver Island District



Office of the Mayor

CITY OF PORT ALBERNI

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

Fax: 250-723-1003

Premier John Horgan PO Box 9041 Stn. Prov. Govt. Victoria BC V8W 9E1

Dear Premier Horgan,

I am writing to express support for proposed improvements to Bamfield Main (the gravel road between Port Alberni and Anacla/Bamfield). Road improvements are being actively sought by the Huu-ay-aht First Nation and the community of Bamfield.

The City of Port Alberni is centrally located among Nuu-Chah-Nulth territories and coastal communities. As the largest city and commercial hub of the region Port Alberni is the primary gateway to Bamfield. Port Alberni is also the chosen location of the Nuu-Chah-Nulth Tribal Council business offices and satellite offices of several First Nations.

In recent years, Bamfield Main has seen a steady increase in industrial traffic and tourism traffic. Huu-ay-aht and Bamfield residents who maintain homes, employment or businesses in Port Alberni are heavily dependent on Bamfield Main. In its current condition, a journey on Bamfield Main is often unsafe and unpredictable, resulting in accidents, injuries, damage to vehicles or restricted access.

The potential for the southern shores of the Barclay Sound to develop into a significant economic driving force in the region is limited only by the eighty kilometer unpaved road between Port Alberni and the Anacla/Bamfield area. An investment in road improvements on Bamfield Main will result in significant growth and economic prosperity for the region. That growth will be accelerated by the stewardship of the Huu-ay-aht, a modern treaty First Nation.

As Mayor of the City of Port Alberni, I welcome any discussions around potential upgrades to Bamfield Main and encourage the Province to seek opportunities for these improvements in a timely manner in order to better serve the citizens and visitors of our burgeoning region.

Sincerely, CITY OF PORT ALBERNI

Sharie Minions Mayor

cc. Chief Councilor Robert Dennis, Huu-ay-aht First Nation Minister Claire Trevena, Ministry of Transportation and Infrastructure MLA Scott Fraser

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Ron Corbeil: Report to City Council - June 24, 2019

On behalf of the Port Alberni City Council I attended:

- 1. June 6, 2019, I attended the Alberni Valley Learning Centre meeting. Positive cash flow of \$471,000.00
- 2. June 11, 2019, I attended the Community Forest Conference in Mission.
- 3. June 12, 2019, I toured the Mission TFL.
- 4. June 14, 2019, I attended the Community Forest Association AGM.
- 5. June 19, 2019, I attended (briefly) a meeting with the Alberni Valley Community Forest board and Mayor Minions regarding dividend to the city. Along with Councillor Haggard met with Mayor Minions. Met with the Citizens on Patrol (COPS) group.

Councillor Report

For June 24, 2019

Councillor Debbie Haggard

June 5, 2019 – I participated in Tim Horton's Camp Day. It was a great morning helping out for a great cause. Thank you to Dani for helping out a "rookie" and thank you to Scott for being such a great partner. We made a great sales team! And a special thank you to all of the patrons of Tim Horton's for supporting such a worthy cause. I am looking forward to returning next year.

June 5, 2019 - I met with Reana Miller, Special Projects, from the Alberni Valley Chamber of Commerce to discuss initial planning stages of the upcoming Women's Business Forum. Stay tuned for more details as the planning progresses.

June 12, 2019 – I attended the Alberni-Clayoquot Regional District Board meeting. Topics discussed were Organics Diversion and Alberni Valley and Regional Transportation. The ACRD board and Staff will be invited to the City's COW meeting on transportation. This is an important issue that we need to work closely together on in order to offer alternative methods of transportation to our populace.

COUNCILLOR ACTIVITY REPORT RON PAULSON, CITY CONCILLOR

- 1. June 19/19 Advisory Traffic Committee Meeting
 - a. A review of concerns and recommendations from Cycle Alberni was reviewed.
 - i. It was suggested that a Committee be struck to review the Stamp Avenue from Redford to Roger bike trail/lane possibilities. This stretch is still considered an extreme situation for cyclists.
 - ii. It was suggested from a citizen that the City endeavor to remind the general public about speed limits in our community, on main roads, residential areas and including school zones.
 - iii. Discussion with regard to surveillance cameras at major intersections to monitor incidents and to have record of incidents for review by police, emergency services and public works.
 - iv. A discussion with regard to lower Johnson Road and the lack of visibility of the crosswalks at all intersections here. Bump outs were again discussed.
- 2. June 19/19 On a personal note, I have had a medical journey as of late and my recovery is progressing extremely well. THANK YOU TO ALL THOSE PEOPLE THAT HAVE EXPRESSED THEIR SUPPORT THROUGH THIS PROCESS.

Council report Submitted 19 June 2019

8am, 11th June 2019 - attended Uptown Merchants Association meeting - discussed the ins and outs of the cruise ship visit. Discussed mission statement and purpose of the association.

Helen Poon Councillor, City of Port Alberni

Council Report

29th May Alberni Valley Committee Meeting Transit expanding hours for Bus and Handy Dart in September Feasibility study for transit options involving First Nations, School Board, City, and ACRD

30th May

Rainbow Gardens

Building expansion completion first week of July. Furniture, equipment has been ordered. Sidewalks, fences, and finishes are being finalized. Rainbow is waiting for the geo-technical report for the land in the gully for the next part of the expansion. Expansion of the dining room is underway including new offices. Rainbow Gardens is looking for staff – LPNS.

June 10th Regular Council Meeting

June 12th

ACRD Board Meeting

Approved the Annual operating agreement with Transit. Board approved to proceed with phase two of the ACRD Electoral Area Transit Feasibility Study and engage the local public, First Nations, and School District No. 70 on draft service options.

ACRD voted on an Outdoor Burning Smoke Control Bylaw which will be referred to the Ministry of Environment, Island Health and Port Alberni Air Quality Committee for consideration. Board asked ACRD Staff to draft two Bylaws to regulate the emission of smoke from residential burning within the Regional District.

June 12th
ACRD Regional Hospital Meeting
Alberni Clayoquot Continuing Care Society – Shortage of Staff

June 13th Meeting with Mayor

Various meetings/calls with residents

Respectfully Submitted

Cindy Solda City Councilor Port Alberni 19th June 2019

JUNE COUNCILLOR REPORT - DAN WASHINGTON

June 05- Heritage Commission

Meeting was quick to allow us to take part in the sponsor thank you event for the Franklin Exhibit. Sponsors were given gifts as thanks from Gareth and Shelley. Details of our meeting will be in our next agenda package. Last meeting until September.

June 08- Gyro Installation

Chris and I attended the 75th Annual Installation of Officers on behalf of the Mayor. Congratulations to newly installed President Dan Mihaychuk and his slate of officers and directors. It was great to see such an energetic club based in Port Alberni. We felt very welcome and enjoyed the evening.

June 10- Regular Council Meeting(s)

June 12- A.D.S.S. Scholarship and Bursary Awards Presentation

Principal Rob Souther was the Master of Ceremonies for the evening. Rob told us that the bursaries and scholarships awarded that night totaled nearly \$17000.00 Congratulations to the students.

June 13- Meeting with the Mayor

Met with Mayor Minions and Councillor Solda to discuss what's happening in our fair City.