
AGENDA - REGULAR MEETING OF COUNCIL
Monday, May 13, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on April 22, 2024 be adopted, as presented.

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **City of Port Alberni 2024 – 2028 Financial Plan | Q & A Follow up** - Page 13
Report dated May 3, 2024 from the Director of Finance addressing outstanding inquiries related to the Financial Plan Q&A Summary.

THAT Council receive the report titled "City of Port Alberni 2024 – 2028 Financial Plan | Q & A Follow up" dated May 3, 2024.

E. STAFF REPORTS

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

1. **Accounts**
THAT the certification of the Director of Finance dated May 13, 2024, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

F. BYLAWS

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

1. Zoning Bylaw Amendment | 5350 Margaret Street - Page 17

Report dated May 6, 2024 from the Development Services Planner requesting Council consideration for adoption of the proposed bylaw.

THAT “Zoning Amendment (5350 Margaret Street) Bylaw No. 5101” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5101.

2. Lane Closure Bylaw | 4th Avenue - Page 23

Report dated May 2, 2024 from the Director of Development Services/Deputy CAO requesting Council consideration for three readings of the proposed bylaw.

- a. THAT “City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024” be now introduced and read a first time.*
- b. THAT “City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024” be read a second time.*
- c. THAT “City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024” be read a third time.*

G. CORRESPONDENCE FOR ACTION

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

1. Alberni Valley Pride Society - Page 28

Letter dated April 28, 2024 from the Alberni Valley Pride Society requesting that the Pride flag be flown at City facilities during Pride Week.

THAT Council authorize flying the Pride flag at City Hall during Pride Week, May 27 – June 1, 2024 on behalf of the Alberni Valley Pride Society.

H. PROCLAMATIONS

1. Pacific Salmon Foundation | Wild Salmon Day - Page 29

Email dated April 24, 2024 from Pacific Salmon Foundation requesting a proclamation.

THAT Council on behalf of Pacific Salmon Foundation, proclaim June 1, 2024 as ‘Wild Salmon Day’ in Port Alberni.

2. **Save Your Skin Foundation | Melanoma and Skin Cancer Awareness Month** - Page 30
Email dated April 25, 2024 from Save Your Skin Foundation requesting a proclamation.
THAT Council on behalf of the Save Your Skin Foundation, proclaim the month of May 2024 as 'Melanoma and Skin Cancer Awareness Month' in Port Alberni.
3. **BC Rural Health Network | Hope Air Day** - Page 33
Email dated May 1, 2024 from BC Rural Health Network requesting a proclamation.
THAT Council on behalf of BC Rural Health Network, proclaim June 17, 2024 as 'Hope Air Day' in Port Alberni.
4. **Theatre BC | North Island Zone Drama Festival Week** - Page 37
Letter dated May 7, 2024 from Portal Players' requesting a proclamation.
THAT Council on behalf of Portal Players', proclaim the week of May 20, 2024 as 'North Island Zone Drama Festival Week' in Port Alberni.

I. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary** - Page 38
 - a. Ministry of Environment and Climate Change Strategy | Prevention of Non-Residential Packaging Waste Public Engagement Launch emails dated April 23 and May 9, 2024
 - b. Alberni-Clayoquot Regional District | News Release – Emergency Operations Centre Grant Award
 - c. Alberni-Clayoquot Regional District | Aquatic Centre Feasibility Study
 - d. Public Safety Canada | Renewal of RCMP Collective Agreement
 - e. Ministry of Public Safety and Solicitor General | Surrey Police Services Letters dated April 23 and May 3, 2024
 - f. National Police Federation | Surrey Police Services
 - g. Health Emergency Management, First Nations Health Authority and Island Health | Extreme Heat & Wildfire Smoke Resource Guides
 - h. District of Port Edward and Village of Pouce Coupe | Support for Senior's Advocacy Resolution submitted by the City of Port Alberni to AVICC
 - i. 2024 BC Winter Games | Participant and Medalist Counts by Community
 - j. District of Logan Lake | Support for Bill-34
 - k. Ministry of Emergency Management and Climate Readiness | Interim Indigenous Engagement Requirements Guidance
 - l. Alberni Valley Museum and Heritage Commission Minutes | April 3, 2024

J. REPORT FROM IN-CAMERA

Council releases for public consumption authorization for submission of a presentation on the Harbour View Lands through the Global Affairs 'Invest in Canada Showcase' taking place May 22, 2024.

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 170**
THAT the Council reports outlining recent meetings and events related to the City's business, be received.

L. NEW BUSINESS

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

1. **Personnel Standing Committee - Page 173**
Report dated April 26, 2024 from the Director of Corporate Services regarding the Personnel Standing Committee.

THAT Council dissolve the Personnel Standing Committee and further, rescind the 'Personnel Standing Committee Duties' policy.
2. **Deaccessioning Fuel Tank Cars - Page 184**
Report dated May 2, 2024 from the Director of Parks, Recreation and Culture requesting Council consideration to dispose of fuel tank cars.
 - a. *THAT Council for the City of Port Alberni approve up to \$10,000 for the disposal of three fuel tank cars and associated contents located at the Roundhouse with funds from Line 29911 Contingency Funds.*
 - b. *THAT Council for the City of Port Alberni amend the 2024 – 2028 Financial Plan by moving \$10,000 from Line 29911 – Contingency to Line 27530 – Industrial Collections for the remediation and disposal of the three fuel tank cars and associated contents located at the Roundhouse.*
3. **Traffic Advisory Committee | Recommendations from April 17, 2024**
 - a. *THAT Council direct staff to prepare a report outlining opportunities and associated cost implications for additional safety measures on Argyle Street between Anderson Avenue and EJ Dunn Elementary School.*
 - b. *THAT Council direct staff to prepare a report outlining traffic calming opportunities, including the installation of a four-way stop at the intersection of Lathom Road and Helen Street and further, that staff proceed with the installation of traffic counts in the area.*
4. **Welcome Sign | Enhancement - Page 225**
Report dated May 8, 2024 requesting Council consideration of an enhancement to the City of Port Alberni Welcome Sign.

THAT Council approve \$12,000 from the Reconciliation operating budget to enhance the City of Port Alberni Welcome Sign with Indigenous art.

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker. For those participating electronically, please use the 'Raise your Hand' feature.

N. ADJOURNMENT

That the meeting adjourn at PM.

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, April 22, 2024 @ 11:30 AM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola {Electronic Participation}
Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Culture
S. Darling, Director of Corporate Services
R. Macauley, Deputy Director of Finance
P. Deakin, Manager of Economic Development

Call to order: @ 11:32 a.m.

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

- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(d)** the security of the property of the municipality;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(l)** discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.

CARRIED

The meeting was adjourned at 1:35 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, April 22, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor C. Solda
Councillor T. Patola [Electronically]

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services | Recording Secretary
A. McGifford, Director of Finance
P. Deakin, Manager of Economic Development
B. McLoughlin, Manager of Planning
J. Pelech, Manager of Information Services

Gallery: 5

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include an item under 'New Business' L.5 | Hole in the Wall. The agenda was then approved, as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on April 8, 2024, and Special meetings held at 4:00 pm and 4:30 pm on April 15, 2024 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. MNP Chartered Accountants | 2023 Financial Statements

MOVED AND SECONDED, THAT the Auditor's Report and the 2023 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.

CARRIED | Res. No. 24-170

D. UNFINISHED BUSINESS

1. Western Vancouver Island Industrial Heritage Commission | Railway Operations Update

MOVED AND SECONDED, THAT Council direct staff to enter into a one-year agreement with the Western Vancouver Island Industrial Heritage Society to operate the Alberni Pacific Railway and amend the City's 2024 - 2028 Five Year Financial Plan to include \$113,935 in the capital budget and \$60,000 in the operating budget.

CARRIED | Res. No. 24-171

Councillor Dame recused himself at 2:12 pm due to his involvement in the original submission process.

2. **Welcome to Port Alberni Sign**

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve a slightly modified Welcome to Port Alberni sign and its installation at John Street and Johnston Road as per the staff report dated April 11, 2024, to be completed within the allocated Financial Plan amount of \$23,194.

CARRIED | Res. No. 24-172

Councillor Dame returned to the meeting at 2:18 pm.

E. STAFF REPORTS

1. **Accounts**

MOVED AND SECONDED, THAT the certification of the Director of Finance dated April 22, 2024, be received and the cheques numbered 154704 to 154776 inclusive, in payment of accounts totalling \$1,342,520.74, be approved.

CARRIED | Res. No. 24-173

2. **Broombusters Community Event**

Council announced a community-wide Broombusting event in conjunction with the Broombusters Invasive Plant Society on Saturday May 4th from 10:00 am to 12:00 pm at Echo Centre.

F. BYLAWS

1. **Tax Rates Bylaw**

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5104.

CARRIED | Res. No. 24-174

Councillor Dame recused himself from the meeting at 2:22 pm.

Councillor Patola raised a point of order on the basis that Councillors must declare their conflict of interest upon recusal. The Chair ruled that the recusal was out of order and confirmed the conflict of interest based on Councillor Dame's familial relationship with the applicant of 5350 Margaret Street.

2. **Zoning Bylaw Amendment | 5350 Margaret Street**

MOVED AND SECONDED, THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be now introduced and read a first time.

CARRIED | Res. No. 24-175

MOVED AND SECONDED, THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a second time.

CARRIED | Res. No. 24-176

MOVED AND SECONDED, THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a third time.

CARRIED | Res. No. 24-177

Councillor Dame returned to the meeting at 2:33 pm.

G. CORRESPONDENCE FOR ACTION

1. Riders of Alberni Valley | Support for a Land Use Agreement

MOVED AND SECONDED, THAT Council direct staff to prepare a letter to the Province on behalf of Riders of Alberni Valley in support of their application for a land use agreement to maintain and possibly build multi-use trails on Crown Land throughout the Maquinna trail system.

CARRIED | Res. No. 24-178

2. The Rotary Club of Port Alberni | Colour Fest

A member of the Rotary Club in attendance was invited by Council to speak to the event.

MOVED AND SECONDED, THAT Council authorize The Rotary Club of Port Alberni use of Blair Park/Kitsuksis Dyke Trail on Saturday, July 20, 2024 from 10:00 am to 3:00 pm for the purpose of a "Colour Fest" fundraiser event of which proceeds will be used to support local youth groups subject to the following conditions:

- signed agreement with the Parks, Recreation and Culture department;*
- consultation with all affected businesses/residents;*
- provision of standard liability insurance in the amount of \$5M [minimum].*

CARRIED | Res. No. 24-179

3. ADSS 2024 Parent Prom Committee | Use of City Streets

MOVED AND SECONDED, THAT Council authorize the ADSS 2024 Parent Prom Committee access to City streets on Saturday, June 22, 2024 from 5:00 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. to Roger St., ending at the Athletic Hall [3727 Roger St] subject to:

- the notification of emergency services and BC Transit;*
- consultation with all affected businesses/residents;*
- implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control Personnel as required;*
- provision of standard liability insurance in the amount of \$5M [minimum].*

CARRIED | Res. No. 24-180

H. PROCLAMATIONS

1. Vancouver Island Economic Alliance | Island Good Days

MOVED AND SECONDED, THAT Council on behalf of Vancouver Island Economic Alliance, proclaim the week of June 3-9, 2024 as 'Island Good Days' in Port Alberni.

CARRIED | Res. No. 24-181

2. United Steelworkers, Local 1-1937 | Day of Mourning

MOVED AND SECONDED, THAT Council on behalf of United Steelworkers, Local 1-1937, proclaim April 28, 2024 as 'Day of Mourning' in Port Alberni and that the National Day of Mourning Flag be flown at City Hall at half-mast on April 28th and throughout the following week in respect of those who have died on the job.

CARRIED | Res. No. 24-182

3. **Falun Dafa Association of Vancouver | Falun Dafa Day**

MOVED AND SECONDED, THAT Council receive correspondence from the Falun Dafa Association of Vancouver dated April 9th requesting a proclamation.

CARRIED | Res. No. 24-183

MOVED AND SECONDED, THAT Council on behalf of Falun Dafa Association of Vancouver, proclaim May 13, 2024 as 'Falun Dafa Day' in Port Alberni.

DEFEATED

4. **MS Canada | MS Awareness Month**

MOVED AND SECONDED, THAT Council on behalf of MS Canada, proclaim the month of May 2024 as "MS Awareness Month" in Port Alberni and authorize that the MS flag be flown at City Hall the week of May 6th in recognition.

CARRIED | Res. No. 24-184

I. CORRESPONDENCE FOR INFORMATION

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

- a. Ministry of Transportation and Infrastructure | Response to City Letter dated February 15th Re: Log Train Trail
- b. Ministry of Environment and Climate Change Strategy | Response to City Letter dated March 13th Re: Amendment of the Air Discharge Permit for Catalyst Paper
- c. Ministry of Environment and Climate Change Strategy | Public Interest Bonding Strategy
- d. Ministry of Housing | Bill 16 Pro-Active Zoning Framework
- e. Ministry of Housing | Small-Scale Multi-Unit Housing Legislation
- f. BC Ferries | Invitation to *Charting the Course* Workshop
- g. Office of the Ombudsperson | Quarterly Report: October 1 – December 31, 2023
- h. Ministry of Forests | Response to City Letter dated March 15, 2024 Re: Enhanced Provincial Support for Port Alberni Paper Mill
- i. Alberni-Clayoquot Regional District | Highlights of the Board of Directors Meetings Feb/Mar 2024
- j. Aldred Restaurants | Invitation to McHappy Day® event on May 8th
- k. Alberni-Clayoquot Regional District | March 5, 2024 Minutes of the Accessibility Committee
- l. Alberni Valley Museum and Heritage Commission Minutes | March 6, 2024
- m. Traffic Advisory Committee Minutes | July 19, 2023 & January 17, 2024

J. REPORT FROM IN-CAMERA

1. Council released for public consumption the Office of the Information & Privacy Commissioner for British Columbia Order F24-23, and related redacted documents regarding an information request for records.
2. Council released for public consumption notice of termination for the contribution agreement between the City of Port Alberni and the Canadian Mental Health Association BC Division | Community Action Initiative and further, that unspent funds be returned to same.

K. COUNCIL REPORTS

1. Council and Regional District Reports

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

CARRIED | Res. No. 24-185

L. NEW BUSINESS

1. Policy | Release of In-Camera Resolutions

MOVED AND SECONDED, THAT Council approve Policy No. 3002-6 | Release of In-Camera Resolutions.

CARRIED | Res. No. 24-186

2. Official Community Plan Update

MOVED AND SECONDED, THAT Council support the Official Community Plan Growth and Climate Action 'What We Heard' report as presented, and further, that Council support the Alternative Growth Scenario and GHG Reduction Targets as per the staff report dated April 15, 2024.

CARRIED | Res. No. 24-187

3. BC Transit Annual Operating Agreement | 2024-25

MOVED AND SECONDED, THAT the Mayor and Corporate Officer be authorized to execute the BC Transit | 2024 – 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to the staff report dated April 11, 2024 and in effect from April 1, 2024 to March 31, 2025.

CARRIED | Res. No. 24-188

4. Asset Retirement Obligations

MOVED AND SECONDED, THAT the Asset Retirement Obligations for the period ending December 31, 2023 be received as outlined in the staff report dated April 17, 2024.

CARRIED | Res. No. 24-189

5. Hole in the Wall | Safe Access

MOVED AND SECONDED, THAT Council direct staff to follow up on the issue of safe access to our two City-owned properties known as "Hole in the Wall" with a letter regarding this to Mosaic, Ministry of Transportation (MOTI) and the elected representative of the Cherry Creek District [ACRD].

CARRIED | Res. No. 24-190

M. QUESTION PERIOD

J. Leskosek

Commented on Council's chosen location for the Welcome to Port Alberni sign.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:26 p.m.

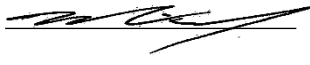
CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: May 3, 2024
File No: 1700-20-2023
To: Mayor & Council
From: M. Fox, CAO
Subject: City of Port Alberni 2024 – 2028 Financial Plan | Q & A Follow up

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>M. Fox</i>	CAO Concurrence:
<i>Director of Finance</i>	CHIEF ADMINISTRATIVE OFFICER	 Mike Fox, CAO

RECOMMENDATION[S]

THAT Council receive the report titled "City of Port Alberni 2024 – 2028 Financial Plan | Q & A Follow up" dated May 3, 2024.

PURPOSE

To provide Council with the City of Port Alberni 2024 – 2028 Financial Plan Q & A follow up.

BACKGROUND

Annually, the City will provide a list of all the questions and answers that are asked by both Council and the public through the Financial Planning process. Three questions were outstanding when the Financial Plan was adopted.

ALTERNATIVES/OPTIONS

- 1) That Council receive the report titled "City of Port Alberni 2024 – 2028 Financial Plan | Q & A Follow up" dated May 3, 2024.
- 2) Provide direction should further information be required.

ANALYSIS

Three questions remained outstanding on the Q&A Financial Plan Summary as follows:

- 1) **Question - Could we have a breakdown of permit fees per class of development for the last 3 years?**

The breakdown is as follows:

Table 1: 2023 Building Inspection Permit Fees

Type of Building permit fee	Amount
RESIDENTIAL BUILDING PERMIT	\$85,074.36
COMMERCIAL BUILDING PERMIT	\$23,234.42
SIGN PERMIT	\$1,242.52
PLUMBING PERMIT	\$2,568.53
INSTITUTIONAL BUILDING PERMIT	\$705.85
DEMOLITION PERMIT	\$100.00
INDUSTRIAL BUILDING PERMIT	\$15,290.73
Total	\$128,216.41

Table 2: 2022 Building Inspection Permit Fees

Type of Building permit fee	Amount
RESIDENTIAL BUILDING PERMIT	\$221,350.34
COMMERCIAL BUILDING PERMIT	\$54,138.04
SIGN PERMIT	\$1,552.00
PLUMBING PERMIT	\$3,924.00
INSTITUTIONAL BUILDING PERMIT	\$19,193.35
DEMOLITION PERMIT	\$0.00
INDUSTRIAL BUILDING PERMIT	\$10,120.35
Total	\$221,350.34

Table 3: 2021 Building Inspection Permit Fees

Type of Building permit fee	Amount
RESIDENTIAL BUILDING PERMIT	\$145,410.79
COMMERCIAL BUILDING PERMIT	\$15,375.20
SIGN PERMIT	\$678.00
PLUMBING PERMIT	\$2,800.00
INSTITUTIONAL BUILDING PERMIT	\$51,588.62
DEMOLITION PERMIT	\$0.00
INDUSTRIAL BUILDING PERMIT	\$438.90
Total	\$216,291.51

2) Question - Can you provide a City Hall manning list for the last 10 years?

Answer – City Hall staffing is not tracked specifically and the ability to provide information was not available. Alternatively, administration has attached the corporate wide 1992 to 2023 FTE summary. This chart was produced using prior reports to Council and information in our data base. The CUPE FTE's between 2010 and 2013 uses estimates based on partial information.

3) Question - Request for a detailed breakdown of the Museum operating costs in relation to the increases?

Answer – City departments will be providing “Level of Service” overview in the coming months. Parks Recreation and Culture will provide the departments information at the June 17 Committee of the Whole meeting and will support answering this question.

IMPLICATIONS

Not applicable, report provided for informational purposes.

BYLAWS/PLANS/POLICIES

Not applicable.

SUMMARY

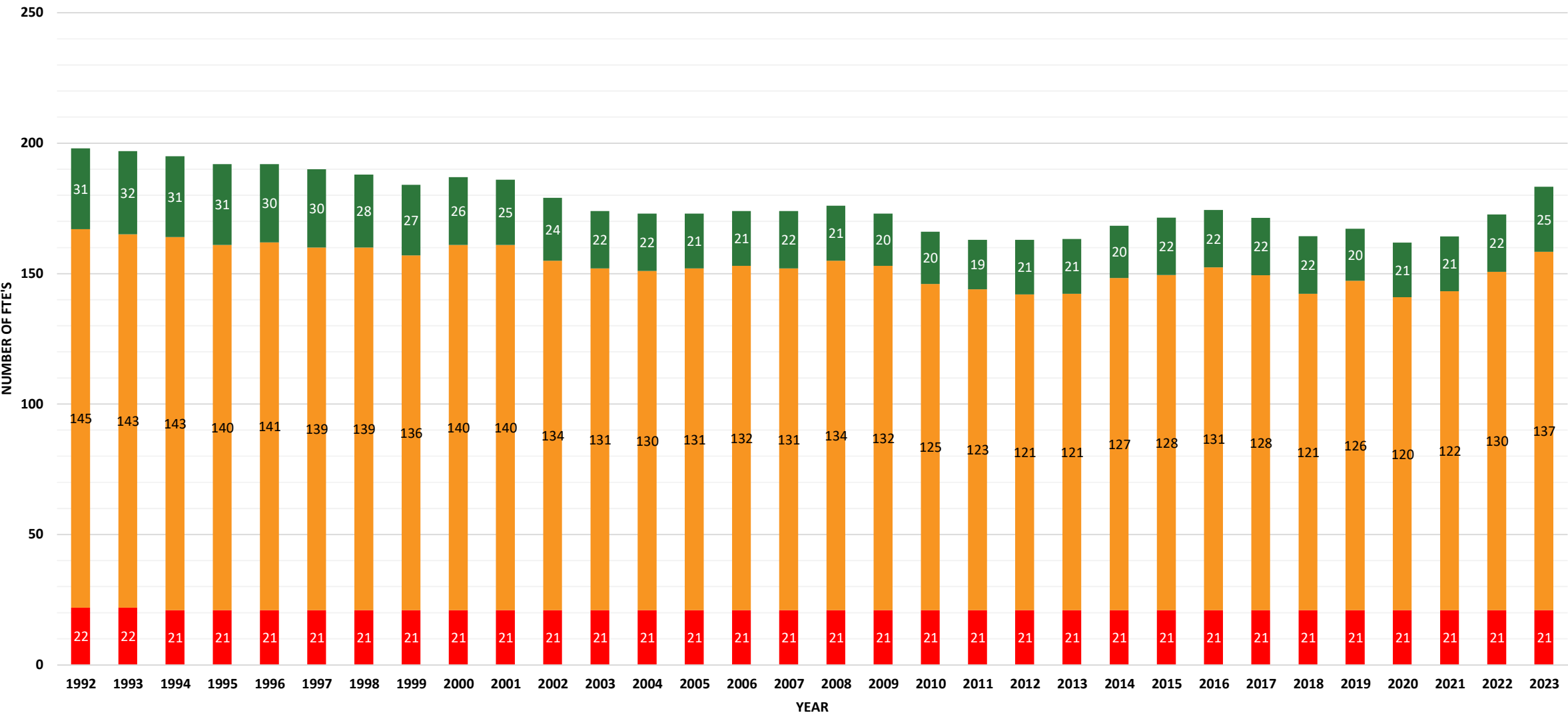
Three outstanding questions were not completed with the adoption of the Financial Plan and this report provides the following responses for FTE's, Museum costing details and Building Inspection revenue.

ATTACHMENTS/REFERENCE MATERIALS

- Chart - Total Actual FTE's for City of Port Alberni - 1992 to 2023

Total Actual FTE's for City of Port Alberni - 1992 to 2023


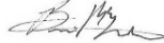
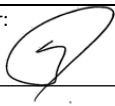
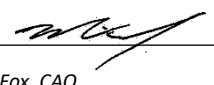
PAFF CUPE Exempt



Date: May 6, 2024
File No: 3360-20-5350 Margaret

To: Mayor and Council
From: M. Fox, Chief Administrative Officer
Subject: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendments at 5350 Margaret Street, Port Alberni**
Lot 1, District Lot 11, Alberni District, Plan 1047, (PID: 007-922-957)
Lot 2, District Lot 11, Alberni District, Plan 1047 (PID: 007-922-981)
Lot 3, District Lot 11, Alberni District, Plan 1047, (PID: 007-922-990)

Applicant: B. Dame

Prepared by:  H. Stevenson Planner I	Supervisor:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT “Zoning Amendment (5350 Margaret Street) Bylaw No. 5101” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5101.

PURPOSE

To consider a Zoning Bylaw amendment (Bylaw 5101) for the properties at 5350 Margaret Street. The amendment would enable a subdivision to create three small residential lots.

BACKGROUND

The City has received an application for a zoning bylaw amendment on lots 1, 2, and a portion of 3 at 5350 Margaret Street. The applicant proposes to rezone the properties from ‘P1 Institutional’ to ‘R3 Small Lot Single-Detached Residential’ in the Zoning Bylaw to enable a subdivision that would create three small-lot residential properties fronting Pleasant Road. Council gave the amending bylaw 1st, 2nd, and 3rd Readings at the Regular Council meeting of April 22, 2024. Section 464(3) of the *Local Government Act (LGA)* prohibits Council from holding a Public Hearing because the application is consistent with the Official Community Plan.

Subject Property and Site Context

Location	North-west corner of Pleasant Road and Margaret Street intersection.
Current Land Use	Residential
Current Zoning	P1 Institutional
Proposed Zoning	R3 Small Lot Single-Detached Residential
Total Area	1194.3 m ² (0.3 acres)
Official Community Plan (OCP)	<ul style="list-style-type: none"> Schedule A – Land Use Map Section D Plan Policies – 4.0 Residential

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

1. *THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5101.*
2. *Council may decline to give final reading.*
3. *Council may direct staff to provide additional information.*

IMPLICATIONS

Supporting the proposed bylaw would enable a subdivision to create three small-lot residential properties at 5350 Margaret Street.

COMMUNICATIONS

Pursuant to *section 467* of the LGA, public notice of the amending bylaw was given prior to 1st reading. Two (2) letters of correspondence were received in response to the public notices. Feedback is summarized below:

1. Concerns for potential height of new buildings and sunlight protection for neighbouring properties.
2. Concern that the lot size is too small.
3. Concern over a lack of parking in consideration of the adjacent daycare and nearby school.

BYLAWS/PLANS/POLICIES

1. Official Community Plan Bylaw No. 4602:

Proposed zoning aligns with the *RES* land use designation and residential infill policy in the OCP:

- a) Residential (RES): Permits one and two family residential.*
- b) The City supports the development of residential infill provided that the scale and character are suitably integrated into the adjacent neighbourhood.*

2. Zoning Bylaw No. 5074:

Below is a summary of proposed amending bylaw no. 5101:

- a) Change the classification of lots 1, 2, and a portion of 3 at 5350 Margaret Street from “*P1 Institutional*” to “*R3 Small Lot Single Detached Residential*” on the Zoning Bylaw map.

SUMMARY

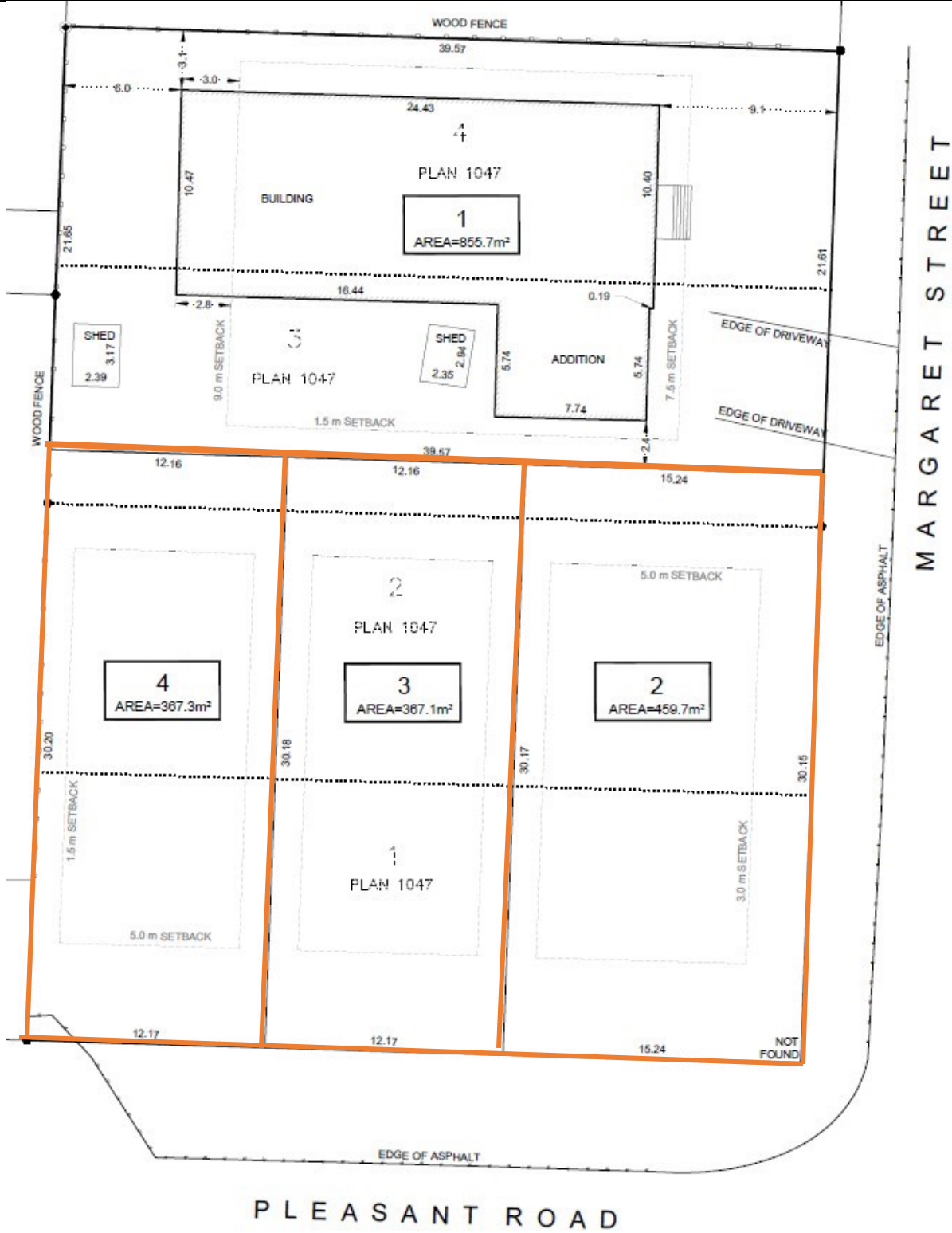
The City has received an application for zoning bylaw amendments at 5350 Margaret Street that would enable a subdivision to create three small-lot residential properties. The application proposes to rezone the subject properties to “*R3 Small Lot Single Detached Residential*” in the Zoning Bylaw. Staff recommend Zoning Amendment Bylaw No. 5101 be adopted.

ATTACHMENTS

- 1. “Zoning Amendment (5350 Margaret Street), Bylaw No. 5101”
- 2. Proposed Site Plan – 5350 Margaret Street

C: *S. Darling, Interim Director of Corporate Services*
A. McGifford, Director of Finance
J. MacDonald, Director of Infrastructure Services
R. Gaudreault, Building Official

Proposed Site Plan – 5350 Margaret Street



CITY OF PORT ALBERNI

BYLAW NO. 5101

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5074, 2023

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 Amendment (5350 Margaret Street) Bylaw No. 5101"**.

2. Zoning Amendment

The properties legally described as *Lot 1, District Lot 11, Alberni District, Plan VIP1047 (PID: 007-922-957); and Lot 2, District Lot 11, Alberni District, Plan VIP1047 (PID: 007-922-981); and a portion of the property legally described as Lot 3, District Lot 11, Alberni District, Plan VIP1047 (PID: 007-922-990);* all located at **5350 Margaret Street** and shown shaded in gray on Schedule A attached hereto and forming part of this bylaw, are hereby rezoned from 'P1 Institutional' to **'R3 Small Lot Single Detached Residential'** zone.

3. Map Amendments

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw, Bylaw No. 5074 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this 22nd day of April, 2024.

READ A SECOND TIME this 22nd day of April, 2024.

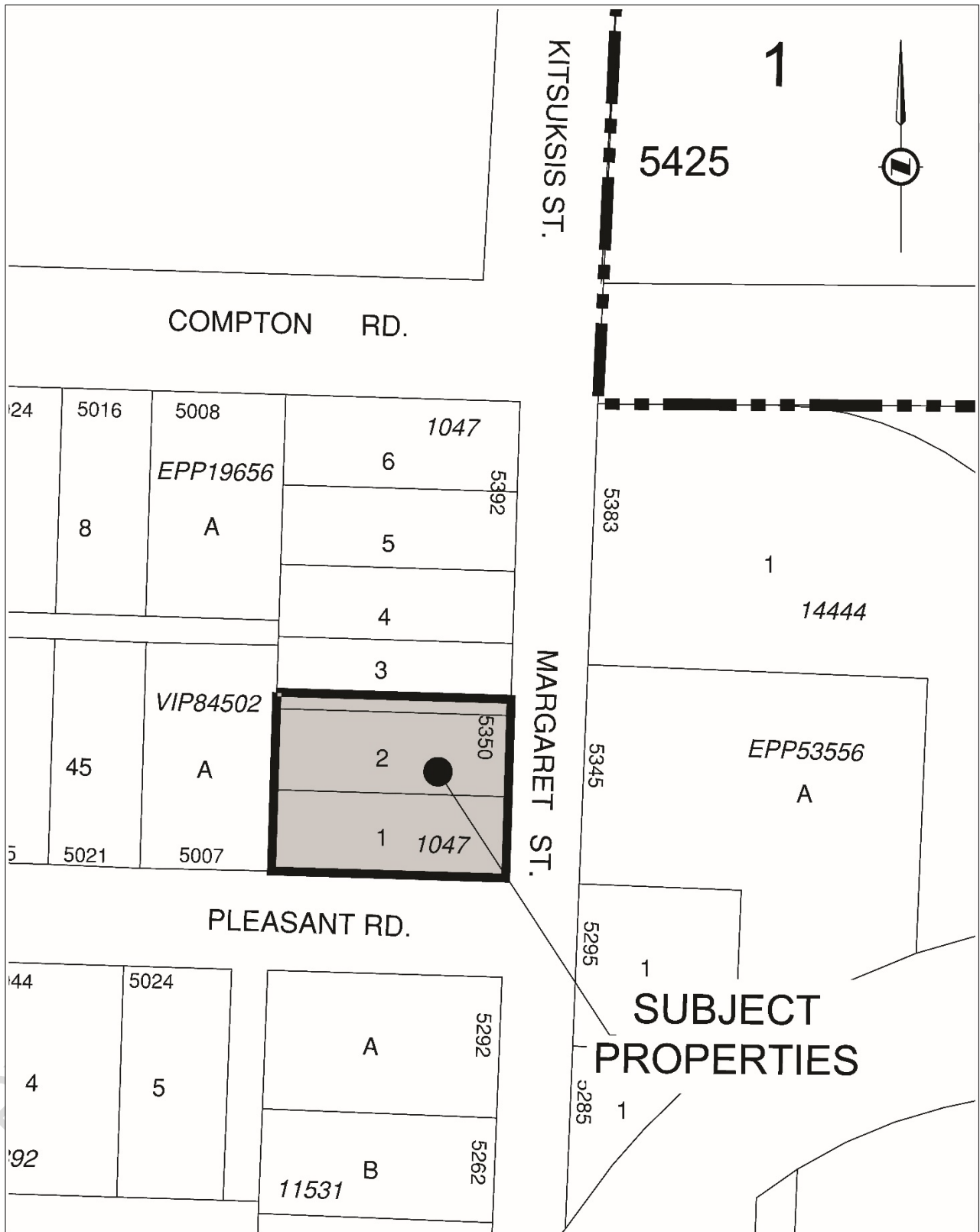
READ A THIRD TIME this 22nd day of April, 2024.

FINALLY ADOPTED this day of , 2024.

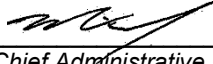
Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5101



Date: May 2, 2024
File No: 3320-20- 2866 4th Avenue
To: Mayor & Council
From: M. Fox, CAO
Subject: "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024"

Prepared by: <i>S. SMITH</i> Director of Development Services/ Deputy CAO	Supervisor: <i>M. FOX</i> Chief Administrative Officer	Supervisor:  Chief Administrative Officer
--	---	--

RECOMMENDATIONS

1. THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be now introduced and read a first time.
2. THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be read a second time.
3. THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be read a third time.

PURPOSE

For Council to consider three readings of "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" authorizing the closure of the unconstructed lane adjacent to 2866 4th Avenue.

BACKGROUND

Section 40 of the *Community Charter* permits a Council, by bylaw, to close all or part of a highway to traffic and remove the dedication as a highway. Prior to adopting a highway closure bylaw and disposing of the land, municipalities must publish notice and provide opportunity for persons affected by the closure to make representations to Council.

The Lefevre Group purchased the majority of the former Zeller's parking lot properties in the Uptown District. They are currently working on a potential five storey mixed-use building consisting of ground level commercial and approximately 40 residential units. The site they are considering for the development is located at 4th Avenue and Mar Street and currently consists of two legal parcels (owed by Lefevre Group) with an unconstructed City owned lane dividing the site as shown on the attached plan. This property is zoned C7 – Core Business and the proposed mixed-use building is a permitted use. The Lefevre Group has made an application for a lane closure and purchase of the unconstructed lane.

ALTERNATIVES/OPTIONS

1. THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be given three readings.
2. Council may decline readings of the bylaw.
3. Council may direct staff to provide additional information.

ANALYSIS

In order to create the site (see attached plan) for the potential development, lane closure and subdivision are required. The City's Approving Officer would consider and approve the subdivision, but City Council would need to consider and approve a lane closure and sale. If Council approves the lane closure and sale, the closed lane would be required to be consolidated into the adjacent property under the subdivision process.

When the City is considering lane closures, infrastructure needs as well as vehicle and pedestrian access should be considered. Although a legally dedicated lane, the historic use of the unconstructed lane was part of the former Zellers parking lots. This proposed lane closure has no existing infrastructure or future infrastructure requirements. The existing north/south lane will remain and there is also an existing east/west lane within the block. With these existing lanes remaining open, the proposed closure of this unconstructed lane will not negatively impact vehicle or pedestrian access.

IMPLICATIONS

Supporting the proposed lane closure bylaw would enable the sale of the lane and the creation of the proposed development site for a mixed-use building, including approximately 40 residential units.

COMMUNICATIONS

Prior to Council considering final adoption of the bylaw, the City must give notice of its intention to close a lane in accordance with the *Community Charter*. Council must also provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council. If Council gives three readings to the bylaw, notice will be placed in the AV News on May 22nd and May 29th to allow persons to make comments to Council before Council considers final adoption of the bylaw.

BYLAWS/PLANS/POLICIES

Lane Closure Bylaw No 5103 must be adopted to close and sell the unconstructed lane. The potential for a major redevelopment of the lands aligns with the goals and strategies within Council's *2023 – 2027 Corporate Strategic Plan*:

- 3.1 Highest and best use is made of City owned assets.
- 5.2 Safe and accessible housing options for all members of the community.

SUMMARY

Council may, by bylaw, permanently close and remove a highway dedication. The potential lane closure and sale could facilitate a major redevelopment of the lands at 4th Avenue and Mar Street for a mixed-use building, including approximately 40 residential units. Staff recommends Option 1 to give three readings to the bylaw and provide notice to the public.

ATTACHMENTS/REFERENCE MATERIALS

- Proposed Property and Lane Closure Plan
- Draft "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024"



J:\Engineering\Planning\Admin-PL\LandItems\RoadClosures\4th and Mar - WoodwardVillage - Lane closure.dwg, 9/1/2023 11:57:28 AM

CITY OF PORT ALBERNI
BYLAW NO. 5103, 2024

A BYLAW TO CLOSE AND CANCEL THE DEDICATION OF PART OF A HIGHWAY

WHEREAS, under Section 40 of the *Community Charter*, the Council of the City of Port Alberni may close all or part of a highway to traffic and remove the dedication of a highway; and

WHEREAS, as required by the *Community Charter*, the Council has posted and published notice of its intention to close the highway referred to in this Bylaw and to remove its dedication as a highway, and has provided an opportunity for persons who consider they are affected by such closure and removal to make representations to Council; and

WHEREAS, the Council does not consider that the closure will affect the transmission or distribution facilities or works of utility operators;

NOW THEREFORE BE IT RESOLVED, the Council of the City of Port Alberni, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as “City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024”.
2. Attached to this Bylaw as Schedule “A” and forming part of this Bylaw is a reduced copy of Reference Plan EPP136571, prepared by Douglas Holme, BCLS and dated the 25th day of March 2024 [the “Reference Plan”].
3. The approximately 180.7 m² portion of lane immediately adjacent to the north of 2866 4th Avenue [the “Closed Lane”] dedicated by Plan 197B, marked with a heavy outline and labelled “Lane to be Closed” on the Reference Plan, is closed to all types of traffic.
4. The dedication as a highway of the Closed Lane is removed and cancelled, effective upon filing of this Bylaw in the appropriate land title office.
5. The Mayor and the Corporate Officer are authorized to execute the necessary documents required to give effect to the intent of this Bylaw.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

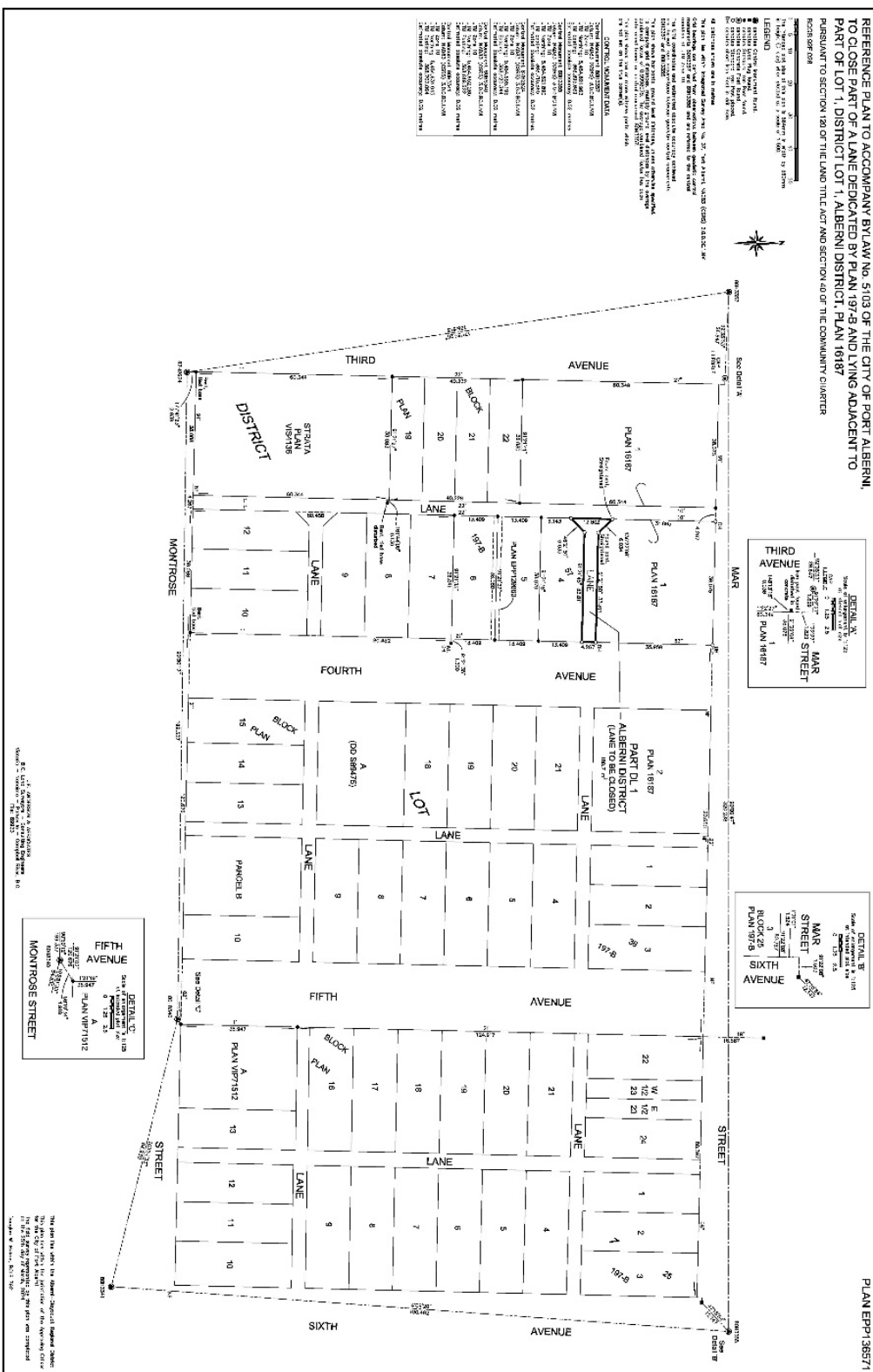
NOTICE given under Section 91 of the *Community Charter* this day of , 2024 and this day of , 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer

REGULAR COUNCIL AGENDA - MAY 13, 2024



RECEIVED

APR 29 2024

CITY OF PORT ALBERNI

Alberni Valley Pride Society
albernivalleypride@gmail.com
Fb: @Alberni Valley Pride
Intsa: @albernivalleypride

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

File # 0630-01 *Rem May 13/24*

Pride Week May 27-June 1, 2024

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

April 28, 2024

Subject: Flag Raising

The Alberni Valley Pride 2024 Pride Week will be taking place May 27-June 1, 2024. Our hope is to provide resources and events to support the LGBTQ2S+ community and our allies. Council can follow us on social media *Alberni Valley Pride* to be updated once the plans are finalized and we invite you all to attend events throughout the week.

We are reaching out to Council to approve flying the Progressive Pride flag at city facilities with flag poles, including City Hall, for the duration of Pride Week, May 27-June 1, 2024. We will be connecting with other organizations such as School District 70, the Alberni Valley Chamber of Commerce, and North Island College to also fly the pride flag in recognition of our LGBTQ2S+ community that week.

Thank you for your consideration and we invite you to join in on the Alberni Valley Pride activities once they are confirmed.

Sincerely,

[Redacted Signature]

C [Redacted] Thorpe
Chair, Alberni Valley Pride Society
albernivalleypride@gmail.com



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APR 24 2024

CITY OF PORT ALBERNI

From: M [REDACTED] Buttner [REDACTED]
Sent: Wednesday, April 24, 2024 10:27 AM
To: CityPa <citypa@portalberni.ca>
Subject: Wild Salmon Day in BC - June 1st - request for a proclamation

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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File # _____

RCM May 13/24
0630-01

Good morning,

We are writing to find out if your council issues official proclamations for special causes.

June 1st is Wild Salmon Day! Join us in celebrating wild Pacific salmon and recognizing their tremendous cultural and environmental role in British Columbia. From habitat loss to rapid climate change, salmon face unprecedented challenges. That's why on June 1st, we invite you to raise awareness about the state of Pacific salmon and help support their recovery.

The Port Alberni region is home to many important salmon-bearing rivers and creeks and we are very grateful to local streamkeepers who are champions for this iconic species throughout the year.

If there is an opportunity for an official proclamation on June 1st, we will be happy to send along the wording to your communications team.

Thank you so much,
Margaret



M [REDACTED] Buttner
Manager, Development
Pacific Salmon Foundation

[REDACTED]

[REDACTED]

[REDACTED]

www.psf.ca

Please consider leaving a bequest to PSF as part of your estate planning

RECEIVED

MAY 02 2024

CITY OF PORT ALBERNI

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<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0630-01

RCM May 13/24

From: [REDACTED]

Sent: Thursday, April 25, 2024 11:01 AM

To: Sharie Minions <sharie_minions@portalberni.ca>

Subject: May 2024 Proclamation Request Melanoma and Skin Cancer Awareness Month

Hello,

On behalf of Save Your Skin Foundation, I am pleased to reach out to you today with the attached request.

Please see the attached letter as well as the draft proclamation. Here is additional information as well:

- Contact information: Events and Initiatives Coordinator [REDACTED]
- Proclamation title and dates: May 1st to 31st 2024 "Melanoma and Skin Cancer Awareness Month"
- Sources:
 - We partner with numerous Canadian and American health organizations, etc as you can view here! <https://saveyourskin.ca/addl-resources-support-groups/>
 - <https://saveyourskin.ca/faqs/>
- More info on May activities through SYSF - <https://saveyourskin.ca/may-is-melanoma-skin-cancer-awareness-month/>

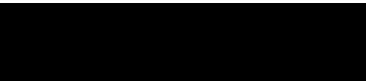
I would be most happy to speak with you about this via a virtual meeting. I can also address questions by email.

With thanks and kind regards,

L [REDACTED] Rinaldi (she/her)

Events and Initiatives Coordinator

SAVE YOUR SKIN FOUNDATION



W: saveyourskin.ca



City of Port Alberni

Proclamation Request

May is Melanoma and Skin Cancer Awareness Month

Hello,

May marks both Melanoma and Skin Cancer Awareness Month and the beginning of summer. It is imperative that communities across Canada be reminded of the importance of sun safety at this time of the year. In order to keep our communities aware, informed, and vigilant about the potential risks of over-exposure to the sun (UV radiation), we ask that you publicly **proclaim May 2024 as Melanoma and Skin Cancer Awareness Month.**

Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers. Though skin cancers should be largely preventable, their diagnosis rates are increasing. Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes.

While most forms of non-melanoma skin cancer can be surgically removed, melanoma is an aggressive form of cancer. The five-year relative survival rate of melanoma that has metastasized is 18%. Despite these figures, many people seek sun without taking the advisable precautionary measures, or believe that only severe burns contribute to one's risk of skin cancer. In fact, any darkening of skin colour, including a tan, is indicative of UV damage.

There are more new cases of skin cancer each year than the number of breast, prostate, lung and colon cancers combined.



We would be most happy to provide you with resources on these matters which you can share with your residents. We would also appreciate discussing providing **free sunscreen dispensers** for your communities or at specific events. This offer especially includes our SunCare initiative which extends free sunscreen to vulnerable communities. We would also be pleased to join you in your communities by hosting events in your local libraries or other community centres using resources from our **Shining a Light on Sun Safety** initiative which includes childrens books and other activities.

Thank you for your consideration. We look forward to working with you.

Sincerely,



K. Barnard, Founder and President
Save Your Skin Foundation

 | WWW.SAUVETAPEAU.CA | 

Contact Laura (Events and Initiatives Coordinator) for more information

Page 1 of 2

“MELANOMA AND SKIN CANCER AWARENESS MONTH”

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety;

AND WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes;

AND WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW, THEREFORE the month of May 2024 will hereby be proclaimed as MELANOMA AND SKIN CANCER AWARENESS MONTH

RECEIVED

MAY 01 2024

CITY OF PORT ALBERNI

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File #	

RCM May 13/24
0630-01

From: P [REDACTED] Lazier [REDACTED]
Sent: Wednesday, May 1, 2024 9:09 AM
Subject: Declaring June 17th Hope Air Day

Good morning,

I am reaching out to you today to request your assistance and support for Hope Air.

Hope Air provides essential services to rural and remote communities across the country and the majority of their work is done here in British Columbia. Not only does Hope Air provide air transportation to patients and their caregivers but also provides accommodations, meals and ground transportation. Their charitable services need to continue and to be enhanced, to ensure equitable access to care for all of us who are forced to leave our communities for care and treatments.

In 2023, Hope Air supported over 14,100 travel arrangements for patients across British Columbia. Hope Air had an infusion of support from the Government of B.C. to support the needs of cancer patients and steadfast support from the Provincial Health Service Authority, community foundations, and corporate and individual donors. And yet, the demand continues to soar.

The BC Rural Health Network has been working closely with Hope Air and promoting their services to many who haven't been aware of their significant and essential services. Their no patient left behind policy could be jeopardized if their funding is not sufficient or stable. Over the past year, we have been promoting the services of Hope Air and as people become aware of what services they can provide, the more these services are utilized.

On **June 17th**, Hope Air is working with municipalities across the province to declare this day, "**Hope Air Day**" in British Columbia. They are choosing this day to shine the spotlight on the unique medical travel needs of thousands of residents each year. In turn, we must continue to bring awareness to the issue of equitable access to health care for all.

I am writing to request your consideration that your Municipality adopt the attached proclamation declaring June 17th, Hope Air Day. We would be grateful for this support, in joining cities and towns across B.C. to recognize the impact of Hope Air.

I have attached a draft of the proclamation for your review.

Thank you for your time and consideration. Please let me know if you have any questions regarding this proclamation.

Yours in health and wellness,

P [REDACTED] Lazier
Community Engagement
BC Rural Health Network

P [REDACTED] Lazier || She/Her || Community Outreach || **BC Rural Health Network** ||
[REDACTED] | <https://bcruralhealth.org/> | [REDACTED] LinkedIn

The BCRHN is the healthcare voice of the rural residents of British Columbia and seeks better health outcomes for all people, through solutions-based approaches with governments, and information provision to residents.

The BCRHN is grateful to live, work, and be in relation with people from across many traditional and unceded territories, covering all regions of British Columbia. We are honoured to live on this land and are committed to reconciliation, decolonization, and building relationships in our communities

Please consider the environment before printing this e-mail.

This e-mail contains information which may be confidential. The information contained in this e-mail and any attachments is intended only for the person(s) or entity named in the message. Any disclosure, copying, distribution or use of the contents of this e-mail and any attachments, without the consent of such person(s) or entity, is prohibited. If you are not the intended recipient, please immediately notify Phoebe Lazier or Paul Adams by reply e-mail or by telephone, delete this message and any attachments and destroy any copies.

Municipal Proclamation

Hope Air Day

June 17, 2024

Whereas, access to healthcare is a fundamental right for all citizens, regardless of their geographic location;

Whereas, Hope Air, a charitable organization, has been tirelessly dedicated to providing access to healthcare by facilitating free flights and other services for patients living in rural and underserved communities in British Columbia, ensuring they can receive vital medical treatment regardless of distance or financial means;

Whereas, Hope Air has been instrumental in bridging the gap between smaller communities and hospitals far from home, reducing the barriers that often prevent individuals from reaching medical care;

Whereas, the impact of Hope Air extends beyond the individual patients served, positively affecting families, communities, and the healthcare system as a whole by promoting wellness and reducing the burden of untreated medical conditions;

Whereas, the compassion, dedication, and commitment demonstrated by Hope Air and its volunteers embody the spirit of community and the belief in the inherent value of every individual's well-being;

Now, therefore, be it proclaimed by the [Name of Municipality] that June 17th, 2024, shall be known as "Hope Air Day" in recognition of the invaluable contributions made by Hope Air to the health and well-being of individuals in British Columbia's remote, rural and underserved communities.

We urge all citizens to join us in celebrating Hope Air Day and to reflect on the significance of ensuring equitable access to healthcare for all members of our society. Let us reaffirm our commitment to supporting initiatives that promote health equity and extend our gratitude to Hope Air for their unwavering dedication to serving those in need.

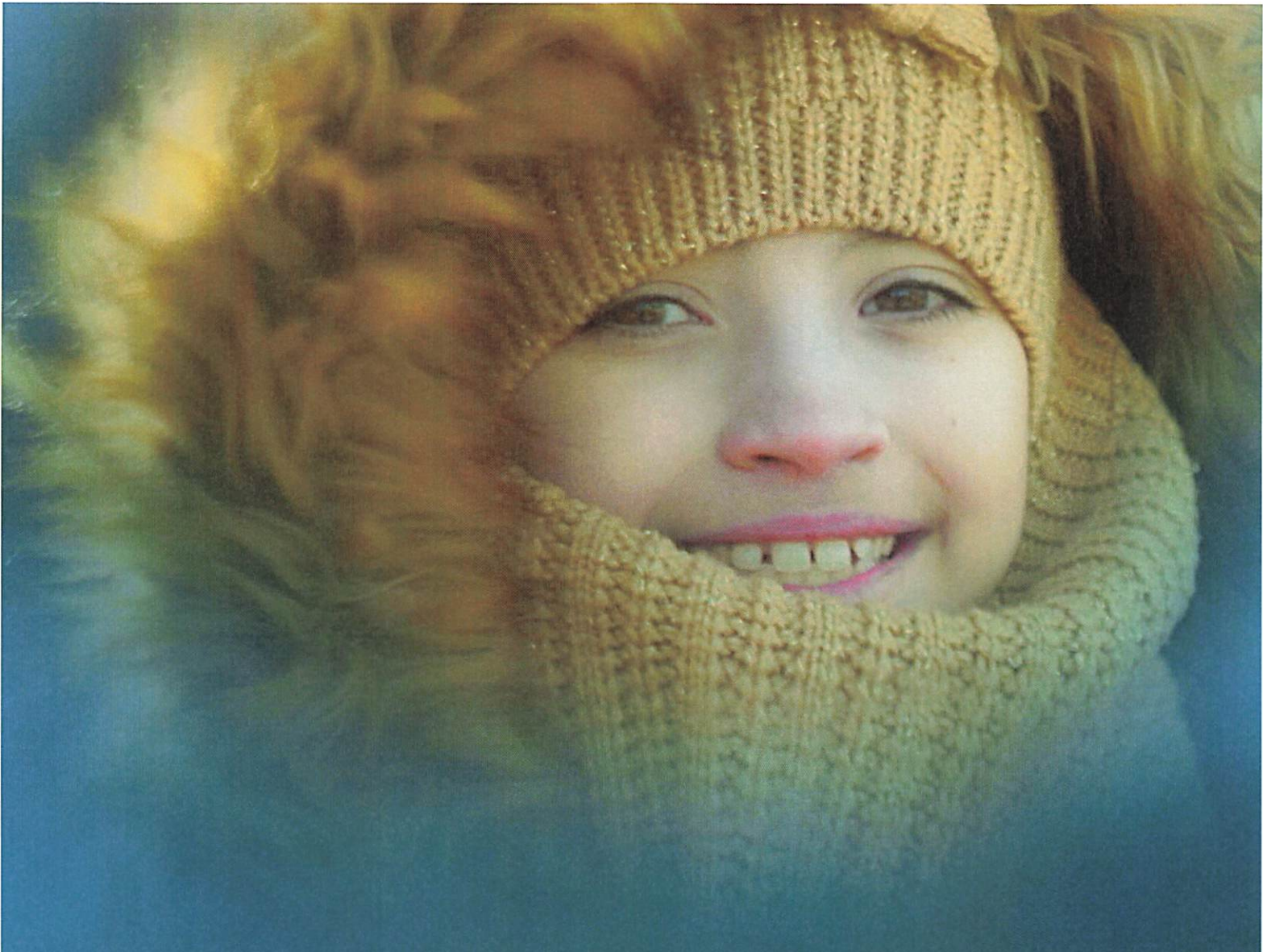
Signed,

[Mayor's Signature]

[Mayor's Name]

Mayor of [Name of Municipality]

[Seal of the Municipality]



JUNE 17TH IS
HOPE AIR
DAY

Join us on June 17 as we shine a light on the medical travel needs of people living in B.C., and our commitment to equitable access to health care regardless of distance or cost.



HOPE AIR

Pledge your support at hopeair.ca/bc

REGULAR COUNCIL AGENDA - MAY 13, 2024



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MAY 08 2024

CITY OF PORT ALBERNI

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<input type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
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File # 0630-01 *RCH May 13/24*

B. Ronning
c/o Portal Players Dramatic Society
The Capitol Theatre
4904 Argyle St
Port Alberni, BC V9Y 1V7

May 7, 2024

To Mayor and Council,

Theatre BC's North Island Zone Drama Festival returns to the Capitol Theatre from May 20 to May 25, 2024, hosted by our own Portal Players. This marks the first time since 2015 that Portal Players has hosted the event, following their successful hosting of the Provincial Mainstage in 2019.

The festival promises an exhilarating showcase of live theatre with five captivating productions set to grace the stage. Kicking off the festival on Monday, May 20 at 7:30 PM is Portal Players' presentation of Martin McDonagh's darkly comedic masterpiece, "The Pillowman". The excitement continues on Tuesday, May 21, with Campbell River's Rivercity Players taking the stage in Agatha Christie's classic whodunit, "Murder on the Orient Express".

Wednesday, May 22, welcomes Nanaimo Theatre Group as they present David Ives' witty and thought-provoking "All in the Timing". On Thursday, May 23, Qualicum's ECHO Players will captivate audiences with director and playwright Michael Armstrong's deeply personal and touching "Longing". Wrapping up the festival on Friday, May 24, Courtenay Little Theatre takes the spotlight with Martha Ross' delightful "And Up They Flew". The victorious production will earn the honour of representing the North Island Zone at Theatre BC's provincial Mainstage in Chilliwack in July.

Throughout the festival, audiences will have the opportunity to engage in brief public adjudications after each show, with adjudicator Robinson Wilson offering insights and reflections on the performances. For those festival goers craving a deeper dive into the artistry, there will be longer, in-depth adjudications, dubbed "coffee critiques", each morning after the production at the Blacksheep Rugby Club from 9:30 AM to 12 PM.

We would be honoured if Mayor Minions or a designate could attend to open the festival on Monday, May 20 and join us at 6:30 pm at the Capitol Theatre for the opening night reception. We would also be most honoured and pleased if Mayor and Council would declare the week of May 20, 2024 "North Island Zone Drama Festival Week" in Port Alberni.

The North Island Zone Drama Festival promises to be a celebration of creativity, talent, and the enduring power of live theatre. Audiences are invited to attend individual productions (\$25), or save by purchasing a "Pick 3" (\$60) or a festival pass for \$100. For tickets and more information, visit www.atthecapitol.org

Thanks for your consideration of our requests.

Sincerely,

[Redacted Signature]

B. Ronning
Portal Players Life Member
North Island Zone Chair

RECEIVED

APR 24 2024

CITY OF PORT ALBERNI

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

File # 0400-20-MOE *Ron May 13/24*

From: Circular Communities ENV:EX <CircularCommunities@gov.bc.ca>

Sent: Tuesday, April 23, 2024 4:06 PM

To: Circular Communities ENV:EX <CircularCommunities@gov.bc.ca>

Subject: Launch of B.C.'s engagement: Prevention of non-residential (ICI) packaging waste

Good afternoon,

This email is to notify you that the British Columbia (B.C.) Ministry of Environment and Climate Change Strategy has released the [Discussion Paper 'Preventing Waste in British Columbia: Non-Residential Packaging and Paper Products'](#). B.C. is engaging with interested parties to develop policy approaches to prevent waste from non-residential packaging.

What is this engagement about?

The ministry is seeking your input on a series of desired outcomes and potential policy approaches to prevent waste from non-residential (ICI) packaging, in schools, offices, restaurants, retail stores, job-sites and other locations outside the home. We invite you to contribute your knowledge and ideas to inform the development of policy approaches that will improve the prevention and recycling of non-residential packaging waste in communities across B.C.

How do I provide feedback?

- Read the [Discussion Paper](#) and complete the online questionnaire, or provide a written response at engage.gov.bc.ca/preventingwasteoutsidethehome/.
- Attend an **Info Session** for local governments in May, 2024. Details for how to register will follow.
- Attend additional collaborative **Workshops**. Workshops will be hosted with interested local and Indigenous governments, businesses, and organizations who wish to participate in further discussions and roundtables.

If you have any questions about the Discussion Paper or engagement process, please email CircularCommunities@gov.bc.ca.

This engagement process is open until **July 23, 2024**. The ministry will review all feedback to inform the development of future policy approaches.

Please share this message with others who may be interested in this topic. Thank you for your time and comments.

For further information on B.C.'s work on plastic waste reduction please visit gov.bc.ca/reuse.

Sincerely,

The Circular Communities Team



Circular Communities | Environmental Policy & Initiatives Branch
Ministry of Environment and Climate Change Strategy

You 'otter' check out our new waste prevention resources at gov.bc.ca/reuse

REGULAR COUNCIL AGENDA - MAY 13, 2024

38

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MAY 09 2024

CITY OF PORT ALBERNI

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

Handwritten: May 13/24 RCM
0400-20-ENV

From: Plastics ENV:EX <Plastics@gov.bc.ca>
Sent: Thursday, May 9, 2024 9:50 AM
To: Plastics ENV:EX <Plastics@gov.bc.ca>
Subject: UPDATES - Single-Use and Plastic Waste Prevention Regulation

Good morning,

The Ministry of Environment and Climate Change Strategy is pleased to announce three updates related to the Single-Use and Plastic Waste Prevention Regulation that you may find of interest.

Visit our new website!

We are excited to share that the plastics website (gov.bc.ca/reuse) has recently undergone a significant overhaul. These new changes are designed to provide a more user-friendly experience and to provide additional guidance documents. This includes fact sheets, guides, and printable resources such as posters and tent cards. Translated materials will be coming soon!

Upcoming webinar – May 16, 2024, hosted by Coast Waste Management Association:

We would also like to invite you to join an upcoming webinar where we will provide an overview of the Single-Use and Plastic Waste Prevention Regulation and outline the supports available to businesses as we transition away from hard-to-recycle, single-use and plastic items in B.C. This webinar is being hosted by Coast Waste Management Association (CWMA) and is scheduled for May 16. To register for the webinar [click here](#). Please send any questions you may have in advance to info@cwma.ca; questions provided in advance will be prioritized for discussion.

Non-Residential Paper & Packaging Waste Discussion Paper:

Finally, we want to take this opportunity to draw your attention to the ministry's current engagement regarding the [Non-Residential Paper & Packaging Waste Discussion Paper](#). As you may be aware, we are keen to hear from everyone - residents, Indigenous governments and organizations, local governments, businesses and other impacted organizations – before July 23, 2024. The feedback we receive will help to inform the development of policy approaches that will improve the prevention and recycling of non-residential packaging waste in communities across B.C.

Please feel free to reach out to us at plastics@gov.bc.ca with any questions or comments you may have regarding the website update, CWMA webinar, or discussion paper.

Warm regards,

APR 22 2024

CITY OF PORT ALBERNI

ALBERNI-CLAYOQUOT
REGIONAL DISTRICTCITY OF
PORT ALBERNI

FOR IMMEDIATE RELEASE

April 19, 2024

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other

File # 0100-60-ACRD

Emergency Operations Centre funding with improve capacity in Alberni-Clayoquot Regional District

PORT ALBERNI – The Alberni-Clayoquot Regional District (ACRD) and the City of Port Alberni are pleased to announce they have received grant funding to support efforts to improve regional emergency operations centre (EOC) capacity.

The ACRD Emergency Program coordinates emergency services, including mitigation, preparedness, response, and recovery measures for Bamfield (Electoral Area A), Beaufort (Electoral Area B), Long Beach (Electoral Area C), Sproat Lake (Electoral Area D), Beaver Creek (Electoral Area E), Cherry Creek (Electoral Area F), and the City of Port Alberni.

The Province of British Columbia provides grant funding through the Community Emergency Preparedness Fund (CEPF), which is administered by the Union of BC Municipalities. The funding provides \$60,000 to help local governments build capacity by purchasing EOC equipment and supplies and enhancing readiness through training and exercises.

“When the Cameron Bluffs fire started in June of last year and it was clear Highway 4 would be affected, an Emergency Operations Centre was set up immediately to ensure the Alberni Valley had the support it needed,” explains John Jack, Chair of the ACRD Board of Directors. “We are thankful this funding provides us with an opportunity to purchase supplies and build capacity so that next time we will be ready to address the needs of the community, just like we did in 2023.”

With the funding, the ACRD and the City of Port Alberni will be able to focus on building capacity within the region and ensuring they are prepared for an emergency that requires an EOC. The funds will be used for:

- Training and exercise for local government, partner organizations, and emergency agencies
- EOC equipment and operational supplies (ie communication system, information technology, work station items) required to maintain or improve the operations centre.
- Accessible emergency storage units

Emergencies are rarely restricted to just one community and often cross jurisdictional boundaries. This funding will strengthen the working relationships with partner agencies, local governments, and partner organizations in an Emergency Operations Centre exercise to share knowledge and develop best practices.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



CITY OF
PORT ALBERNI

"We saw during the closure of Highway 4 last year how essential pre-existing relationships with other organizations and government agencies are when it comes to our ability to respond nimbly," says Port Alberni Mayor Sharie Minions. "With this funding from UBCM, we are able to continue to train and practice together so when a real emergency happens, we will be prepared."

More information on the emergency services through the ACRD can be found at
www.acrd.bc.ca/emergency-services.

-30-

For more information, please contact:

H. [REDACTED] Thomson, ACRD Communications Coordinator
[REDACTED]

To: ACRD Board of Directors

From: H [REDACTED] Thomson – Communications Coordinator
D [REDACTED] Sailland – Chief Administrative Officer

Meeting Date: April 24, 2024

Subject: Alberni Valley Aquatic Centre Feasibility Study Final Report

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors accept the Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study Final Report as presented.

That the Alberni-Clayoquot Regional District Board of Directors instruct staff to send out letters of appreciation to all members of the Alberni Valley Aquatic Centre Advisory Committee, thanking them for their advice and service during the first two phases of this initiative.

Desired Outcome:

The purpose of this report is to provide a summary of the Alberni-Clayoquot Regional District (ACRD) Aquatic Centre Feasibility Study that the Region has been working on with HCMA Architecture & Design (HCMA) and GDH Solutions since late 2022. The Final Report includes Technical Memos 1-3, as previously presented to the ACRD Board of Directors, and a final 'Technical Memo 4- Concept Design and Cost Estimate' for the proposed facility.

Summary:

HCMA Architecture & Design (HCMA) has been working on the Aquatic Centre Feasibility Study since late 2022. The work was overseen by the Alberni Valley Aquatic Centre Advisory Committee comprised of Alberni-Clayoquot Regional District (ACRD) elected officials, City of Port Alberni (CPA) elected officials, First Nations representatives, City and Electoral Area representatives, and supported by ACRD and CPA staff. Attached to this report is the Final Report that summarizes the feasibility study project to its conclusion.

The Final Report includes a detailed summary of the project – Technical Memo 1: Review of Existing Systems, Technical Memo 2: Needs Benefits Assessment and Community Engagement, Technical Memo 3: Prioritizing Options, and Technical Memo 4: Concept Design and Cost Estimates. Technical Memo 4 concludes the project with an overview of natatorium design, location and future site considerations, capital project, operational, and asset management costs, potential funding of the facility, and assent of electors. Information assembled to date will be used to advance Phase 3 of the project.

Background:

During the summer of 2021, the Alberni Valley and Bamfield Services Committee (AV & B) and the Board of Directors discussed many components of a proposed establishing bylaw for an Alberni Valley Aquatic Centre including participating areas, apportionment method, and governance model. At that time the following motions were passed:

July 28, 2021, Board of Directors Meeting

THAT the Alberni-Clayoquot Regional District Board of Directors identify the participants of Alberni Valley Aquatic Facility proposed service as the City of Port Alberni, Electoral Area “B” Beaufort, Electoral Area “D” – Sproat Lake, Electoral Area “E” – Beaver Creek and Electoral Area “F” – Cherry Creek for the purpose of investigating the service prior to drafting the service establishing bylaw.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to undertake the process to secure a consultant(s) to proceed with a feasibility study including, conceptual design, capital costs, and operating costs of a new Alberni Valley Aquatics Facility.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to undertake the process to secure a consultant(s) to proceed with community engagement.

At the September 1, 2021, AV&B Service Committee meeting, staff presented an additional report regarding apportionment and governance model options for the proposed service. At that meeting, it was decided that the discussion be delayed until a feasibility consultant was secured, and study was underway. Phase 1: Needs and benefits assessments began in April 2023 and concluded in August 2023. This phase involved extensive community engagement and the first survey. No decision was made following this phase. In September 2023 Phase 2 began – Outreach on Options. The first two phases will be complete when the Board receives the final report from HCMA which presents conceptual design and financial estimates. The final report from HCMA was received by the Alberni Valley Aquatic Centre Advisory Committee on April 18, 2024. In accordance with Bylaw No. A1075 this select committee of the Board will be dissolved as it will have completed its assignment.

The project now enters Phase 3 of the project – Prioritizing Options. At the February 28, 2024, ACRD Board of Directors meeting, the Board of Directors approved the next steps for this project. The ACRD aquatics team, made up of staff from both the ACRD and the City of Port Alberni, will focus on the following initiatives:

- a. *The drafting of a regional aquatics service report that considers the input provided via the public outreach processes completed in Phases 1 and 2 of the aquatics outreach process.*
- b. *The preparation of options for the apportionment of service capital costs, asset management costs, as well as operational and estimated borrowing costs.*
- c. *The preparation of a governance structure that ensures no single member area participating in the proposed aquatics service retains a majority or veto power over service governance decisions.*
- d. *The examination of aquatics service delivery options best suited for the implementation of the desired services.*
- e. *The development of provincially approved referendum structure (not Alternative Approval Process) that provides the ability for each Area (City of Port Alberni, Electoral Area "B", Electoral Area "D", Electoral Area "E" and Electoral Area "F") to individually vote on their possible participation in the proposed service.*
- f. *The preparation of a draft public outreach plan for advancing with a possible aquatics service.*
- g. *The project is automatically put on pause, if not all areas do not agree to opt into the service through the referendum.*

This phase is expected to conclude late 2024. If the referendum is successful, this phase will be followed by engineering and design, and finally awarding of the contract in, likely not before 2026.

Time Requirements – Staff & Elected Officials:

Staff time to date is approximately 600 hours supporting the project. It is anticipated that approximately 350 hours will be required for the recommended phase 3. Please note, this estimation does not consider the hours that could be added if we advance with a referendum(s).

Financial:

The total cost for the contract with HCMA Architecture & Design Corporation for the feasibility study is \$92,010. This feasibility study was funded by the Growing Communities Fund grant. If this facility is to proceed beyond the feasibility study stage, then a service establishing bylaw will need to be adopted by the ACRD including some form of electorate assent (NOTE: staff use the term "assent" as it is accurate terminology under provincial legislation, however Area Directors have been overt and explicit with their desire that this "assent" be via referendum, not alternative approval process (AAP)).

Alignment with Strategic Plan:

This project relates to the area of focus of Planning for a Resilient and Livable Region in the 2024-2027 Strategic Plan. Under 1.1, enhanced indoor/outdoor recreation facilities and

services, it outlines the objective to complete the governance review of the Alberni Valley Aquatic Centre. It also pertains to the Advocacy and Service focus of the plan. Under 4.1, strategic advocacy, to develop individual strategies for effective advocacy on important issues facing the ACRD. This includes exploring collaborative service options, such as aquatic services.

Policy or Legislation:

The Section 339 of the Local Government Act outlines the required components of a service establishing bylaw. The proposed participants were established by resolution at the July 28, 2021, Board of Directors based on the recommendation from the AV & B Services Committee:

THAT the Alberni-Clayoquot Regional District Board of Directors identify the participants of Alberni Valley Aquatic Facility proposed service as the City of Port Alberni, Electoral Area 'B' – Beaufort, Electoral Area 'D' – Sproat Lake, Electoral Area 'E' – Beaver Creek and Electoral Area 'F' – Cherry Creek for the purpose of investigating the service prior to drafting the service establishing bylaw.

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



ALBERNI VALLEY AQUATICS OUTREACH
DIVE INTO THE FUTURE
HELP SHAPE AQUATICS FOR OUR VALLEY

Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study

Final Report

2024-04-16



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Executive Summary

Background

The Echo Aquatic Centre has provided an essential role as the only indoor aquatic centre in the Alberni Valley for the past 57 years, but the facility is now outdated with growing maintenance costs and increasing shutdown times. As the facility continues to age, there will come a time soon when the pool is no longer operational or able to serve the needs of the community.

To address this and plan for a future where the community's aquatic needs are met, the Alberni-Clayoquot Regional District retained **hcma** Architecture + Design and GDH Solutions to assess the feasibility of a new regional indoor aquatic centre to replace the existing Echo Aquatic Centre. Supported by a project Advisory Committee made up of a cross section of the Alberni Valley including Members at Large, First Nations Representatives, and Directors from the City of Port Alberni, and Electoral Areas B (Beaufort), D (Sproat Lake), E (Beaver Creek), and F (Cherry Creek), the study identified preferred facility components and cost implications of an indoor aquatic centre based on broad community engagement.

Project Vision Statement

In the spring of 2023, the Advisory Committee came together and prepared a project vision statement for a future aquatic centre to help guide the larger process of community engagement:

The Alberni Valley aquatic centre will be an inspirational, culturally diversified, and multifaceted space that will showcase our community spirit and uniqueness. A respectful, inclusive, and welcoming gathering place that promotes health and wellbeing for all users and abilities.

Process

A first round of broad community engagement kicked off in the spring of 2023 with an online survey that received 1,250 respondents, as well as Open Houses held in Cherry Creek and the City of Port Alberni. Through these platforms community members came together to provide input into the priorities for an indoor aquatic facility. The ideas and input received from the public were then refined into a series of programmatic options.

In the fall of 2023, a second round of public engagement began with a focus on facility component options and associated costs. The options that were developed after the first round of engagement were then provided back to the community through an interactive online survey that allowed participants to mix and match aquatic facility features while receiving feedback on the cost implications of their choices. Based on more than 1,000 survey participants, a preferred option was identified for an aquatic program that includes a 260-square metre leisure wave pool, 25-metre six lane lap pool, and several additional features.

Based on the preferred option of aquatic facility components, **hcma** prepared a conceptual design, which was costed at a Class D level.

This report captures the feasibility study process and is compiled of four technical memos that summarize each stage of the project:

- **Technical Memo 1:** Review of Existing Systems
- **Technical Memo 2:** Needs/Benefit Assessment and Community Engagement
- **Technical Memo 3:** Prioritization Options and Community Engagement
- **Technical Memo 4:** Concept Design and Cost Estimate

Feedback received during the feasibility study indicates that many community members feel the existing Echo Pool no longer meets the needs of their community. In general, the engagement process has also demonstrated a high level of interest and support amongst participants for a new aquatic facility with modern amenities. Participants consistently noted the potential positive impacts of a new aquatic centre for families, youth, and overall community well-being. There were also concerns raised by participants that the project cost may be unaffordable for Alberni Valley residents. Despite these concerns, it should also be noted that during the second public survey which included estimated household taxation impacts, over three quarters of respondents indicated support for their predicted tax increase suggesting there are also a number of Alberni Valley residents who are willing to financially support a new aquatic facility.

Preferred Option Program Components

Through the course of the engagement the following components were identified as the preferred option for a new indoor aquatic facility. The identification of these options was conducted using the group decision-making survey platform Ethelo and included considerations of capital costs, operational costs, and estimated tax implications per household. The preferred option includes:

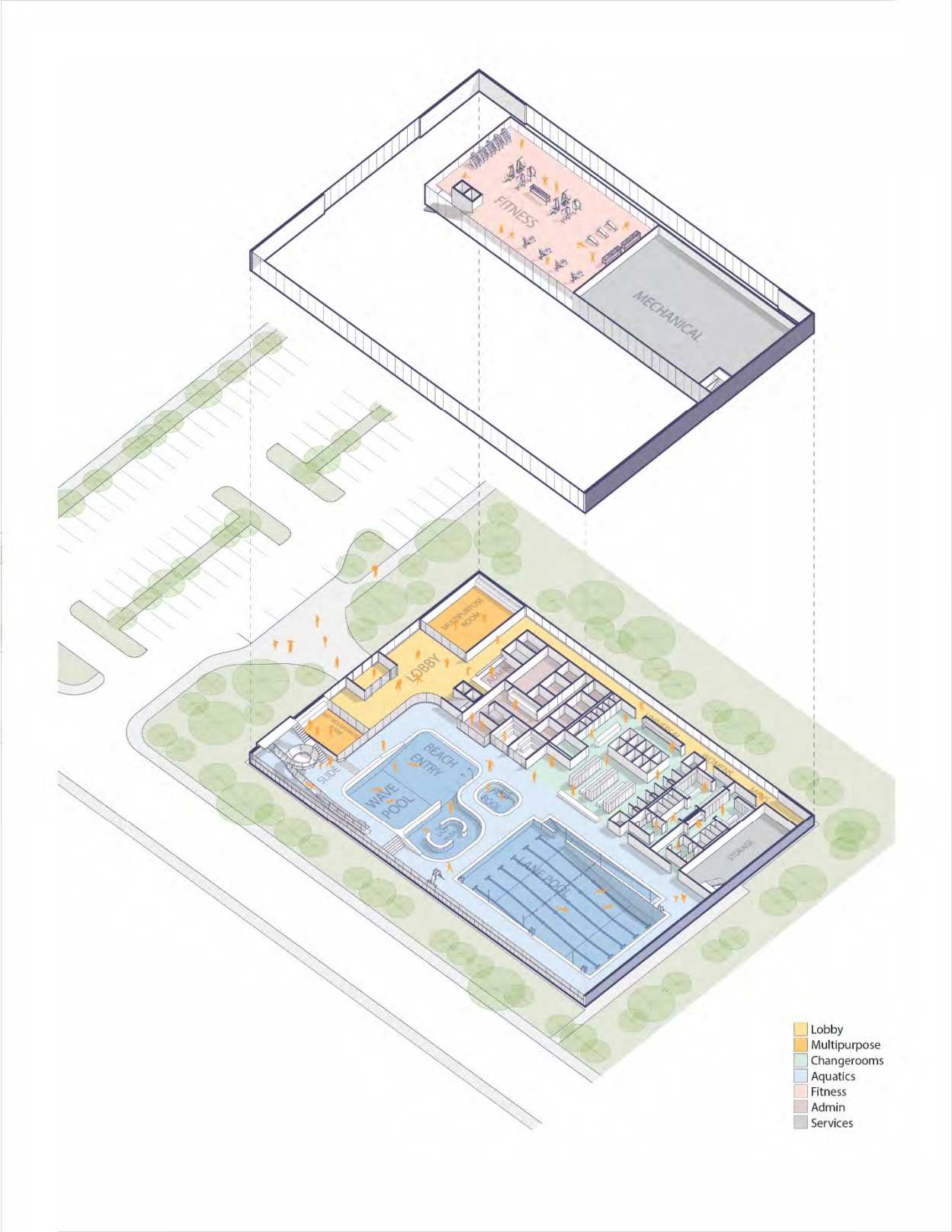
- 260 square metre leisure wave pool (including lazy river, tots' area, spray features and beach entry)
- 25 metre, 6-lane lap pool
- Hot tub
- Slide
- Sauna
- Steam Room
- Fitness Space
- Multi-Purpose Rooms
- Universal and Gendered Changerooms
- Lobby
- Administration and Service Space

Preferred Option Capital Cost (preliminary Class D level – excluding escalation)

\$68,119,555

Preferred Option Annual Operation Cost (preliminary)

Approximately \$1,800,000 - \$2,200,000. Refer to Technical Memo #4 for more detail.



Conceptual Floor Plan Diagram of Proposed Aquatic Facility



ALBERNI VALLEY AQUATICS OUTREACH
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HELP SHAPE AQUATICS FOR OUR VALLEY

Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study

Technical Memo #1: Review of Existing Systems

2023-05-12



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Project Description

The Alberni-Clayoquot Regional District is producing a comprehensive Aquatic Centre Feasibility Study on the potential future development of an indoor aquatic facility to service the Alberni Valley. The study is being conducted by **hcma** Architecture + Design (**hcma**) and GDH Solutions (GDH). **hcma** is an interdisciplinary design group that specialize in aquatic and recreation design. GDH Solutions is a management consulting group that specializes in recreational business plans and feasibility studies.

The following report is the first technical memo in a series of 3. The ongoing findings of the feasibility study will be captured in 3 progress technical memos and a final report. Each of the 3 technical memos will focus on these areas of study.

1. A review of existing systems and benchmarking of aquatic assets and governance models from comparable communities.
2. Assessment of the community's aquatic needs and opportunities.
3. Prioritize facility and governance options with associated costing based on feedback received.

Demographics and Statistics:

Demographics

The Alberni-Clayoquot Regional District is situated in the heart of Vancouver Island with one of the most dramatic and majestic landscapes. The Alberni-Clayoquot Regional District is a federation consisting of member Municipalities; Port Alberni, Tofino, Ucluelet, Treaty First Nations; Huu-ay-aht, Yuułu?ił?ath, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas; "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek). The Alberni-Clayoquot Regional District is within the traditional territory of ten First Nations.

Demographics & Statistics for Alberni-Clayoquot Regional District

Population of the ACRD was 26,175 in 2021.

These are the numbers from the 2021 Statistics Canada Census, although the "Census Division" is larger than the actual ACRD borders with a population of 33,521. For the purposes of this study, the population number in the geographic area of the ACRD will be used (26,175).

The Population percentage change (increase) was 8.2 % from 2016 to 2021. The average age of the population is 44.9. This is younger than the Comox Valley Regional District at 47.4 and Strathcona Regional District at 46.4

The average number of children, in census families that have children was 1.7 and the average family size was 2.7.

Numbers by Areas:

- Alberni-Clayoquot A: Population 256 - 5.3% increase since 2016
- Alberni-Clayoquot B: Population 531 - 19.9 % increase since 2016
- Alberni-Clayoquot C: Population 875 - 29.2 % increase since 2016
- Alberni-Clayoquot D: Population 1,843 - 14% increase since 2016
- Alberni-Clayoquot E: Population 2,946 - 7% increase since 2016
- Alberni Clayoquot F: Population 1,977 - 2.2% increase since 2016
- Total population for these areas is: 7,916
- Total population for Port Alberni is: 18,259
- **Total for ACRD was 26,175 in 2021 .**

Port Alberni

The population of Port Alberni in 2016 was 17,678, and rose to 18,259 in 2021, a growth rate of 3.3%.

This number includes 2,580 children aged 0 to 14 (in 2021), and 4,995 seniors (65 years and older).

Port Alberni is an older community with almost twice as many seniors (26.3%) living there as of July 1, 2022, as youth 14 years of age and younger (13.7%). By way of comparison, less than one in five Canadians were aged 65 or older nationally (18.8%) as of July 1, 2022.

Port Alberni's population has now grown for nine consecutive years, following three straight years of declines in the early 2010's.

The median after-tax income of Port Alberni residents was almost one-third lower than the national average in 2020 (\$44,640 versus \$66,800).

Over half of the income Port Alberni residents declared on their tax forms in 2020 came from employment (54.7%), more than one-quarter came from government transfers (27.4%) and just over one-tenth came from COVID-19 benefits (11.3%).

Health care and social assistance (2,070 people) was the biggest employer in Port Alberni at the time of the census, followed by retail trade (1,500) and construction (1,165). While Port Alberni is renowned for its forestry and fishing, more people reported working in the manufacturing sector (840) than in agriculture, forestry, fishing and hunting (740).

The unemployment rate on Vancouver Island and the Coastal region where Port Alberni is located stood at 3.4% on a three-month moving average in February 2023, down 1.7 percentage points from a year earlier and lower than the provincial (4.6%) or national (5.1%) averages.

Existing Facilities

Inventory of Aquatic Facilities and Usage in Port Alberni and Surrounding Area

The Echo Aquatic Centre is the only public pool in the City of Port Alberni, and there are no other public indoor pools in the Alberni-Clayoquot Regional District. The pool is more than 50 years old. There are pools in the neighbouring Regional Districts, including Nanaimo Regional District (Qualicum Beach), Cowichan Valley Regional District (North Cowichan) and Comox Valley Regional District (Courtenay). The Ravensong Pool is about a 35-minute drive, and the Nanaimo 50 metre pool is about one hour away.

The Echo Aquatic Centre includes the following amenities:

- Six lane 25 metre pool
- Six lane shallow instructional area (separated from main pool by a bulkhead)
- Accessible ramp and stair access
- Water slide
- Wading pool with a slide
- Accessible family changerooms
- Sauna
- Spectator viewing area with tables and chairs
- Fold-out bleachers
- Men and Women's washrooms
- Office, Lobby

The following charts indicate facility usage in Port Alberni for the past few years.

It is difficult to track drop-in use by residents versus non-residents for recreational swim. Registered programs can distinguish between residents and non-residents, however the current funding model, with contributions from areas D, E and F allows persons living in those areas to register as “residents”. However, it is likely that many residents are not aware of the contributions of their area.

Resident and Non-resident Membership Purchases can be tracked. The following charts reflect the current system.

	Resident Membership Purchases	Non-Resident Membership Purchases
2018	3881	70
2019	2458	5
2020	1266	0
2021	945	3
2022	1907	14

**Memberships could be 10-punch, 1 month, 3-month or 12-month.*

	Resident Swimming Lessons Registrations	Non-Resident Swimming Lessons Registrations
2018	1035	4
2019	1274	15
2020	369	0
2021	689	11
2022	1841	29

	Resident Membership Visits	Non-Resident Membership Visits	Admissions (cash/credit)	Total
2018	42,088	N/A	6,782	48,870
2019	33,038	N/A	8,963	42,001
2020	13,302	N/A	5,699	19,001
2021	Zero Membership to view (Covid – Clients pre-booked their session time online)		2,836	2,836 Probably about the same as 2020
2022	36,862	N/A	13,598	50,460

Visitor numbers will be down this year as pool hours are limited due shorter pool hours as a result of a severe shortage of aquatic staff. This is an issue in every community, across the province.

These are the current hours:

- Monday and Wednesday 6:00 am to 1:00 pm, 3:30 to 8:30 pm.
- Tuesday and Thursday 6:00 am to 1:00 pm, 7:30 to 8:30 pm.
- Friday 6:00 am to 1:00 pm, 3:30 to 7:30 pm.
- Saturday 8:00 am to 8:00 pm.
- Sunday, the pool is closed.

Echo Aquatic Centre Financial Projections 2023 (based on 2022-2026 Financial Plan)

Pool Operations

Projected Revenue 2023:

Facility (recreational swim, pool rentals etc.):	\$42,768
Program fees:	\$93,500
Total Revenue:	\$136,268

Projected expenses 2023:

Aquatic Maintenance:	\$464,939
Aquatic Programs:	\$678,172
Total:	\$1,143,111
Net:	(\$1,006,843)

*This does not include funding from ACRD areas which totals \$77,947 from Areas D, E and F.

User Fees

Port Alberni has non-resident fees for swim registrations and for memberships.

The Leisure Guides list the registration fee for “City Resident” and Non-City Resident” for Swimming lessons. For example, a Pre-school Swim Lesson session is \$56 for a City resident and \$84 for a non-resident. This does not appear to take into account the Areas of the Regional District that are contributing to the pool operations, versus those Areas that do not.

Some Regional Districts charge additional fees for non-residents, but many do not. For example, Comox Valley Regional District, Cowichan Valley Regional District, Nanaimo Regional District and Strathcona Regional District all do not charge additional non-resident fees. The exception is fees for Aquatic Leadership courses.

Benchmarking Summary:

Alberni-Clayoquot Regional District Benchmarking for Facilities and Governance

The purpose of “benchmarking” is to enable planners and decision makers to learn and benefit from the experiences of other communities that have planned and developed successful aquatic facilities.

Regional Districts across BC with aquatic facilities were selected as comparators, along with one City, two Districts and one Town. The selected communities were a variety of sizes, most of the communities were larger. Another criterion was the lack of another indoor pool within reasonable driving distance (at least one hour). Some of the communities are on the island and are neighbours to the ACRD.

A component of a “benchmarking exercise” is to review and understand funding models and governance in Regional Districts, Districts, Cities, and Towns.

It is important to develop a funding and governance model that is based on equity and seeks to leverage the strength of the region working together. The ACRD and the City of Port Alberni have begun to address these principles through the development and implementation of by-laws and grants to offset operating costs.

The question of whether a Regional District or a local government is best suited to own and operate a facility needs to be carefully analyzed. Pools are often built and operated by Regional Districts, however in some areas, the City or Town will build and manage the facility. There are also examples of aquatic facilities that are owned by the Regional District and are contracted out to a local City, Town or District, or even not-for-profit organizations to operate.

Many communities in British Columbia have recently replaced or are in the process of replacing or updating their aging infrastructure. Thirteen (13) facilities were chosen as “benchmark facilities”, funded, owned, and operated in a variety of ways. Two of these pools are not yet built. The details of these facilities are included within the “Benchmarking” appendix.

The following is a list of some commonalities related to funding, ownership, and governance from the aquatic facilities reviewed. More detail for each community is included within the Benchmarking Appendix.

- Government owned and operated (with some exceptions for operating organizations)
- Received public approval through a referendum or a similar community process
- Applied for, and often received financial support (grants) from other levels of government.

- Community fundraising and/or tax levies
- Agreed upon cost sharing formula
- Agreed upon operational model
- Project lead was either the Regional District or the local municipality

An inventory of aquatic amenities was reviewed for each benchmarked facility and is included within the Benchmarking Appendix. The following is a list of common aquatic amenities included within the benchmarked facilities:

- 6-8 Lane 25 metre pool
- Leisure Pool with varying water features such as:
 - Waves
 - Lazy river
 - Spray features
 - Water slides
 - Therapy pool
- Tots pool
- Diving board
- Hot tub
- Sauna

In addition to the aquatic amenities reviewed at benchmarked facilities, current trends for aquatic amenities within new facilities of this size include:

- 6-8 lane lap pool
- Diving boards
- Separate leisure pool with zero depth entry
- Lazy river
- Hot pool
- Steam/sauna
- Wet multi-purpose room

The Echo Aquatic Centre has provided many years of service to the Alberni Valley. Although the Echo Centre is available to the community today, the pool is now more than 50 years old, with rising maintenance costs growing to unsustainable levels. The facility is at its end of life and there will come a time in the near future when Echo Pool is no longer able to meet the needs of the region's growing population. Should the ACRD, in concert with the City of Port Alberni, decide to move forward on the development of a new aquatic facility to replace Echo pool, it will involve considerable planning and co-operation by all involved.

The Appendix to this document provides information from 13 communities that have gone through the process of planning, funding, and building new Aquatic facilities. It also provides governance details for each of the facilities.

The “key learnings” from the review and analysis of the 13 communities, that may be useful for the ACRD are:

- In the majority of cases, it is the Regional District that has taken the lead in creating a service that includes all the Areas, towns and cities that fall within the Regional District's boundaries. The Regional District has a broad scope, whereby they can lead and manage the development and operation of a large facility, ensuring fair contributions and input. A good example of this is the Comox Valley Regional District.
 - There are a few exceptions, whereby a large, dominant City, and in some cases, small towns, take the lead, due to various circumstances (for example, strong leadership/vision in the town versus in the RD, or access to grants or other funding specific to their situation).
- It is important that all relevant parties are given the opportunity to be involved in the planning of the new facility, and that they understand and accept the need for fair and equitable financial contribution levels for both capital and operating costs. The process moves faster if affected areas are involved from the beginning.
- If the Regional District takes the lead, it will need to ensure that Areas that do not participate financially, communicate this to their communities as to the implications (extra user fees, lack of access).
- Start work on the governance structure as soon as possible; ensure the models include financial contribution formulas; need for referendum; timing; and how operational decisions (such as staffing levels, programming, fees & charges etc.) will be determined and managed.
- There is some urgency to the creation and approval of a funding model and its implementation, as the Echo Aquatic Centre's operating costs will increase dramatically as major components will need repair and replacement.

- Consider various options for the pool operations e.g., regional district staff, city staff, private operator, non-profit organization (e.g., YMCA).
- It is useful to visit some of the newer aquatic facilities and speak with elected officials as well as staff regarding the development of the governance and funding models, as well as pool amenities.

Project Start Up - Impact Workshop

For a feasibility study to be reflective of the current needs and aspirations of its community, it is important to establish key performance indicators and build a common vision for the project. An Impact Workshop was held in Port Alberni on March 1st, 2023, with the advisory committee which provided an opportunity for the members of the committee to better understand their role of providing input into the process of public engagement and to reflect and comment about what a future facility could mean for the local community and the region. The goal of the workshop was to create a unifying vision for a future aquatic centre as well as the key principles that support the vision and help guide the larger community engagement process.

The workshop included facilitated collaborative activities based on thematic elements where the hopes and fears of the project were documented. Activities such as forecasting future media headlines of how the aquatic facility would be received, how the facility would be defined, and what makes this area unique helped to form a proposed vision and key principles of the project. Some of the exercises the advisory committee participated in, and their responses are included below.

Hopes and Fears Exercise:

In an effort to build connections and uncover and capture personal perspectives, everyone was asked to write one hope and one fear they have for the project on sticky notes. Several group members volunteered to read their hopes and fears aloud, and all were collected at the end of the exercise. Some themes that emerged from this exercise include:

Hopes:

- That a new aquatic facility will promote the health and wellness of a growing community through increased access to recreational activities and shared community space.

- That everyone participates in a clear, inclusive process that becomes a unifying element for the community.
- That a new facility is affordable for the community.

Fears:

- Fear that the community will not support a new aquatic facility and that the process creates public division rather than unity.
- Fear that the process is not clear and not all voices are heard or given the opportunity for decision-making.
- Fear that the cost of a new aquatic facility will be unaffordable for the community.

Headlines of Tomorrow Exercise:

In this exercise, each person imagined what local headlines would read on both opening day of a new aquatic facility and 10 years after the facility has been open. Several group members volunteered to read their headlines aloud, and all headlines were collected at the end of the exercise. Some themes that emerged from these headlines include:

- The opening of a modern, widely supported facility realized through an inclusive process that establishes a strong sense of community unity and pride.
- The new facility is created on time and on budget and remains an affordable asset for the community well into the future.
- The new aquatic centre contributes to Port Alberni's identity as a vibrant community and helps propel it into the future of sport, recreation, and community wellbeing.
- The aquatic centre becomes rooted as a truly inclusive community gathering space that nurtures local culture.

Question - What would the headline in the local newspaper read on opening day of the aquatic facility?

1. New naming by community sponsor's opening of aquatic facility for all.
2. Everyone welcome: pool opens with room for everyone inside and out.
3. Fun family friendly aquatic facility finally open! Let the games begin!
4. New community space gem for Port Alberni now open.
5. Port Alberni opens new, modern, fun-filled facility that fills the needs of families, user groups and community members.
6. A brand-new aquatic facility for the Port Alberni area, everyone is welcome to "dive right in" and enjoy.
7. Grand opening project was completed under budget.
8. Healthy heart drums new recreation life in Alberni Valley.

9. Valley moves into future together with new aquatic centre opening.
10. WOW!! Port Alberni has arrived. "Welcome to our world" Little Fish and Big Sharks.
11. We welcome all community members of the Alberni-Clayoquot region to our long awaited new aquatic centre.
12. Federal and provincial grant funds poured into new aquatic centre.
13. Communities and cultures come together at new facility.
14. With a big splash our community opens a new aquatic facility
15. This facility is supported by all of the Nuu-Chah-Nulth members.

Question - What would the headline in the local newspaper read on the anniversary (5-10 years) of the opening day of the aquatic facility?

1. Facility used fully by all participants. Costs covered by sponsors and user fees.
2. Our aquatic facility has been open for 5 years we celebrate a new wave of interest for everyone.
3. Success to a new pool for all that worked together.
4. Commonwealth Games (or BC Games) coming to Port Alberni Thanks to New Aquatic Facility.
5. Alberni Valley healthiest in province thanks to rec facilities.
6. New aquatic facility emerges from the "deep end" and realizes projected attendance goals.
7. Port Alberni Aquatic Centre is operating at a self-sustainable level – tax cuts predicted.
8. Aquatic centre received federal and provincial support dollars to add new services and programs.
9. State of the art and going strong! Thank you, Port Alberni our success is your success.
10. Port Alberni holds national swimming competition and brings over 300 participants to town.
11. New Fitness equipment needed at the aquatic centre, constant use is very hard on 10-year-old equipment.
12. The aquatic centre is not swimming in debt - Fees cover operational costs.
13. Aquatic facility measures up: efficiently environmental 10 years in, aquatics centre still one of BC best.
14. Aquatic centre home of the Olympic gold winner.

Place Deck Cards Activity

In this exercise advisory committee members were separated into two groups and issued card decks that contained various phrases. The groups organized and ranked the phrases

on the cards to refine what principles and values will guide the future facility. Some principles and values that emerged were:

The place should be:

- Inclusive and accessible to all community members fostering a strong sense of belonging.
- Filled with activity and energy and many different activities taking place at once.
- Cutting edge in terms of aquatic and building performance standards.
- Multi-faceted and diverse to support a large range of needs for a diverse group of users.
- A focal point of the community's unique art and culture.
- Inspiring to all users.

The experience should be:

- Unexpected: something unique that exceeds the expectations of the community.
- Lively, spirited, and playful.
- Best in class.

The space should be:

- Trusted: safe, welcoming, and inclusive for all people.
- Efficient: well planned and organized to permit a wide range of programming.
- Open: spacious with an indoor-outdoor connection.

This place is uniquely:

- Multifaceted: a gathering space for the community with a variety of spaces that can be used for a variety of activities by a diverse range of users.
- Artistic: the aesthetics of the facility should reflect the uniqueness and diversity of the community and culture.
- Inspirational: the facility should inspire you to engage in activities and provide a sense of belonging to community members and visitors alike.

Values are:

- Collective
- Harmonious
- Sharing
- Proud
- Participatory

Emerging Vision and Principles

The outcomes of each exercise in the workshop produced valuable information that assisted in developing a proposed vision and guiding principles.

Vision:

The Alberni Valley aquatic centre will be an inspirational, culturally diversified, and multifaceted space that will showcase our community spirit and uniqueness. A respectful, inclusive, and welcoming gathering place that promotes health and wellbeing for all users and abilities.

Guiding Principles:

The Alberni Valley aquatic centre will be:

- **Financially Responsible** – Responsible to the Valley's economic conditions by designing within its collective means. This will consider both capital and ongoing operating budgets.
- **Inclusive** – Accessible for all people and will provide a safe and trusted environment that offers a strong sense of belonging.
- **Best in class** – a facility that demonstrates industry and environmental best practices in terms of aquatic and building performance standards.
- **Uniquely Artistic** – Designed through community input and passion reflecting the richness of its diverse communities both in building design and artistic expressions.
- **Spirited and Lively** – Open and spacious to foster a vibrant, social hub. It will encourage collective, harmonious, and sharing attitudes.
- **Efficient** – well planned and organized to maximize the use of the community amenity.

Next Steps

Needs Benefits Assessment:

Maximizing positive impact begins with a strong understanding of those it will serve. The next phase of the study will be a Needs Benefits Assessment of the community's aquatic needs. Engagement during the Needs Benefits phase will include public surveys, workshops, and open houses with user groups to gain an understanding of the public's concerns and desires. A review of high-level costing analysis will be conducted to inform the following phase of prioritizing design options. This research, combined with the input collected during the community engagement, will be summarized in Technical Memo #2



ALBERNI VALLEY AQUATICS OUTREACH
DIVE INTO THE FUTURE
HELP SHAPE AQUATICS FOR OUR VALLEY

Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study

Technical Memo #2: Needs Benefits Assessment and Community Engagement

2024-09-12



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Project Description

The Alberni-Clayoquot Regional District is producing a comprehensive Aquatic Centre Feasibility Study on the potential future development of an indoor aquatic facility to service the Alberni Valley. The study is being conducted by **hcma** Architecture + Design (**hcma**) and GDH Solutions (GDH). **hcma** is an interdisciplinary design group that specialize in aquatic and recreation design. GDH Solutions is a management consulting group that specializes in recreational business plans and feasibility studies.

The following report is the second technical memo in a series of 3. The ongoing findings of the feasibility study will be captured in 3 progress technical memos and a final report. Each of the 3 technical memos will focus on these areas of study.

1. A review of existing systems and benchmarking of aquatic assets and governance models from comparable communities.
2. Assessment of the community's aquatic needs and opportunities.
3. Prioritize facility and governance options with associated costing based on feedback received.

Vision and Principles

Vision:

The Alberni Valley aquatic centre will be an inspirational, culturally diversified, and multifaceted space that will showcase our community spirit and uniqueness. A respectful, inclusive, and welcoming gathering place that promotes health and wellbeing for all users and abilities.

Guiding Principles:

The Alberni Valley aquatic centre will be:

- **Financially Responsible** – Responsible to the Valley's economic conditions by designing within its collective means. This will consider both capital and ongoing operating budgets.
- **Inclusive** – Accessible for all people and will provide a safe and trusted environment that offers a strong sense of belonging.
- **Best in class** – a facility that demonstrates industry and environmental best practices in terms of aquatic and building performance standards.
- **Uniquely Artistic** – Designed through community input and passion reflecting the richness of its diverse communities both in building design and artistic expressions.

- **Spirited and Lively** – Open and spacious to foster a vibrant, social hub. It will encourage collective, harmonious, and sharing attitudes.
- **Efficient** – well planned and organized to maximize the use of the community amenity.

Needs Benefits Assessment and Community Engagement:

The success of a community building begins with a strong understanding of the needs and ideas of those it will serve. In this phase of the feasibility study, engagement with the community was conducted to gain an understanding of the public's concerns and desires as well as the opportunities and interests of the development of a community aquatic centre.

Key areas of the community and stakeholder engagement in this phase occurred through public open houses, an online survey, and a workshop with the project Advisory Committee. The information received from the community included 1,250 completed surveys. This size of response provides a high level of confidence in the information collected and demonstrates the public's opinion of how important this project is to them.

Engagement by the Numbers

How we reached people:

- Port Alberni Open House May 31st, 2023 at Echo Centre: Approx. 23 participants.
- Cherry Creek Open House May 31st, 2023 at Cherry Creek Community Hall: Approx. 10 participants.
- Public Survey #1 April 22 - June 15th, 2023: 1,250 completed surveys.
- Events and surveys advertised using: posters, Alberni Valley Aquatic Outreach website, and social media.

Who we heard from:

- Open Houses:
 - Participants from: Cherry Creek, Beaver Creek, Sproat Lake, and Port Alberni
- Public Survey #1:
 - Online survey ran from April 22 – June 15th, 2023
 - 1,250 completed surveys
 - Survey demographics:
 - 37% identified as being between the ages of 35-48 years old

- 25% identified as being between the ages of 49-64 years old
 - 18% identified as being between the ages of 19-34 years old
 - 17% identified as being 65 years of age or older
 - 2% identified as being 13 to 18 years of age
- Survey Communities:
 - 70% of survey respondents identified as being from Port Alberni
 - 13% of survey respondents identified as being from Beaver Creek
 - 7% of survey respondents identified as being from Cherry Creek
 - 5% of survey respondents identified as being from Sproat Lake
 - 2% of survey respondents identified as being from Beaufort
 - 1.5% of survey respondents identified as being from Tseshaht First Nation Reserve
 - .7% (9 respondents) selected “I prefer not to answer”
 - .2% (2 respondents) identified as being from Ucluelet
 - .1% (1 respondents) identified as being from Hupacasath First Nation

Engagement Strategy

The overall engagement strategy is divided into two phases and phase one was developing the needs/benefits assessment of the community. This phase established an accurate assessment of the needs and desires of the community for the proposed new facility. Based on this information, the design team will develop aquatic facility options in which a second phase of engagement will occur to receive feedback from the public on the options presented.

In each phase of engagement, the overall approach is focused on ensuring broad community input by offering multiple ways to provide input (online, in-person) and communicating information through multiple channels to reach as many community members as possible (posters, websites, social media).

Phase one engagement included a range of opportunities from ‘inform’ to ‘consult’ as described in the International Association of Public Participation (IAP2) Spectrum. All activities were guided by principles of inclusiveness, clarity, flexibility, honesty, respect, and integrity.

The online survey was conducted via an open website link, available to anyone. There were no limits on participation. As it was not conducted using random sampling and demographic profiling, the results are not intended to be statistically representative. To analyze the results, thematic input from the survey was coded and compared for consistency to the

input from the open house events. Similar data trends were noted for both input methods. The summary of engagement results is outlined below.

Survey and Open House Engagement Summary:

Echo Aquatic Centre:

Questions regarding the community's use of the exiting Echo Aquatic Centre were included in both the survey and open house to identify public perceptions of what works and what does not work in the existing facility as learning that may be applied to the design of a new facility.

Respondent's usage patterns of Echo Pool:

1. 81% of survey respondents had visited the Echo Aquatic Centre in the past 5 years while 19% of survey respondents had not visited the Echo Aquatic Centre in the past 5 years.
2. Over half of the survey respondents reported going to Echo Pool with their family, over one third reported going on their own, while others reported going for swimming lessons or with a club or group.
3. 56% of survey respondents reported using Echo Pool at least once a month while
4. 43% of respondents provided written responses in the "Other" category that were reviewed and categorized into common themes including:
 - A few times a year, infrequently
 - More than twice a week
 - Mostly for swimming lessons, when there is space available
 - Infrequent hours and cancellations limit my ability to go. I would go more if there were less cancellations and better hours
 - Less than once a month

What works at Echo Aquatic Centre:

Frequently used amenities:

When asked in the survey what amenities they used on a typical visit to Echo Aquatic Centre, the most commonly selected amenities indicate an emphasis on the leisure components of the existing facility. The most common responses (in order from highest to lowest) were:

On a Typical visit to the Echo Aquatic Centre I Use (in rank order):

1. Leisure pool / lap pool (874)
2. Whirpool / Hot tub (614)
3. Sauna (365)
4. Wading pool / tot pool (352)
5. Seating / spectating spaces (349)
6. Waterslide (299)
7. Diving board (218)
8. Fitness studio (204)
9. Other - 48 respondents provided written responses in the “Other” category that were reviewed and categorized into common themes including:
 - I use the pool to take my kids to swimming lessons or to watch them swim
 - Aquafit and various other forms of water exercise
 - Change rooms, bathrooms, lockers

Additional feedback received at Open House:

When asked at the open house what their favorite aspects of the existing Echo Aquatic Centre were the most common responses from attendees included:

Fitness space:

- The existing fitness space appears to be a well-used amenity
- It was expressed by multiple people that the space could be bigger with a larger selection of better equipment.

Sauna and hot tub:

- Sauna and hot tub were expressed as popular amenities.

Good location:

- Many who attended the open house expressed positive views for the location of the existing Echo Aquatic Centre.

Cost is reasonable:

- It was expressed that the current user fees are reasonable.

What does not work or could be improved at Echo Aquatic Centre:

When survey participants were asked if there was something that had prevented them from using Echo Pool the most common responses (in order from highest to lowest) were:

1. Limited operating hours (780)
2. Inadequate staffing levels (624)
3. Lack of capacity – not enough leisure pool space (431)
4. Pool temperature issues (362)
5. Lack of capacity – not enough lanes (266)
6. Inadequate fitness and training space (262)
7. Water quality issues (237)
8. Inadequate washrooms / change room facilities (215)
9. Not applicable – I have not had any of these challenges (105)
10. Accessibility issues (61)
11. Insufficient spectator viewing areas (56)
10. Other - 137 respondents provided written responses in the “Other” category that were reviewed and categorized into common themes including:
 - Not enough access to programming such as swimming lessons
 - Rather use a pool in another community such as Nanaimo because it is more fun and has better amenities for kids
 - I don't use the pool for a variety of reasons but I still think it is an important facility for others in the community
 - The amenities at Echo are lacking excitement and the facility is outdated

Additional feedback received from the survey and open house:

Limited operating hours and inadequate staffing levels:

- It was frequently expressed at both the survey and open house that the existing pool is not open often enough and the schedule is not consistent due to frequent cancellations and a perceived lack of staff and lifeguards.
- There appears to be a desire for increased operating hours including evenings and weekends and greater access to aquatic programming.

Pool Temperature:

- Many survey respondents indicated that the pool temperature being too cold was keeping them from using the facility as often as they would like.

Lack of visibility within pool space:

- It was expressed several times in the survey and open house that the walls between the existing tot's pool, hot tub, sauna, and main pool area creates a visual disconnection between users of the space and can feel unsafe.
- There appears to be a desire for greater openness and visibility between pool spaces and between pool and outdoors.

Survey participants were asked to provide written responses to the question “Is there an amenity missing from the Echo Aquatic Centre that would increase your use of the existing pool?”. The answers were grouped into the common themes listed below (ranked in order of most responses to least):

1. Including aquatic amenities such as:
 - Waterslide
 - Wave pool
 - Lazy river
 - Larger gym with a better selection of equipment
 - Larger hot tub
2. No, there is not an amenity that would increase my use of the existing pool
3. Better space dedicated for kids with fun features
4. Increased hours of operation
5. Warmer pool temperature

When asked if they had travelled to a different community to use their aquatic centre instead of using the Echo Aquatic Centre in Port Alberni:

- 70% of survey respondents reported “yes” and 28% reported “no”.
- Nanaimo Aquatic Centre was the most common community noted as an alternative destination to Echo Pool followed by Qualicum, Courtenay-Comox, and Victoria.
- The most common reasons why survey participants reported travelling to another community to use their aquatic centre were:
- Survey participants were asked to provide written responses explaining why they used this facility instead of Echo Aquatic Centre. The answers were grouped into the common themes listed below:
 - Echo pool is outdated, lacks fun modern amenities, and is not open enough.
 - The other facilities are noted as being much nicer, open more hours and providing a better overall user experience.
 - The other facilities offer better amenities for kids and families: more fun, more features and options, larger warm shallow pools.
 - The wave pool in Nanaimo was noted as a common reason for making the trip.
 - Ability to get kids into swimming lessons at other pools when not possible at Echo.

New Aquatic Centre

Support for a New Aquatic Centre:

Both the survey and open house included questions intended to gauge levels of support and opposition for a new aquatic facility within the community. Engagement at both the open house and public survey indicates high levels of community support for a new aquatic facility. Concerns around the cost of a new facility were also raised at both the open house and through the survey, however there were far fewer responses noting concerns than those indicating support. It is also important to note that the first round of public engagement did not include any information regarding the potential cost of a new facility.

When survey participants were asked if they were interested in the possibility of a new aquatics facility in the Alberni Valley to replace the existing Echo Aquatic Centre:

- 89% (1108) of survey participants responded “yes”.
- 6% (76) of survey participants responded “It depends”.
- 5% (66) of survey participants responded “No”.

Those who responded “Yes” were asked to provide written responses explaining why they answered this way. The answers were grouped into the common themes listed below:

- A perception that the existing facility no longer meets the needs of the community because it is outdated, unreliable and lacks elements of fun and excitement.
- Belief that an aquatic centre is an important element of the community contributing to increased community health and wellbeing.
- Desire for an aquatic space that better meets the needs of children and families.
- Desire for better aquatic amenities such as: larger overall space, larger fitness room, better children’s area, lazy river, sauna, more lanes, diving board, slide, larger hot tub.

Those who responded “It depends” were asked to provide written responses explaining why they answered this way. The answers were grouped into the common themes listed below:

- It depends on the cost, potential tax increase, and who will pay for the facility.
- It depends on if a new facility could be properly staffed considering staffing challenges at the current facility.

- It depends on the design and amenities of a new pool. It depends on if the existing facility could be upgraded and if doing so would be less expensive than building new.

Those who responded “No” were asked to provide written responses explaining why they answered this way. The answers were grouped into the common themes listed below:

- Concerns that the project will be unaffordable for the communities within the Alberni Valley.
- They do not use the current facility and would not use a new one either.
- Belief that a new pool would not be adequately staffed because the existing pool has experienced staff shortages resulting in limited operating hours.

Aquatic Activities at a New Aquatic Centre:

Through the survey and open house, the public was asked to identify and rank their preferences for different types of aquatic activities that could be included in a new aquatic centre. The following section lists these activities ranked in order of priority (from highest to lowest) as well as other potential opportunities and considerations related to a new facility identified through the engagement.

1. Leisure and recreational swimming:

- Leisure and recreational swimming was ranked as the most important aquatic activity in both the survey and open house when the public was asked to rank aquatic activities.
- At the open house the importance of increased leisure space for children, families, and seniors was expressed as well as interest in amenities such as: lazy river, larger tot pool, zero depth entry, slide, shallow water for walking, diving, rock wall.

2. Skill development:

- Skill development was ranked as the 2nd most important aquatic activity to be included within a new aquatic facility in the survey and in third place of importance at the open house.

3. Personal and group fitness:

- Personal and group fitness was ranked as the 3rd most important aquatic activity to be included within a new aquatic facility in the survey.
- At the open house Personal and group fitness was tied with Leisure and recreational swimming for first place.
- At the open house the importance of shallow water areas for fitness activities and water sports was expressed.

4. Health benefits, rehabilitation and therapy:

- Health benefits, rehabilitation and therapy was ranked as the 4th most important aquatic activity to be included within a new aquatic facility in the survey.
- At the open house this category was ranked 3rd for importance, however this is due to Leisure and Personal Fitness tying in first place.
- At the open house a desire for shallow water areas for walking and rehabilitation was expressed.

5. Competitive sport and training:

- Competitive Sport and Training was ranked as the 5th most important aquatic activity to be included within a new aquatic facility in the survey and 4th most important in the open house.
- On the survey and at the open house multiple people expressed interest for increased lane capacity in the lap pool to accommodate more users and to provide the ability to host some events such as swim meets.

6. Socializing:

- Socializing was ranked as the 6th most important aquatic activity to be included within a new aquatic facility in both the survey and open house.

When survey participants were asked to select all the aquatic opportunities they would value at a new facility the most common responses (in order from highest to lowest) were:

1. Swim for fun (1132)
2. Swim for exercise (including aquafit) (1019)
3. Enjoy a hot tub (968)
4. Take swimming lessons (929)
5. Use the pool for rehabilitation / therapy (912)
6. Use a sauna / steam room (853)
7. Swim competitively (635)
11. Other - 149 respondents provided written responses in the "Other" category that were reviewed and categorized into common themes including:
 - Use an amenity such as: waterslide, wave pool, lazy river, larger gym with a better selection of equipment
 - Have access to larger, fun areas for young kids and families
 - Have access to social gathering space for events like pool parties
 - Take part in water based exercise and rehabilitation/therapy
 - Have enough space so there is some separation between different activities

- Take part in water sports, games and skill development such as: swim meets, water volleyball, kayaking, scuba lessons, water polo

Survey participants were asked to identify the top 3 things needed to make a community aquatic facility great. The answers were grouped into the common themes listed below:

- Desire for a greater variety of amenities with enough activity options and space for all ages and abilities:
 - Specific amenities noted: Wave pool, lazy river, bigger fitness space, steam + sauna, larger hot tub, lap pool, diving.
- Dedicated spaces for kids and families with fun features:
 - Larger kids pool suitable for early swimmers.
 - “More fun play stuff for kids”
- Increased hours of operation and greater access to aquatic programs:
 - Many people expressed that increased staff levels allowing increased hours of operation and programs to be an important component of a community aquatic facility.
 - A desire for greater access to swimming lessons, aquafit, evening and weekend hours.
- Qualities of a new facility:
 - Many people expressed a desire for warmer water in a new leisure pool.
 - Sufficient space so there is some separation between different activities.
 - Accessible, inclusive, safe, and welcoming for all users
 - Open space with great visibility throughout
 - Lots of natural light and an indoor-outdoor connection
 - It was expressed by some at the open house that the look and feel of a new facility should be an authentic representation of the Alberni Valley.
- Cost:
 - Affordable for the community in construction, operation, and user fees.

Non-Aquatic Activities at a New Aquatic Centre:

As part of the engagement process the community was asked what kind of non-aquatic activities would be most important to include in a new facility if non-aquatic spaces were to be included. The following section lists these activities in order of priority (from highest to lowest) as well as other potential opportunities and considerations related to non-aquatic activities identified through the engagement.

1. Spaces for kids to play:

- Spaces where kids can play was ranked as the most important non-aquatic activity in the survey and the 2nd most important non-aquatic activity at the open house.

2. Spaces where people can play sports for fun:

- Spaces where people can play sports for fun was ranked as the 2nd most important non-aquatic activity in the survey and the most important non-aquatic activity at the open house.
- It was expressed at the open house that a well-lit outdoor basketball court would be well used by the community if included in a new facility.

3. Spaces for group gatherings and activities:

- Spaces for group gathering and activities was ranked as the 3rd most important non-aquatic activity in both the survey and at the open house.
- During the open house a desire was expressed for the facility to be an active social hub with spaces for youth and seniors that includes flexible spaces for gathering and events such as parties.

4. Spaces where people can train for competitive sports:

- Spaces where people can train for competitive sports was ranked as the 4th most important non-aquatic activity in the survey and 3rd most important at the open house – tie with spaces for group gathering.
- At the open house a desire for a larger fitness centre with a greater selection of exercise equipment was expressed.

5. Spaces where people can hang out together and socialize:

- Spaces where people can hang out together and socialize was ranked as the 5th most important non-aquatic activity in the survey and the 6th most important at the open house.

6. Spaces to relax, sit and spectate:

- Spaces to relax, sit and spectate was ranked as the 5th most important non-aquatic activity in the survey and the 4th most important at the open house – tie with Host or attend an event.

7. Host or attend an event:

- Host or attend an event was ranked as the 7th most important non-aquatic activity in the survey and the 4th most important at the open house – tie with Spaces to relax, sit and spectate.

When survey participants were asked to select all the non-aquatic opportunities they would value if they could be included in a new facility the most common responses (in order from highest to lowest) were:

1. Enjoy sport for recreation (940)
2. Do group activities, including birthday parties and other private functions (903)
3. Take part in physiotherapy and other forms of healing (829)
4. Play (852)
5. Relax (770)
6. Socialize (734)
7. Train for competitive sports (640)
8. Host or attend an event (632)
9. Space for gathering (589)
10. Prepare or purchase food (474)
12. Other - 64 respondents provided written responses in the “Other” category that were reviewed and categorized into common themes including:
 - Multi-use indoor spaces for all ages for the rainy season: basketball, pickleball, kids play
 - A fitness centre with exercise classes
 - Small store/café

What other questions should be asked?

Survey participants were asked: “I think we should also be asking the community the following questions about a new potential aquatic facility”. The answers were grouped into the common themes listed below (ranked in order of most responses to least):

- Cost
 - How much is the community willing to spend - how large of a tax increase are people willing to accept?

- Who should pay for it?
- Location
 - Where should it be located?
- Amenities
 - What kind of features/activities would you like to see in a new facility?
 - Should it be larger than just a pool and include other recreation spaces?

New Aquatic Centre – Location:

The community was asked to identify and rank criteria for a new aquatic facility location. Results from the survey and open house aligned when selecting the top 3 most important location criteria.

Most Important Location Criteria (1 is being most important and 7 being least important):

1. Close to existing recreation amenities (2.35 average survey ranking)
2. Accessible by public transit (2.87 average survey ranking)
3. Close to schools and/or educational facilities (3.03 average survey ranking)
4. Accessible by car (3.32 average survey ranking)
5. Close to or within a higher density/urban area (4.74 average survey ranking)
6. Close to commercial and retail activities (5.58 average survey ranking)
7. Accessible by trail (5.86 average survey ranking)

Aquatic Workshop

Every pool is unique (and should be!). The size and type of aquatic tanks(s) provided in this facility will have the greatest impact on both operational and capital cost and will determine its core functionality. On May 30th, 2023, the design team and the advisory committee met to engage in an aquatic workshop focused on these items. This workshop merged a detailed knowledge of how aquatic facilities operate, best practices, and future trends with community and stakeholder needs. It utilized a series of questionnaires and diagrams to chart the advisory committee's independent version of the priorities, then combined them into a single consensus-based model. The outcomes of this workshop are outlined below.

Consensus of Aquatic Priorities:

Discussed in the workshop were six main areas of aquatic priorities. Each of these areas of aquatic focus will require different spatial and aquatic needs within the facility. Advisory Committee members were asked to rank the importance of these 6 categories (the highest priority being 1 and the lowest 6). The advisory Committee ranked the aquatic priorities in the following order of importance:

1. Leisure Activities
2. Fitness Activities
3. Lessons
4. Therapy / Rehabilitation
5. Sport / Training
6. Social Role

Draft Program

Based on the outcomes of the workshop and feedback from the public engagement, a draft aquatic program was proposed and reviewed by the Advisory Committee. The draft program appeared in general alignment with the values identified above and represents a base program to provide the framework of building components that will be presented back to the public with associated cost during the second phase of public engagement.

Draft Program:

1. 25m x 6 lane lap tank:
Focus:
 - Fun
 - Exercise – group fitness

- Exercise – lane swimming
- Lessons – older ages

2. Leisure Pool:

Focus:

- Fun – spray features / lazy river
- Lessons – younger ages

3. Hot Pool
4. Waterslide
5. Cold plunge
6. Fitness Space
7. Multi-purpose rooms
8. Gymnasium

Additional Notes:

- Wave pool:
 - The potential inclusion of a wave pool was raised by Advisory Committee members given the popularity of the wave pool in Nanaimo.
 - It was noted that wave pools have high operating costs and are generally not economical within the size of facility typical of a community the size of the Alberni Valley.
- Lap Pool:
 - Some Advisory Committee members expressed that a 6 lanes lap pool may not be large enough for the community's needs. 8-10 lanes would provide more versatility for programming.
 - With a 6 lane 25m pool it can take a few days to complete swimming events because of the lack of lane capacity.
 - 6 vs. 8 lanes will be included as an option during the next round of public engagement.
- Steam/Sauna:
 - The popularity of the existing sauna and its connection to wellness was raised.
 - A steam/sauna will be included as an option during the next round of public engagement.

Conclusion & Recommendations

Based on the results of the engagement, the design team provides the following key recommendations to move forward with in the feasibility study. These recommendations are intended to capture the expressed needs and desires of the community and to act as design drivers for the next phases of the study.

1. Leisure Pool Focus:

A separate leisure pool tank would support the strong demand for child and family friendly, leisure and fun focused activities that have been expressed as a priority by the community. Separate leisure and lap pools would permit a variety of activity and programming from different users to take place at once. Potential features include zero-entry (beach), spray features, lazy river, tot's area, and waterslide. It is strongly recommended that a large area of the leisure pool be at a contiguous depth between 0.9m -1.2m to support swimming lessons, some aqua-fit and other learn to swim programming.

2. Six Lane 25m Lap Tank:

Desire for lap swimming, skill development (older kids), group fitness activities such as aquafit and competitive swimming indicate support for a separate six lane 25m tank. This tank should have a shallower end that supports lessons and shallow water aquafit, and a deeper end that supports features such as Wibits, 1m spring boards and potentially a climbing wall. The tank should include a ramp entry for accessibility reasons. Consideration for a 6 vs. 8-lane sized tank should be provided during the next round of public engagement so the public can provide input on the desired number of lanes.

3. Hot Pool:

Public engagement indicates that the existing hot pool is a well-used amenity at Echo Pool with many respondents expressing a desire for more hot pool space. Including a single, larger hot pool would support these community priorities. Consideration should also be provided for including a cold plunge pool near the hot pool as part of a wellness zone.

4. Sauna / Steam Rooms:

Public engagement indicates the existing saunas are a popular amenity at Echo Pool and that health benefits, rehabilitation and therapy are important components of a new facility. The inclusion of a sauna / steam room would support these community priorities and supplement a wellness approach when combined with the hot pool and cold plunge.

5. Universal Change Rooms:

In response to the survey results, discussions with the Advisory Committee and societal norms, the facility should include a majority of universal (family) change room space with smaller, separate male and female change facilities.

6. Accessibility

The facility should be built to include best practice for accessibility. It is noted that simply complying with the building code does not sufficiently address accessibility needs in this building type. Consider targeting a Rick Hansen Accessibility certification for the building.

7. Increased Openness and an Indoor-Outdoor Connection:

The existing Echo Pool has several interior spaces that are visually disconnected from one another. A new facility should be designed with open interior spaces that can be more easily monitored for increased safety and feelings of connection. The building should also include strategically located glazing to provide natural light and a visual connection between the indoor and outdoor environment that takes advantage of the natural beauty in the Alberni Valley.

8. Fitness Space:

Public engagement indicates the existing fitness studio at Echo Pool is a well-used space with many respondents also expressing a desire for the space to be larger, with better equipment. A new facility should consider incorporating a larger fitness space into the base programming to support this priority and capture revenue opportunities.

9. Wet Multi-Purpose Room

Engagement indicates a desire for fun kid and family activities as well as aquatic skill development (swimming lessons, lifeguard training, etc.). It is recommended that the design of a new aquatic facility includes a wet multi-purpose room that could be used for activities such as birthday parties and skill development (lifeguard training, etc.) to support these community priorities.

10. Sustainability:

The facility should be designed to industry and environmental best practices as outlined in the project's Guiding Principles. Specific features to be considered include low energy mechanical and electrical strategies, lowering chlorine levels through innovative technology, achieving high indoor air quality and passive natural ventilation and daylighting strategies.

11. Other Non-Aquatic Recreation Spaces:

Engagement indicates there is public interest for including other non-aquatic recreation spaces such as spaces for kids to play and spaces where people can play sports for fun. The project should consider how exterior landscape spaces could be designed to provide opportunities for play such as an outdoor basketball court or playground.

Next Steps: Prioritizing Options

Following this first round of consultation with the public the next phase of the feasibility study will begin to develop a list of aquatic asset combinations that will be prioritized to create a short list of options. These options along with associated cost will then be presented to the public in the second phase of engagement to identify a consensus of aquatic assets.



ALBERNI VALLEY AQUATICS OUTREACH
DIVE INTO THE FUTURE
HELP SHAPE AQUATICS FOR OUR VALLEY

Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study

Technical Memo #3: Prioritizing Options

2024-02-21



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Executive Summary

During the fall of 2023, the Alberni-Clayoquot Regional District aquatic feasibility study began a second round of public engagement with a focus on facility component options and associated costs. During this engagement over 1,000 people in the Alberni Valley shared their thoughts about a potential indoor aquatic centre in the region through an interactive online survey. The result being a preferred combination of aquatic centre components selected based on broad community support amongst respondents:

- 260 square metre wave pool
- 25 metre six-lane lap pool
- hot tub
- slide
- fitness space
- multi-purpose room
- steam and sauna rooms

While this interactive survey was a pivotal component to determine the preferred option and feasibility of this facility, it was only one part of a much larger community engagement effort that included hosting a series of open houses and two online surveys through the first and second rounds of public engagement. Every one-on-one conversation, survey comment, and sticky note over the course of the project played a role in shaping the final recommendations.

Project Description

The Alberni-Clayoquot Regional District is producing a comprehensive Aquatic Centre Feasibility Study on the potential future development of an indoor aquatic facility to service the Alberni Valley. The study is being conducted by **hcma** Architecture + Design (**hcma**) and GDH Solutions (GDH). **hcma** is an interdisciplinary design group that specialize in aquatic and recreation design. GDH Solutions is a management consulting group that specializes in recreational business plans and feasibility studies.

The following report is the 3rd technical memo in a series of 3. The ongoing findings of the feasibility study will be captured in 3 progress technical memos and a final report. Each of the 3 technical memos will focus on these areas of study.

1. A review of existing systems and benchmarking of aquatic assets and governance models from comparable communities.
2. Assessment of the community's aquatic needs and opportunities.
3. Prioritize facility and governance options with associated costing based on feedback received.

Vision and Principles

Vision:

The Alberni Valley aquatic centre will be an inspirational, culturally diversified, and multifaceted space that will showcase our community spirit and uniqueness. A respectful, inclusive, and welcoming gathering place that promotes health and wellbeing for all users and abilities.

Guiding Principles:

The Alberni Valley aquatic centre will be:

- **Financially Responsible** – Responsible to the Valley's economic conditions by designing within its collective means. This will consider both capital and ongoing operating budgets.
- **Inclusive** – Accessible for all people and will provide a safe and trusted environment that offers a strong sense of belonging.
- **Best in class** – a facility that demonstrates industry and environmental best practices in terms of aquatic and building performance standards.
- **Uniquely Artistic** – Designed through community input and passion reflecting the richness of its diverse communities both in building design and artistic expressions.
- **Spirited and Lively** – Open and spacious to foster a vibrant, social hub. It will encourage collective, harmonious, and sharing attitudes.
- **Efficient** – well planned and organized to maximize the use of the community amenity.

Prioritizing Options

Community building begins with understanding the values and aspirations of those it will serve. In phase one of engagement, ideas of aquatic and non-aquatic building features were explored that would best serve the community. In the second phase of engagement, the list of ideas was refined and provided to the community to solicit feedback about each feature. Aquatic features and options were identified with their estimated associated capital,

operating, and renewal costs, as well as the estimated associated tax implication per household.

Survey 2 – Outreach on Options:

The public engagement exercise required a robust and interactive community survey tool to gauge community support for the different options of facility spaces and aquatic features. The chosen survey software was Ethelo, an online group decision-making platform that allows participants to evaluate options on a scale and weigh priorities and trade-offs while seeing tax calculations in real time. The project's interactive survey was open on the Ethelo platform from October 31st to December 8th, 2023.

Survey participants were tasked with learning about optional features for the new facility, adding their thoughts, and indicating whether they support or oppose including each feature. As participants advanced through the survey, the Ethelo platform calculated the cost for their ideal design in real-time so participants could understand the financial impact of their decisions. The Ethelo platform analyzed the results of all participants' selections to find the most broadly supported combination of aquatic features taking into account the amount of taxes people are willing to pay.

Participants were informed of the background information and calculations used within the survey through an Additional Information page that was included containing detailed descriptions of:

- Total Capital Cost
- Annual Asset Management Cost
- Annual Operating Cost
- Estimated Annual Household Cost
- Survey Apportionment Model
- Grants, Sponsorships and Donations

To ensure that survey respondents were provided thorough support, an instructional video was published that walked participants through the survey explaining how each section worked. An email address was also provided on all promotional materials advertising assistance for community members who needed additional support in completing the survey.

Data Validation

The online engagement was conducted via an open website link, available to anyone. Ethelo has a rigorous process for ensuring the results are secure and reliable. Ethelo performs a thorough validation process in which their analytics team goes through the results to ensure

there has been no system tampering. Participant contributions were validated using pattern analysis that looked for irregularities that would indicate repeat voting or robotic voting. That analysis looked at voting patterns, location, URLs and self-reported addresses.

Engagement by the Numbers

How we reached people:

- Public Survey #2 October 31st - December 8th, 2023
- Open House in Port Alberni November 29th, 2023
- Events and surveys advertised using:
 - Posters displayed at various locations throughout community
 - Local newspapers and radio stations
 - Alberni Valley Aquatic Outreach website
 - Social media (Twitter, Instagram, Facebook)
 - Pamphlet handouts
 - Promotion at Rotary Club, Highschool, and Sunshine Club

Who we heard from:

Open House:

- Participants: 54 people
- Participants from:
 - City of Port Alberni (39)
 - Sproat Lake (5)
 - Beaver Creek (5)
 - Cherry Creek (4)
 - Beaufort (1)

Public Survey #2:

Over the 5 weeks that the engagement was live, the online platform garnered 2,971 visitors and 1,074 participants.

- Survey demographics:
 - 1% identified as being between the ages of 13-18 years old
 - 19.3% identified as being between the ages of 19-34 years old
 - 37.4% identified as being between the ages of 35-48 years old
 - 24.8% identified as being between the ages of 49-64 years old
 - 16.2% identified as being 65 years of age or older

- 1.4% selected “I prefer not to answer”
- Survey Communities:
 - 70.2% of survey respondents identified as being from Port Alberni
 - 9.3% of survey respondents identified as being from Beaver Creek
 - 8.3% of survey respondents identified as being from Sproat Lake
 - 7.2% of survey respondents identified as being from Cherry Creek
 - 2.1% of survey respondents identified as being from Beaufort
 - 0.8% selected “I prefer not to answer”
 - 0.7% of survey respondents identified as being from Tseshah First Nation Reserve
 - 1.4% identified as being from “Other” locations

Survey 2 Results:

Survey results discussed below are overall results including all participants. A breakdown of survey results by each electoral area is provided in the appendix.

The Pools

Leisure Pool:

Leisure pools are designed for play and health, with warm shallow water for recreation and swimming, and easy access to enter the water. Survey participants were provided with 3 leisure pool options and asked to select their favorite pool. Each leisure pool option had an estimated cost visible to participants.

We asked: Please select your choice of the following 3 leisure pool options:

- The 180 square metre leisure pool
 - Approximately the same size as the Echo Centre's leisure and tot's pool.
 - This leisure pool would include spray features, a shallow area for tots, and a lazy river.
- The 260 square metre leisure pool
 - Approximately 30% larger than Echo Centre's leisure pools.
 - This leisure pool would include spray features, a shallow area for tots, and a lazy river.
- The 260 square metre wave leisure pool

- Approximately 30% larger than Echo Centre's leisure pools.
- This leisure pool would include Space for more people and more activities at the same time, a wave action area, spray features, a shallow area for tots, and a lazy river.

Survey results below show the ranking of leisure pools from highest to lowest:

1. 44.5% **The 260 square metre wave leisure pool**
2. 38.5% **The 260 square metre leisure pool**
3. 17.1% **The 180 square metre leisure pool**

- Note that individual electoral area results rank leisure pool priorities in the same order as above. See appendix for further breakdown.

Lap Pool:

Lap pools have cooler water than leisure pools and are approximately 1 metre (3 feet) deep at one end and 3-4 metres (9-13 feet) deep at the other. Survey participants were provided with 3 lap pool options and asked to select their favourite pool. Each lap pool option had an estimated cost visible to participants.

We asked: Please select your choice of the following 3 lap pool options:

- 25m 6-lane lap pool
 - 25 metres long with 6 lanes.
 - Approximately the same size as the current lap pool at Echo Aquatic Centre.
- 25m 8-lane lap pool
 - 25 metres long with eight lanes.
 - The size of the current lap pool at Echo Aquatic Centre with 2 additional lanes that would permit more people to use the pool at the same time.
- 50m 8-lane lap pool
 - 50 metres long with 8 lanes.
 - Approximately twice the length of the current lap pool at Echo Aquatic Centre, and 2 additional lanes.
 - This option would allow the greatest number of users and programs at the same time and allow for competitive swim meets.

Survey results below show the ranking of lap pools from highest to lowest:

1. 40% **25m 6-lane lap pool**
2. 30.6% **25m 8-lane lap pool**
3. 29.4% **50m 8-lane lap pool**

- Note that individual electoral area results rank lap pool priorities in the same order as above. See appendix for further breakdown.

Additional Features:

Based on feedback received during the first phase of public engagement, 7 additional feature options were included in the survey that participants could choose to include or not include in their designs. Participants were asked to show their support for each feature using a 5 button likert voting scale, with responses ranging from “Totally Oppose” to “Totally Support.” Each feature had a specific cost visible to participants and added to their total cost if they indicated support for the feature.

We asked: Please let us know how interested or opposed you are to each of the following additional features:

- Slide
- Hot tub
- Sauna
- Steam Room
- Cold Plunge Pool
- Fitness Space
- Multi-Purpose Room

Survey results below show levels of support and opposition for each additional feature. The additional features are ranked from highest support to lowest support.

1. **Hot tub:** 83.3% support, 6.4% oppose
 - Breakdown:
 - 67.6% totally support
 - 15.7% moderately support
 - 10.3% neutral
 - 3.1% slightly oppose
 - 3.3% totally oppose
2. **Slide:** 75.5% support, 10.6% oppose

- Breakdown:
 - 56.8% totally support
 - 18.7% moderately support
 - 13.9% neutral
 - 5% slightly oppose
 - 5.6% totally oppose
- 3. **Fitness Space:** 73.1% support, 11.6% oppose
 - Breakdown:
 - 55.9% totally support
 - 17.2% moderately support
 - 15.3% neutral
 - 4.7% slightly oppose
 - 6.9% totally oppose
- 4. **Multi-Purpose Space:** 63% support, 16.7% oppose
 - Breakdown:
 - 41.3% totally support
 - 21.7% moderately support
 - 20.3% neutral
 - 6.6% slightly oppose
 - 10.1% totally oppose
- 5. **Sauna:** 58.4% support, 14.8% oppose
 - Breakdown:
 - 41.2% totally support
 - 17.2% moderately support
 - 26.7% neutral
 - 6.1% slightly oppose
 - 8.7% totally oppose
- 6. **Steam Room:** 50.3% support, 20.1% oppose
 - Breakdown:
 - 33.3% totally support
 - 17% moderately support
 - 29.6% neutral
 - 8.6% slightly oppose
 - 11.5% totally oppose
- 7. **Cold Plunge Pool:** 41% support, 29.9% oppose
 - Breakdown:
 - 25.1% totally support
 - 15.9% moderately support

- 29% neutral
- 11.3% slightly oppose
- 18.6% totally oppose

Project Support:

After participants selected their choice of aquatic centre components, they were asked to complete 5 questions seeking feedback on overall project support, taxation levels, and support for building a regional aquatic service.

We asked:

Based on the tax increase predicted for your design, how do you feel about it?

- 76.7% support, 12.2% opposed
- Result breakdown:
 - 53.8% Totally Support
 - 22.8% Moderately Support
 - 11.2% Neutral
 - 5.9% Moderately Oppose
 - 6.3% Totally Oppose
- Note that individual electoral area results show similarly high levels of support for participant's design and associated tax increase: 73.9% support, 15.7% oppose.

We asked:

What additional annual taxes would you be willing to pay to support the new aquatic centre you designed?

- Result breakdown:
 - 25.7% \$200-\$300
 - 20.1% \$500-\$600
 - 18.9% \$400-\$500
 - 16.4% \$300-\$400
 - 12.2% \$700-\$800
 - 6.7% \$600-\$700
- Grouping the categories above, we see that 74% of participants support an additional annual tax increase of up to \$400 annually and 58% support a tax increase of up to \$500 annually.

- Note that combined electoral areas show similarly, that 71% of participants support an additional annual tax increase of up to \$400 annually while 56% support a tax increase of up to \$500 annually.

We asked:

If the amount you would be willing to pay is less than what your estimated cost for the pool you designed is, would you support raising money for the project through?

- 33.9% Provincial and Federal Grants
- 23.2% Sponsorship
- 20.6% Buy a Brick
- 20.1% In-Kind Donations
- 2.3% *Other

*Note this question asked participants to “select all that apply”.

*Other: A total of 68 comments were made in the “Other” category which are summarized as follows:

- Participants suggested various methods to fund a new pool facility in the past. Ideas included exploring a raffle or lottery, engaging in community fundraising events, seeking corporate donations and naming rights, and establishing a bottle depot donation account.
- Some participants favoured user fees, prepaid lifetime memberships, or scaled entry fees. Others proposed redirecting funds from existing projects, such as McLean's Mill or city flowers, and increasing business taxes or hotel surcharges.
- Collaboration with First Nations and pursuing provincial and federal grants were also mentioned. Some participants expressed opposition to increased taxes and preferred exploring alternative funding sources. A few suggested partnering with businesses or conducting events like auctions, lotteries, and 50/50 draws.
- While opinions varied on user fees, there was a consensus on the importance of thoroughly exploring funding options and ensuring efficient pool operation.

We asked:

This model is based on the idea that we could consider building a regional aquatics service that includes all communities in the Alberni Valley. Do you think the ACRD should explore the creation of an aquatic service for all communities in the Alberni Valley?

- 77.3% Yes
- 18.9% Perhaps but I would like more information before giving my answer
- 3.9% No

- Note that combined electoral areas show similarly high levels of support for the creation of an aquatic service for all communities within the Alberni Valley: 70.6% Yes, 6.1% No, 23.3% would like more information before giving an answer.

We asked:

If you live in the community of Beaufort, Beaver Creek, Cherry Creek or Sproat Lake and you do not want an Alberni-wide, joint service for aquatics, which of the following cost share models do you think should be explored?

- 60.6% At the door resident, non-resident rates for use
- 13.8% Different drop-in program registration for service participants and for non-participants
- 14.4% *Other, please explain below
- 11.3% Separate, short term service agreements

*Other: A total of 35 comments were made in the “Other” category and are summarized as follows:

- Participants expressed varying opinions on the proposed construction of a pool in the Alberni Valley. Some were hesitant due to the lack of available staff and the belief that the funds could be better spent during tough economic times. Some suggested the need for increased user support and staff involvement.
- Others argued against the option of non-residents paying for the facility, proposing increased fees or user ship estimates for all districts. Some emphasized the importance of different rates for residents and non-residents in drop-in and pool programs to promote usage and fairness.
- There were calls for a shared cost among households in the Alberni Valley, with considerations for partnerships with First Nations communities and major corporations for funding. Opinions on payment methods varied, including upfront parcel tax, equal cost per owner payment, and pay-as-you-go at a higher rate.
- Note: Only responses from participants who identified as living or owning property within Beaufort, Beaver Creek, Cherry Creek or Sproat Lake were included in the results of this question.

Comments and Suggestions:

We asked: Is there anything else you'd like to tell us?

The community exhibited a mix of enthusiasm and urgency for the new aquatic facility, recognizing its potential positive impact on families, youth, and overall community well-

being. Multiple comments emphasized the critical importance of addressing staffing issues, advocating for an increase in full-time positions to ensure consistent and reliable facility operation. Several comments underscored the significance of planning for future population growth and attracting young families to the area through the provision of modernized amenities, including the proposed aquatic facility. Some participants expressed apprehension about the cost of the project and called for exploration of alternative funding sources, such as grants, sponsorships, and community fundraisers.

There were a total of 152 comments provided by participants. A breakdown of responses into common themes is provided in the appendix.

Open House:

On November 29th, 2023, an Open House was held in Port Alberni to provide an opportunity for the public to learn about the project and receive assistance completing surveys. There were 54 attendees and approximately 30 people completed online surveys during the open house.

Several informational and interactive display boards were provided, and attendees were encouraged to review the boards and provide feedback. The interactive display boards included:

- Leisure Pool Options display board:
 - This board explained the 3 different leisure pool options included in the online survey.
 - Participants were asked to identify their favorite leisure pool by placing coloured sticky dots next to it.
 - The pools were ranked in the following order – from highest to lowest:
 1. 260 square metre wave leisure pool
 2. 260 square metre leisure pool
 3. 180 square metre leisure pool
- Lap Pool Options display board:
 - This board explained the 3 different lap pool options included in the online survey.
 - Participants were asked to identify their favorite lap pool by placing coloured sticky dots next to it.
 - The pools were ranked in the following order – from highest to lowest:

1. 50 metre 8-lane lap pool
 2. 25 metre 8-lane lap pool
 3. 25 metre 6-lane lap pool
- Aquatic Centre Location display board:
 - During the first round of public engagement, we heard the top 3 location criteria for a new aquatic centre are:
 1. Close to existing recreation amenities
 2. Accessible by public transit
 3. Close to schools and/or educational facilities
 - Based on this feedback from phase 1, 3 locations near the existing Echo Centre were proposed and participants were asked to select their preferred location by placing a sticky dot next to it on the board.
 - 27 votes: Location B – Athletic Field directly east of Echo Pool
 - 17 votes: Location C – Beside the Alberni Vally Multiplex
 - 3 votes: Location A – Athletic field directly south of the Alberni Vally Museum

The interactive leisure and lap pool boards were included to generate conversation and build excitement for the project. The results of the sticky dot activity were not added to the overall survey results as participants were encouraged to participate in the online survey to have their selections officially counted.

Conclusion & Recommendations:

The Ethelo platform is designed to analyze all the possible combinations of pool and additional feature options to find the most broadly supported decision scenario taking into account the amount of taxes people were willing to pay. Specifically, Ethelo seeks to find an outcome that will maximize the average support, while minimizing inequalities in the distribution of that support. The most popular scenario, with a general consensus rating of 77%, was:

Leisure Pool: The 260 square metre Wave pool

Lap Pool: The 25 metre, 6-lane lap pool

Additional Features:

- Hot tub
- Slide
- Fitness Space
- Multi-Purpose Room
- Sauna
- Steam Room

This combination of aquatic centre components aligns with the feedback received over both phases of public engagement. A separate leisure pool tank and slide would support the strong demand for child and family friendly, leisure and fun focused activities expressed as a priority by the community. Desire for lap swimming, skill development, group fitness activities such as aquafit and competitive swimming align with a separate six lane 25m lap tank. A larger hot tub, steam and sauna rooms, and fitness space would support the expressed desire of the community for more wellness space, while a multi-purpose room would support a variety of indoor activities for all ages and provide valuable indoor space for the community during the rainy season.

It should be noted that for the lap pool selection, while the 25m x 6-lane pool received the largest percentage of the vote, the other 2 lap pools were quite closely ranked, indicating the community is somewhat divided on the size of lap pool.

Based on the results of the engagement, the design team recommends proceeding with the above aquatic centre components to develop a high-level concept design and project cost estimate to be included in a final report of the feasibility study.

Next Steps – Final Report:

This report completes the 3rd technical memo focusing on the identification and prioritization of options. With the results of the public survey and a preferred scheme established, the project team will continue to develop a high-level concept design and project cost estimate to be included in a final report. The final report will guide the next steps for the Alberni-Clayoquot Regional District's aquatic services.



ALBERNI VALLEY AQUATICS OUTREACH
DIVE INTO THE FUTURE
HELP SHAPE AQUATICS FOR OUR VALLEY

Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study

Technical Memo #4: Concept Design and Cost Estimate

2024-03-27



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Introduction

This memo summarizes the concept design for a new indoor aquatic facility located within the Alberni-Clayoquot Regional District to replace the existing Echo Aquatic Centre. The concept is based on the preferred building components as selected by the community and identified during the Prioritizing Options phase of the feasibility study summarized in Technical Memo #3:

- 260 square metre leisure wave pool
- 25 metre, 6-lane lap pool
- Hot tub
- Slide
- Fitness Space
- Multi-Purpose Rooms
- Sauna
- Steam Room
- Lobby
- Administration and Service Space
- Universal and Gendered Changerooms

Accompanying this memo is a class D cost estimate that includes both hard construction costs as well as project soft costs for the proposed concept design.

Building Planning

While the existing Echo Aquatic Centre has provided many years of service to residents of the Alberni Valley since opening in 1967, it is an inward-looking facility, closed off to its surrounding environment and lacks natural light within interior spaces. The proposed organization for the new aquatic facility focuses on openness, natural light, and strong visual connections between interior spaces to foster a vibrant, social hub that is safe and welcoming to all members of the Alberni Valley.

General Organization

The proposed concept locates all aquatic amenities, changerooms, lobby, reception, and multi-purpose spaces on the main ground floor level. A partial second floor would contain a large fitness space and mechanical space accessible via stairs and elevator located near

the lobby. A partial basement level would contain pool mechanical equipment and chemical storage.

The following strategies have been included in the proposed concept design:

- Large, welcoming lobby space including a multi-purpose room to allow for formal and informal gathering and community use.
- Centralized reception at the lobby to provide controlled access for both the pool changeroom area and fitness space.
- Majority universal changerooms providing safe, inclusive change space options for families, individuals with mobility issues, and transgender and non-binary people.
- Smaller, separate male and female change spaces.
- Clear accessible sightlines throughout the facility to allow for ease of wayfinding, safety, and lifeguarding within the pool space.
- Fitness space located above the change rooms for efficiency while also creating views into the double height aquatic space below.

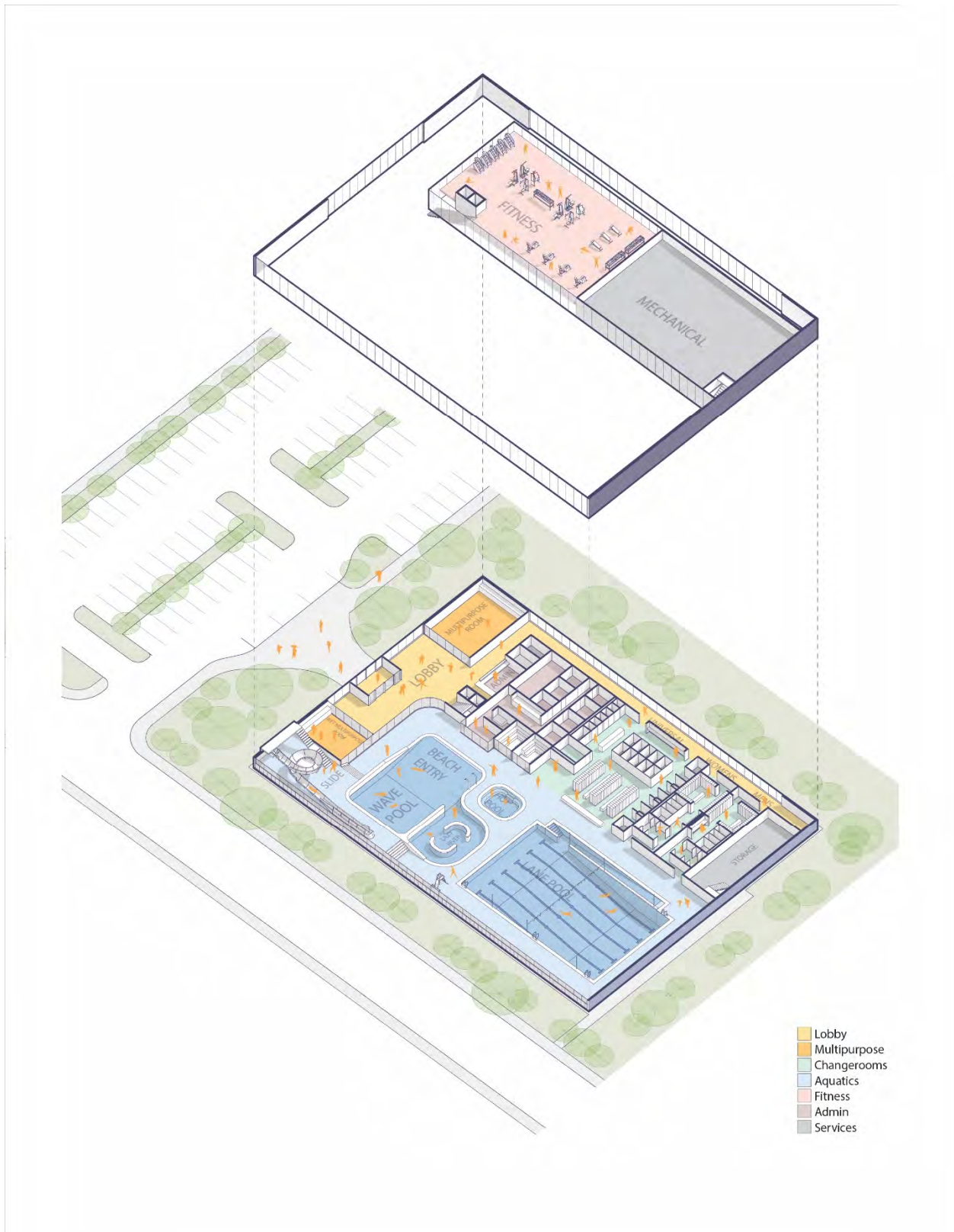
Natatorium Organization

The aquatic zone features a warm-water 260 square metre leisure wave pool, slide, a six lane, 25m lap tank, hot pool, steam and sauna rooms. Most of the aquatic tanks will be fully accessible, featuring zero entry ramps and appropriate deck clearances.

Other key features of the natatorium include:

- A focus on child and family friendly fun activities in the leisure zone through the inclusion of spray features, lazy river, tot's zone, and beach entry.
- Viewing space near the leisure pool for parents, and caregivers to observe lessons and aquatic programs.
- A wet multi-purpose room for birthday parties, lifeguard training, and skill development that opens directly onto the pool deck with a secondary connection to the main lobby space.
- Locating the hot pool, steam, and sauna close to one another to form a wellness zone.
- A light-filled double-height natatorium that faces north to take advantage of consistent natural light and views without the heat gain and glare associated with other exposures.
- Best practice considerations for pool filtration and air quality.

The current cost estimate has assumed that pool tanks are constructed as conventional, cast in place concrete. Future consideration could be given to prefabricated stainless steel tanks, which may prove competitive from a pricing standpoint depending on the availability of skilled concrete trades in the Alberni Valley region.



Conceptual Floor Plan Diagram of Proposed Aquatic Facility

Sustainability

Aquatic facilities are energy intensive building types and care must be given to optimize energy performance through careful consideration of mechanical systems and building envelope. The cost estimate assumes a building that would meet energy step code 2 of the BC Building Code through a high-performance exterior envelope.

The following project priorities should be considered during the detailed design phases:

- Determination of green building standards such as LEED or Zero Carbon.
- Extensive daylighting and natural ventilation strategies.
- High indoor air quality targets, particularly for the natatorium and fitness space.
- Use of locally sourced materials wherever possible.
- Optimized heat recovery – possible synergy with skating arena chillers if located in close proximity.
- Stormwater management using on site infiltration.

Location

The existing Echo Aquatic Centre is located at 4255 Wallace Street in the City of Port Alberni and adjoins the Port Alberni Regional Library and Alberni Valley Museum. The site is located within walking distance of several sports fields and recreational amenities as well as Wood Elementary and Alberni District Secondary School.

The development of a new aquatic facility may involve the selection of a new location, which will be determined in the next stages of planning. To assist the ACRD in determining a suitable location, information was gathered from the public during the first round of engagement regarding important location criteria.

The following location criteria were ranked in order of importance by the public during the first round of engagement:

1. Close to existing recreation amenities
2. Accessible by public transit
3. Close to schools and/or educational facilities
4. Accessible by car
5. Close to or within a higher density/urban area
6. Close to commercial and retail activities
7. Accessible by trail

During the second phase of the feasibility study these criteria were used to evaluate several different locations within the Alberni Valley identified by the Working Group and Advisory Committee. The locations reviewed included: the area surrounding the existing Echo Aquatic Centre; the area close to the existing community centre in Cherry Creek; and the area around the undeveloped green space in Westporte.

Of the sites reviewed, the area surrounding the existing Echo Aquatic Centre was the only option to satisfy all the above location criteria. During the next stages of planning, it is recommended to review potential sites near the existing Echo Pool in greater detail such as Sweeney Field directly east of Echo Pool, the area surrounding the Alberni Valley Multiplex, and Russell Field.

Additional Future Site Considerations Include:

- Proximity to exterior views that showcase the natural beauty of the Alberni Valley.
- Ability to provide natatorium with northern exposure for consistent lighting.
- Access to infrastructure such as treated water, sewer connections, and electricity.
- Good bearing capacity of underlying grade.
- Proximity to other facilities that could enable potential energy recovery.
- Space for a parking area that can accommodate approximately 111 parking spaces (based on preliminary review of the Port Alberni Zoning Bylaw).
- Commissioning of a traffic study.

As no specific site was selected during the feasibility study the cost estimate assumes a generic, flat site with good bearing capacity, access to all services and includes allowances for building excavation, landscaping, and parking.

Capital Project Cost

Based on the conceptual design reports, LTA Consultants (quantity surveyor) produced a preliminary Class D estimate. This estimate identifies a total project cost (hard costs + soft costs) of \$68,119,555 excluding escalation. This cost is based on 2024 standard construction industry market costs for recreational projects in the Port Alberni area delivered through a stipulated 'lump sum' contract basis, from a competitive bidding field of general contractors. The Class D estimate has a level of accuracy of +/- 30%.

Escalation:

LTA Consultants notes that current construction costs are anticipated to rise by approximately 7% in 2024 and will likely continue to rise by a further 5% to 6% in 2025 based on current market conditions. As the schedule for this project is not yet known, the attached cost estimate report includes a schedule 'A' that illustrates the effect of cost escalation on the project capital costs over the following potential milestones:

- Public Approval and Consultation Process: Q4 2024.
- Design Process: 2025.
- Construction: Start Q3 2026 with construction lasting approximately 24 months.

Based on these potential milestones included in Schedule 'A' LTA has included a separate 'Escalation Contingency' allowance of \$10,201,611 in their report which indicates an estimated value that the effect of current projected construction cost escalation could have on the overall project budget.

Capital Loan

The ACRD anticipates that a capital loan will be required that represents the capital project costs less any grants, sponsorships, or donations projected or received. The capital loan is expected to be amortized over a 30-year period and funded through the Municipal Finance Authority at the interest rates prescribed at the time that the loan is taken.

Operational Cost

During the feasibility study an extensive review of existing aquatic facilities on the island and in other small and medium sized communities in BC was undertaken to determine appropriate comparator facilities. GDH contacted the appropriate senior recreation and finance staff in several communities with 25 metre and/or 50 metre pools to obtain data on operating costs and revenues. These interviews resulted in providing insight into the challenges of containing the operating costs while continuing to provide an accessible, affordable aquatic experience for the community. It also provided insight into the benefits of a well-designed facility from an operations perspective – such as numbers of staff required (lifeguards and facility operators) and ongoing operating costs (energy efficiency, maintenance etc.)

Based on the actual operating budget values of existing aquatic centres in the region, the preferred facility is estimated to have an order of magnitude annual operating cost in the range of \$1,800,000 - \$2,200,000 based on the size and combination of components included in the proposed new facility. This estimated range does not include potential revenue from the proposed fitness space or rentals from the multi-purpose rooms. The operating cost range will also be affected by the selected operational model (i.e. operated by the City, ACRD, or privately) which will need to be determined during the next stages of planning. This high-level estimate is subject to change depending on when the new facility

opens as it is difficult to predict the cost escalation (wages of lifeguards, etc.) over longer periods of time.

Asset Management Costs

Asset management costs contribute to a reserve account to ensure there is funding for the eventual replacement of the facility and its systems. Most aquatic centres require major maintenance or renovations after 20-30 years of operation in order to extend the life of the facility. For the purpose of the feasibility study, the annual asset management costs were estimated based on 25% of the total capital cost over a 60-year period for a total of approximately \$283,831 per year. A review of the preferred method of asset management will take place during the next stages of planning while developing an establishing bylaw. however

Grants, Donations, and Sponsorships

It is understood that the ACRD would seek to apply for and receive grants, donations and sponsorships in funds or construction materials that would reduce the overall capital loan requirement. Federal and provincial infrastructure grants when available can provide substantial capital loan offsets.

At the time of project design and construction, there will be grants available to pursue. We can look to the current list of grants available now for an indication of eligibility criteria and grant amounts for developing community infrastructure. Currently, there is an increased emphasis on indigenous reconciliation and supporting green and accessible upgrades or new construction to infrastructure. Some of these grant opportunities include:

- The Green + Inclusive Community Buildings Grant (Federal)
- Mass Timber Demonstration Program (Provincial)
- Clean BC Better Buildings (Provincial)

It should be noted that over the past few years, there has been an increased demand on grant funding and most grants are over-subscribed making it difficult to rely on the funding.

The ACRD should explore grant, sponsorship, and donation opportunities in conjunction with interested community groups during the next phases of the project.

Service Agreement

The existing Echo Aquatic Centre is owned and operated by the City of Port Alberni with annual financial contributions from Sproat Lake, Beaver Creek, and Cherry Creek. Residents who live in areas other than the City of Port Alberni, Sproat Lake, Beaver Creek, and Cherry Creek are considered “Non-resident” users and pay higher user fees for aquatic services.

During the 2018 and 2019 Sub-Regional Discussion on an Aquatic Facility participants expressed support to further explore the potential of a new aquatic facility through a shared, sub-regional aquatic facility service. At this time consensus was reached by participants that all Alberni Valley jurisdictions participate in a new aquatic service to benefit the entire valley.

Based on the definitions of sub-regional service elements established in the 2018 and 2019 discussions, and benchmarking of comparable aquatic facilities conducted during the feasibility study (outlined in Technical Memo #1) the following suggestions are provided to assist the next steps of a new sub-regional aquatic service.

- **Identification of Service Participants:**

- Determine which member jurisdictions will participate in the service and partner in planning, decision making and funding.
- It is important that all relevant parties are given the opportunity to be involved in the planning of the new facility from early in the process and have an opportunity to make an informed decision whether to participate or not.
- The feasibility study to date has included all relevant parties through the project’s Advisory Committee who have provided the project team with valued input regarding a potential future aquatic centre.
- It should be noted that during the second public survey 77% of respondents indicated support for the ACRD to explore the creation of an aquatic service for all communities of the Alberni Valley.

- **Service Definition:**

- Develop a clear definition of what the new service will include, such as use of pools, programming, fitness space and multi-purpose rooms.
- During the 2018 and 2019 discussions, consensus was reached that the specifics of a new facility should be determined through community engagement.
- The components of the proposed aquatic facility included in this report were determined using the Ethelo public survey platform which identified the combination of components with the highest level of group consensus.

- **Determine Service Cost:**

- Determine what is included in the total cost and how those costs are allocated amongst service participants and non-participants.
- It is very important to develop a clear, agreed upon funding and cost sharing model for both capital and operating costs that is based on equity and seeks to leverage the strength of the region by working together.
- During the second public survey the highest ranked cost sharing option for areas that do not participate in a joint service was at the door resident, non-resident rates for use.
- The above noted, it is cautioned that based on review of the existing model, at the door non-resident user fees can be difficult to enforce and create additional administrative work for aquatic staff.

- **Service Governance:**

- Determine how control over the service and decision-making power is shared between participants.
- During the 2018 and 2019 discussions consensus was reached that a governance model should be selected that eliminates the potential for one jurisdiction to control decision-making and promotes compromise.
- Work on the governance structure should begin as soon as possible to ensure the model includes financial contribution formulas; need for referendum; timing; and how operational decisions (such as staffing levels, programming, fees & charges etc.) will be determined and managed.

Assent of Electors

To advance the detailed design and project tendering, a positive public assent will be required on the amount to be borrowed. The ACRD will need to determine if borrowing will include the full cost amount of the facility, or less any anticipated grants, sponsorships, and donations. Project costing is based on assent of the electors, anticipated to occur in 2024/2025. If assent of the electors is sufficient and the entire construction costs are secured through a combination of loans, grants, donations and sponsorships, further engineering and detailed design, tendering, and contract award would occur in 2025/2026 with a construction start date of Q3 2026.

The project will only proceed to engineering design and tendering if assent is sufficient and includes all necessary funds through loans, grants, donations, and sponsorships.



Project
ACRD Aquatic Centre Feasibility Study

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205 - 26 Bastion
Victoria BC V8P 1K6

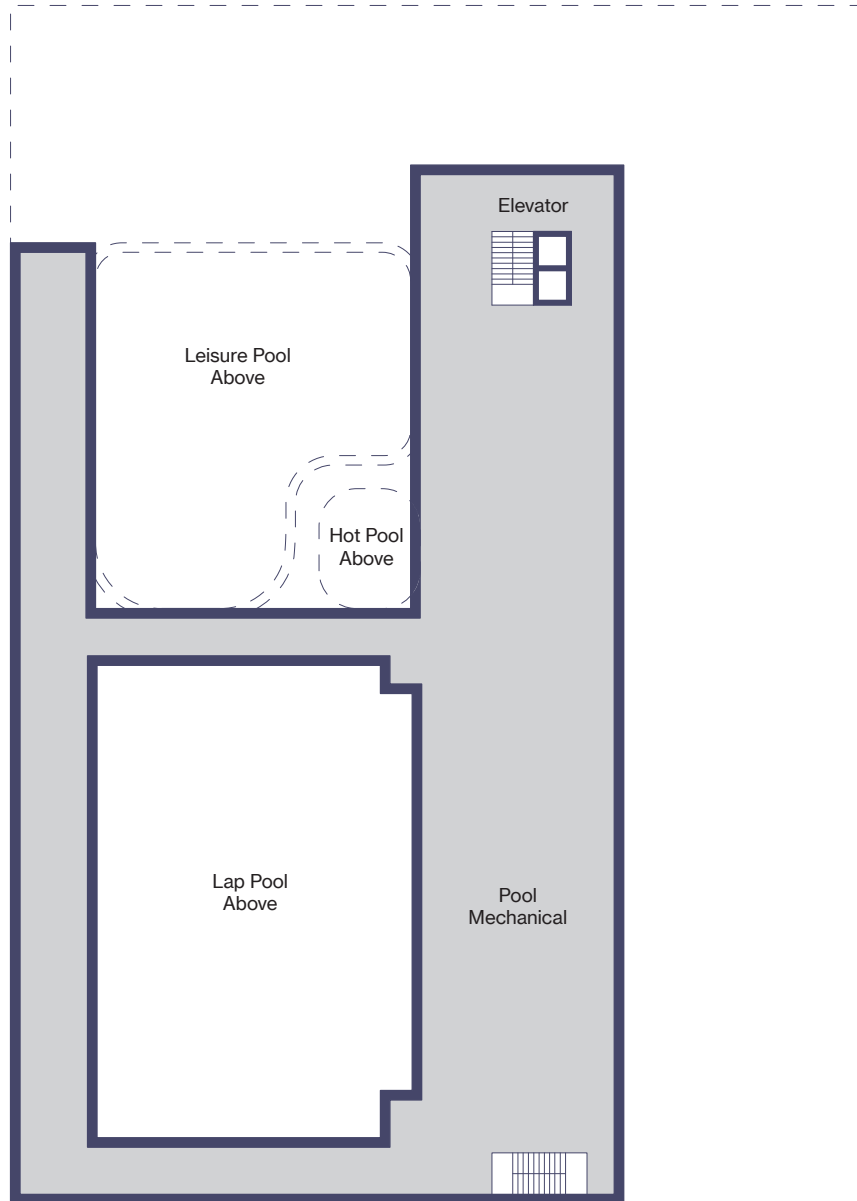
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SITE PLAN

Revision

Sketch

REGULAR COUNCIL AGENDA - MAY 13, 2024

116 **A01**



- Lobby
- Multipurpose
- Changerooms
- Aquatics
- Fitness
- Admin
- Services



Project
ACRD Aquatic Centre Feasibility Study

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Sheet
BASEMENT PLAN

Revision

Sketch

REGULAR COUNCIL AGENDA - MAY 13, 2024

117 **A02**



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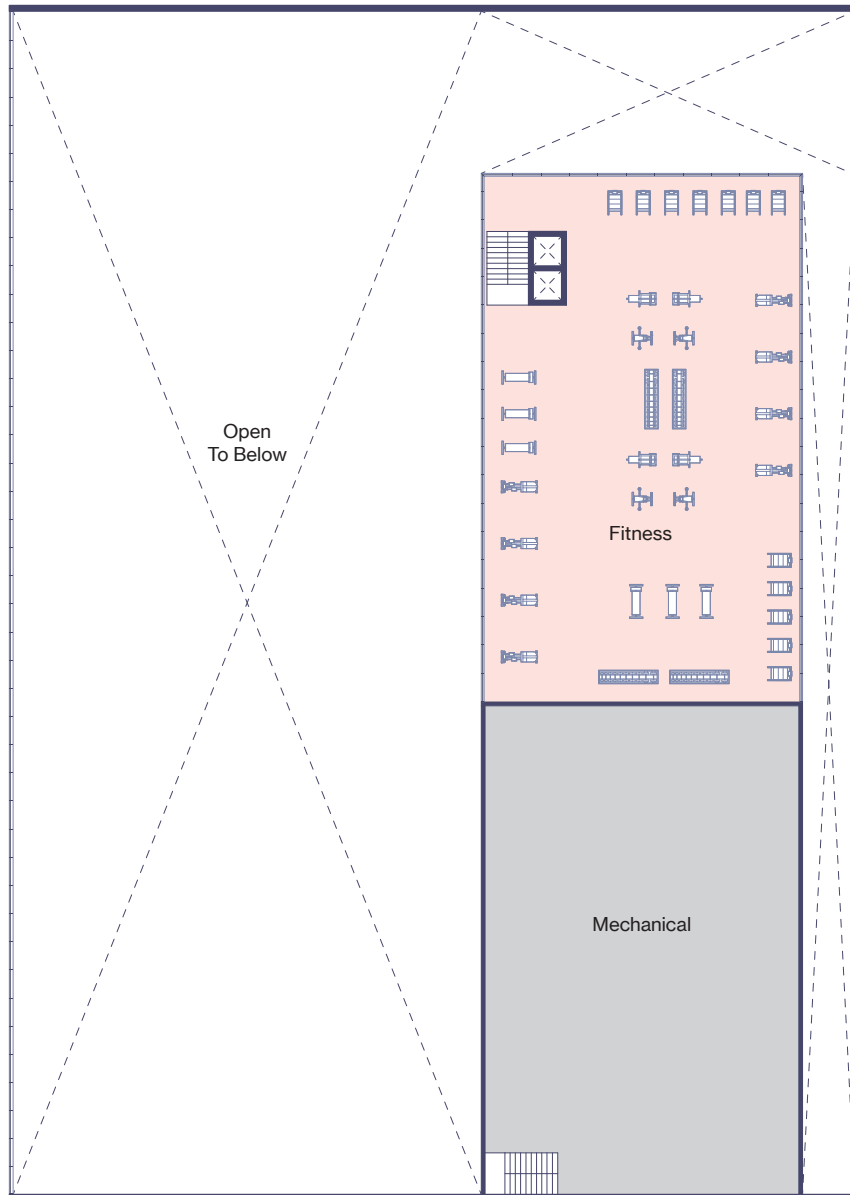
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LEVEL 1 PLAN

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REGULAR COUNCIL AGENDA - MAY 13, 2024

118 **A03**



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Project
ACRD Aquatic Centre Feasibility Study

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Date

Sheet
LEVEL 2 PLAN

Revision

Sketch

REGULAR COUNCIL AGENDA - MAY 13, 2024

119 **A04**



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT AQUATIC
CENTRE, PORT ALBERNI, BC
FEASIBILITY STUDY**

CLASS 'D' CONCEPTUAL ESTIMATE

March 25th, 2024

LTA Consultants Inc

Professional Quantity Surveyors
& Construction Cost Consultants
905 – 1708 Dolphin Avenue
Kelowna, BC V1Y 9S4

T: 250-868-8800
F: 888-371-1458
E: lyndon@ltaconsultants.com
W: www.ltaconsultants.com

Prepared for:

Mr. Darin Harding, Associate Principal
HCMA

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Schedules

Schedule 'A' Project Escalation Summary

INTRODUCTION

Alberni-Clayoquot Regional District are looking at the feasibility of construction a new Aquatic Centre in Port Alberni, BC.

LTA Consultants Inc. (LTA) has been retained as part of the HCMA consulting team to provide cost consulting and cost planning services.

Aquatic Centre

The proposed new Aquatic Centre comprises a partial two storey building constructed over a partial basement. The new facility will have a gross floor area of 4,435m². Programming for the new Aquatic Centre includes a six lane 25m lap pool with accessible ramp, 260m² leisure wave pool, hot tub, slide, sauna room, and a steam room. The new facility will also include a multi-purpose room, as well as a fitness centre that will be located on the partial second floor. Base building support spaces include change rooms, a wet multi-purpose room, storage spaces, lobby, administrative and staff support rooms, and ancillary mechanical and electrical spaces.

We have assumed that the building substructure will comprise standard cast-in-situ concrete foundations with a slab on grade. We have assumed that the upper floor structures will comprise a cast-in-situ concrete suspended slab with slab bands, columns and load bearing concrete walls. We have assumed a feature wood roof for the Natatorium and a light structural steel framed roof for the remaining building. ***We note that no allowance is currently included in this report for special foundations and/or ground improvement work.***

We have assumed high-performance exterior insulated cladding systems, insulated 2 ply SBS roof system and extensive high-performance double-glazed fenestrations. Interior finishes will include masonry block units with tiled finishes to the wet areas and other suitable finishes consistent with a public Aquatic centre. The baseline estimate of construction costs included in this estimate assumes a building that would meet step 2/3 requirements of the current BC Building Code. LEED Gold and Net Zero Options are ***specifically excluded*** from the construction cost estimate.

We understand that a specific site for the new Aquatic Centre has not yet been identified. In the absence of specific geotechnical and civil information, we have assumed that the site is flat and level and has good bearing capacity, and that there is no requirement for ground improvements or special foundation solutions. We have assumed that the site will be clear of existing buildings and have ***specifically excluded*** all costs associated with demolition of existing structures, foundation removal and removal and/or remediation of hazardous materials. We have assumed that the site is fully serviced with the deep and shallow utility connections at the boundary of the site. All off-site infrastructure upgrade work to existing roads, sidewalks and utilities is ***specifically excluded***, including associated bonding costs.

Site improvement work will include over-site excavation and earthwork, asphalt parking area, on-site sidewalks and entrance paving, landscaping, and all on-site servicing work.

From the documentation and information provided, we have prepared a class 'D' conceptual estimate for both the construction hard costs as well as the project soft costs. Please refer to the 'Main Summary of Estimated Project Costs' (Page A1) for further information.

We note that this class 'D' conceptual estimate report has been prepared from preliminary conceptual documentation. The estimate should not be used for establishing the final capital planning budget for the project.

Escalation

We caution that construction costs are anticipated to rise by approximately 7% in 2024 and will likely continue to rise by a further 5% to 6% in 2025, based on current market conditions.

In the absence of any formal schedule for approval, design, and construction of this facility, we have included in schedule 'A' of this report a proposed project schedule based on the following milestones:

- *Public Approval and Consultation Process – from April 1st, 2024, to the end of 2024.*
- *Design Process starting the first quarter of 2025 and lasting approximately 18 months.*
- *Construction commencing early third quarter of 2026 with a schedule of approximately 24 months.*

Please refer to schedule 'A' in the backup of this report for further information.

Based on this proposed schedule, we have included a separate 'Escalation Contingency Allowance' table at the bottom of the 'Main Summary of Estimated Project Costs' (Page A1), which indicates an estimated value that the effect of current projected construction cost escalation could have on the overall project budget.

DOCUMENTATION & INFORMATION

HCMA has provided us with the following documentation and information for the preparation of this class 'D' conceptual estimate:

- Site Plan ASK100 issued March 2024.
- Floor Plan ASK200, issued March 2024.
- Functional Program Areas Sheet (2 Pages).

No engineering sub-consultant reports are available for this estimate.

BASIS OF THE ESTIMATE

Budget Estimate

We have reviewed the drawing documentation and information provided to establish the scope and extent of the work. From the documentation and information provided, we have prepared the enclosed class 'D' conceptual estimate.

Project Procurement and Pricing

Pricing for this project is based upon our opinion of current first quarter 2024 standard construction industry market costs for this size and type of recreational project in Port Alberni, BC. It has been assumed that the project will be procured on a fixed stipulated 'lump sum' contract basis, from a competitive bidding field of at least five competent General Contractors. It has also been assumed that a competitive bidding field of at least four competent sub-contractors for each trade will tender for the work and that there will be no 'sole source' bids.

This class 'D' conceptual estimate attempts to establish a fair and reasonable price for the proposed work and is not intended to be a prediction of 'low bid'.

Contingency Reserves

A Design Contingency Allowance of 15% has been included in this estimate. This allowance is a reserve of funds in the construction estimate to cover unforeseen items during the design phase that do not change the project scope. This allowance is ultimately absorbed into the designed and quantified work as more detailed information becomes available and is, therefore, normally reduced to zero at the tender stage.

An Escalation Contingency Allowance of 0% has been included in this estimate. This allowance is a reserve of funds in the construction estimate to cover price increases in construction costs due to changes in market conditions between the date the estimate is prepared and the date the tender is called (**currently unknown**).

A Construction Contingency of 5% is included in this estimate. This allowance is a reserve of funds in the construction estimate to cover unforeseen items during the construction period which will result in change orders. This contingency is not intended to cover changes in the scope of the work.

Market Conditions

The current Construction Market in British Columbia is very active to the extent that many projects, at the tender stage, are suffering from a lack of interest from General Contractors as well as Sub-trades. Lack of competitive interest will have an effect on the tendered bottom line and will very likely not reflect the estimated value contained in this report.

Level of Accuracy

This is a class 'D' conceptual estimate with a level of accuracy of +/-30% 18 times out of 20.

We note that this class 'D' conceptual estimate report has been prepared from preliminary conceptual documentation. The estimate should not be used for establishing the final capital planning budget for the project.

GST

GST has been **excluded** from the estimate.

Excluded Items

The following items are **specifically excluded** from this class 'D' conceptual estimate:

- Land and Associated Taxes and Legal Fees.
- Public Private Partnership (P3) Procurement Costs.
- Financing Costs (if applicable).
- Development Cost Charges.
- Course of Construction Insurance.
- GST.
- Demolition of Existing Buildings.
- Removal and/or Remediation of Hazardous Materials.
- Off-site Infrastructure and Utility Upgrades, including Bonding Costs.
- Special Foundations and/or Ground Improvement Work.
- Future Building Code Changes.
- Portering and Relocation Costs.
- Temporary Accommodation.
- LEED Gold and Associated Design and Commissioning Costs.
- Net Zero Options including Energy Modeling.
- Items listed as Excluded in the detailed Backup.
- Forward Escalation Contingency beyond allowance included.

This estimate has been derived using generally accepted principles on method of measurement as per the Canadian Institute of Quantity Surveyors Elemental Cost Analysis.

**MAIN SUMMARY OF ESTIMATE
PROJECT COSTS**

MAIN SUMMARY OF ESTIMATED PROJECT COSTS				
			m ²	ft ²
		Gross Floor Area	4,435.00	47,738
Description		Estimated Value	\$/m ²	\$/ft ²
HARD COSTS				
Net Building Cost		\$51,021,653	\$11,504.32	\$1,069
Site Development		\$3,386,938	\$763.68	\$71
Ancillary Work - Demolition of Existing Building Structures - <i>Specifically Excluded</i>		Excluded	\$0.00	\$0
Off-Site Costs - <i>Specifically Excluded</i>		Excluded	\$0.00	\$0
ESTIMATED CONSTRUCTION COSTS (Excluding GST)		\$54,408,590	\$12,268.00	\$1,140
GST	0.00%	Excluded	\$0.00	\$0
ESTIMATED CONSTRUCTION COSTS (Excluding GST)		\$54,408,590	\$12,268.00	\$1,140
SOFT COSTS				
Land		Excluded	\$0.00	\$0
Design Consulting Fees	13.0%	\$7,073,117	\$1,594.84	\$148
Owners Project Management Fees	6.0%	\$3,264,515	\$736.08	\$68
Development Cost Charges - <i>Specifically Excluded</i>		Excluded	\$0.00	\$0
Building Permit Fees	1.2%	\$652,903	\$147.22	\$14
Loose Furniture, Fixtures and Equipment	5.0%	\$2,720,430	\$613.40	\$57
ESTIMATED CONSTRUCTION COSTS (Excluding GST)		\$13,710,965	\$3,091.54	\$287
GST	0.00%	Excluded	\$0.00	\$0
ESTIMATED CONSTRUCTION COSTS (Excluding GST)		\$13,710,965	\$3,091.54	\$287
ESTIMATED PROJECT COSTS (Excluding GST)		\$68,119,555	\$15,359.54	\$1,427
ESCALATION CONTINGENCY ALLOWANCE				
Projected Forward Escalation Contingency Allowance (Calculated to Mid-point of Construction - <i>Refer to Schedule 'A'</i>)	18.75%	\$10,201,611	\$2,300.25	\$214
ESTIMATED CONSTRUCTION COSTS (Excluding GST)		\$64,610,201	\$14,568.25	\$1,353
GST	0.00%	Excluded	\$0.00	\$0
ESTIMATED CONSTRUCTION COSTS (Excluding GST)		\$64,610,201	\$14,568.25	\$1,353
ESTIMATED PROJECT COSTS (Excluding GST)		\$78,321,166	\$17,659.79	\$1,641

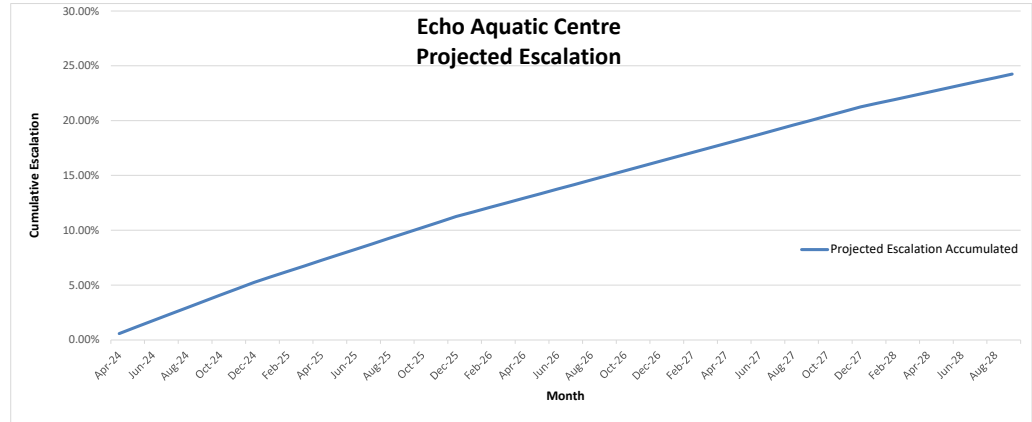
**ELEMENTAL
SUMMARY**

ELEMENTAL COST PLAN								
Project Number: 2267			Name: Echo Aquatic Centre		GFA: 4,435 m ²			
Site: Port Albernie, BC			Date: 25-Mar-24		GFA: 47,738 ft ²			
Element	Element Quantity		Unit Rate	Element Value	Total	\$/m ²	\$/m ²	%
A1 SUBSTRUCTURE					\$3,916,626		\$883.12	7.68%
A111 Standard Foundations	2,756	m ²	\$647.48	\$1,784,453		\$402.36		
A112 Special Foundations (Pool Tanks)	705	m ²	\$1,682.96	\$1,186,490		\$267.53		
A12 Basement Excavation	2,756	m ²	\$343.14	\$945,683		\$213.23		
A2 STRUCTURE					\$5,984,403		\$1,349.36	11.73%
A21 Lowest Floor Construction	2,051	m ²	\$231.99	\$475,810		\$107.29		
A221 Upper Floor Construction	1,679	m ²	\$1,268.76	\$2,130,249		\$480.33		
A222 Stair Construction	5	No	\$31,000.00	\$155,000		\$34.95		
A23 Roof Construction	2,795	m ²	\$1,153.25	\$3,223,343		\$726.80		
A3 EXTERIOR ENCLOSURE					\$5,423,558		\$1,222.90	10.63%
A312 Structural Walls Below Grade	0	m ²	\$0.00	\$0		\$0.00		
A321 Walls Above Grade	1,221	m ²	\$1,414.25	\$1,726,795		\$389.36		
A322 Structural Walls Above Grade	0	m ²	\$0.00	\$0		\$0.00		
A323 Curtain Walls	509	m ²	\$1,650.00	\$839,416		\$189.27		
A331 Windows & Louvers	305	m ²	\$1,650.00	\$503,649		\$113.56		
A332 Glazed Screens	26	m ²	\$2,192.31	\$57,000		\$12.85		
A333 Doors	23	lvs	\$5,173.91	\$119,000		\$26.83		
A341 Roofing	2,795	m ²	\$582.19	\$1,627,230		\$366.91		
A342 Skylights	1	l/s	\$75,000.00	\$75,000		\$16.91		
A35 Projections	4,435	m ²	\$107.21	\$475,468		\$107.21		
B1 PARTITIONS					\$1,261,035		\$284.34	2.47%
B111 Fixed Partitions	2,645	m ²	\$388.25	\$1,027,035		\$231.57		
B112 Moveable Partitions	3	No	\$17,833.33	\$53,500		\$12.06		
B113 Structural Partitions	0	m ²	\$0.00	\$0		\$0.00		
B12 Doors	37	lvs	\$4,878.38	\$180,500		\$40.70		
B2 FINISHES					\$2,704,279		\$609.76	5.30%
B21 Floor Finishes	4,435	m ²	\$268.90	\$1,192,556		\$268.90		
B22 Ceiling Finishes	4,435	m ²	\$182.39	\$808,921		\$182.39		
B23 Wall Finishes	4,435	m ²	\$158.47	\$702,802		\$158.47		
B3 FITTINGS & EQUIPMENT					\$2,966,725		\$668.93	5.81%
B311 Metals	4,435	m ²	\$87.32	\$387,250		\$87.32		
B312 Millwork	4,435	m ²	\$72.79	\$322,825		\$72.79		
B313 Specialties	4,435	m ²	\$91.69	\$406,650		\$91.69		
B32 Equipment	4,435	m ²	\$338.22	\$1,500,000		\$338.22		
B331 Elevators	1	no	\$350,000.00	\$350,000		\$78.92		
B332 Escalators & Moving Walkways	0	no	\$0.00	\$0		\$0.00		
B333 Materials Handling Systems	0	no	\$0.00	\$0		\$0.00		
C1 MECHANICAL					\$10,686,625		\$2,409.61	20.95%
C11 Plumbing and Drainage	4,435	m ²	\$1,242.01	\$5,508,325		\$1,242.01		
C12 Fire Protection	4,435	m ²	\$105.00	\$465,675		\$105.00		
C13 HVAC	4,435	m ²	\$977.60	\$4,335,650		\$977.60		
C14 Controls	4,435	m ²	\$85.00	\$376,975		\$85.00		
C2 ELECTRICAL					\$2,648,020		\$597.07	5.19%
C21 Service & Distribution	4,435	m ²	\$175.00	\$776,125		\$175.00		
C22 Lighting, Devices & Heating	4,435	m ²	\$260.12	\$1,153,650		\$260.12		
C23 System & Ancillaries	4,435	m ²	\$161.95	\$718,245		\$161.95		
Z1 GENERAL REQUIREMENTS & FEES					\$6,662,686		\$1,502.30	13.06%
Z11 General Requirements	12.00%			\$4,270,952		\$963.01		
Z12 Fee	6.00%			\$2,391,733		\$539.29		
Sub-total Net Building Cost					\$42,253,957		\$9,527.39	82.82%
Z21 Design Contingency Allowance	15.00%				\$6,338,093		\$1,429.11	12.42%
Z22 Escalation Contingency Allowance	0.00%				\$0		\$0.00	0.00%
Z23 Construction Contingency Allowance	5.00%				\$2,429,603		\$547.82	4.76%
NET BUILDING COST					\$51,021,653		\$11,504.32	100.00%
D1 SITE DEVELOPMENT					\$2,362,633		\$532.72	
D111 Preparation	11,000	m ²	\$50.00	\$550,000		\$124.01		
D112 Hard Surfaces	4,615	m ²	\$174.42	\$804,937		\$181.50		
D113 Improvements	11,000	m ²	\$12.45	\$137,000		\$30.89		

Project Number: 2267		GFA: 4,435 m ²					
Name: Echo Aquatic Centre		GFA: 47,738 ft ²					
Site: Port Albernie, BC							
Date: 25-Mar-24							
Element	Element Quantity	Unit Rate	Element Value	Total	\$/m ²	\$/m ²	%
D114 Landscaping	3,629 m ²	\$95.26	\$345,695		\$77.95		
D12 Mechanical Site Services	11,000 m ²	\$26.82	\$295,000		\$66.52		
D13 Electrical Site Services	11,000 m ²	\$20.91	\$230,000		\$51.86		
Z1 GENERAL REQUIREMENTS & FEES				\$442,285		\$99.73	
Z11 General Requirements	12.00%		\$283,516		\$63.93		
Z12 Fee	6.00%		\$158,769		\$35.80		
Sub-total Site Development				\$2,804,918		\$632.45	
Z21 Design Contingency Allowance	15.00%			\$420,738		\$94.87	
Z22 Escalation Contingency Allowance	0.00%			\$0		\$0.00	
Z23 Construction Contingency Allowance	5.00%			\$161,283		\$36.37	
SITE DEVELOPMENT				\$3,386,938		\$763.68	
D2 ANCILLARY WORK				\$0		\$0.00	
D211 Demolition	0 m ²	\$0.00	\$0		\$0.00		
D212 Hazardous Materials	0 m ²	\$0.00	\$0		\$0.00		
D22 Alterations	0 m ²	\$0.00	\$0		\$0.00		
Z1 GENERAL REQUIREMENTS & FEES				\$0		\$0.00	
Z11 General Requirements	12.00%		\$0		\$0.00		
Z12 Fee	6.00%		\$0		\$0.00		
Sub-total Ancillary Work				\$0		\$0.00	
Z21 Design Contingency Allowance	15.00%			\$0		\$0.00	
Z22 Escalation Contingency Allowance	0.00%			\$0		\$0.00	
Z23 Construction Contingency Allowance	5.00%			\$0		\$0.00	
ANCILLARY WORK				\$0		\$0.00	
CONSTRUCTION COST (Excluding GST)				\$54,408,590		\$12,268.00	
GST	0.00%			Excluded		\$0.00	
CONSTRUCTION COST (Including GST)				\$54,408,590		\$12,268.00	

SCHEDULE 'A'
PROJECTED ESCALATION

PROJECTED ESCALATION ASSUMPTIONS				
Month	Procurement Stage	%/Month	Cumulative	Total for Year
4	Apr-24 Approvals	0.58%	0.58%	
5	May-24 Approvals	0.58%	1.17%	
6	Jun-24 Approvals	0.58%	1.75%	
7	Jul-24 Approvals	0.58%	2.33%	
8	Aug-24 Approvals	0.58%	2.92%	
9	Sep-24 Approvals	0.58%	3.50%	
10	Oct-24 Approvals	0.58%	4.08%	
11	Nov-24 Approvals	0.58%	4.67%	
12	Dec-24 Approvals	0.58%	5.25%	5.25%
1	Jan-25 Design Stage	0.50%	5.75%	
2	Feb-25 Design Stage	0.50%	6.25%	
3	Mar-25 Design Stage	0.50%	6.75%	
4	Apr-25 Design Stage	0.50%	7.25%	
5	May-25 Design Stage	0.50%	7.75%	
6	Jun-25 Design Stage	0.50%	8.25%	
7	Jul-25 Design Stage	0.50%	8.75%	
8	Aug-25 Design Stage	0.50%	9.25%	
9	Sep-25 Design Stage	0.50%	9.75%	
10	Oct-25 Design Stage	0.50%	10.25%	
11	Nov-25 Design Stage	0.50%	10.75%	
12	Dec-25 Design Stage	0.50%	11.25%	6.00%
1	Jan-26 Design Stage	0.42%	11.67%	
2	Feb-26 Design Stage	0.42%	12.08%	
3	Mar-26 Design Stage	0.42%	12.50%	
4	Apr-26 Design Stage	0.42%	12.92%	
5	May-26 Tender	0.42%	13.33%	
6	Jun-26 Tender/Award	0.42%	13.75%	
7	Jul-26 Construction	0.42%	14.17%	
8	Aug-26 Construction	0.42%	14.58%	
9	Sep-26 Construction	0.42%	15.00%	
10	Oct-26 Construction	0.42%	15.42%	
11	Nov-26 Construction	0.42%	15.83%	
12	Dec-26 Construction	0.42%	16.25%	5.00%
13	Jan-27 Construction	0.42%	16.67%	
14	Feb-27 Construction	0.42%	17.08%	
15	Mar-27 Construction	0.42%	17.50%	
16	Apr-27 Construction	0.42%	17.92%	
17	May-27 Construction	0.42%	18.33%	
18	Jun-27 Construction - Midpoint	0.42%	18.75%	
19	Jul-27 Construction	0.42%	19.17%	
20	Aug-27 Construction	0.42%	19.58%	
21	Sep-27 Construction	0.42%	20.00%	
22	Oct-27 Construction	0.42%	20.42%	
23	Nov-27 Construction	0.42%	20.83%	
24	Dec-27 Construction	0.42%	21.25%	5.00%
25	Jan-28 Construction	0.33%	21.58%	
26	Feb-28 Construction	0.33%	21.92%	
27	Mar-28 Construction	0.33%	22.25%	
28	Apr-28 Construction	0.33%	22.58%	
29	May-28 Construction	0.33%	22.92%	
30	Jun-28 Construction	0.33%	23.25%	
31	Jul-28 Occupancy/Commissioning	0.33%	23.58%	
32	Aug-28 Commissioning	0.33%	23.92%	
33	Sep-28 Commissioning	0.33%	24.25%	
Estimated Total Escalation			24.25%	



Notes

- 1) We have indicated the mid-point of construction, which is the point the General Contractor and Major Sub-trades would normally escalate their prices to.
- 2) Design Fees will be negotiated and based on the estimated construction cost at the time of project design and should not be escalated out to the mid point of construction.

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APR 19 2024

CITY OF PORT ALBERNI

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

File # 7400-01 **RCM May 13/24**

From: Dakalbab, Talal (he, him, his | il, le, lui) <Talal.Dakalbab@PS-SP.GC.CA>

Sent: Tuesday, April 16, 2024 12:36 PM

Subject: RCMP / NPF Agreement Final Decision // GRC / FPN Décision finale de l'entente

Importance: High

Good morning/afternoon,

Earlier today, the Federal Public Sector Labour Relations and Employment Board issued an arbitral award with respect to the renewal of the collective agreement for the RCMP Regular Members (below the rank of Inspector) and Reservist (RM) group, which consist of approximately 20,000 members.

The arbitral decision awards the following:

- Two-year duration (2023-24 & 2024-25)
- General economic increases and market adjustments totalling 8%
 - April 1, 2023: 4% (3% + 1% market adjustment)
 - April 1, 2024: 4% (2% + 2% market adjustment)
- One-time allowance of \$2,500 related to the performance of regular duties
- Implementation timelines as previously agreed to by the parties

In addition, all items previously agreed to by the parties during the course of negotiations, shall also form part of the new collective agreement and includes the following highlights:

- Increase to the Field Trainer Allowance from 3.5% to 4%
- New Police Dog Service Imprinter Allowance of \$3000/year
- Increase to Tier III Operational Clothing Allowance to \$25/day (max \$300/year)
- Recognition of prior police service for the purposes of calculating annual leave credits
- New provisions with respect to deployments to planned and unplanned events
- National Day for Truth and Reconciliation added to the list of designated paid holidays
- Renewal of the Memorandum of Agreement on Supporting RCMP Member Wellness through the Joint Development of a Member Wellness Working Framework

Once approved by the Treasury Board, the new collective agreement will be signed by the parties and implementation of the agreement will be done in accordance with the timelines previously agreed to by the parties. The RCMP will invoice contract partners, as per Article 11 and as part of regular billing cycles prescribed in the Police Service Agreements. The amount owing for the period of retroactivity will be included in a future invoice, the timing will depend on when the payments are processed. Further, this retroactive amount will not impact the prior retroactive amount owing from the first round of collective bargaining (2017 to 2021) as this has either been paid in full or due to be paid in full no later than March 31, 2025, in accordance with an established agreement with Public Safety Canada.

Sincerely,

Talal

Talal Dakalbab (he/him/il/lui)

Senior Assistant Deputy Minister / Sous-ministre adjoint principal

Crime Prevention Branch / Secteur de la prévention du crime

Public Safety Canada Diversity and Inclusion Champion /

Champion de la diversité et de l'inclusion à Sécurité publique Canada

Tel: 613-852-1167

REGULAR COUNCIL AGENDA - MAY 13, 2024

133

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APR 24 2024

CITY OF PORT ALBERNI



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

File # 0400-20-PSSG **RCMP [HR]** **May 13/24**

VIA EMAIL

Ref. 665147

April 23, 2024

All Mayors of Municipalities RCMP Contract Municipalities

Dear Mayors:

I am writing you today to outline further steps being taken to advance Surrey's police model transition which will see the Surrey Police Service (SPS) as the City's police agency of jurisdiction.

You may recall that in order to ensure that adequate and effective policing would be maintained, in July 2023, I directed that the City of Surrey must continue its police model transition to its own municipal police department, the SPS. I took this action due to the failure of the City to meet the mandatory and binding conditions set out for the City to return to the RCMP. In October 2023, the Province enacted the *Police Amendment Act, 2023* which, among other things, requires the City of Surrey to provide its policing and law enforcement by means of a municipal police department.

Please be advised that I have set the date of November 29th, 2024, for the SPS to become Surrey's police agency of jurisdiction and assume policing and law enforcement in the City of Surrey in accordance with s.7(2) of the *Police Amendment Act, 2023*. Once the SPS becomes police of jurisdiction, the BC RCMP will continue to operate in Surrey, providing transitional supports to the SPS up until the remainder of transition period is completed. During this time the two police agencies will work under a collaborative arrangement.

I can confirm that provincial and federal officials have agreed to the pathway whereby transitional supports will be provided by the BC RCMP to the SPS during the period after the SPS becomes the City's police service of jurisdiction but before the full transition is complete. Agreement of this pathway was confirmed in writing through letters exchanged by provincial and federal officials. I am pleased to advise that on April 18, 2024, the Honourable Dominic LeBlanc, federal Minister of Public Safety, also wrote to me confirming Canada's agreement to this approach.

.../2

Ministry of
Public Safety
and Solicitor General

Office of the Minister
and Deputy Premier

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Work is now underway by provincial and federal officials and staff to operationalize this pathway and ensure the development of the required instrument(s), with engagement of the SPS and the RCMP, for these RCMP transitional supports. To clarify, neither provincial nor federal legislative processes or amendments are required to support this pathway. Consistent with the existing legislative framework, the pathway will not require the RCMP to delegate their authorities or be under the command of another police agency. Rather, the two police agencies will have a collaborative arrangement between them. I can further confirm that on Friday April 19th, 2024, I spoke with Commissioner Duheme during which the Commissioner assured me that he and the RCMP will support this transition and their participation in the development of the required instruments.

Setting this date is a milestone step in completing the SPS transition in Surrey. I have identified this date for the SPS becoming police of jurisdiction having consideration for public safety, the work completed to date, and the work underway to complete the transition. The SPS has made significant progress towards completing the practical and statutory requirements necessary to become the City's police of jurisdiction. Progress is continuing despite the current challenges. The SPS has hired almost 430 police officers and staff, and projects hiring an additional 180 officers by the end of 2024. The Surrey RCMP's authorized strength has also been reduced by 170 member positions. I am further advised that the SPS has substantially completed their IM/IT service structure with minimal outstanding installations required, and the vast majority of their policies and procedures are now in place. The SPS has also established various other capabilities such as recruitment and training, professional standards, and incident management. My staff will continue to work closely with the SPS to ensure that it meets the necessary requirements to become police of jurisdiction in Surrey, including completing an assessment of the SPS to ensure it is ready to assume that role on the date.

In respect to both the SPS and the Surrey RCMP, I want to acknowledge that this has been a difficult and complex transition that undoubtedly has been hard on the officers and staff from both police agencies. I am grateful to them for their dedication to policing in Surrey and for their continued service to Surrey's communities and citizens.

For the citizens of Surrey and for the common goal of public safety across BC, I look forward to moving positively and working with transition parties in taking all steps necessary for a successful transition to the SPS as police of jurisdiction on November 29, 2024.

Please note that, in addition to my letter to you, I have also similarly notified the transition parties, including the City of Surrey, the federal government, and the Commanding Officer of the BC RCMP, as well as Semiahmoo First Nation, and police leadership and governance forums such as the British Columbia Association of Chiefs of Police (BCACP), the Union of British Columbia Municipalities (UBCM).

.../3

Thank you for your ongoing contributions and commitment to public safety in the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth". The signature is stylized with a large, looped initial "M" and a trailing flourish.

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

pc: Douglas Scott, Deputy Solicitor General
Glen Lewis, Assistant Deputy Minister and Director of Police Services

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MAY 06 2024

CITY OF PORT ALBERNI



BRITISH
COLUMBIA

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
File # RCMP/HR
RCMP May 13/24
0400-20-1556

VIA EMAIL

Ref. 665534

May 3, 2024

All Mayors of RCMP Contract Policing Municipalities

Dear Mayors:

I am writing to you today following concerns raised about the impact that Surrey's policing transition may have on other RCMP-policed municipalities. More specifically, I understand concerns have once again been raised about the potential for increased Divisional Administration costs with the transition from the Surrey RCMP to the Surrey Police Service (SPS). It is important for me to respond to these concerns directly and to address any misunderstanding that may exist.

You will recall that I wrote to you on July 19, 2023, advising of my decision that the City of Surrey must continue its police model transition to the SPS in accordance with s. 2 of the *Police Act* to ensure adequate and effective policing in the City of Surrey, and the province as a whole. In my letter, I made it clear that I was aware of concerns that some municipal RCMP contract partners have raised about divisional administration costs. I maintained and still maintain that mitigating potential impacts would continue to be a fundamental part of transition planning. I also advised that I had written to both the RCMP Commissioner and RCMP Deputy Commissioner of "E" Division expressing my expectation that the RCMP work collaboratively to ensure that any impacts related to the police model transition are mitigated to the fullest extent possible. This included an expectation that the RCMP would expedite and prioritize staffing of existing vacancies across all BC business lines.

Divisional Administration costs are based on the overall number of Members within a Division. As the Province works with the RCMP to staff existing vacancies in BC, it is my expectation that RCMP Members released from the Surrey Detachment would remain in "E" Division to fill existing vacancies and growth. In this way, there would no reduction in Members in the Division as a result of the transition and therefore, no attributable increase in Division Administration costs.

It is important to clarify that Divisional Administration costs are susceptible to change for a variety of reasons, including for example, the number of Members in the Division, vacancies, Special Leave, or increases to establishment resulting from emerging municipalities. I do not expect that Divisional Administration costs for RCMP policed municipalities would increase from this police model transition.

.../2

Ministry of
Public Safety
and Solicitor General

Office of the Minister
and Deputy Premier

Mailing Address:
Parliament Buildings
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In closing, ministry staff continue to engage the Union of BC Municipalities (UBCM), through the Local Government Contract Management Committee (LGCMC), to provide additional information to RCMP-policed municipalities. The Province remains committed to engaging with UBCM, LGCMC, and RCMP-policed municipalities to provide information related to the City of Surrey's police model transition. I encourage you to engage LGCMC to receive the most current information on Divisional Administration and associated costs.

Thank you for your ongoing commitment to public safety in the province.

Sincerely,



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

pc: All Chief Administrative Officers/City Managers
Dwayne McDonald, Deputy Commissioner, RCMP
Douglas Scott, Deputy Solicitor General
Glen Lewis, Assistant Deputy Minister and Director of Police Services

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APR 23 2024

CITY OF PORT ALBERNI

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

File # 7400-01

From: Colin Buschman <cbuschman@npf-fpn.com>
Sent: Tuesday, April 23, 2024 10:16 AM
To: Sharie Minions <sharie_minions@portalberni.ca>
Subject: NPF Letter to City of Port Alberni

This email was sent on behalf of National Police Federation President & CEO, Brian Sauvé

Dear Mayor Minions,

On behalf of the National Police Federation (NPF), and our ~6,700 dedicated RCMP Members serving across our province, please find attached a letter concerning the continuing adverse effects of the Surrey police transition on municipalities throughout British Columbia (B.C.). With the impending provincial election likely to divert attention and delay meaningful action, we are asking the province to be transparent with British Columbians in all matters of public safety and work with municipalities and public safety organizations to address the real priorities in the province. Municipalities are and will continue to be impacted both directly and indirectly by the SPS and deserve to have been included in all consultation phases, including current and future planning of risk impacts of the SPS.

Sincerely,

Colin Buschman

Western Government Relations Advisor | Conseiller, Relations Gouvernementales de l'ouest

National Police Federation | Fédération de la Police Nationale

(236) 233-8100

npf-fpn.com



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRA
DE LA P
NATION**

 @NPFFPN

 NPF_FPN

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The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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220 LAURIER AVENUE WEST, 8TH FLOOR
OTTAWA ON K2P 1P1
www.npf-fpn.com

April 23, 2024

Mayor Sharie Minions and Council
City of Port Alberni
Email: sharie_minions@portalberni.ca

Dear Mayor Minions and Council,

Re: Ongoing Impact of Surrey Police Transition on B.C. Municipalities

On behalf of the National Police Federation (NPF), and our ~6,700 dedicated RCMP Members serving across our province, I write to bring your attention to the continuing adverse effects of the Surrey police transition on municipalities throughout British Columbia (B.C.). Since the outset of the proposed police transition, the NPF has consistently raised concerns regarding the substantial costs and implications for public safety, underscored by the absence of a clear and comprehensive transition plan. Despite the passage of over five years, the lack of transparency persists, leaving uncertainty and impeding fairness and respect of our Members, the residents of Surrey and all taxpayers in B.C.

Over the past year, the NPF has actively engaged in numerous events, including the UBCM's Annual Convention, and participated in meetings with various municipalities. These engagements provided us with an opportunity to share how the proposed Surrey police transition will impact your community. It allowed us to shed light on the political pressures from the provincial government, which, driven by its own agenda, is pressing forward with the police transition. I want to highlight how the Surrey police transition is and will impact your community.

Staffing, Recruiting & Training:

Surrey Police Service (SPS)

Recruitment challenges persist within the SPS as they face a substantial gap between their current officer count of 354 and expected staffing level of 860 by 2027. Between April 2023 and April 2024, the SPS grew from only 332 sworn officers to 354 despite ongoing hirings. This issue is further exacerbated by attrition resulting in a 25% vacancy rate as disillusionment with the transition process prompts officers to seek opportunities elsewhere, including returning to the RCMP.

The former Surrey Mayor had projected a large number of Surrey RCMP Members patching over to the SPS, despite an internal survey of Surrey RCMP Members indicating that less than 14% would even consider joining the SPS. Due to the lack of interest from Surrey RCMP Members, the SPS has had to recruit the majority of its police officers from across B.C., leaving policing gaps in communities across the province.

In addition, the SPS has had to recruit many new police officers and the training requirements necessary to do so have imposed significant costs to the Justice Institute of British Columbia (JIBC), leading to a projected 30% increase in capacity and additional funding needs. This escalation, amounting to a 207% surge in funding

(\$1.225 million in 2019/20 to \$3.770 million in 2022/23) from the Ministry of Public Safety and Solicitor General-Police Services, directly impacting all taxpayers in the province.

Royal Canadian Mounted Police (RCMP)

The province has been misinforming B.C. municipalities by suggesting Surrey RCMP will be redeployed across the province to address vacancies or needs in other communities. This is unfortunately not true. Any Surrey RCMP Member who chooses to leave Surrey will have the opportunity to select their next posting. Some may opt for transfer to locations such as Newfoundland, Manitoba, Specialized Teams, Federal Policing, or may elect to remain in B.C. Others might choose retirement, pursue a different career trajectory, or join another municipal police service. However, the timeline for these transitions spans years, and as a result, the number of Surrey RCMP Members remaining in B.C. will dwindle, offering little solution to addressing human resource shortages in other B.C. municipalities.

While the B.C. government did provide \$230M at the end of 2022 to hire 277 RCMP officers to fill vacancies, those vacancies were positions that were previous unfunded by successive provincial governments in an attempt to save money. RCMP recruitment numbers are on the rise. Last year, the RCMP received 14,455 applicants, and Depot has been operating at full troop capacity since last August. We have also enhanced the Experienced Police Officer program, and as a result, last year, saw over 600 officers from other police services, the military, and other public safety agencies join the RCMP.

The province bears full responsibility to ensure policing needs are adequately met across B.C. Regrettably, the government has failed to increase the RCMP's authorized strength since 2012 and has unfunded positions in recent budgets, thereby exacerbating the issue of underfunded RCMP positions in B.C. This deliberate action has resulted in a significant vacancy in B.C., which the government is now attempting to attribute to RCMP recruitment challenges, politicizing the issue instead of acknowledging their own shortcomings.

Costs:

The absence of a transition plan has left municipalities unprepared for the financial ramifications of the proposed Surrey police transition. Forecasts suggest substantial costs for municipalities, especially those in the Lower Mainland.

This is exemplified by the Township of Langley's anticipated costs, as a direct result of the Surrey policing transition, of approximately \$2.5 million per year (and potentially even upwards of \$4 million per year).

Under the former Surrey Mayor, it was said that there would be no disruption to other municipalities. Now more than five years later the province has stepped in to force the transition and is unable to provide B.C. municipalities with a transition plan, impact analysis, or end date. Early on in the Surrey transition, the province approved the police transition even though a feasibility study was never completed. The proposed transition will continue to trigger many direct and indirect costs to municipalities across B.C.

Annual Leave Payouts

Police services are under resourced, leading to officers repeatedly foregoing their annual leave; resulting in hundreds of hours of unused annual leave accruing as a debt for municipalities. Any police service who loses

an officer to the SPS will be required to pay out those annual leave hours, resulting in accelerated, unanticipated costs and cashflow challenges.

RCMP Division Administrative Costs

These costs support RCMP administrative functions one would expect to occur with the provision of policing services (HR, IM/IT, maternity/parental leave, health services, payroll services, etc). These costs are shared amongst all business lines in the RCMP's E Division (B.C.) for their portion of the costs.

Payment for division administration is based on a per capita rate and FTE usage for each business line. The SPS will result in a loss of 850 RCMP officers, which will impact the per capita rate, and therefore division administration costs for other units will rise and impact RCMP policed municipalities, respectively.

In 2023, Surrey's actual prorated share of the divisional administrative fee was \$20.8 million.

RCMP Pacific Region Training Centre (PRTC)

The Surrey police transition will impact the PRTC. Ongoing training for RCMP Members in B.C. is provided primarily by PRTC. Costs for training are recovered by way of user fees charged to the detachments of home units of the members utilizing this facility. Put simply, increased training for new recruits to replace those lost to SPS will cost municipalities.

Provincial Tax Dollars for Surrey:

The Province of B.C. is allocating \$150 million to Surrey to assist in the financial burden of the mandated transition to a municipal police service. This is not including the additional \$100 million that the province put on the table to cover the ongoing additional expenses. This is money that is coming from all B.C. taxpayers that is being directed towards policing in one community. In times like this with B.C. residents across the province facing an affordability crisis, saddling taxpayers with such expenses without enhancing public safety damages the hard work and reputation of public safety organizations across the province. If funds are available for public safety investments, the NPF has numerous recommendations for the Premier and Minister of Public Safety including Integrated Crisis Response Teams, increased clinical counselors in E-Comm call centers, and addressing the ongoing opioid crisis. This funding should be distributed across all police services in B.C. to ensure comprehensive public safety measures across the province.

Political interference:

It is clear that the provincial government holds little respect for municipal independence especially with regards to policing and public safety. This was most evidently seen through Bill 36, Police Amendment Act, 2023 which sought to define the relationship between communities and their law enforcement and enshrine the provinces oversight of it. Through finding a way to legitimize their overriding of Surrey City Council, the Minister of Public Safety has stripped away municipal independence and local accountability. It is this centralized authority that leads to politicization of law enforcement, where policing priorities can be perceived to be dictated by provincial agendas rather than the needs and priorities of each municipality. It is crucial for policymakers to prioritize the preservation of local autonomy and the integrity of police services in B.C. municipalities.

I urge you to join us in voicing our concerns to the provincial government. With the impending provincial election likely to divert attention and delay meaningful action, we are asking the province to be transparent with British Columbians in all matters of public safety and work with municipalities and public safety organizations to address the real priorities in the province. Municipalities are and will continue to be impacted both directly and indirectly by the SPS and deserve to have been included in all consultation phases, including current and future planning of risk impacts of the SPS.

Please feel free to reach out should you require further clarification or additional information.

Sincerely,



Brian Sauvé
President & CEO

HOW TO PREPARE FOR HEAT EVENTS:

- **Maintain situational awareness** among your team by subscribing to heat alerts through the [WeatherCAN app](#); set up [custom notifications](#) for staff as necessary.
- **Create, review or update your health outreach plans** geared toward vulnerable and high-risk populations that you support. This may involve:
 - Developing or adopting resources on heat and health, including print and online resources.
 - Training staff and volunteers on how to help individuals during extreme heat events using resources such as the NCCEH's [Health Checks During Extreme Heat Events](#), available in five languages. This tool was developed by heat health experts to help non-healthcare professionals identify and respond to heat-related illness.
 - Specific resources have been developed for [service providers](#) who work with people living with [schizophrenia](#) or those [who use substances](#).
 - Community members who are eligible for Community Health Services can receive support for heat-related illness through [Island Health Community Virtual Care](#).
 - Encourage community members to check on neighbours.
 - Encourage community members to stay cool at home by preparing their own [Cool Kit](#).
- Encourage at-risk community members to apply for BC Hydro's [Free AC Program](#). This program provides a free portable AC unit to people based on age, income level and home health referrals.
- **Plan ahead for cooling centres:**
 - Identify public air-conditioned buildings, including community centres, libraries and swimming pools that could be utilized as cooling centres.
 - Consider factors such as accessibility, hours, appropriate space, and distance to facilitate attendance for high-risk or vulnerable populations.
 - Consider using heat-mapping tools to identify areas within the community where cooling is needed most. Heat-mapping tools are listed in the Resources section below.
 - Research has identified a number of ways to encourage cooling center attendance:
 - Provide ample seating, especially for older adults;
 - Incorporate programming, activities or amenities that encourage socializing;
 - Actively promote cooling centers and in multiple languages, as appropriate;
 - Seek to counter the common misperception that cooling centres are intended for unhoused populations.

WHAT TO DO DURING A HEAT WARNING OR HEAT EMERGENCY:

- Activate heat response and communication plans at the appropriate level and update your organization's website and social media page with consistent heat health messaging.
- Focus community outreach on susceptible or high-risk populations and groups that support them.
- Publicize the location of cooling shelters and other cooling assets (spray parks, misting stations, and drinking water fountains) via various media sources, including print and public signage.
 - Municipalities and community organizations are strongly encouraged to update the locations and hours of cooling centres on [EmergencyInfoBC.ca](#).

- Explore options for coordinating free public transport with local providers to access cooling centres.
- Consider extending the hours of operation of pre-existing cool public spaces and reducing the cost of access to those spaces (e.g., swimming pools).
- Consider distributing water to at-risk populations while outdoors (e.g., portable water stations).
- Consider adjusting work schedules to cooler times of the day.
- Encourage local services, sports teams, clubs and organizations to reschedule services or major events to cooler times of the day, particularly for outdoor events or venues without air conditioning.
- Monitor local weather conditions at [Environment Canada](#).

COOLING STRATEGIES TO LESSEN INDOOR TEMPERATURES:

- Get an easy-to-read thermometer to track indoor temperature.
- Turn on air-conditioning units, or consider installing air-conditioning units. [Fans alone](#) cannot effectively lower core body temperature at temperatures over 35°C, especially for older adults.
- Shade windows from the outside, if safe to do so.
- Close windows and pull indoor shades by 10 a.m. to trap cooler air inside.
- Open windows and doors around 8 p.m. to let in cooler overnight air (check that outside temperatures are below inside temperatures).

INDOOR TEMPERATURE GUIDE:

Indoor environments may be **most dangerous overnight, especially for individuals who live alone**. If you are a susceptible individual and you have no way to cool the inside of your home, relocate to another cooler location or outside.

- Sustained exposure to temperatures **26°C and below is safe**.
- Sustained exposure to temperatures **26°C to 31°C may pose a risk to the most vulnerable**.
- Sustained exposure to temperatures **over 31°C should be avoided for vulnerable populations** whenever possible. If they cannot be avoided, monitoring of the environment (thermometers) and the individual (heart rate) should be considered. In both cases, values that increase rather than remain stable indicate danger.

DUAL WILDFIRE SMOKE AND EXTREME HEAT EVENT

Overheating is usually a bigger risk to health than smoke inhalation. Many people are at risk of potential severe injury and death if they overheat, while a much smaller proportion are at risk of severe acute respiratory or cardiovascular attack. Individuals most at risk from smoke are also at risk from heat, and their risks may be compounding. Therefore, most people should prioritize staying as cool as possible in very hot weather.

Seek cooler, cleaner indoor air – at home if possible, and elsewhere if not. The public can identify their nearest cooling shelter on the [EmergencyInfo BC map](#).

Working together to protect the public's health,



Reka Gustafson
Vice President and Chief Medical Health Officer
Island Health



Chris Jancowski
Manager of Emergency Planning and Response
First Nations Health Authority



Ryan Kuhn
Director
Health Emergency Management BC

ADDITIONAL RESOURCES

Resources for individual preparedness:

- Island Health webpages on [Heat Safety](#) and [Sun Protection](#) and [Extreme Heat Poster](#)
- [Prepared BC's Extreme Heat Preparedness Guide](#) (Government of BC)
- [Three Steps to Cost-Effective Apartment and Condo Heat Protection](#) (INTACT Centre)
- [Three Steps to Cost-Effective Home Heat Protection](#) (INTACT Centre)

Resources for Service Providers and Landlords

- [Prepare for Extreme Heat: A Guide for Service Providers](#) (BCCDC Harm Reduction)
- [What to do During Extreme Heat: Guide for Service Providers](#) (BCCDC Harm Reduction)
- [Irreversible Extreme Heat: Protecting Canadians & Communities from a Lethal Future](#) (INTACT Centre)
- [Creating Cooling Spaces During Hot Weather](#) (Vancouver Coastal Health)
- [Community Care Facilities and Heat](#) (Vancouver Coastal Health)
- [Extreme heat preparedness social media package](#) (EMCR)
- [Summer heat and health: Recommended actions for owners and managers of rental and/or strata housing](#) (Fraser Health)

Heat mapping tools

- [Capital Region Extreme Heat Information Portal](#) (Capital Regional District)
- [Mapping the Vulnerability and Exposure to Extreme Heat Waves of Populations Living in Housing in Canadian Communities](#) (Laval University)
- [HealthyPlan.City](#) (Canadian Urban Environmental Health Research Consortium)

CONTACT US

Island Health's [Health Protection and Environmental Services Locations](#)
Or email Health Emergency Management BC at hembc@islandhealth.ca

WILDFIRE SMOKE INFORMATION FOR COMMUNITY HEALTH PARTNERS AND LOCAL GOVERNMENTS

[Health Emergency Management BC](#), [First Nations Health Authority](#) and [Island Health](#) have joined together to provide this resource to support communities coping with increasing wildfire smoke exposure. Because wildfire smoke is a [complex mixture of different air pollutants](#), it can impact people of all ages in various ways. Reducing exposure to wildfire smoke is the best way to protect population health.

Over the last decade, the [BC Health and Smoke Exposure Coordination Committee](#) has coordinated planning and response efforts related to public health impacts for significant wildfire smoke events.

THOSE MOST VULNERABLE TO WILDFIRE SMOKE INCLUDE:

People with chronic respiratory conditions (e.g., asthma or COPD)	People with physically demanding jobs and those who work outdoors
People with heart disease, diabetes or other chronic health conditions	Infants and young children
Older adults	Pregnant people

SIGNS, SYMPTOMS AND RECOMMENDED ACTIONS FOR WILDFIRE SMOKE-RELATED ILLNESS:

Mild	More Severe
Eye irritation, runny nose, sore throat, wheezing, mild cough, headaches	Shortness of breath, bad cough, dizziness, chest pain, fast beating/fluttering heart
Reduce exposure by reducing outdoor activity and implementing indoor air cleaning	SEEK MEDICAL ATTENTION

Wildfire smoke may also impact [mental health](#), in some cases leading to increased anxiety, depression and feelings of stress or frustration.

HOW TO PREPARE FOR WILDFIRE SEASON:

- **Maintain situational awareness** among your team by monitoring the [Air Quality Health Index](#) (AQHI) or other real-time air quality data such as the [Smoky Skies Bulletin](#), interactive [smoke forecast](#) mapping or [AQHI maps](#). The [WeatherCAN](#) app can also send customized notifications.

In addition, your local PM_{2.5} sensor network can provide extremely localized, timely information on changing air quality. The [Air Quality Map](#), created by the University of Northern British Columbia and Environment and Climate Change Canada, corrects the data available from public sensors and provides information on AQHI and what actions to take.

- Consider developing a community [wildfire smoke response plan](#) and provide training to staff and volunteers to ensure they know what to do to protect their clients, students, the public and themselves during wildfire smoke events.
 - Prepare staff and volunteers to [recognize the signs of illness from wildfire smoke](#) exposure and to know when to seek medical care.
 - Communicate your response plan with community members ahead of time to build confidence and enhance implementation when needed.
 - Consider encouraging the families of vulnerable children (i.e., those with asthma) to complete [an asthma action plan](#), which can also be shared with their care provider. Asthma action plans for [children aged 1 to 5](#) and for [children aged 6 to 18](#) have been developed to help families (and care providers) respond to sudden asthma symptoms with the appropriate medication while help is on the way.
- **Improve the indoor air quality of your facilities.** Consider developing [wildfire smoke readiness plans](#) for each of your facilities, which should include the following:
 - Ensure the buildings' heating, ventilation and air conditioning (HVAC) systems are well-maintained and functioning. For filtration, MERV-13 filters are considered [the minimum acceptable](#) for removing wildfire smoke particles. Ensure all filters are replaced as needed. If HVAC upgrades are possible, consider making ventilation systems High Efficiency Particulate Air (HEPA) filter-ready, such that standard filters can be swapped out for HEPA filters during smoke events.
 - [Filtration in institutional settings](#) should be considered to support clients in community.
 - If central filtration with MERV-13 filters is not possible, portable air cleaners with HEPA filtration may be an option. Ensure the unit's clean air delivery rate is [suitable for the room's size](#) and avoid air cleaners that produce ozone.
 - If necessary, home-made box fan air cleaners can be used to create a clean air space, based on [instructions and safety advice](#) from the BCCDC.
 - Air cleaning works best when windows and doors are closed, so energy-efficient cooling systems (e.g. ductless heat pumps or air conditioners) may also be necessary on hot days. BC Hydro's [Free AC Program](#) offers free portable air conditioning units to low-income households and those who are medically vulnerable.
 - PM_{2.5} monitoring using a low-cost sensor can show whether filtration has been effective compared to [the nearest outdoor sensor](#).
 - Health Canada has guidance on creating [cleaner air spaces](#) during wildfire smoke events.
- **Encourage community members** to engage in personal preparedness, as outlined in Get Prepared BC's [Wildfire Preparedness Guide](#). Key activities for smoke include monitoring air quality changes, implementing air cleaning in the home, reducing outdoor activity and stocking up on at least five days of important medications.

WHAT DO TO DURING A WILDFIRE SMOKE EVENT

- Monitor rapidly changing air quality conditions through [your local AQHI](#) or the [WeatherCAN app](#).
- Monitor clients / students for signs of illness and ensure everyone drinks water and stays cool.
- Ensure clients / students with chronic health conditions (e.g., asthma) follow their care plan, have any necessary medications on hand and seek additional advice from their physician if needed.

- Reduce outdoor activity during periods of poor air quality, especially [outdoor exercise](#). Use [this AQHI table](#) to guide actions for the general public vs. people at higher risk.
- Activate measures to improve or maintain indoor air quality, as above.
- While [respirators and multilayer face masks](#) can provide some protection if well-fitted, simple one-layer cloth masks, bandanas or gaiters, etc., offer no protection whether wet or dry.

DUAL WILDFIRE SMOKE AND EXTREME HEAT EVENT

Overheating is generally a bigger risk to health than smoke inhalation during wildfires. Many people are at risk of potential severe injury or death if they overheat, while a much smaller proportion are at risk of severe acute respiratory or cardiovascular health consequences. Individuals most at risk from smoke are also at risk from heat, and older adults may begin to experience heat impacts at temperatures above 26°C. Therefore, most people should prioritize staying as cool as possible in very hot weather.

Seek cooler, cleaner indoor air – at home if possible, and elsewhere if not, such as a shopping mall or a community cooling or clean air centre.

Working together to protect the public's health,



Reka Gustafson
Vice President and Chief Medical Health Officer
Island Health



Chris Jancowski
Manager of Emergency Planning and Response
First Nations Health Authority



Ryan Kuhn
Director
Health Emergency Management BC

ADDITIONAL RESOURCES

- Island Health webpage on [Wildfires](#)
- BCCDC [Wildfire Smoke](#) resources, translated into 10 languages
- Province of BC's [Wildfire Preparedness Social Media Package](#)

CONTACT US

Island Health's [Health Protection and Environmental Services Locations](#) Or email Health Emergency Management BC at hembc@islandhealth.ca



District of Port Edward

Clean, Neat & Green

RECEIVED

MAY 03 2024

CITY OF PORT ALBERNI

April 25, 2024

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

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	0400-60

RCM May 17/24

RE: Resolution for Consideration by Delegates at the AVICC 2024 & Convention

Dear Mrs. Minions,

At the Regular Council meeting held on April 23, 2024 Council passes a motion to support your request for consideration by the Delegates at the AVICC 2024 & Convention.

We agree that more support is needed to support seniors' population in urban BC and the provincial government needs to address the inequities in services and support that is currently offered.

Best Regards,

Knut Bjorndal
Mayor



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

RECEIVED

MAY 07 2024

CITY OF PORT ALBERNI

May 2, 2024

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

Sent via email: Annie O'Connor <annie_o'connor@portalberni.ca>

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
File # 0400-60 **RCM May 13/24**

Re: RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention

Addressing the Needs of Rural Seniors in British Columbia/FileNo: 0390-20-AVVICC

The Mayor and Council of The Village of Pouce Coupe are in support of the Resolution brought forward by the City of Port Alberni regarding the need for increased rural infrastructure and resources in urban British Columbia for the fast growing seniors' population in rural BC.

We support the resolution in its entirety including an adjusted balance of regional representation in the Legislative Assembly and the creation of a rural seniors' caucus within the UBCM members.

Sincerely,

Mayor Danielle Veach
Village of Pouce Coupe

RECEIVED

MAY 06 2024

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
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☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
RCM May 13/24
0230-01
File #

From: mayors@bcgames.org <mayors@bcgames.org>

Sent: Friday, May 3, 2024 12:37 PM

To: mayors@bcgames.org

Subject: 2024 BC Winter Games Participant and Medalist Counts by Community

Dear Mayor:

(this email sent to Mayors and/or Regional District Chairs of communities represented at the 2024 BC Winter Games)

The recent Lhtako Quesnel 2024 BC Winter Games were a tremendous success. The dedication of over 1,400 volunteers who gave their time and energy in support of sport and community development deserve enormous credit. Of these, over 80 served in key leadership positions, which began over two years ago.

Over 1,200 participants put their spirit of competition and sport skills on display in 13 sports at various venues throughout the region. These participants were supported with program development, coaching certification, and officials' education managed and provided by the Provincial Sport Organization for their respective sports.

The numbers of participants, medalists, and award recipients for each community are noted in the attached document ([or find the document here](#)). In all, 137 communities were represented at the Games.

If you wish to write a congratulatory note, we can provide you with the names and addresses or email addresses of the athletes, coaches, and officials from your community. Should you wish to access this information, please contact us at mayors@bcgames.org.

The support the BC Games Society continues to receive from communities around the province is greatly valued. Whether as host of the Games, permitting use of venues, or providing ongoing access to programs and facilities for sport, communities in this province contribute in a significant way to the development of sport and to the BC Games. Municipal support helps to produce international successes for BC athletes while at the same time affirming that the investment in grassroots participation is where sport is grown and nurtured.

The BC Games is proud to provide a sport development opportunity for athletes, coaches, officials, and provincial sport organizations while creating an occasion for members of the hosting community to come together in collaboration and celebration.

The 2024 BC Summer Games will be held this July 17-21 in Maple Ridge. Mayors of communities represented will receive statistics following the Games.

Alison Noble

Alison Noble

President and CEO



tel 250.387.1375

mayors@bcgames.org | www.bcgames.org

We respectfully acknowledge the Lekwungen-speaking peoples on whose traditional territory the BC Games Society office stands, and the Songhees, Esquimalt, and WSANEC peoples whose historical relationships with the land continue to this day.

We inspire exceptional experiences by creating a positive, respectful, and inclusive environment regardless of anyone's gender, accessibility, ethnic background, colour, sexual orientation, religion, political belief, or economic status.





Participants, Medalists, and Award Recipient Counts by Community Lhtako Quesnel 2024 BC Winter Games

Communities represented at the Games = 137

Notes:

- Participants=Athletes, Coaches, Adult Supervisors, Officials.
- Medalists=Athletes who won one or more medal as an individual or as part of a team.
- Award Recipients=Participants who were recipients of a BC Games Leadership Bursary (16) or the WR Bennett Award of Athletic Excellence (1). [See more information here.](#)
 - BC Games Leadership Bursaries: 16 recipients (14 athletes, 1 assistant coach, 2 officials) representing each of the 8 Zones were each awarded a \$1000 bursary, selected from 147 applications submitted by Games participants.
 - The WR Bennett Award recipient is selected from nominations from the Provincial Sport Organizations. A \$2500 bursary is provided.
- City is based on the mailing address (which may be different from resident address) provided by the participants.
- Four sports were cancelled prior to the Games due to the lack of snow on local mountains. The participants in these sports are still considered BC Games alumni and included in the counts below. If you request the list of participants from your constituency, these participants will be identified by their sports.

Community/District	Participants ¹	Medalists ²	Award Recipients ³
100 Mile House	10	3	
Abbotsford	39	8	
Agassiz	1		
Anmore	1		
Armstrong	2		
Burnaby	63	29	
Burns Lake	5	1	
Campbell River	19	6	
Cariboo Regional District			
108 Mile Ranch	3		
150 Mile House	2	1	1
Baker Creek	1		
Big Lake Ranch	1		
Lac La Hache	4		
Lone Butte	3		
Castlegar	4	1	1
Central Saanich			
Brentwood Bay	3		
Saanichton	1		
Chase	1		
Chemainus	1	1	
Chetwynd	2		
Chilliwack			
Chilliwack	14	3	
Rosedale	1		
Coldstream	9		
Comox/Comox Valley Regional District			
Black Creek	1		
Comox	15	4	
Merville	2	1	
Coquitlam	55	30	2
Courtenay	11	1	

Community/District	Participants ¹	Medalists ²	Award Recipients ³
Cowichan Valley Regional District			
Cobble Hill	2		
Cowichan Bay	2	2	
Shawnigan Lake	3	1	
Cranbrook	8	2	
Creston	3	2	
Cultus Lake	2		
Cumberland	1	1	
Dawson Creek	8	4	
Delta	16	6	
Douglas Lake	2		
Duncan	10	1	
Elkford	2		
Enderby	1		
Fernie	23	3	
Fort Fraser	1		
Fort Nelson	3		
Fort St John	11	1	
Fraser Lake	1	1	
Fruitvale	2		
Golden	5		
Grand Forks	1		
Heriot Bay	1	1	
Houston	4		
Invermere	3		
Jaffray	1		
Kaleden	4		
Kamloops			
Heffley Creek	2		
Kamloops	37	9	
Kelowna	73	24	1
Kimberley	9		1
Kitimat	5		
Ladysmith	2		
Lake Country	8	4	
Langley			
City of Langley	8	1	
Township of Langley	34	10	1
Aldergrove	1		
Fort Langley	2	2	
Lantzville	1		
Lindell Beach	1		
Lions Bay	3		
Lumby	3		
Maple Ridge	17	9	
Merritt	8	6	
Mill Bay	2	1	
Mission	9	4	1
North Vancouver			
City of North Vancouver	12	2	1
District of North Vancouver	30	6	

Community/District	Participants ¹	Medalists ²	Award Recipients ³
Nanaimo/Regional District of Nanaimo			
Nanaimo	22	9	
Nanoose Bay	2	1	
Nelson	17	3	
New Westminster	12	2	
Oliver	4		
Parksville	2		
Peace River Regional District			
Charlie Lake	4	2	
Montney	2		
Peachland	1		
Pemberton			
Garibaldi Highlands	2	1	
Pemberton	2		
Pender Island	6	3	
Penticton	9	2	
Pitt Meadows	7	3	
Port Alberni	1		
Port Coquitlam	16	3	
Port Moody	12	5	
Prince George	112	30	1
Princeton	1		
Qualicum	1		
Quesnel	42	5	1
Revelstoke	6	2	
Richmond	52	28	
Rossland	10	1	
Salmon Arm			
Canoe	1		
Salmon Arm	10	3	1
Silverton	1		
Smithers	36	1	1
Sparwood	4	2	
Squamish/Squamish-Lillooet Regional District			
Brackendale	1		
Mount Currie	2		
Squamish	3		
Summerland	3	1	
Sun Peaks	3		
Surrey	48	24	
Tappen	1		
Taylor	1		
Telkwa	4	1	
Terrace	13		1
Thornhill	3		
Tofino	1		
Ucluelet	1		
Vancouver	94	37	
Vanderhoof	11		
Vernon	35	10	

Community/District	Participants ¹	Medalists ²	Award Recipients ³
Victoria (Greater Victoria)			
Colwood	3	1	
Esquimalt	4	1	
Langford	10	3	
Metchosin	1		
North Saanich	2	1	
Oak Bay	1	1	
Saanich	49	19	2
Sidney	1		
Victoria	16	5	
View Royal	4	1	
West Kelowna	21	10	
West Vancouver	17	2	1
Whistler	21	2	
White Rock	2	1	
Williams Lake	8	2	
Wynndel	1		

RECEIVED

May 6, 2024

MAY 07 2024

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☒ Community Safety
☐ Other
File # 0405-60 *RCM May 13/24*

File: 4900.03

The Honourable David Eby, MLA
Premier of the Province of British Columbia
premier@gov.bc.ca

Delivered Via Email

Dear Premier Eby:

Re: Support for Bill-34

District of Logan Lake Council at the April 2, 2024 Regular Meeting, passed the following resolution:

"THAT Council send a letter in Support for Bill-34 and the Restricting of Consumption of Illegal Substances Act."

The District of Logan Lake supports Bill-34 and believes this is a necessary step in addressing the ongoing crisis of drug addiction and overdose in our community. By restricting public consumption of illegal substances, we can create a safer and more welcoming environment for all residents, including children and families.

We feel that public spaces should be freely enjoyed by all community members and used for their intended purpose. While Council acknowledges that no person should feel compelled to engage in substance abuse alone and privately, but this should not come at the expense of degrading our public spaces.

Yours truly,


Laurel Grimm
Director of Corporate Affairs

LG/sv

B.C. Municipalities and Regional Districts
Dan Albas, MP Central Okanagan-Similkameen-Nicola
Jackie Tegart, MLA Fraser-Nicola
District of Hudson's Hope

MAY 08 2024

CITY OF PORT ALBERNI

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

File # 0400-20-EMCR

From: EMCR Indigenous Peoples Policy EMCR:EX <EMCR.IndigenousPeoplesPolicy@gov.bc.ca>
Sent: Wednesday, May 8, 2024 4:07 PM
To: EMCR Indigenous Peoples Policy EMCR:EX <EMCR.IndigenousPeoplesPolicy@gov.bc.ca>
Subject: Release of the Emergency and Disaster Management Act – Interim Indigenous Engagement Requirements Guidance

Good afternoon,

Today I am pleased to share the [Emergency and Disaster Management Act \(the EDMA\) - Indigenous Engagement Requirements Interim Guidance Document](#). I thank those Indigenous partners, First Nations, Local Authorities and other regulated entities who have been instrumental in shaping this guidance document.

This document is intended to support regulated entities (including municipalities, regional districts, and prescribed critical infrastructure owners and public sector agencies) with understanding and implementing the Indigenous engagement requirements included in the EDMA. It also provides interim guidance for building relationships with Indigenous governing bodies.

The guidance document includes:

- a summary of the EDMA Indigenous engagement requirements.
- a description of who regulated entities must engage with and when.
- the principles of consultation and cooperation with examples.
- a description of the Indigenous knowledge and cultural safety requirements in the EDMA.

Emergency management practitioners can use these guidelines to support their consultation and cooperation with Indigenous governing bodies during response and recovery phases of emergency management. Funding received through the [Indigenous Engagement Requirements \(IER\) Funding Program](#) can be used to support engagement activities.

Additional materials are under development to support the implementation of the EDMA and will be phased in as new requirements come into effect with regulations. The Ministry of Emergency Management and Climate Readiness (EMCR) is also coordinating in-person workshops, bringing together regulated entities and First Nations in each EMCR region to identify opportunities for improved coordination and continual improvement. Stay tuned for more details!

If you have questions or comments related to the Indigenous engagement requirements and relationship-building in emergency management, please reach out to EMCR.IndigenousPeoplesPolicy@gov.bc.ca.

To stay-up-to-date, please subscribe to the [Modernized emergency management legislation - Province of British Columbia \(gov.bc.ca\)](#) webpage.

With gratitude,

Monica Cox
 Assistance Deputy Minister, Partnerships, Engagement and Legislation
 Ministry of Emergency Management & Climate Readiness



RECEIVED

MAY 02 2024

CITY OF PORT ALBERNI

Heritage Commission Meeting

April 3, 2024

Minutes

Location:

McLean Mill

Attendees:

City Council

Community Arts Council

Community at Large

Historical Society

Industrial Heritage

Maritime Heritage

McLean Mill

School District 70

Staff

Charles Mealey

Claudia Romaniuk

Colin Schult

Gareth Flostrand

Richard Spencer

Ken Watson

Elliot Drew

Pam Craig

Willa Thorpe

☒ Council

☐ Mayor

☒ CAO

☐ Finance

☒ Corporate Services

☒ Agenda

File #

☐ Economic Development

☐ Engineering/PW

☒ Parks, Rec. & Heritage

☐ Development Services

☐ Community Safety

☐ Other

RCM May 13/24
0540-20- AVMHC

Regrets:

ACRD

Chamber of Commerce

Hupačasath First Nation

čišaaʔath (Tseshaht) First Nation

Called to Order: 7:03pm

1. Moved by Pam, seconded by Elliot, that the agenda of the April 3, 2024 meeting be approved as circulated.
2. Moved by Colin that the minutes of the March 6, 2024 meeting be approved as circulated.
3. Old Business – none
4. Correspondence
 - a. Rollin Art Centre
 - i. In response to the letter to Council, the Commission was invited by City staff to attend the Committee of the Whole meeting on April 15.
(Pam and Gareth to attend)
5. New Business – none
6. Reports
 - a. ACRD
 - I. Big news for the Hawaiian Martin Mars waterbomber is moving from Sproat Lake to its new home in the BC Aviation Museum in 2024.
 - II. The final flight will be well advertised and will be sure to fly all over the Alberni Valley and down the East Coast to its final resting place to be preserved and on exhibit for all to see.
 - III. The ACRD had adopted their 2024 - 2029 budget.

Heritage Commission Meeting


April 3, 2024

Minutes

b. Historical Society

- I. The Historical Society & the Port Alberni Maritime Historical Society will be holding a joint public evening on Wednesday, April 17th at 7 pm. This is a great opportunity to learn all about the exhibits held in the "boat yard", the lighthouse & the Hutcheson Gallery. Free event! Everyone welcome!
- II. A big thank you to all our very dedicated volunteers for 190 volunteer hours in March.
- III. Our AGM is fast approaching – Thursday, May 23rd, 7 pm at Echo Centre. Guest speaker is Frank Holm.
- IV. The Archives are open Tues.-Thurs., 11am to 3 pm

c. Industrial Heritage Society



Western Vancouver Island
Industrial Heritage Society

April 3rd, 2024 Report to the Heritage Commission

1. Work continues on many projects around the different areas, the 1958 Hayes Logging Truck, the H34, Displays at the IHC, specifically a brand new chainsaw display, Displays at the APR Roundhouse, replaced lighting in the APR Crew Office, APR Speeder #102, passenger car prep work, and Safety Management System development with Technical Safety BC.
2. The APR Action Group has published a request for proposal to "develop a world-class, inclusive tourism experience that involves and sustains the operation of the historic railway line connecting the Port Alberni Train Station to the McLean Mill National Historic Site." The RFP can be viewed on our website www.ihsportalberni.ca.
3. The Alberni Pacific Railway met in-person with Technical Safety BC and Jennifer Robinson to review our drafted Safety Management System and discuss operations for the APR going forward. By the end of the meeting, TSBC was satisfied with out progress and approved the APR to operate once a plan is set between us and the City.
4. A spar tree inspection has been complete at McLean Mill and showed the tree in good condition. Volunteers have been out at the logging site cleaning and prepping the area for hopefully logging shows this summer. In addition, certification is being planned for all three boilers, the steam donkey, steam locomotive and steam tractor.
5. Memberships renewals are open for 2024. Anyone wanting to renew a membership or become a new member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to www.ihsportalberni.ca/membership.



Heritage Commission Meeting
April 3, 2024
Minutes

d. Maritime Heritage Society



Port Alberni Maritime Heritage Society
April 3, 2024 Report to the Heritage Commission

Facilities Coordinator Position

We are recruiting for a new Facilities Coordinator position. Watch for the Position Information on our website and facebook page shortly.

Open Hours

Currently, we do not have scheduled open hours for the public until we have a new Coordinator on deck. Groups can make bookings to view the Gallery and/or the Lighthouse by contacting us through the links shown below.

Art Sale Exhibit and Fund Raiser

We are reaching out to artists to provide maritimed themed pieces of art which will be displayed and for sale in the Hutcheson Gallery in May. We have had quite a bit of interest from local artists. Artists have until the end of April to submit a photo of their work. Thanks to Kirsten Smith at AV Museum for her help with this upcoming exhibit.

Lighthouse Upgrades

We are continuing our fundraising to undertake exterior upgrades to our iconic waterfront Lighthouse. To date we have received grants totaling \$34,000 for the project. Many thanks are extended to the Alberni Valley Community Forest, Alberni Valley Community Foundation, the Alberni District Co-op, Port Alberni Port Authority, Coulson Group, Catayst Paper, Roc-Star Enterprises, and Western Canadian Marine Recovery for their support. Addition funds are still needed so if you would like to make a donation towards this project please contact us.

Tsunami 60th Anniversary Event

On March 27th we commemorated the 60th anniversary of the devastating 1964 tsunami that impacted Port Alberni. The event was a great success with a capacity crowd on hand. Speakers regarding tsunami preparedness included; Charlie Starrat (ACRD Fire Services Coordinator), Travis Cross (PA Deputy Fire Chief), and Eric Bowkett (WCMRC Base Manager). Robert Dennis Sr. spoke about local First Nations oral history of the 1700 tsunami. In addition there were many attendees who got up to the mike to tell their "64 tsunami story". Tom Stokes wrapped up the evening with a slide show of tsunami pictures. Thanks to all the speakers for their participation. A silent auction was also held that raised over \$2000 towards Lighthouse restoration. Thanks to all the prize donors especially Port Boat House who donated a portable generator. Thanks as well to the local press; The Scoop, AV News and CJAV who all provided great coverage promoting this event for us.

Historical Society Joint Meeting

A joint meeting between the Alberni District Historical Society and the Port Alberni Maritime Heritage Society is scheduled for April 17, 2024 at 7:00 pm. in our Gallery.

Contact Information

Telephone: 250-723-6164

Website: portalbernimaritimeheritage.ca

Facebook: [maritimediscoverycentre](https://www.facebook.com/maritimediscoverycentre)

Email: portalbernimhs@gmail.com



Heritage Commission Meeting
April 3, 2024
Minutes

- e. Community Arts Council
 - i. Arts Administrator

Last week we said goodbye on her retirement to our long-time administrator, Melissa Martin. Melissa had been with the Arts Council for 13 years. We wish her well in her future endeavours.
 - ii. Gallery Exhibits
 1. March 26 – April 26 – an open exhibit. “When Colour Speaks to you”. Ignite your imagination. The meet and greet is Saturday April 6 1-3pm.
 2. May 1 – 31 – Sarah Williams -Mixed media
 3. Jim Sears – Pen and Ink with water Colours. The meet and greet is Saturday May 4, 1-3
 - iii. Workshops
 1. Two Acrylic Painting Workshops with Susan Schaefer:
 - a. Making Waves – April 13, 10 -230
 - b. Limited Palette – June 8, 10-230
 2. Six Creative Paper/Book binding workshops with Trisha Klus beginning May 4
 - iv. Fundraisers
 1. Annual Giant Book Fair, May 10 and May 11 at the Athletic Hall. Books can be dropped off at the Quay. We need lots of books and volunteers.
 2. Greater Victoria Police Chorus – Sunday April 14 230 ADSS Theatre
 3. Gift Baskets Spring April 12 to May 31.
 4. Solstice Arts Festival June 15 at the Quay.
 5. Teas at the Mill “Steam Days” July and August
 6. Profit sharing with the Mill.
 7. Christmas market at the Mill – October 19
- f. Chamber of Commerce – no report
- g. McLean Mill
 - i. March was very much a continuation of February as we race to the kick off of the 2024 season, which is the upcoming Ridgeview Health and Performance McLean Mill 10KM run on Apr 7th. This event appears to big just as big as last year and depending on weather we expect to see 400+ runners and 100-200 spectators.
 - ii. Site prep and cleaning are taking up the majority of our time, however as we only have only just had our water restored after the septic upgrade, we still have much to do.



Heritage Commission Meeting

April 3, 2024

Minutes

- iii. We will begin staff hours 4 days a week Thursday – Sunday starting this week. Camping booking will open for the season April 11th and we are excited to see what a regular year brings us. We continue to field requests for private events and have 6 booked in for the 2024 season but have more dates so spread the word.
- iv. We had an opportunity to have our first info meeting with Jen Robinson and Dave Arsenault from the City to discuss the present and future needs of the Mill Site. I am very grateful to them both for making the time to listen as we start to chart a course for the long-term vision of this unique industrial treasure. 4VI (formally Vancouver Island Tourism) also met with us this month as part of their work on a marketing plan as part of their contract with AVT.
- v. IMPORTANT DATES:
 - 1. Ridgeview Health and Performance - McLean Mill 10KM run Apr 7th
 - 2. Camping Registration begins Apr 11th
 - 3. Alberni Bowmen 3-day shoot Apr 19th – 21st.
- h. School District
 - i. Next Pacific Rim Board of Education Public meeting is April 23 at EJ Dunn at 5pm.
 - ii. Tuesday April 2nd first day back to school after Spring Break.
 - iii. A new opportunity for Pacific Rim Students, International Education Outbound Exchange Program, is now available to Students for summer of 2024. Students who wish to travel will be able to join a summer exchange with a student and family in Nantes France. Students will leave approximately July 4 and return August 2 with their French counterparts for a visit locally until August 30. This new program will be offered yearly to provide more students with the opportunity for international travel and student exchange.
 - iv. Kaackamin Program Overview – The Kaackamin Family Development Centre is housed in the former Beaver Creek Elementary School in Beaver Creek. The Centre is dedicated to a holistic approach to family healing and growth with the understanding that trauma leads to addiction. Pacific Rim School District is in partnership with Kaackamin to provide educational services to school age children and youth while their families are attending the six-week Indigenous Family Treatment program. The partnership between Pacific Rim School District and Kaackamin has been in existence for 35 years since the Indigenous Family Treatment program was in operation on the former Christie Residential School site at Kakawis, on Meares island, in 2009. This past Fall, Pacific Rim School District, alongside Kaackamin, completed an



Heritage Commission Meeting

April 3, 2024

Minutes

Inter-Ministerial Audit for the Ministry of Education and Childcare. The final report has not been issued yet, but the conversation and verbal feedback has been positive and supportive to families and their children in the program at Kaackamin.

- v. In March I reported on the Learning on the Land Program which will begin in September 2024. We have also received a report on the Ministry's Insurance coverage for School Districts. The School Protection Program provides coverage to all Boards and Francophone Education Authorities against liability and loss. It also assists members in their identification and management of risks that may lead to loss or damage to property or harm to individuals.

i. Community at Large

April Activities Around Town

- 4 – Mt Klitsa Garden Club – 7pm Echo Centre – Flowers in Unusual containers
- 5 – AVCOC Breakfast @ Smitty's 8-10am
- 6 – Spring Fling Indoor Market – BW Barclay 11-4
- 6 – Lazy Ass Hikers – Art Walk starting @ Victoria Quay gazebo 1pm
 - Outdoor Boot Camp – Anderson @ Ship Creek 830-930 tix \$15
- 7 – McLean Mill 10K
 - 2024 AVMSA AGM @ Echo Park Fieldhouse 6pm
- 9 – Retired Loggers Coffee Social @ Steelworkers Hall 1-3pm
- 10 & 24 – Sons of Norway Lodge 1pm Rainbow Room, every second Wednesday
- 11 – NTC Career Fair 9-3 @ Athletic Hall
- 13 – A Spring A-Fair @ Holy Family Catholic Church 930-2
 - PAHDA Annual Open Highland Dance Competition 930-4 AV Athletic Hall
- 14- Grater Victoria Police Chorus raises funds for Community Arts Council 2-4pm @ ADSS \$30 tix
- 17 – Community Workshop on Sustainable Living @ Char's 7pm – speakers and workshops
- 18 – VI Fibreshed 6pm AV Museum – talk about Island's textile economy
- 19 – A "Benefit for Bees" – Fundraiser for PA musician battling health issues. Four of PA's best bands are together to rock away the night Tix \$20 – event @ Italian Hall
- 19-27th- Alice in Wonderland by Stages Youth Theatre @ Capitol Theatre various times
- 20 – Crystal and Spirit Fair @ BW Barclay 10- free admission
 - Valley Cats Paint Cats for Cats @ BC Comm. Hall 2pm fundraiser and fun
- 21 – Barclay Sounds Community Choir – The Sounds of Water @ AV United Church 2pm Tix needed
- 23 - PA Christian Women's Luncheon hosts Fundraising fashion show with music and a Speaker.
- 24 – AV Beta Sigma Phi invite all past and present members to celebrate 2024 Founders Day @ BW Barclay
- 27 – Sunshine Club Fundraiser @ Echo Centre 11-2pm – treasures, books, household items, etc.
- 28 – Timbre! Choir presents A Love Song to the World 230pm ADSS tix needed
 - Spring Community Garage Sale @ AV Athletic Hall 9-2



Heritage Commission Meeting
April 3, 2024
Minutes

j. City Council

CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held March 25, 2024.
This is not the official minutes. For more information, please contact the Corporate Services department at
250.723.2146 or email: coro_serv@portalberni.ca

■ **UNFINISHED BUSINESS**

Western Vancouver Island Industrial Heritage Society (WVIHS) | Railway Operations Update
Council referred the WVIHS railway operations update to the April 15, 2024 Committee of the Whole meeting for further discussion and directed that staff work with the Society in the interim to move forward with the Request for Proposals for works needed.

2024-2028 Financial Plan | Tax Rates
Council directed staff to continue to de-link major industry Class 4 and light industry Class 5 and set an effective tax rate for light industry that is approximately 20 per thousand lower than major industry to rebalance the tax share and lower the effective tax rate of Class 1.

■ **BYLAWS**

"Development Cost Charges Reserve Fund Establishment Bylaw No. 5102" was adopted. The bylaw establishes the following reserves:

- Water Development Cost Charges Reserve
- Sewer Development Cost Charges Reserve
- Storm Drainage Development Cost Charges Reserve
- Highway Facilities Development Cost Charges Reserve
- Parkland Development Cost Charges Reserve

"Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" was adopted. The bylaw enables a 25-unit multi-residential development at 3045, 3053 and 3063 Kingsway Avenue.

"City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024" was read a third time. Please visit <https://portalberni.ca/budget> to view the financial plan and to find opportunities on how to participate in the process. Council will consider final adoption of the Plan at its April 8th Regular meeting.

■ **CORRESPONDENCE**

Port Alberni Port Authority

Council authorized Port Alberni Port Authority the use of the parking area at the Harbour Quay for the purpose of a community event 'Port Days' on Saturday, June 22, 2024 from 9:00 am to 12:00 pm on Centennial Pier.

Alberni-Clayoquot Regional District | Grant Application Request

Council provided approval for the Alberni-Clayoquot Regional District (ACRD) to apply for a grant opportunity for the Public Notification and Evacuation Route Planning Program through the Union of BC Municipalities Community Emergency Preparedness Fund including authorization for the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

Council also received their correspondence summary which included letters from:

- a. District of Hudson's Hope | Support for Bill-34
- b. Copy of City of Port Alberni Letter to Ministry of Forests | Support for Port Alberni Mill dated March 15, 2024
- c. City of Duncan | 2024 AVICC Resolution: Fail to Appear Charges in Policing Statistics
Council directed staff to write a letter to the City of Duncan in support of the resolution and proposing an amendment to include statistics related to probation-initiated charges for failure to report to probation supervisors and bail supervisors.
- d. B. Kanngiesser | Johnston Road Utility Improvements

■ **NEW BUSINESS**

Seniors Advocacy

Council directed staff to send a late resolution to the Association of Vancouver Island and Coastal Communities requesting provincial support of the recommendations outlined in the Office of the Seniors Advocate report titled 'Resourceful and Resilient: Challenges Facing BC's Rural Seniors' dated February 2024 and further, to request the creation of a rural seniors caucus within the UBCM membership.



Heritage Commission Meeting
April 3, 2024
Minutes

Canada Day Family Event

Council directed staff to coordinate a 2024 Canada Day family event in conjunction with local groups/organizations and further, that staff seek grant funding opportunities.

Budget Presentations

Council directed staff to request managers make department presentations prior to commencing the 2025 Financial Plan process.

Three-Stream Waste Collections Service | Contract Renewal

Council authorized the Mayor and Corporate Officer to renew the "3-Stream Waste Collection Service Agreement" with the Alberni-Clayoquot Regional District for the handling and shipping of recyclable materials, related to the City's curbside collecting of recyclable materials within the City until December 31, 2026.

Appointment of Corporate Officer

Council appointed Sara Darling, Deputy Director of Corporate Services, as Corporate Officer and assigned the responsibility of corporate administration for the City of Port Alberni to Ms. Darling in accordance with s.148 of the Community Charter effective April 5, 2024.

Outdoor Burning and Trail Signage

Council inquired regarding outdoor burning regulations which can be found on the City website at [Outdoor Burning | City of Port Alberni](https://www.portalberni.ca/outdoor-burning). Creation of trail signage was also discussed noting that the City and Alberni-Clayoquot Regional District Parks and Trails Signage Strategy is in progress pending First Nations input. Further information will be brought to Council for consideration, including opportunities for assistance from volunteer organizations such as the Alberni Valley Outdoor Club.

■ **QUESTION PERIOD**

Gail

Inquired regarding traffic/pedestrian safety at the intersection of Johnston Road and Elizabeth Street.

N. Anderson

Inquired regarding meeting process, plans for current and future traffic congestion, and the resolution regarding Seniors Advocacy.

R. Smith

Inquired regarding the railway crossing repairs as it relates to required standards and regulations and ownership of track occupied lands.

Charlaine

Inquired regarding climate change, previous vaccine passport requirements, and the Financial Plan as it relates to the AV Multiplex and Bylaw Enforcement budgets.

J. Leskosek

Inquired regarding EV charging locations for the multi-family housing development on Kingsway Avenue.

■ **COUNCIL MEETINGS**

The City of Port Alberni is now offering hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

■ **MEETINGS AT A GLANCE**

Wednesday, April 3rd

7:00 pm – Alberni Valley Heritage Commission
Alberni Valley Museum

Monday, April 8th

2:00 pm – Regular Council
Council Chambers

Monday, April 15th

6:00 pm – Committee of the Whole
Council Chambers

k. Museum

- Jennifer Robinson's last day as the Manager of Culture will be April 12.
- Sylvia Gropp, the new Education Curator has arrived. She has lots of ideas for new programs and looks forward to connecting with the recreation programming team and school district to begin future program planning.



Heritage Commission Meeting

April 3, 2024

Minutes

- III. We are hosting a public talk on Thursday April 18 by the Vancouver Island Fibreshed about building local textiles economy of the Island, 6pm
- IV. The Art Show jury worked with staff to select works for “What Moves Us”, which will open on June 6. In addition to the opening night, there will be 2 public artist talks and a closing event.
- I. Hupačasath First Nation – no report
- m. čišaaʔath (Tseshaht) First Nation – no report
- 7. Next Meeting
 - a. May 1, 7pm (AV Museum)
- 8. Moved by Colin to adjourn at 8:30pm.

Council Report
May 13, 2024

I met with Rob Dalton of the Lions Club to hear concerns regarding their donation of a playground zip line to our City park at Pemberton and Stamp Ave. The Lions have been tremendous contributors to our community and are understandably frustrated that their project is in an apparent limbo. I have forwarded this item to our CAO for consideration and hopefully resolution.

TELUS is digging, drilling and installing fibre optic systems in various neighbourhoods in Port Alberni. One concern brought to my attention is whether the company and/their contractor will be repaving and landscaping the neighborhoods in which this is occurring.

Our pathway along the waterfront is progressing and because of this people are getting to see the potential of this new waterfront. One item that has come up while interacting with waterfront walkers is whether we will begin landscaping the actual waters' edge and further to that can we provide a shoreline along which citizens can walk and access the water for water activities. It is my hope that we will be engaging to create something similar to what Matthews West and the community of Squamish created and are just now opening to the public.

It is my request that these three issues be looked at by our City staff and brought back to City Council for future discussion and action.

Councillor John Douglas
City of Port Alberni
City Hall (250) 723-2830
4850 Argyle Street

Councillor Report

For May 13, 2024

Councillor Debbie Haggard

March 27, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Final adoption of the 2024 – 2028 Financial Plan.
- In order to improve governance efficiency for the Alberni Valley Regional Airport Advisory Committee, the ACRD Board of Directors approved the amended terms of reference to add one member representing AVRA's anchor tenant.

April 8, 2024 – Members of Council and Staff took a tour of the new Childcare Centre located next to the Rollin Art Centre. This childcare centre will have 88 spaces and will include before and after school care. This will be a huge support for the many working families in our community.

April 10, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- ACRD Board of Directors support the grant funding application to UBCM Community Emergency Preparedness Fund for up to \$30,000 for Public Notifications and Evacuation Planning.
- ACRD Board of Directors provide a letter of support for Riders of Alberni Valley's application for a land use agreement with the province of BC to maintain and possibly build multi use trails on Crown Land above and around the Maquinna trail system.

April 11, 2024 – Councillor Dame, CAO Mike Fox and I met with Island Health to discuss issues of importance in our community. These issues included:

- Doctor Shortage/Healthcare Staff Recruitment & Retention
 - Strategies that the local medical community and municipal government are doing in order to support the recruitment and retention of medical personnel.
- Importance of ensuring that our emergency department remains open and fully staffed on a 24/7 basis.
- Urgent need for stabilization beds in our community.

April 12 – 14, 2024 – Association of Vancouver Island Coastal Communities 75th Annual General Meeting and Convention

- **Housing, Housing, Housing!** – This session covered a variety of housing related topics highlighting the challenges and successes when addressing the housing crisis.
- **Chiefs, Mayors and Chairs Forum** – Mayor Alto from the City of Victoria gave a presentation on the Community Safety and Wellbeing Initiative.
- **The TRC Calls to Action: A Roadmap to Right Relationships** – The relationships between Indigenous communities and local governments have never been more important. This session talked about ways to navigate the complexities of Indigenous-government relations.
- **Inclusive Regional Governance: Toward Shared Decision-Making in Regional District Boards** – This panel discussion explored the background of the inclusive regional governance initiative in the province, progress made to date and opportunities for better governance models.

- **Striking the Balance: Engagement and Respect** – The facilitator discussed the importance of establishing boundaries in order to secure respectful interactions and mitigate potential violent scenarios.
- **Open and Closed Meeting – Why Should You Care?** - This session discussed what constitutes a meeting, whether a meeting must be open or closed, what may transpire at a meeting and where and when the meeting can be held.
- **Civic Leaders Unite: Addressing Culture Risk, Foster Social Cohesion** - This keynote speaker addressed what role civic leaders play in renewing civic culture; how we can do our part to foster social cohesion and rebuild the social fabric, ensuring that our communities have the resilience to thrive during these difficult times.

April 18, 2024 – Alberni Aquatic Advisory Committee – HCMA provided an overview of the final report and a recap on what has been completed to date. The overview included the conceptual design and the Class “D” cost estimate.

April 24, 2024 – Continuum of Care – Gap Analysis – The goals of the workshop were:

- To identify gaps in service for safety, security and social development.
- To plan for mapping out a visual representation of the current Continuum of Care.
- To prioritize for the development of a Community Well-Being and Safety Strategy.

April 24, 2024 – Alberni Clayoquot Board of Directors meeting – Highlights include:

- The ACRD Board of Directors approved the 2023 Audited Financial Statements
- Clayoquot Biosphere Trust update on their semi-annual Regional Forum Gathering on May 7, 2024
- The ACRD Board of Directors accept the Aquatic Centre Feasibility Study Final Report.
 - Verbal report on next steps for the ACRD Aquatic Centre project

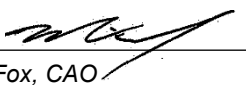
April 26, 2024 - Stages Youth Theatre Co. & Portal Players presented an outstanding performance of Alice in Wonderland. The many talented youth in our community continues to amaze me!

April 27, 2024 – It was my pleasure to welcome 96 youth soccer teams to the Upper Island Soccer Association Mini World Cup during the Parade of Nations. The energy and enthusiasm on the field was unbelievable! Another example of sports tourism in the Alberni Valley.

April 29, 2024 – School District #70 Board of Trustees and members of City Council and Staff met to update each other on their areas of priorities and to discuss areas of mutual interest. It is very advantageous for our organizations to meet on a regular basis and to continue to build relationships with each other.

April 30, 2024 – I attended a webinar with the Ministry of Emergency Management and Climate Readiness. This webinar provided an overview of how the Ministry works with and supports communities during emergencies.

Date: April 26, 2024
File No: 0540-20-PSC
To: Mayor & Council
From: M. Fox, CAO
Subject: Personnel Standing Committee

Prepared by: S. DARLING DIRECTOR OF CORPORATE SERVICES	Supervisor: M. Fox CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

That Council dissolve the Personnel Standing Committee and further, rescind the 'Personnel Standing Committee Duties' policy.

PURPOSE

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

BACKGROUND

At its January 8, 2024 Regular meeting Council resolved as follows:

THAT Council direct staff to provide a report outlining the potentials for the Personnel Standing Committee mandate and the advantage and disadvantages of it being either a Council committee or an administrative committee. [R24-7]

At its February 26th Regular meeting Council released previous direction from In-Camera of October 13, 2020 for public consumption as follows:

THAT Council authorize staff to amend City of Port Alberni "Personnel Standing Committee Duties" policy by deleting the words 'Provide support and input through the interview process to the CAO in hiring for Director-level exempt staff positions' under Duties & Responsibilities.

Administration undertook a review of what other similar size communities have in place to keep Council informed on employee satisfaction, grievances, and interview processes for exempt staff positions.

ALTERNATIVES/OPTIONS

1. That Council dissolve the Personnel Standing Committee and further, rescind the 'Personnel Standing Committee Duties' policy.
2. That Council not dissolve the Personnel Standing Committee thereby leaving it as status quo.

3. That Council change the terms of the Personnel Standing Committee to be more in-line with the responsibilities of Council in the *Community Charter*.

Administration's review of like-sized municipalities who have a CAO performing duties under *the Community Charter*, found that most do not have Personnel Committees. Most Councils receive updates from the Chief Administrative Officer in a closed session of Council on issues relating to personnel. Those municipalities that did have Personnel Committees in place were larger with several members of Council and the Committees were utilized to discuss policy and procedures that the CAO has put in place to meet service levels set by Council direction.

ANALYSIS

Option 1 | Dissolve the Personnel Standing Committee and Rescind Associated Policy

Advantage: This option makes clear the roles of the CAO and Council. Currently the Personnel Standing Committee involves Council participating in the grievance process with both unions. This could cause confusion where Council has delegated the authority in matters of the grievance process to the CAO in the over all administration of City operations. Grievances would still be handled as per both collective agreements by an administrative personal committee. Council would be updated in closed meetings.

Disadvantages: This option removes a Council committee that is involved in grievance processes, interviews for exempt staff positions and other matters. Updates on these matters would be provided to the full Council by the CAO in an in-camera meeting instead. Hiring a CAO would also be completed by Council or a process decided by Council when needed.

Option 2 | Personnel Standing Committee Remains in Place

Advantage: Not all of Council needs to be involved in matters relating to grievances, exempt position interview support, or other related items as determined by Council.

Disadvantages: Does not create clear lines of responsibility between the CAO and Council regarding grievances or over all management of the operations of the City. This can cause conflict between Council and administration in matters of the collective agreement. All of Council is not involved in processes covered by the personnel committee and therefore are not as informed as the members on the Committee.

Option 3 | Amend Terms of the Personnel Standing Committee in Alignment with Responsibilities of Council in the *Community Charter*

Advantage: If amended to not include Council in the grievance process, it would maintain the clear lines between Council and the CAO responsibilities. Administration could set regular meetings with all of Council or the members listed in the committee to review human resource trends that effect the City, overall morale of City employees, review of human resource policies related to Council, and review of safety status/trends.

Disadvantages: Unions and employees would not have a defined policy to meet with Council regarding grievances however, these meetings may be requested of individual Councillors directly. The CAO is responsible to Council for the overall management of the operations of the municipality as per "*City of Port Alberni Officers and Indemnification Bylaw 5061, 2023*". This includes decisions related to hiring, coaching and

terminations. Removing members of Council [the Personnel Committee] from the grievance processes as outlined in the collective agreements would streamline the City's grievance practices, and enhance and support the City's practice of the 'one employee' principle.

Removing the grievance process from the current Personnel Standing Committee does not absolve the CAO from 147 (c) of the *Community Charter; advising and informing the council on the operation and affairs of the municipality*. Administration understands Council wanting to be informed on grievances and believes this can be done through either option 2 or 3. This would permit all of Council to be privy to information rather than just those Councillors that are on the Committee.

IMPLICATIONS

There are no direct financial implications arising from this matter. Dissolving the Personnel Standing Committee and rescinding of the 'Personnel Standing Committee Duties' policy aligns with legislation and best practice as an administrative function. Administration will evaluate and determine process for moving forward in alignment with the collective agreement.

COMMUNICATIONS

Depending on Council direction administration will inform effected parties.

BYLAWS/PLANS/POLICIES

- Personal Standing Committee Duties Policy
- "City of Port Alberni Officers and Indemnification Bylaw 5061, 2023"

Community Charter excerpts,

Standing committees of council

141 (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.

(2) At least half of the members of a standing committee must be council members.

(3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

Responsibilities of council members

115 Every council member has the following responsibilities:

- (a) to consider the well-being and interests of the municipality and its community;
- (b) to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- (c) to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;

- (d)to carry out other duties assigned by the council;
- (e)to carry out other duties assigned under this or any other Act.

Responsibilities of mayor

116 (1) The mayor is the head and chief executive officer of the municipality.

(2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:

- (a)to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- (b)to communicate information to the council;
- (c)to preside at council meetings when in attendance;
- (d)to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- (e)to establish standing committees in accordance with section 141;
- (f)to suspend municipal officers and employees in accordance with section 151;
- (g)to reflect the will of council and to carry out other duties on behalf of the council;
- (h)to carry out other duties assigned under this or any other Act.

Chief administrative officer

147 A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

- (a)overall management of the operations of the municipality;
- (b)ensuring that the policies, programs and other directions of the council are implemented;
- (c)advising and informing the council on the operation and affairs of the municipality.

SUMMARY

Council requested staff provide a report outlining the potentials for the Personnel Standing Committee mandate including the advantage and disadvantages of it being either a Council committee or an administrative committee. Staff undertook a review of what other similar size communities have in place to keep Council informed on employee satisfaction, grievances, and interview process for exempt staff positions


and found that that the majority of Councils receive updates from the Chief Administrative Officer in a closed session of Council.

While the CAO is responsible for the overall management of the operations of the municipality, the CAO is also responsible for advising and informing Council on the operations of the municipality and this would include human resources policies and processes such as those captured under the Personnel Standing Committee. Staff are recommending that Council dissolve the Personnel Standing Committee and rescind the 'Personnel Standing Committee Duties' policy in alignment with legislation and best practice.

ATTACHMENTS/REFERENCE MATERIALS

- Personnel Standing Committee Duties Policy
- "City of Port Alberni Officers and Indemnification Bylaw 5061, 2023"
- Community Charter-
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00
- Personnel Standing Committee Duties
https://www.portalberni.ca/sites/default/files/doc_library/PolicyManual_Updated_Dec%202023.pdf
- Officers and Indemnification Bylaw
https://www.portalberni.ca/sites/default/files/bylaws/5061_City_Of_Port_AlberniOfficers_and_Indemnification.pdf
- Province of BC
<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/officers-employees>

c: K. Bodin, Director of Human Resources

 CITY OF PORT ALBERNI	POLICY AND PROCEDURE MANUAL	
Title: Personnel Standing Committee Duties		
Department Responsible: Administration		
Date Adopted by Council: August 14, 2017		
New <input type="checkbox"/> Amended <input type="checkbox"/> October 13, 2020	Policy <input type="checkbox"/> Procedure <input type="checkbox"/>	Pages:

The Personnel Standing Committee is established in accordance with Section 141 of the Community Charter to provide oversight of select personnel matters as set out below.

Policy Objective:

To set out the duties and responsibilities of the City's Personnel Committee.

Committee Membership:

The Personnel Standing Committee shall be made up of the Mayor and two other members of Council appointed by the Mayor. The Mayor will serve as Chair of the Committee.

Duties and Responsibilities:

The duties and responsibilities of the Personnel Standing Committee shall be:

- Act for the City at Step Four of the Grievance Procedure as set out in the Collective Agreement between the City and the Canadian Union of Public Employees (CUPE) Local 118.
- Act for the City at the Third Stage of Grievance Procedure as set out in the Collective Agreement between the City and the Port Alberni Professional Fire Fighters Association (PAPFFA) Local 1667.
- Consider and provide recommendations to Council on personnel matters from time to time as directed by Council.

Meetings:

The Personnel Standing Committee will not have set meetings but rather will meet as required and will be required to follow the provisions of Council's Procedures Bylaw.

**CITY OF PORT ALBERNI
BYLAW NO. 5061**

**A BYLAW TO ESTABLISH OFFICER POSITIONS AND PROVIDE INDEMNIFICATION
FOR MUNICIPAL OFFICIALS**

WHEREAS the City of Port Alberni must by bylaw, under section 146 of the *Community Charter*, establish Officer positions in relation to the duties under sections 148 and 149 of the *Community Charter*;

AND WHEREAS the City of Port Alberni may by bylaw, under section 146 of the *Community Charter*, establish an Officer position in relation to the duties under section 147 of the *Community Charter*;

AND WHEREAS Council may, by bylaw, pursuant to section 187 of the *Community Charter* and Section 740 of the *Local Government Act*, provide that the City of Port Alberni will indemnify its municipal officials;

NOW THEREFORE, the Council of the City of Port Alberni in open meeting assembled enacts as follows:

Part 1 | INTERPRETATION

Citation

- 1.1 This Bylaw may be cited for all purposes as "City of Port Alberni Officers and Indemnification Bylaw No. 5061, 2023".

Repeal

- 1.2 "City of Port Alberni Officers Bylaw No. 4428" is hereby repealed.

Part 2 | OFFICER POSITIONS

- 2.1 The following positions are hereby established as officer positions of the Municipality:
- a. Chief Administrative Officer
 - b. Director of Corporate Services
 - c. Director of Finance
- 2.2 Nothing in this bylaw shall prevent the appointment of the same person to two or more offices.

Part 3 | OFFICER DUTIES AND RESPONSIBILITIES

- 3.1 The powers, duties and responsibilities of the Chief Administrative Officer are as set in section 147 of the *Community Charter* and as assigned in the Chief Administrative Officer job description.
- 3.2 The powers, duties and responsibilities of the Director of Corporate Services are as set in section 148 of the *Community Charter* and as assigned in the Director of Corporate Services job description.
- 3.3 The powers, duties and responsibilities of the Director of Finance are as set in section 149 of the *Community Charter* and as assigned in the Director of Financial Services job description.

Part 4 | INDEMNIFICATION

- 4.1 "Municipal Official" means:
 - a. a current or former council member of the Municipality;
 - b. a current or former municipal officer or employee of the Municipality; and
 - c. a person who is, or was, a person referred to in section 738(1) of the *Local Government Act*, acting for or on behalf of the Municipality.
- 4.2 The Municipality will indemnify its Municipal Officials in respect of all amounts required or incurred:
 - a. to defend an action or prosecution brought against a Municipal Official in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions,
 - b. to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in paragraph (a), or
 - c. in relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the Municipality or the conduct of the Municipality's business.

- 4.3 The provisions of section 4.2 above do not apply in any case where a court of competent jurisdiction finds a Municipal Official guilty of:
- a. gross negligence;
 - b. dishonesty; or
 - c. willful misconduct.
- 4.4 The provisions of section 4.2 (c) above do not apply to workplace investigations or proceedings under any Council code of conduct.
- 4.5 The Municipality will not seek recovery of costs against a Municipal Official where the actions of those Municipal Officials result in a judgment for damages against the Municipality, provided a court has not found the Municipal Official guilty of dishonesty, gross negligence or malicious or willful misconduct.
- 4.5 Where indemnity under this bylaw is or may be claimed by any Municipal Official, they shall immediately, upon receipt thereof, forward to the Chief Administrative Officer of the Municipality every statement of claim, writ, letter, document or complaint.
- 4.6 Where indemnity under this bylaw is or may be claimed by a Municipal Official, they shall not:
- a. voluntarily admit or assume liability, enter a guilty plea or settle any action, prosecution, or proceeding except with the approval of Council; or,
 - b. interfere with the Municipality in any negotiation, settlement or any legal proceedings with respect to an action, prosecution or proceeding;
- And that whenever requested by the Municipality such Municipal Officials shall:
- c. aid in securing of information, evidence, and witnesses and shall themselves, where required by the Municipality give evidence;
 - d. consent in writing to the Municipality having sole discretion to appoint and instruct legal counsel and to conduct all necessary investigations and to negotiate and settle an action, prosecution or proceeding; and
 - e. cooperate with the Municipality and appointed legal counsel in the defense of any action, prosecution or proceeding.
- 4.7 Compliance by Municipal Officials with the provisions of section 4(6) above constitutes a condition precedent to the Municipality's obligation to indemnify Municipal Officials as provided in this bylaw.

Part 5 | OATH OF OFFICE

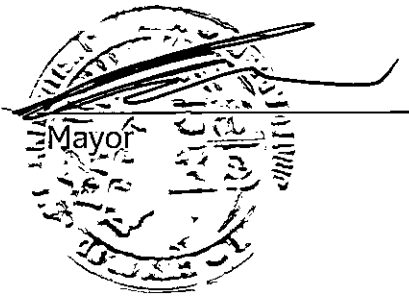
5.1 The oath of office as set out in Schedule 'A' attached hereto and forming part of this Bylaw, is hereby adopted as the oath of office for officers of the City of Port Alberni.


READ A FIRST TIME this 11th day of April, 2023.

READ A SECOND TIME this 11th day of April, 2023.

READ A THIRD TIME this 11th day of April, 2023.

ADOPTED this 24th day of April, 2023.






Corporate Officer

SCHEDULE 'A'
OATH OF OFFICE

I, [insert name], having been appointed to the Office of [insert name of Office] for the City of Port Alberni do hereby promise and affirm:

- a. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- b. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- c. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality.
- d. I will not allow my personal interest to conflict with the duties of my Office; and
- e. I will comply with all policies and directives of the Municipality and comply with all laws.

Date: May 2, 2024
File No: 0890-20-RH
To: Mayor & Council
From: M. Fox, CAO
Subject: Deaccessioning Fuel Tank Cars

Prepared by:  W. Thorpe Director of Parks, Recreation and Culture	Supervisor: M. Fox M. Fox, Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATIONS

- THAT Council for the City of Port Alberni approve up to \$10,000 for the disposal of three fuel tank cars and associated contents located at the Roundhouse with funds from Line 29911 Contingency Funds.
- THAT Council for the City of Port Alberni amend the 2024 – 2028 Financial Plan by moving \$10,000 from Line 29911 – Contingency to Line 27530 – Industrial Collections for the remediation and disposal of the three fuel tank cars and associated contents located at the Roundhouse.

PURPOSE

Council direction is requested for the disposal of three artefacts from the Alberni Valley Museum's industrial collection.

BACKGROUND

At the April 22, 2024 Regular meeting, Council directed staff to enter into a one-year agreement with the Western Vancouver Island Industrial Heritage Society to operate the Alberni Pacific Railway and amend the City's 2024 - 2028 Five Year Financial Plan to include \$113,935 in the capital budget and \$60,000 in the operating budget. (Resolution No. 24-171).

Obtaining adequate insurance is one component of offering passenger rail service in Port Alberni. Three 10,000-gallon fuel tank cars are currently located at the Roundhouse (the site of passenger rail service for the Alberni Pacific Railway). Each of the three tank cars may currently contain up to 200 litres of bunker C fuel. Based on the potential risk to the environment of this fuel at the site, the three tank cars must be emptied and removed from the Roundhouse to enable acquisition of an insurance policy.

As outlined in the Alberni Valley Museum Collections Policy, the process for deaccessioning artefacts must be approved by the Alberni Valley Museum and Heritage Commission. At the regular meeting of May 1, 2024, the Heritage Commission confirmed support of the destruction of the three tank cars as outlined in the Collections policy: *disposition of an artefact by destruction will be permitted if the object is hazardous or poses a danger to staff, the public, or the collection.* At that meeting, the Heritage Commission passed the following two motions:

1. *Approve the staff proposal to deaccession three fuel tank cars (accessioned artefacts 1995.21.1, 1995.21.2, 1995.21.3).*
2. *Retain any or all of the trucks from the three fuel tank cars during the deaccession process for the future use by the Western Vancouver Island Industrial Heritage Society if the total cost of the remediation and removal of the tank cars is within the budget approved by Council.*

The cost of emptying the three cars and disposing of the fuel and cars may total up to \$10,000. If Council approves these costs, the removal of the fuel and tank cars would be complete by May 31, 2024.

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni approve up to \$10,000 for the disposal of three fuel tank cars and associated contents located at the Roundhouse with funds from Line 29911 Contingency Funds.

That Council for the City of Port Alberni amend the 2024 – 2028 Financial Plan, by moving \$10,000 from Line 29911 – Contingency to Line 27530 – Industrial Collections for the remediation and disposal of the three fuel tank cars and associated contents located at the Roundhouse.

2. Council requests further information from staff before exploring disposal of the assets.

ANALYSIS

In order to obtain insurance for passenger rail service at the Alberni Pacific Railway, the three fuel tank cars must be emptied and removed from the site.

IMPLICATIONS

The recommendation reflects utilization of \$10,000 from Contingency (Line 29911) funding in 2024, resulting in a change from \$100,000 to \$90,000, if the recommendation is supported.

COMMUNICATIONS

Staff will communicate Council direction to the Western Vancouver Island Industrial Heritage Society.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

At the April 22, 2024 Regular meeting, Council directed staff to enter into a one-year agreement with the Western Vancouver Island Industrial Heritage Society to operate the Alberni Pacific Railway. Obtaining adequate insurance is one component of offering passenger rail service, and three fuel tank cars must be emptied and removed from the Roundhouse to enable acquisition of an insurance policy for passenger rail service. Staff recommend that Council approve up to \$10,000 for the remediation and disposal of the three fuel tank cars and associated contents, with funds from Contingency.

ATTACHMENTS/REFERENCE MATERIALS

1. 24_05_01 - Heritage Commission Minutes
2. 24_04_29 - Deaccessioning Tank Cars – Proposal to Heritage Commission
3. 2016 - AV Museum Collections Policy



Heritage Commission Meeting
May 1, 2024
Minutes

Location:
AV Museum

Attendees:

ACRD	Mike Sparrow
Community Arts Council	Claudia Romaniuk
Community at Large	Colin Schult
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
School District 70	Pam Craig
Staff	Willa Thorpe

Regrets:

Chamber of Commerce
City Council
Hupačasath First Nation
čišaaʔath (Tseshaht) First Nation

Called to Order: 7:02pm

1. Moved by Colin, seconded by Ken, that the agenda of the May 1, 2024 meeting be approved as circulated.
2. Moved by Pam, seconded by Elliot that the minutes of the April 3, 2024 meeting be approved as amended.
3. Old Business
 - a. Rollin Art Centre
 - i. Delegation (Gareth and Pam) attended the Committee of the Whole meeting on April 15, 2024 to present on the future of the Rollin Art Centre.
4. Correspondence – none
5. New Business
 - a. Deaccessioning Tank Cars
 - i. Moved by Ken, seconded by Colin, to approve the staff proposal to deaccession three fuel tank cars (accessioned artefacts 1995.21.1, 1995.21.2, 1995.21.3). Carried.
 - ii. Moved by Ken, seconded by Pam, to retain any or all of the trucks from the three fuel tank cars during the deaccession process for the future use by the Western Vancouver Island Industrial Heritage Society if the total cost of the remediation and removal of the tank cars is within the budget approved by



Heritage Commission Meeting
May 1, 2024
Minutes


Council. Carried.

6. Reports


a. Historical Society

- i. The joint public evening with the Maritime Heritage Society on April 17th was a success. We had a lovely evening- sun shining - to learn all about the exhibits held in the "boat yard", the lighthouse & the Hutcheson Gallery. Geo Monrufet was a terrific "tour guide".
- ii. A big Thank you to all our very dedicated volunteers for 186.75 volunteer hours in April.
- iii. Request for research are still coming in. We are happy to be able to answer their enquiries.
- iv. Our AGM is fast approaching – Thursday, May 23rd, 7 pm at Echo Centre. Guest speaker is Frank Holm.
- v. The Archives are open Tues-Thurs., 11am to 3 pm.

b. Industrial Heritage Society



Western Vancouver Island
Industrial Heritage Society



May 1st, 2024 Report to the Heritage Commission

1. On April 13, some IHS members attended the celebration of life for Bob Dingsdale. Members brought the 1955 Mack Truck that Bob restored himself for the industrial collection.
2. On April 22, Port Alberni City Council approved Alberni Pacific Railway Waterfront Operations for 2024. Crews have been hard at work getting our equipment and operation ready for the operating season.
3. On April 28th, some IHS members attended the National Day of Mourning at the United Steelworkers Hall with the 1939 Ford Firetruck.
4. On April 30th, the Alberni Pacific Railway had our first volunteer meeting where we had 18 people join us to find out how they can help and support operations. From that meeting we've had a marketing committee formed, and now have proper crews for our maintenance Department and Cosmetic Department.
5. Work continues at the Industrial Heritage Centre on the 1958 Hayes restoration and the M&B Bullmoose repairs. Volunteers are also planning some signage upgrades for the Industrial Heritage Centre to better promote our facility.
6. We were successful in receiving a grant from Canda Summer Jobs for one summer student. We have also applied for the Community Gaming Grant once again.



Heritage Commission Meeting
May 1, 2024
Minutes

c. Maritime Heritage Society



Port Alberni Maritime Heritage Society
May 1, 2024 Report to the Heritage Commission

Facilities Coordinator Position

We are interviewing for this position this week and hope to have this position filled very soon. .

Open Hours

Currently, we do not have scheduled open hours for the public until we have a new Coordinator on deck. Groups can make bookings to view the Gallery and/or the Lighthouse by contacting us through the links shown below.

Art Exhibit and Fund Raiser

We are reaching out to artists to provide maritimed themed pieces of art which will be displayed and for sale in the Hutcheson Gallery in May. We have had quite a bit of interest from local artists. Thanks to Kirsten Smith at AV Museum for her help with this upcoming exhibit.

Lighthouse Upgrades

Thanks to a very generous donation by the Port Alberni "100+ Women Who Care" we have now raised sufficient funds to undertake the main portion of the Lighthouse Upgrade project. J. Kurucz Contracting will be undertaking the exterior siding installation starting in late May with completion by the end of June. Thanks again to the 100 + Women Who Care, the Alberni Valley Community Forest, Alberni Valley Community Foundation, the Alberni District, Co-op, Port Alberni Port Authority, Coulson Group, Cataylst Paper, Roc-Star Enterprises, and Western Canadian Marine Recovery for their support towards this project. Addition funds are still needed so if you would like to make a donation towards this project please contact us.

Historical Society Joint Meeting

A joint meeting between the Alberni District Historical Society and the Port Alberni Maritime Heritage Society was held on April 17, 2024 at our Gallery. The meeting was well attended. Thanks to Board members Geo Monrufet and Pete Geddes for conducting the tours of our gallery and boatyard for the attendees.

Summer Programs and Employment

We were very pleased to hear that our application to the Canada Summer Jobs program for summer students was once again successful. We will have three summer students working with our Coordinator to assist with delivery of our children and youth oriented summer programs. Thanks once again to our MP, Gord Johns, for supporting our application. We will be advertising for these positions shortly. Watch our Facebook page or the Alberni Valley Employment Centre page for details.

Contact Information

Telephone: 250-723-6164

Website: portalbernimaritimeheritage.ca

Facebook: [maritimediscoverycentre](https://www.facebook.com/maritimediscoverycentre)

Email: portalbernimhs@gmail.com

Respectfully Submitted

Ken Watson,
President PAMHS



Heritage Commission Meeting
May 1, 2024
Minutes

d. Regional District

- i. The Philippine Mars is heading to the Pima Air & Space Museum in Tucson, Arizona later in 2024
- ii. The Association of Vancouver Island and Coastal Communities (AVICC) convention just celebrated their 75th anniversary

e. Community Arts Council

Community Arts Council Report
Heritage Commission
May 1, Alberni Museum

1. Gallery coordinator position – We received about 5 applicants for this position. We have interviewed 3 people.
 - We did hire someone we thought was perfect for the position, but she had to withdraw. So we are reworking the application information and trying to think of other ways we can fill the position
2. Solstice Arts Festival – we have 14 of the 28 tables confirmed and 2 bands confirmed.
3. Storage Unit Clean out. - We removed all the remaining boxes and still have a fair number of photos to review. We decided to sell our popcorn machine.
4. Our new administrator attended the ADSS Student hiring fair on April 25. She hopes to be able to hire from her discussions with students.
5. Fundraising- We sponsored the Greater Victoria Police Band, and we sold tickets for our basket there as well as at the Barkley Sounds concert and Timbre. We have sold out of our basket tickets, and made a good profit at the Police Chorus.
 - We also did well at a recent workshop
6. 2024 workshops – six paper/book binding with Trisha Klus. May 4, 5, 25, 26, June 8 ,9
 - June 8 painting with Susan Schaefer
7. Upcoming Events – May 10, 11 – Book Sale at the Athletic Hall. We are sharing the space with the Mount Klitsa Garden Club
 - June 15th – Solstice Arts Festival
 - Teas at the Mill
8. Exhibits – Had a very successful exhibit with an open call to artists. “When colour speaks to you”
 - Next exhibit Sarah Williams And Jim Sears April 30 to June 1
 - ADSS Students – June 3 to June 22.
9. We have a call to artists for our gallery for 2025.
- 10 We are also hoping to participate in Port Day



Heritage Commission Meeting
May 1, 2024
Minutes

f. Chamber of Commerce

Port Alberni Visitor Centre Report
Operated by the Alberni Valley Chamber of Commerce

Visitor Center Stats:

	Q1		April*		May		June	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	824	539	422	246	TBD	TBD	TBD	TBD
2023	671	422	367	185	685	383	1114	429
2022	982	660	310	209	673	385	966	620
2021	1012	873	361	272	354	265	702	428

April statistics incomplete and unverified

Visitor Center Site Update:

April continues our trend of increased visitor traffic from last year (up almost 16% for 2023). However, we are still down about 7-10% YTD from previous years. Most of our visitors this month came from other BC communities with only a handful of American and International travelers stopping in. The most requested information was surrounding maps/directions with some attractions and adventure recreation.

Visitor Centre Gift Shop:

As we prepare for the summer season, we are inviting local artists and businesses to consign with us for local Port Alberni products. If anyone is interested, please contact the Chamber for more information and a consignment agreement.

Chamber Activities:

Chamber Breakfast – Apr 5: Speaker Gord Johns.

Chamber Lunch – Apr 17: Speakers Suzanne Dubé and Adam Ballard from Edward Jones, along with Jeff Durrant, CPA, and Leanne Diewold, CPA from McIntosh Norton Williams.

On going Projects -First Nations Welcoming and Language Signage

- Cameron Bluffs Wildfire West Coast Impact study
- Canada Summer Students/ NETP Summer Student onboarding

Up Coming Events:

May 15th- AGM at Chars Landing 12pm-2pm Guest Speaker 4VI (Tourism on Vancouver Island)

June 7th- Chamber Breakfast



Heritage Commission Meeting
May 1, 2024
Minutes

g. McLean Mill



McLean Mill National Historic Site Update - April 2024

Prepared by Elliot Drew

Spring has sprung and we are springing with it. Our season has kicked off with hosting two community events. First the Ridgeview Health and Performance McLean Mill 10km returned on April 7th, as part of the Vancouver Island Race series. 457 runners took part this year with about 100 spectators cheering them on. Sasha Visona and her team did a great job and despite a little rain and a bit of a late start, the event was generally heralded as a success.

The Alberni Bowmen also returned for their annual 3 Day shoot Apr 19th-21st. Over 140 participants from all over the Island braved the wind and rain to take part and enjoy a flashlight lit dinner during a prolonged power outage.

Despite some staffing challenges we have finalized our season plans and we began staff hours 4 days a week Thursday – Sunday at the beginning of the month. The Mill will now be open 7 days a week from May 16th till Oct 11th. Camping and Guided Tour bookings are now open for the season, and we are excited to see the calendar starting to fill in. We continue to field requests for private events, though mostly looking at 2025 so we still have only 6 booked in for the 2024 season.

Work continues on the site to prepare for July and August with stock starting to arrive for the Giftshop and shelving and plumbing going into Admin/Mill Store, so we can offer hot beverages though Alberni Premium Coffee Co. (Dog Mountain Brewing).

Better highlighting the heritage of the site is an ongoing focus and we were grateful to meet with Kirsten and Sylvia from the Alberni Valley Museum to discuss where we have come from, where we are and how we can move forward.

We are also fortunate to once again be able to take advantage of the Federal Canada Summer Jobs program and will soon begin to fill our four positions for the upcoming season.

IMPORTANT DATES:

April 1, 2024	McLean Mill Open – Four Days A week
Thursday May 16, 2024	Site officially opens for season for seven days a week and camping
Saturday June 8, 2024	Wedding
Saturday June 15, 2024	Father's Day Event – Parks and Rec

As planning and booking for the season continues, we look forward to updating you on all the exciting developments coming to our National Heritage Site.

www.mcleanmill.ca 
info@mcleanmill.ca 
250-723-1376 



Heritage Commission Meeting
May 1, 2024
Minutes

h. School District

- i. Pacific Rim Board of Education next Public Meeting is May 28, 2024 in Ucluelet.
- ii. Pacific Rim Board of Education confirmed the Annual Five-Year Major Capital Plan April 23, 2024. This is the time of year school districts are submitting such plans to provide the Ministry with input to initiate planning for the next budget cycle.
- iii. Pacific Rim Board of Education approved the Long-Range Facilities Plan April 23, 2024 Public Board meeting. The Facilities Plan is a Ministry requirement.
- iv. The Board also directed staff to hire a Healthy Schools Manager to co-ordinate and oversee
- v. the community schools' activities, food programs, school gardens, after school sports and arts initiatives as well as many other healthy school activities.
- vi. Hiring Fair Event April 25, 2024, at ADSS. This event was for students grades 8-12. The purpose was to give students an opportunity to visit several employer tables who were looking to hire part time or summer positions. Students also learned about suitable jobs for their age group. Over 100 resumes and applications were exchanged. Staff considered this event a 'win-win' for employers and students. The district will be looking forward to holding a similar event again. The district has over the years held career events to introduce students to the education requirements for different careers but a focus just on a 'hiring' event, was well received all around.

i. Community at Large

May Activities Around Town

FRIDAYS – 5-9pm Friday Night Market @ Spirit Square

SATURDAYS – 4/11 Annual Plant/Seedling Sale @ Harbour Quay 9-12

May 2nd – June 27 – Introduction to pickleball Tuesday and Thursdays 6-8pm,,

Saturdays 9-11am

4th

- Community Welcome Newcomers Event – Echo Centre hosted by PA

Neighbourhood Welcome and City of PA 10-4

- Mother's Day Market and Tea – Grace Point Ministry 3031 4th Ave

5th

- Spring Market – The Cabin at Shannon Farms 10-2 – lots of vendors

- Paint Pour round 2 @ Smitty's 6pm - \$40 to register – paint 'pouring' night

7th – Island Art Night hosted by Alberni Brewing 6pm – no other details



Heritage Commission Meeting

May 1, 2024

Minutes

8th – PA Town Hall, hosted by No Farmers No Food, 630-830 Italian Hall – discussion about new Bills in BC, with informational speakers. Bills 31, 36, 44&47, Lands and Water Act, etc

9/10/11

- Exhibit: 20th Anniversary Commemorative Solidarity Quilt @ AV Museum 108/10-5/10-430 – In honour of Stephen Lewis Foundation's 20th Ann. A quilt is presented by Grandmothers to Grandmothers Campaign.

- Plant, Bake and Book Sale – 9-12 AV United Church

9th and 23rd – Knit nights at the Museum 6-8

11th

- Canvas Connect: Exhibit and Artist Market – Kinsmen Community Centre 4pm– lots of different pieces of Art, live music and refreshments (Twin City), live artists plus an opp. To actually sit and paint with them.

- Mt Klitsa Garden Club – Community Plant Sale 9-3 @ Alberni Athletic Hall

12th – Mother's Day Tea Party 1-3pm @ BC Hall – Indoor/Outdoor photo sessions available by donation to Island Heart Photography

15th - PA May Childcare month 630-830 – hosted by PacificCARE – CCRR Program – free event, Community partners showing appreciation to all Childcare providers as well as ECEs

17th – Barn Dance 7-10pm Coombs Rodeo Grounds – learn to Square Dance \$15 pp

20th to 25th– TheatreBC's North Island Zone Festival @ The Capitol , 5 nights of plays hosted by Portal Players Dramatic Society

21st – Circle of Security hosted by PacificCARE – CCRR Program – 4 day workshop 6-8

22nd – The Road Ahead – a panel discussion of the future of AV Transportation 7pm – designed to inform and parallel the City's OCP review.

23rd and June 4th – BC Firesmart Drop-in discussion 5-7 @ Echo (Cedar) hosted by City, free Home Assessment and Rebate program. Learn how to build wildfire resilience into your property.

25th

- Pride Car Wash Fundraiser – 12-4 @ 7-11 Redford St - \$\$ to AV Pride's Youth events

- Botanical Creations @ Gateway Church 6-8pm create 4 natural products, lip balm, sunscreen, bug bit, sun relief spray \$60

28th – Why the Anti-Taxes have it Wrong – Get the Facts hosted by AVTTS and Jim Wright 7pm @ Echo – discussions around carbon tax myths and other policy tools to address energy transition

28/29/30 – PA Blood Donation Event – BW Barclay 130-630

June 1 – Black Ty Gala – An evening in 24 karat gold – Music and dinner catered by Starboard Grill, live and silent auctions, and more... @ Echo 6pm tix \$150



Heritage Commission Meeting
May 1, 2024
Minutes

June 2nd – Butterfly Effect @ 11th Ave park 1130-130, release at 1230, \$25 for one Painted Lady butterfly in a box (Max 250 available) – AV Hospice Society. Remember a loved one

j. City Council

CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held April 22, 2024. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

▪ **DELEGATIONS**

2023 City Audited Financial Statements
Cory Vanderhorst of MNP Chartered Accountants presented the City's Audited Financial Statements for the year ending 2023. In MNP's opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2023.

▪ **UNFINISHED BUSINESS**

Western Vancouver Island Industrial Heritage Commission | Railway Operations Update
Council directed staff to enter into a one-year agreement with the Western Vancouver Island Industrial Heritage Society to operate the Alberni Pacific Railway and amend the City's 2024-2028 Five Year Financial Plan to include \$113,935 in the capital budget and \$60,000 in the operating budget with funding from Reserves.

Welcome to Port Alberni Sign
Council approved a slightly modified Welcome to Port Alberni sign and its installation at John Street and Johnston Road to be completed within the allocated Financial Plan amount of \$23,194. Final design work is underway including working with the Tseshaht and Hupacasath First Nations for inclusion of a land acknowledgement.

▪ **STAFF REPORTS**

Broombusters Community Event
All are welcome to join a community-wide Broombusting event with Broombusters Invasive Plant Society on Saturday, May 4th from 10:00 am to 12:00 pm at Echo Centre. For more information visit www.broombusters.org/alberniavalley

▪ **BYLAWS**

"City of Port Alberni Tax Rates Bylaw No. 5104, 2024" was adopted. The bylaw will set the tax rates required to balance the municipalities taxing obligations as outlined in the Financial Plan.

"Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" was introduced and given three readings. The bylaw upon adoption will enable a subdivision to create three small residential lots.

▪ **CORRESPONDENCE**

Riders of Alberni Valley | Support for a Land Use Agreement

Council directed staff to write a letter to the Province on behalf of Riders of Alberni Valley in support of their land use request to maintain and possibly build multi-use trails on Crown Land throughout the Maquinna trail system.

The Rotary Club of Port Alberni | Colour Fest
Council authorized The Rotary Club of Port Alberni use of Blair Park/Kitsukis Dyke Trail on Saturday, July 20, 2024 from 10:00 am to 3:00 pm for the purpose of a "Colour Fest" fundraiser event of which proceeds will be used to support local youth groups.

ADSS 2024 Parent Prom Committee | Use of City Streets

Council authorized access to City streets from Burde St. to 10th Ave. to Roger St. ending at the Athletic Hall [3727 Roger St.] for the purpose of a prom parade on Saturday, June 22, 2024 from 5:00 to 6:30 pm.

Council also received their correspondence summary which included letters from:

- Ministry of Transportation and Infrastructure | Response to City Letter dated February 15th Re: Log Train Trail
- Ministry of Environment and Climate Change Strategy | Response to City Letter dated March 13th Re: Amendment of the Air Discharge Permit for Catalyst Paper
- Ministry of Environment and Climate Change Strategy | Public Interest Bonding Strategy
- Ministry of Housing | Bill 16 Pro-Active Zoning Framework
- Ministry of Housing | Small-Scale Multi-Unit Housing Legislation
- BC Ferries | Invitation to Charting the Course Workshop
- Office of the Ombudsperson | Quarterly Report: October 1 – December 31, 2023
- Ministry of Forests | Response to City Letter dated March 15, 2024 Re: Enhanced Provincial Support for Port Alberni Paper Mill Alberni-Clayoquot Regional District | Highlights of the Board of Directors Meetings Feb/Mar 2024



Heritage Commission Meeting May 1, 2024 Minutes

- j. Aldred Restaurants | Invitation to McHappy Day® event on May 8th
- k. Alberni-Clayoquot Regional District | March 5, 2024 Minutes of the Accessibility Committee
- l. Alberni Valley Museum and Heritage Commission Minutes | March 6, 2024
- m. Traffic Advisory Committee Minutes | July 19, 2023 & January 17, 2024

■ PROCLAMATIONS

On behalf of Vancouver Island Economic Alliance, Council proclaimed the week of June 3-9, 2024 as 'Island Good Days' in Port Alberni.

On behalf of United Steelworkers, Local 1-1937, Council proclaimed April 28, 2024 as 'Day of Mourning' in Port Alberni and authorized that the Mourning flag be flown at City Hall at half-mast April 28th through to May 5th in recognition.

On behalf of MS Canada, Council proclaimed the month of May 2024 as 'MS Awareness Month' in Port Alberni and authorized that the MS flag be flown at City Hall the week of May 6th in recognition.

■ REPORT FROM IN-CAMERA

Council released for public consumption the Office of the Information & Privacy Commissioner for British Columbia Order P24-23, and related redacted documents regarding an information request for records.

Council released for public consumption notice of termination for the contribution agreement between the City and the Canadian Mental Health Association BC Division | Community Action Initiative and that unspent funds be returned to same.

■ NEW BUSINESS

Policy | Release of In-Camera Resolutions
Council approved the Release of In-Camera Resolutions Policy 3002-6. The Policy serves to establish direction on the public disclosure of business conducted in closed Council meetings.

Official Community Plan Update
Council supported the Official Community Plan Growth and Climate Action 'What We Heard' report including the Alternative Growth Scenario and GHG Reduction Targets.

BC Transit Annual Operating Agreement
Council authorized the Mayor and Corporate Officer to execute the BC Transit | 2024 – 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit in effect from April 1, 2024 to March 31, 2025.

Asset Retirement Obligations
Council received the Asset Retirement Obligations for the period ending December 31, 2023. The Public Sector Accounting Standards are in place to support with decision making; PS 3280 Asset Retirement Obligations joins PS 3150 Tangible Capital Assets and PS 3260

Contaminated Sites in helping government entities consistently report the financial considerations of assets and their related liabilities within the financial statements.

Hole in the Wall | Safe Access

Council directed administration to write a letter to the Ministry of Transportation and Infrastructure, Mosaic Forest Management and the ACRD to follow up on the issue of establishing safe access for the popular 'Hole in the Wall' attraction.

■ QUESTION PERIOD

J. Leskosek

Commented on Council's chosen location for the Welcome to Port Alberni sign.

■ COUNCIL MEETINGS

The City of Port Alberni is now offering hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

■ MEETINGS AT A GLANCE

Wednesday, May 1st

7:00 pm – Alberni Valley Heritage Commission
Alberni Valley Museum

Monday, May 13th

2:00 pm – Regular Council
Council Chambers

Thursday, May 16th

12:00 pm – Advisory Planning Commission
Council Chambers

Tuesday, May 21st

6:00 pm – Committee of the Whole
Council Chambers



Heritage Commission Meeting
May 1, 2024
Minutes

k. Museum

- i. The Manager of Culture job posting closes next week.
- ii. We are in the process of finalizing the update to our summer programs and birthday parties.
- iii. Our new part time Museum Assistant (with a focus on Education) starts this week and our job posting for the Young Canada Works summer student closes next week. We're excited to see the impact these two staff have on our program offerings this summer.
- iv. The biennial Art Show is well in hand; the opening event will be held on June 6.

l. Hupačasath First Nation – no report

m. čišaaʔath (Tseshaht) First Nation – no report

7. Next Meeting

- a. June 5, 7pm (Maritime Heritage)

8. Moved by Elliot to adjourn at 8:28pm.

April 29, 2024

Alberni Valley Museum and Heritage Commission

Re: Deaccessioning of Artefacts 1995.21.1, 1995.21.2, 1995.21.3

Three 10,000-gallon fuel tank cars (accessioned artefacts 1995.21.1, 1995.21.2, 1995.21.3) were donated by MacMillan Bloedel in the 1980's, and were accessioned into the Alberni Valley Museum's industrial collection in 1995. The three cars are currently located at the Roundhouse, where the Western Vancouver Island Industrial Heritage Society plans to resume passenger rail service for the Alberni Pacific Railway this spring. The three tank cars each currently contain up to 200 litres of bunker C fuel. Based on the potential risk to the environment of this fuel at the site, the three tank cars must be emptied and removed from the Roundhouse to enable acquisition of an insurance policy for passenger rail service. In order to safely dispose of the fuel, the cars must be split horizontally, resulting in disposal of the cars after removing the fuel.

Per the Alberni Valley Museum Collections Policy (2016), two criteria for deaccessioning are met in this instance: "an artefact constitutes a physical hazard or health risk to staff or the public" and "the artefact has deteriorated or is damaged to a point where it does not serve a useful purpose or poses a preservation threat to other elements of the collection or museum structures." The process for deaccessioning artefacts "must be initiated with a written proposal supported by appropriate documentation and a recommended means of disposition... [and] must be approved by the... Alberni Valley Museum and Heritage Commission." A method of disposition outlined in the policy is "destruction – disposition of an artefact by destruction will be permitted if the object is hazardous or poses a danger to staff, the public, or the collection." This letter serves as the proposal requesting the Heritage Commission approve deaccessioning the three artefacts.

The cost of emptying the three cars and disposing of the fuel and cars may total up to \$10,000. If the Heritage Commission approves deaccessioning the three tank cars at your May 1, 2024 meeting, Council for the City of Port Alberni would consider these costs at their regular meeting on May 13, 2024. If approved by Council at that meeting, the removal of the fuel and tank cars would be complete by May 31, 2024.


Sincerely,



Willa Thorpe, PhD
Director of Parks, Recreation and Culture

Appendices

- Catalogue page: artefact 1995.21.1 – Tank Car
- Catalogue page: artefact 1995.21.2 – Tank Car
- Catalogue page: artefact 1995.21.3 – Tank Car
- Western Vancouver Island Industrial Heritage Society – Letter re: deaccession of three railway tank cars

1995.21.1 ~ Car, Tank				2018.07.03
Collection	Industrial Collection			
Other#	IHSX1051			
Old#				
Accession#	1995.21			
Received as				
Cataloged by	Gehrs-Whyte, Emma	Catalog date	2015.08.29	
Source	MacMillan Bloedel Limited			
Creditline				
Home loc	Roundhouse			
Temp loc				
Description	40' tank car, 10,000 gallon, brass journals Was once black, but paint has almost entirely rusted away. Has a big #4 painted on the end. "1051" painted in white on underframe. All wheels except two have raised lettering "GRIFFIN 1928"; the remaining two wheels say "ST BONIFACE AAR 1948 DOMINION WHEELS". On the side frame of the bearings it says "PAT JAN 13 1914 FS02 / 6 20 STC Co. OS / 771 2" and on the journal boxes it says "5 1/2 x 10 JOLIET PATD OCT 28 1913"			
Date				Status date
Year Range	0 - 0			Status by
Condition				Status
Height	0.000 cm	Width	0.000 cm	Dim Notes
Length	0.000 cm	Depth	0.000 cm	
Diameter	0.000 cm	Circum	0.000 cm	
Weight	0.000 gr	Count		
Subjects				Classification
Search terms				People
Legal				Repatriation
Publications				Related Notes
Condition				Cond date
Condition by				Cond notes
Appraiser	Sam Bailey, Centerline Appraisals			Acq value
App notes	Currently used for oil storage, this car is in good unrestored condition and is fully operational.			Value date 2003.10.23 Current value min 6000.00 Current value max
Notes Found				
Used	Alberni Pacific Division (?)			
Made				
Owned	Bloedel, Stewart & Welch; Macmillan Bloedel			
Provenance	acquired in 1987 from Macmillan Bloedel, previously owned by Bloedel, Stewart & Welch Corp. Ltd. Note on accession form says "APD". #4 painted on the end could be Macmillan Bloedel number.			

1995.21.2 ~ Car, Tank

2018.07.03

Collection Industrial Collection

Other# IHSX1007

Old#

Accession# 1995.21

Received as

Object name 2

Object name 3

Othername

Received date

Cataloged by Gehrs-Whyte, Emma

Source MacMillan Bloedel Limited

Creditline

Home loc Roundhouse

Catalog date 2015.08.29

031\1995212.JPG



Temp loc

Description tank car, 10,000 gallon, arch bar trucks, Used for oil storage.

Was once painted black but paint has almost entirely rusted off. 1007 is visible painted on underframe just above wheels. "Westinghouse Air Brakes" painted in white on underframe as well.

Date

Year Range 0 - 0

Condition

Status date

Status by

Status

Height 0.000 cm

Width 0.000 cm

Dim Notes 36' 4~

Length 0.000 cm

Depth 0.000 cm

Diameter 0.000 cm

Circum 0.000 cm

Weight 0.000 gr

Count

Subjects

Classification

Search terms

People

Legal

Repatriation

Publications

Related Notes

Condition

Cond date

Condition by

Cond notes

Appraisor Sam Bailey, Centerline Appraisals

Acq value

Current value min 6000.00

App notes Currently used for oil storage, this car is in good unrestored condition and is fully operational.

Value date 2003.10.23

Current value max

Notes

Found

Used Alberni Pacific Division (?)

Made


Owned Bloedel, Stewart & Welch; Macmillan Bloedel

Provenance ex. MacMillan Bloedel #1; Bloedel, Stewart & Welch #1; unknown previous. Note on accession form says "APD".

1995.21.3 ~ Car, Tank

2018.07.03

031\1995213.JPG

Collection	Industrial Collection				
Other#	IHSX1821; #1821			Object name 2	
Old#				Object name 3	
Accession#	1995.21			Othername	
Received as				Received date	
Cataloged by	Sim, Jonathan			Catalog date	2015.08.29
Source	MacMillan Bloedel Limited				
Creditline					
Home loc	Roundhouse				
Temp loc					
Description	tank car, 10,000 gallon, brass journals, used for oil storage.				
	The following writing is painted on the underframe: "P1-1-3-73 CP"; "JOURNAPAK RPKD P1-1-3-73 CP"; "CAR MUST NOT BE MOVED OFF VANCOUVER ISLAND / CP306009"				
Date				Status date	
Year Range	0 - 0			Status by	
Condition				Status	
Height	0.000 cm	Width	0.000 cm	Dim Notes	34' 3~
Length	1044.000 cm	Depth	0.000 cm		
Diameter	0.000 cm	Circum	0.000 cm		
Weight	0.000 gr	Count			
Subjects				Classification	
Search terms				People	
Legal				Repatriation	
Publications				Related Notes	
Condition				Cond date	
Condition by				Cond notes	
Appraiser	Sam Bailey, Centerline Appraisals			Acq value	Current value min 6000.00
App notes	Currently used for oil storage, this car is in good unrestored condition and is fully functional.			Value date 2003.10.23	Current value max
Notes					
Found					
Used	Alberni Pacific Division (?)				
Made					
Owned	Bloedel, Stewart & Welch; Macmillan Bloedel				
Provenance	ex. MacMillan Bloedel #2; Bloedel, Stewart & Welch #2; unknown previous. Note on accession form says "APD"				



TO: Alberni Valley Museum & Heritage Commission
FROM: Richard Spencer, WVIHS Vice-President
COPIES TO: Willa Thorpe, Director of Parks, Recreation and Culture
Ron Corbeil, WVIHS President
DATE: April 27, 2024

SUBJECT: Letter RE: deaccession of three railway tank cars

Dear Alberni Valley Museum & Heritage Commission,

I am writing to you today on behalf of the Western Vancouver Island Industrial Heritage Society (WVIHS). As you may know, the WVIHS has been the operators of the Alberni Pacific Railway since its beginning in 1984. Since then both the WVIHS and City of Port Alberni (CPA) has collected heritage rail equipment. The equipment collected by the CPA was accessioned as artifacts within the Port Alberni Industrial Collection.

Amongst the artifacts collected by the CPA in the Industrial Collection, there are three fuel tank cars which are located at the Alberni Pacific Railway Roundhouse and Railyard (accession number 1995.21.1, 1995.21.2 and 1995.21.3). These tank cars were donated by MacMillan Bloedel Ltd in. The tank cars were used amongst the Alberni Pacific Division operations by MacMillan Bloedel and its predecessor Bloedel, Stewart & Welch. The original owner or "builders date" is unknown. As apart of the Alberni Pacific Railways operation, these tank cars were only used for parts and display as they were still maintained until the early-mid '90s.

These tank cars do not serve a purpose to the Alberni Pacific Railway operation, other than for spare parts from the frame and trucks. With the environmental concern of the contaminants inside, as well as the condition of the units, they will likely not serve a purpose in the foreseeable future. There is an additional issue that the CPA and WVIHS will not be able to obtain insurance for rail activity having these tanks on site. We believe that these reasons outweigh the historic value these tank cars have for the community, therefore the WVIHS is in support of deaccessioning the three tank cars listed in the above paragraph.

Richard Spencer, Vice President
Western Vancouver Island Industrial Heritage Society

ihsportalberni@gmail.com

www.ihsportalberni.ca

(250) 723-428

INTRODUCTION

The Alberni Valley Museum [AVM] is defined as a museological institution by its mandate to acquire, manage, preserve, and present collections of historic artefacts. The collecting scope of the AVM will be limited to material evidence of the cultural history of, in order of priority, the City of Port Alberni, the Alberni Valley, and the Alberni Clayoquot Regional District. This material evidence will comprise the primary resource used by the Alberni Valley Museum. The AV Museum acquires and preserves objects for study, reference, and presentation to the public, together with information about them. The collections are displayed and stored in the purpose-built Museum in the Echo Centre complex, and at the facilities operated on behalf of the City of Port Alberni by the Western Vancouver Island Industrial Heritage Society [WVIIHS]; McLean Mill National Historic Site, the Industrial Heritage Centre, the Railway Station, and the Roundhouse. Additionally, the AV Museum collection includes the historic structures at McLean Mill NHS. The AV Museum will develop and present exhibits and programs with educational and recreational value, which will facilitate public understanding of the nature, meaning and significance of its collections.

The AV Museum is responsible for preserving the collection and making it accessible to present and future generations. This policy provides standards and consistency for the management of artefacts in the collection, and for their disposal, if necessary. It recognizes the complex nature of a collection that includes both “traditional” museum objects, mostly housed in the Echo Centre facility, and an extensive Industrial Collection, which is preserved and presented in a number of off-site facilities by members of the WVIIHS. Further, it considers past and present practice, professional and museological standards, collection management issues, and planning for the future.

1) Legal Authority

- a) The Alberni Valley Museum is a public institution established under By-Law by the City of Port Alberni. The Museum is governed by the Port Alberni City Council and advised by the Alberni Valley Museum and Heritage Commission (AVMHC). The City Council has overall authority and is specifically responsible for funding, administration and staffing. The AV Museum is administered as a division of the Department of Community Services of the City, with a Manager of Museum, Heritage & Culture reporting to the Director of Community Services. The AVMHC, in consultation with the Museum Manager, and the Director of Community Services, is responsible for defining the Museum's purposes, policies and program activities.

2) Operational Overview

- a) Alberni Valley Museum Operational Overview
The Alberni Valley Museum, with the mandate to preserve and present the collection housed within the Museum facility, is administered by a Manager of Museum, Heritage & Culture, reporting to the Director of Community Services. The Manager of Museum, Heritage & Culture oversees the operation of the Museum, including financial, curatorial, and programming functions, coordinates the Alberni Heritage Network, liaises with the three societies that operate the other facilities in the Network, and supports the work of the Alberni Valley Museum and Heritage Commission. The Museum staff team consists of the Manager, a Curator of Collections, with primary responsibility for acquisition, collections management, and exhibit development, and a Curator of Education, with primary responsibility for educational and public programming, outreach, and volunteer programs. Although each position has a defined portfolio, major projects are undertaken collaboratively. Relief or special project staff is scheduled on an on-call basis, with two dedicated 'museum casuals' and back up from the City casual roster. The Manager and Curators also provide professional advice and services to the three societies in the Alberni Heritage Network, as required.

b) AV Museum Industrial Collection Operational Overview

The Industrial Collection is one of the distinctive aspects, and particular strengths, of the AV Museum Collection. It is housed, maintained, and presented in a number of facilities in the City of Port Alberni and the nearby McLean Mill NHS. The objects include heavy machinery, trucks, and rail rolling stock, which have been collected both by the AV Museum and by its partner society, the WVIIHS, for more than thirty years. This has produced a large collection, much of which has been maintained in, or restored to, operating condition, and is used in “living history” programs and demonstrations. Management of this enormous and valuable asset requires significant economic and human resources. The City of Port Alberni relies on the volunteers of the WVIIHS to maintain, operate, and present this collection, with an estimated 12,000 volunteer hours contributed in 2014. WVIIHS operations are determined by a Board of Directors, with a full-time Operations Manager responsible for McLean Mill NHS and for the Alberni Pacific Railway. The WVIIHS Board and Operations Manager determine how society resources are allocated to the maintenance and operation of the Industrial Collection, as well as the society’s own collections. The Board and Manager work in collaboration with the Manager of the AV Museum to maintain the heritage integrity of the Industrial Collection. The staff of the AV Museum contributes to the interpretation and presentation of the Industrial Collection, as required by the WVIIHS.

3) Responsibility of Staff and Volunteers

- a) The Museum Manager is responsible for the collection and, with the Curator of Collections, ensures that collection management policies, guidelines, procedures, and standards are developed and implemented. These staff positions hold direct operational responsibility for the acquisition, preservation, and documentation of the collection. The Museum Manager, Curator of Collections, or designate, is responsible for ensuring that anyone working with the collection is aware of policies and procedures. Staff and volunteers must follow these procedures and standards in a consistent manner. Staff and

volunteers will strive to ensure that artefacts and collection records are maintained in an environment conducive to preservation. Standards vary according to the nature of the collection and display or storage conditions. The Museum Manager, Curator of Collections, or designate, will ensure that the collection is inspected regularly for evidence of damage or deterioration. Any staff member or volunteer who discovers a preservation problem or damage to an artifact or specimen must document and report it immediately to the Museum Manager or Curator of Collections. All staff and volunteers are responsible for maintaining the security of the collection. This encompasses loss or breaches of security. Staff and volunteers must document and report immediately any confirmed loss or breach of security to the Museum Manager. In some cases (such as firearms), legal considerations may require that the police are notified also. The Museum Manager, Curator of Collections, or designate, will ensure that artefacts which have the potential to be hazardous to the public, museum staff, volunteers, the environment, or the collection will be properly handled and stored. All safety regulations (e.g. OHS, WHMIS) must be followed. The Museum Manager, Curator of Collections, or designate, will ensure that staff and volunteers who have physical access to the collection are trained in, and use, appropriate care and handling.

b) Ethics

In all activities relating to collection management, an employee must not be in conflict of interest with the Alberni Valley Museum or the City of Port Alberni. If a conflict develops, the interests of the AV Museum and City of Port Alberni will take precedence. The Alberni Valley Museum will be guided by established professional standards and ethics. The Alberni Valley Museum and Heritage Commission has adopted the Canadian Museums Association's *Ethical Guidelines 1999*. The current version of this document is attached to this policy as Appendix 2.

4) Scope of Collections

a) Alberni Valley Museum Collection

- i) This collection includes strong assemblages of Nuu-chah-nulth objects, ranging from historical ethnographic materials to present-day art, illustrating First Nations use and occupation of the region. The Nuu-chah-nulth basket collection is particularly noteworthy, including historic and contemporary products, contextualized with information about known creators.
- ii) The collection includes substantial numbers of objects that support newcomers' use and occupation, from first approaches to the present day. Assemblages of objects are presented in the permanent galleries using the visible storage model. They are grouped thematically according to function, with noteworthy assemblages relating to agriculture, trades and activities, industrial heritage, textiles, consumer goods, recreation and social functions.
- iii) The City Art Collection includes work portraying the region, or created by residents of the region. It is intended to document the evolution of the local arts and crafts movements, and to provide a resource for art education. This collection is broadly divided into two units:
 - (1) Two-dimensional paintings, drawings, and prints, which are normally stored in the curatorial storage area, to ensure their long-term preservation. For reasons relating to conservation and thematic presentation, these objects are less suitable for display in the visible storage permanent exhibit, but are brought out for temporary exhibits.
 - (2) A collection of artisan-made items, exhibited in the permanent galleries, that are considered to have significant aesthetic value, and to represent the development of regional artisanal activity. It includes folk dolls, musical instruments, models, certain tools and architectural elements, and other objects that represent local artisanal achievement.
- iv) The Museum also has an extensive photograph collection, consisting primarily of prints, some original negatives, and a few special items such as tintypes. The primary intent of the collection is to document regional history. A second purpose is the preservation of the objects themselves, as original

- photographic specimens and examples of photographic processes. Original photographs, rather than copies, are the preferred acquisition. Much of the photograph collection has been digitized, and is now available for public search on the internet.
- v) The AVM collection does not include archival, paper, or documentary materials, which are collected and made available by the Alberni District Historical Society. The volunteer-operated archives of the ADHS are located in the Museum building, so may be consulted in conjunction with the AVM photograph collection.
 - vi) At times, under special circumstances related to serving community needs, the AVM may serve as a repository for objects or collections not owned by the City of Port Alberni, which will be held in trust for their owners. These collections will be accepted and held for specific purposes for a specified period of time, and only with the approval of the Museum Manager or Curator of Collections. The AV Museum acts as a regional repository for collections of objects recovered in the course of archaeological excavations carried out under provincial Archaeology Branch permits. These collections of archaeological objects are considered to be held in trust for the appropriate First Nation or other legitimate authority. Such third party collections held in trust will be treated as loans, subject to the conditions and documentation specified in Section 9) a) of the Policy, below.
 - vii) In addition to the above artefact collections, the AVM maintains a library consisting of books, files and documents, and electronic records including moving image, audio files, photographs, and other materials, derived from Museum research projects. The library is treated as an operational resource – a source of the information required to effectively preserve and present the artefact collections, rather than as part of the AV Museum Collection.

b) The Industrial Collection

- i) The McLean Mill collection, at McLean Mill NHS, which comprises the operating steam sawmill itself (structure & machinery), trucks & machines that have McLean Mill provenance, including an operating steam donkey and logging demonstration exhibit, and the rest of the McLean Mill complex; the structures, landscape, machinery, and furnishings which form the designated National Historic Site. The Mill also serves as a storage, operating, and display location for some industrial objects without McLean Mill provenance. This collection, and the site, is operated and managed by the WVIIHS, under contract to the City of Port Alberni. This contract extends to include the maintenance and operation of the two components described below.
- ii) The Alberni Pacific Railway collection, based at the City-owned Roundhouse, comprises five locomotives, and about fifteen railcars, speeders, and other rolling stock, owned by the City of Port Alberni, and operated by the WVIIHS. The APR runs a scheduled steam train from the City of Port Alberni to McLean Mill NHS during the summer, with special runs throughout the year. The APR collection includes one locomotive, rolling stock, and maintenance equipment that is owned by the WVIIHS. The latter collection is intended to support the operation and presentation of the City-owned collection.
- iii) The Truck/Industrial Collection, based at the City-owned, WVIIHS-leased, Industrial Heritage Centre, and maintained and operated by the WVIIHS. This collection of about nineteen trucks, nine trailers, and one car, plus other machinery, reflects the use of such machines in the forest industry, including a focus on BC-produced Hayes trucks. The WVIIHS has an additional collection of about sixteen trucks and trailers, some which do not meet the collection criteria of the AV Museum but are considered historically interesting, and some intended principally for operations and support.

5) Collection Development

The Alberni Valley Museum collection consists of artefacts that represent the cultural history of Port Alberni, the Alberni Valley, and the Alberni Clayoquot Regional

District (see the attached Heritage Value Statement – Appendix 1 – for more information on the Museum’s collecting mandate). The AVM collects in five distinct areas: Nuuchahnulth culture, newcomer and settlement culture, arts and crafts, photographs, and industry, particularly the forest and marine industries.

Development of the collection will meet both the immediate and long-term objectives of the AVM. Development will build on strengths and address weaknesses of the collection as assessed by appropriate curatorial staff, and will take into account current and future projects and needs. Strategies will include both planned and opportunistic approaches. In developing the five areas of the collection, objects collected will be those utilized or produced in the region, except in the case of objects required for the operation or presentation of the collection.

a) Acquisition

The Alberni Valley Museum may obtain artefacts through a variety of methods. Staff must undertake acquisition in accordance with the highest professional standards and ethics. When an acquisition is considered the AVM must make a serious, diligent, and documented effort to establish ownership. In the case of gifts or bequests, purchases, or exchanges, clear title must be transferred to the AVM. Conditions cannot be attached that would limit the Museum’s use of objects in the collection, except with the written approval of the Museum Manager. Any conditions cannot be illegal in nature.

b) Criteria for Acquisition

The Alberni Valley Museum will strive to acquire artefacts and that generally are complete and in good condition, and for which provenance is well documented.

The decision to acquire an artefact will be based upon these considerations:

- i) relevance to the mandate of the Alberni Valley Museum and to collection development objectives.
- ii) significance, such as association with an event, person, historical period, or geographic area.

- iii) representation of themes, processes, activities, and social or cultural structures that typify regional history.
 - iv) the research value of the artefact – its importance as an object.
 - v) the availability of human and financial resources to acquire, document, preserve, store, and exhibit the artefact.
 - vi) the opportunities for use, exhibition, research, and other program requirements.
 - vii) the physical condition, and potential conservation or restoration costs.
 - viii) cultural sensitivity.
 - ix) oral or written documentation to support provenance, ownership, authenticity, study, and use.
 - x) the absence of threats to the public, Museum staff, or to other elements of the collection.
 - xi) the absence of restrictions on use or disposition.
 - xii) compliance with any applicable legislation and regulations.
- c) Approval Process for Acquisition
- Acquisitions are ultimately the responsibility of the Museum Manager, although this responsibility is generally delegated to the Curator of Collections. The decision to acquire an artefact will be made by an acquisition committee of at least three members, one of whom will be either the Museum Manager or the Curator of Collections, and two of whom will be members of the Alberni Valley Museum and Heritage Commission. The committee will not include any individual offering an artefact to the AVM. The acquisition committee shall meet quarterly, but to ensure that donors are not expected to wait for decisions, the Curator of Collections shall be authorized to acquire objects based on electronic mail or fax responses from acquisition committee members, who will be notified of pending donations. Artefacts which are to be purchased, rather than donated, and donations or purchases of a potentially controversial nature (e.g. cultural sensitivity, negative public scrutiny), will be subject to review by the full AVMHC prior to acquisition.

d) Methods of Acquisition

Artefacts are acquired through gift or bequest, purchase, exchange, or transfer. At times they may be acquired in-house, or found in the collection.

i) Gift or Bequest

A gift or bequest may be accepted from any source, including a staff member.

ii) Purchase

Artefacts may be purchased from any source. However, purchase from a member of City of Port Alberni or AV Museum staff, volunteer, or research associate of the AVM, including the cooperating societies of the Heritage Network, their family members or friends, or an organization in which the individual has an interest, requires the approval of the Director of Community Services and/or the Museum Manager. In such cases the Alberni Valley Museum will establish a purchase price that reflects fair market value, with adherence to ethical guidelines.

iii) Exchange

The exchange of artefacts between institutions is an established and useful means of developing and improving a collection. Exchanges may be arranged by the Museum Manager, or Curator of Collections, with the approval of the Manager. Exchanges may be made provided that: both parties are in full agreement with the terms and conditions; both the acquisition and the disposal of artefacts are documented for the permanent records; the removal of the object would not impair the collection in any functional way; the removal will be approved through the deaccessioning process (see section 11 below).

iv) Transfer

The Alberni Valley Museum may acquire artefacts from other departments of the City of Port Alberni. The transfer must be supported by documentation.

v) In-House

Objects created or used within the Alberni Valley Museum, or commissioned by it, may be accessioned into the collection.

vi) Found in the Collection

Unaccessioned objects that have been treated as artefacts over time but for which acquisition documentation cannot be found may be designated as 'found in the collection.' These objects can be accessioned if approved through the acquisition process.

e) Canada Revenue Agency Tax Receipts and Appraisals

Income tax receipts for artefacts, including those to be used in an operational collection, are available to all donors, including staff members. The receipt is provided by the City of Port Alberni, a qualified municipal donee registered with the Canada Revenue Agency to issue tax receipts. The receipt will reflect fair market value at the time of acquisition, determined by appraisal. The Alberni Valley Museum will not issue a tax receipt before a Gift Agreement is signed, and the donation is complete. All tax receipts will be signed by the Museum Manager, who must keep a copy of the tax receipt in perpetuity. An appraisal for a donation with a fair market value of \$1,000 or less can be provided by a qualified staff member. An appraisal for a donation with a fair market value greater than \$1,000 should be undertaken by an appraiser acting at arm's length from the AVM and the donor. The cost of an independent appraisal for income tax purposes is typically borne by the institution. The Alberni Valley Museum will not provide paid or unpaid authentication or appraisal services to the public. AVM staff will not recommend a specific dealer, appraiser, or auctioneer to the public, but may provide a list of service providers, with the clear understanding that this does not constitute an endorsement. Application for certification, under the *Cultural Property Export and Import Act* (CPEIA) for income tax purposes, may be made for artefacts that are deemed to be of outstanding significance and national importance. The process is initiated by the Museum Manager or Curator of Collections. All documents and correspondence related to such certification will be submitted to the Canadian Cultural Property Export Review Board (CCPERB) by the Museum Manager.

6) Documentation

The Alberni Valley Museum must accurately and thoroughly document the collection to understand its value and significance, and to fulfill its stewardship role.

Documentation is essential for collection development, research, preservation, and presentation. Documentation is the responsibility of the Curator of Collections, and other staff as deemed appropriate. Documentation will include information, in written, digital, audio visual, or graphic form, relating to the identity, provenance, and transfer of legal title of artefacts in the collection. It will also contain information regarding the significance, function, description, condition, and usage of objects after acquisition. When being added to the collection, each artefact must be documented with enough detail to allow the detection of any deterioration in condition. Changes in condition and treatment shall also be documented. Temporary or permanent change in the status of an artefact, such as an outgoing loan, deaccessioning, or transfer to an operational collection, must be thoroughly documented. The AVM will use accepted and consistent professional standards, methods, and procedures to document the collection. Documentation must be maintained in perpetuity.

Normally, documentation itself is not considered part of the collection. Legal documents dealing with acquisitions must be kept in hard-copy form. Copies of electronic records must be maintained and stored off-site. Documentation should be maintained in a secure and stable environment. While some documentation may be subject to restrictions, under British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA), the AVM should ensure that information about the collection is accessible to the public.

7) Preservation

The Alberni Valley Museum has a responsibility to preserve its collection in perpetuity, with the exception of artefacts that are designated as "operational collections." This responsibility extends to artefacts in storage, on exhibit, used in programs and research, on loan, and in transit. In all of these activities, the AVM will observe best practices to ensure the care of objects in its collection. The preservation of the collection is the responsibility of the Museum Manager and

Curator of Collections. However, all staff and volunteers must share in this duty of care.

8) Use and Presentation

The Alberni Valley Museum is committed to the long-term preservation of objects in the collection. However, a balance must be struck between the preservation of the collection and its use for presentation, including research, exhibition, educational, promotional, and commercial purposes. The AVM acknowledges that access to, and use of, the collection, by staff and by the public, increases the risk to artefacts, and requires mitigation. Access to the collection is provided through exhibition, programs, events, publications, collection records, research files, visual resources, and consultation with curatorial staff. Provincial Freedom of Information and Protection of Privacy legislation restricts access to some information, such as that relating to the location of vulnerable cultural heritage sites. Access to and use of archaeological and ethnological objects must consider cultural sensitivities. Access to and handling of firearms is restricted under federal legislation. The collection must be organized and managed in such a way that it is readily accessible for all purposes consistent with the mandate and goals of the AVM. Due to the diverse nature of the AVM collection, practices relating to use and presentation are linked to the overall organization of the collection.

a) AV Museum Collection – Echo Centre

i) Permanent Exhibits

In 1980 the Museum Advisory Committee initiated a visible storage exhibit system for the permanent exhibit galleries. In 2007 the Heritage Commission endorsed a display policy described as a hybrid of visible storage with interpretive exhibits. The decision to employ visible storage was based on a collection analysis which revealed it to be a “cultural sampling” of the lifestyles and work interests of the community, which did not adequately support a chronological interpretive approach. Objects are permanently mounted in cases, organized by Chenhall function and cultural categories, such as

Community, Forestry, Household, Trades and Professions, etc. Descriptions are provided by printed catalogues associated with each unit, and some labels and signage. The intent is to provide public display of the whole collection – providing an object-focused, rather than narrative-focused, form of presentation.

(1) Benefits of this approach:

- (a) Everything in the collection is visible to the public.
- (b) Objects are not subject to frequent handling.
- (c) Visitors, rather than curators, determine their experience and interaction with the collection.

(2) Issues with this approach:

- (a) An overall narrative or storyline is not provided.
- (b) Conservation and preservation is complicated by objects always being on display.
- (c) Access to objects for research, conservation, and other uses is difficult.

ii) Temporary Exhibits

Exhibits staged in the Temporary Gallery of the Alberni Valley Museum, when developed in-house, often utilize a combination of borrowed objects, objects from the permanent galleries, and objects from the curatorial storage area. The latter are often part of the City Art Collection – two-dimensional prints, drawings, and paintings, which for preservation reasons are normally kept in the controlled conditions of the storage area.

iii) Operational and Educational Collections

These are generally objects acquired specifically for operational and educational purposes, and they are treated as a category apart from the AV Museum Collection. Their primary role is to act as teaching and demonstration props for instructional programs.

b) AV Museum Industrial Collection

i) Preservation and Restoration

The collaborative arrangement envisioned in the 1980s was that the Alberni Valley Museum would formally acquire and manage an Industrial Collection, focused primarily on the forest industry and the preservation of McLean Mill. The Western Vancouver Island Industrial Heritage Society would not acquire collections, but would preserve, restore, and operate objects from the AVM Industrial Collection. The tacit understanding that historical objects, including trucks, locomotives, and other heavy machinery, will be restored to operating condition for demonstration has resulted in the growth of a remarkable collection, but one that requires significant levels of ongoing maintenance.

ii) Exhibits

The Industrial Collection is displayed and operated at four City-owned facilities: McLean Mill NHS, the Roundhouse, the Train Station, and the Industrial Heritage Centre. McLean Mill is intended to be for the display of objects relating directly to that site, as well as those presenting the history of logging and sawmilling. The Roundhouse is primarily the workshop for the rolling stock of the Alberni Pacific Railway. The Train Station combines the role of a station for the APR with some exhibits relating to railways, trucks, and other machines. The IHC contains much of the City [and WVHHS] truck collection. As well as display space, it serves as a workshop for both the truck collection and the McLean Mill machinery collection. In general the machines themselves form the exhibits, augmented by some interpretive signage. The experiential aspect of viewing operating historical trucks, trains, and other machines is seen as an essential part of the presentation.

iii) Operational and Educational Collections

There is a long-standing commitment to restoring and operating all possible objects in the Industrial Collection. Operational machinery, from trucks to sawmills to locomotives to steam and gas donkeys, provide effective interpretive devices, but also demand higher levels of care. To ensure the preservation of operational objects, and sustainability of the collection, it is

essential to develop strategies and practices for storage, display, and maintenance. Further, it would be useful to develop priorities for the objects in the Industrial Collection, summarizing their symbolic and functional value, and categorizing them accordingly as being most suited for preservation or for use. For objects with high significance, based on provenance and associations, preservation should be prioritized. Objects with lower symbolic value, or historical integrity, are more suitable for operational or demonstration use; their preservation is less critical. Beyond this, factors to be considered in determining the operation of an artefact in the AV Museum collections include:

- (1) a defined program requirement for operational status.
- (2) is the artefact appropriate to the program?
- (3) condition of the artefact.
- (4) risk to the artefact, or expendability of the artefact.
- (5) security.
- (6) health and safety risks.
- (7) not contravening legislation.
- (8) are human and financial resources available?
- (9) sustainability of the collection

9) Loans

a) Loans to the AV Museum

The Alberni Valley Museum may borrow artefacts for a specified time period, for exhibition, study, or other purposes consistent with the mandate of the AVM.

Loans are made to the AV Museum by institutions and individuals. Before a loan transaction is completed the AVM must make a documented attempt to establish ownership, and the lender retains legal ownership of the artefact. A “Loan – Incoming” form will be filled out and signed by the lender and the Museum. The Alberni Valley Museum will provide the same standard of care and security for the artefacts on loan to the AVM as it does for those in its collection. Treatment will not be undertaken on borrowed artifacts and specimens without prior written

consent from the owner, and any treatments must be documented. When the AV Museum borrows material and exhibits from another institution, it will follow the procedures prescribed by the lending institution. When the AVM borrows material from individuals, or from institutions with no lending procedures or forms, it will follow the procedures of the Alberni Valley Museum. Incoming loans must be fully documented. The documentation will include one copy of the signed loan form and information relating to value and condition. These records must be retained in perpetuity. Establishing the value of the item for insurance purposes is the responsibility of the lender. The City of Port Alberni insurance policy covers items on loan while being delivered to the Museum, while at the Museum, and while being returned to the lender unless other arrangements are made with the lender.

b) Loans from the AV Museum

The Alberni Valley Museum may lend artefacts to other institutions. Loans are not normally made to individuals. The purpose of the loan must be consistent with the interests of the AVM, and not pose undue risk to the artefact. Loans are made for a specified time period. The Curator of Collections is responsible for ensuring that those who borrow or otherwise use material for any purpose are able to provide necessary care. Individuals within both the borrowing and lending institutions taking responsibility for the transaction must be authorized to do so. All loans from the Alberni Valley Museum must be approved by the Museum Manager. Outgoing loans must be fully documented. The documentation will include one copy of a "Loan – Out" form, as well as documentation relating to condition and insurance, and will be filled out and signed by the borrower and the Museum. These records must be retained in perpetuity. The Alberni Valley Museum reserves the right not to lend artefacts.

10) Insurance

The Alberni Valley Museum collection is insured under the policies of the City of Port Alberni. This provides insurance for its collection and for loans to and from the AVM.

The historic truck collection of the AVM is insured through the City of Port Alberni fleet, as vintage vehicles, with limited use specified. At the facilities operated by the WVHHS on behalf of the City of Port Alberni, the structures and machines are insured by the City, but the volunteer and visitor liability is covered by the operating WVHHS. Additional insurance may be required under certain circumstances, and its acquisition, including any valuations of property, will be arranged in discussion with the Director of Finance, City of Port Alberni. By arrangement, collections held in trust may be treated as loans, and covered under that insurance. For objects and collections held in trust, and deemed to be of high value, the risk remains with the legal owner, who must provide proof of insurance as part of the terms of placing the objects in the AV Museum facility.

11) Deaccessioning

Alberni Valley Museum collections are developed on the presumption of permanency, and accessioned objects are not normally removed from the collection. However, the AVM recognizes that there are circumstances when deaccessioning can improve the focus of the collection. It must be undertaken in accordance with the highest professional standards, and must not be influenced by arbitrary taste or individual preference. Reasons must be ethical, defensible, and objective. The deaccessioning process must be transparent, and any deaccessioned artefacts must be thoroughly documented, along with the reasons for their deaccession, and the stages involved. These records must be retained by the AVM. A concerted and documented effort must be made to keep deaccessioned objects in the public domain.

a) Criteria for Deaccessioning

The Museum Manager, or Curator of Collections, when initiating a proposal must be able to demonstrate the need for deaccessioning, consistent with one or more of the following criteria:

- i) an artefact constitutes a physical hazard or health risk to staff or the public.
- ii) a specimen or artifact does not fall within the AVM mandate and written collection development objectives.

- iii) the Museum is incapable of providing the conditions necessary for minimum curatorial care.
- iv) the artefact has deteriorated or is damaged to a point where it does not serve a useful purpose or poses a preservation threat to other elements of the collection or museum structures.
- v) an artefact is a duplicate having no definable purpose; provenance and other documentation must be taken into account when determining duplicate status
- vi) an artefact has a fraudulent, unethical, or illegal provenance, has been misidentified, or is found to be a forgery or copy with no definable purpose.
- vii) an artefact may be removed from the collection as a result of a request for repatriation.

b) Conditions for Deaccessioning

When deaccessioning is initiated, the AVM must ensure that:

- i) it has clear title to the object or, in the case of poorly documented or undocumented material, be able to demonstrate that it has made a serious, diligent, and documented investigation to determine ownership.
- ii) there are no legal or legislative restrictions that prohibit deaccessioning the artefact.
- iii) an object for which a request for repatriation reasonably could be expected to arise in the future is not to be considered for deaccessioning for other reasons.
- iv) the reasons for the removal of any artefact from the collection must be thoroughly documented in accordance with the highest professional standards, and the documentation retained, so that the reasons for such action will be clear in the future.
- v) if an artefact is undocumented, the AVM must make a serious, diligent, and documented effort to learn more about it prior to considering deaccessioning.

c) Process for Deaccessioning

The process of deaccessioning must be initiated with a written proposal supported by appropriate documentation and a recommended means of disposition. The proposal must be developed in consultation with the Curator of Collections. The proposal must be approved by the Museum Manager and the Alberni Valley Museum and Heritage Commission.

d) Methods of Disposition

A demonstrated effort must be made to keep a deaccessioned artefact in the public domain by offering it to other museums, educational institutions, or public institutions (as a gift or for exchange or sale) before sale to others. Consideration should be given to retaining the artefact in the community, within Vancouver Island, British Columbia, and then Canada, according to where it is most relevant. A member of the Alberni Valley Museum and Heritage Commission, or volunteer of the Alberni Valley Museum, including family members or business associates, and organizations associated with financial or in-kind support may not acquire, through any means, any artefact or deaccessioned by the AVM. When the Alberni Valley Museum chooses to deaccession an artefact, staff may consider, as a courtesy, notifying the original donor. The following methods may be considered for the disposition of an artifact or specimen:

- i) Internal Transfer – within the AVM, for non-collection use (such as education collection, props, training, etc.).
- ii) Gift – to another museum, educational institution, or public institution.
- iii) Exchange – with another museum, educational institution, or public institution.
- iv) Sale – The AVM may sell deaccessioned material, and should attempt, where possible, to establish a sale price based on fair market value. Disposition by sale, in order of preference, includes:
 - (1) a museum, educational institution, or public institution.
 - (2) the highest bidder at a publicly advertised auction.
 - (3) sale, or by tender
 - (4) reputable and established dealers

(5) sale for scrap value

To ensure that the transaction is public and fair, arrangements for public sale of deaccessioned AVM objects will be in accordance with the asset disposal policies and practices of the City of Port Alberni.

v) Destruction – disposition of an artefact by destruction will be permitted if the object is hazardous or poses a danger to staff, the public, or the collection.

e) Communications Plan for Deaccessioning

The AVM must create a public communication plan when an artefact has been recommended for deaccessioning. The plan must address the intent and circumstances of the decision to deaccession the artefact. The Curator of Collections or Museum Manager is responsible for creating the plan and presenting it to the Alberni Valley Museum and Heritage Commission for approval.

12)Repatriation

The Alberni Valley Museum may repatriate artefacts in accordance with the principles and guidelines stated in the Canadian Museums Association's *Ethics Guidelines*, and in the Canadian Archaeological Association's *Statement of Principles for Ethical Conduct Pertaining to Aboriginal Peoples*. All requests for repatriation must be approached with respect and sensitivity. The AVM recognizes that each request for repatriation is unique, and can only be resolved on a case-by-case basis.

13)Cooperation with Other Institutions

The Alberni Valley Museum encourages the development of public collections in other institutions, and as possible will support this goal, by offering advice, by identifying and authenticating artefacts, and by cooperating with the collecting activities of other institutions.

14)Policy Review

The ***Alberni Valley Museum Collections Policy*** will be formally reviewed by the Alberni Valley Museum every five years. Amendments may be required at other times and must be approved by the Alberni Valley Museum and Heritage Commission.

15)Glossary

Certain words or phrases used in this policy have developed specific meaning through museum usage:

Accessioning

The act of recording an addition to a collection.

Acquisition

The act of taking legal possession and ownership of an artifact or specimen to develop a collection.

Artefact

An object showing human workmanship or modification, as distinguished from a natural object or specimen; may include contemporary and period images (photographs, drawings, charts, plans, maps, etc.), books, oral history recordings, theme-related or site-specific archival materials.

Collection Management

The actions taken or coordinated toward the acquisition, documentation, preservation, use, presentation, and disposition of a museum collection in order to meet the museum's mandate. These actions include maintaining registration records, accessioning, cataloguing, ensuring proper storage, taking regular inventory, and monitoring the condition of artefacts in the collection.

Conservation

The scientific examination, maintenance, and treatment of artefacts. Its principal aim is to stabilize artifacts or specimens in their present state. It includes both preventive conservation and conservation treatments.

Conservation Treatment

An intervention causing changes in the physical properties or structure of an artefact.

Deaccessioning

The permanent removal of an artefact from the collection, following stringent guidelines and detailed procedures.

Designate

A person delegated to undertake specific activities by the responsible AVM authority.

Disposition

The method of removing an artefact from the collection, after it has been deaccessioned.

Duplicate

Either of two things exactly alike and usually produced at the same time.

Interpretation

A communication process intended to reveal meanings and relationships of cultural heritage, through first-hand interaction with objects, artefacts, landscapes, and sites. In the case of a human history museum or historic site, this is ideally conveyed through the use of original objects, first-hand experience, and illustrative media, rather than the simple communication of factual information.

Material Evidence

Any artefact that serves as a source of information about cultural history.

Preservation

The effect of all actions performed to maintain and stabilize the condition of the objects in the collection, in order to make them available to future generations. It includes conservation treatments and preventive conservation. It also includes actions that have a direct effect on the physical well-being of the collection, such as the use of safe and proper storage, handling, and presentation techniques.

Preventive Conservation

Non-intrusive actions taken to slow or stop deterioration and to prevent damage to artefacts.

Provenance

The history of the artefact or specimen, its origin and source. The more common term for anthropological collections is 'provenience,' which defines an object in terms of the specific geographic location of origin. The provenance of an artefact is central to its symbolic and educational value.

Public Institution

An institution that is publically owned, that is operated for the benefit of the public and not for the benefit of a private person, that is established for educational and cultural purposes, that preserves a collection of artefacts, and that exhibits or otherwise makes them available to the public.

Restoration

The removal or modification of existing material, or the addition of new material, in order to reinstate earlier known aesthetic, historical, or scientific values.

Date: May 8, 2024
File No: 6280-20-WS
To: Mayor & Council
From: M. Fox, CAO
Subject: City of Port Alberni Welcome Sign | Enhancement

RECOMMENDATION[S]

THAT Council approve \$12,000 from the Reconciliation operating budget to enhance the City of Port Alberni Welcome Sign with Indigenous art.

PURPOSE

For Council to consider an enhancement to the City of Port Alberni Welcome Sign.

BACKGROUND

At the Regular meeting of April 22nd, Council resolved as follows:

THAT Council for the City of Port Alberni approve a slightly modified Welcome to Port Alberni sign and its installation at John Street and Johnston Road as per the staff report dated April 11, 2024, to be completed within the allocated Financial Plan amount of \$23,194. Resolution No. 24-172

Following Council direction, administration engaged with the Tseshaht and Hupačasath First Nations to confirm the land acknowledgment for inclusion on the Welcome Sign. Within this engagement, there became an opportunity to enhance the Welcome Sign with local Indigenous art.

ALTERNATIVES/OPTIONS

1. That Council approve \$12,000 from the Reconciliation operating budget to enhance the City of Port Alberni Welcome Sign with Indigenous art.
2. That Council decline the enhancements to the Welcome Sign and proceed as previously directed.
3. That Council request additional information/design modifications.

ANALYSIS

The recommended enhancements represent a collaborative design that recognizes, in a meaningful way, the land that all City residents live, work and play on. The proposed art would replace the front tree on the current model and support a more thoughtful and inclusive design.

Additional design and materials costs are \$12,000. The costing represents \$5,000 for design by artist [Connie Watts](#), another \$6,000 for extra materials and install, \$1,000 contingency.

IMPLICATIONS

The City has \$50,000 allocated in 2024 for Reconciliation activities. The financial impact from the recommendation would result in \$12,000 out of the approved Reconciliation operating budget for 2024. These funds are available to use for Council to allocate through the year, Administration requires Council direction to allocate these funds. Prior to this recommendation a provisional value of \$20,000 has been allocated for a grant project, after this allocation there would be \$18,000 remaining in the Financial Plan for 2024.

COMMUNICATIONS

If approved, the design work will be awarded to artist Connie Watts as recommended by the Nations.

BYLAWS/PLANS/POLICIES

2023-2027 Corporate Strategic Plan

- 1.1 The City continues on a thoughtful and sustainable path of reconciliation with First Nations and First Nation citizens.
- 1.1.1 Develop and maintain robust, trusting relationships with Tseshaht First Nation, Hupačasath First Nation, Nuu-Chah-Nulth Tribal Council, and Port Alberni Friendship Center.

SUMMARY

Further to Council direction at the April 22nd Regular meeting to proceed with the installation of the City of Port Alberni Welcome Sign and through engagement with the Nations, an opportunity was presented to enhance the sign with Indigenous artwork at a cost of \$12,000.

Should Council approve the enhanced design, funding will be allocated from the Reconciliation operating budget and administration will continue with the procurement of the art work design and installation of the Welcome Sign.

ATTACHMENTS/REFERENCE MATERIALS

[Welcome Sign Report | April 22, 2024 Pg. 53](#)

c: *J. MacDonald, Director of Infrastructure Services*
E. Borovica, Project Manager
S. Darling, Director of Corporate Services
A. McGifford, Director of Finance