

**CITY OF PORT ALBERNI - MEETING SCHEDULE
MONDAY, NOVEMBER 28, 2016**

3:00 pm	Special Meeting of Council (Arts, Culture & Heritage Plan) <i>@ Council Chambers</i>	OPEN MEETING
4:00 pm	Audit Committee Meeting <i>@ Committee Room</i>	OPEN MEETING
6:00 pm	Public Hearing Re: Bylaws 4923, 4924 and 4925 <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Thurs. Dec 1 4:30 pm	Food Security & Climate Disruption Committee <i>@ Committee Room</i>	OPEN MEETING
Wed. Dec 2 7:00 pm	Alberni Valley Heritage Commission <i>@ Alberni Valley Museum</i>	OPEN MEETING
Mon. Dec 5 5:00 pm	Public Hearing Re: Bylaws 4926 and 4927 <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Council Organizational Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, NOVEMBER 28, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

PRESENT:

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

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

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

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

B. ADOPTION OF MINUTES - Page 12

1. Special Meeting held at 4:00 pm and Regular Council Meeting held at 7:00 pm on November 14, 2016.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. Introduction of new Fire Chief

Chief Administrative Officer to introduce new Fire Chief Kelly Gilday.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. Chief Administrative Officer – Industrial Heritage Society Request for Funding

Verbal report regarding request from IHS for \$55,000 funding to cover a financial shortfall.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finance dated November 28, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. City Clerk – Alberni Valley Community Forest

That Council for the City of Port Alberni appoint Les Strachan as a Director of the Alberni Valley Community Forest Corporation effective December 1, 2016, representing the Sproat Lake Electoral Area as nominated by Penny Cote, ACRD Director, Area 'D'.

3. City Clerk – McLean Mill Society - Page 26

Report dated November 18, 2016 from the City Clerk requesting Council's endorsement of information required for the incorporation of the McLean Mill Society.

That the report from the City Clerk dated November 18, 2016 be received, and in regards to incorporation of the McLean Mill Society, Council for the City of Port Alberni endorse the Constitution, Bylaws, First Directors and the Registered Office as outlined.

4. Chief Administrative Officer – McLean Mill Society – Early Approval of Portion of Budget - Page 37

Report dated November 23, 2016 from the Chief Administrative Officer requesting Council provide early approval of the funding to the new Society for operation of McLean Mill.

That the report from the CAO dated November 23, 2016 be received, and Council for the City of Port Alberni provide an advance to the McLean Mill Society of \$50,000 as a portion of the 2017 McLean Mill operating grant on January 1, 2017.

5. City Clerk – Western Forest Products – Cameron Shops Fire Protection Agreement - Page 39

That Council for the City of Port Alberni approve the Agreement with Western Forest Products as presented for the provision of fire suppression and medical first responder services for the Cameron Shops facility on Franklin River Road, and that the Mayor and City Clerk be authorized to sign the Agreement on the City's behalf.

6. Director of Community Services – Community Investment Program 2016 - Late Request - Page 52

Report dated November 22, 2016 from the Director of Community Services regarding a request from the Alberni Valley Hospice Society for a Community Development Grant to cover the costs of fireworks, four tents and street barriers.

That the report from the Director of Community Services dated November 22, 2016, be received.

Council for the City of Port Alberni approve the request from the Alberni Valley Hospice Society for an in-kind grant of \$630.00 for use of 2 tents and a cash grant of \$1,500.00 towards the costs of fireworks for the Blue Marlin Sail Past.

7. Director of Finance – Amended Canada – British Columbia Clean Water and Wastewater Fund Grant Application, City of Port Alberni Somass Estuary Environmental Stewardship Program - Page 55

Report dated November 22, 2016 from the Director of Finance advising that the grant application has been amended for allocation of project costs, and a title (Somass Estuary Environmental Stewardship Program) which better describes the project and its objectives.

That the resolution endorsed by Council at the November 14th regular meeting of Council be rescinded.

That Council for the City of Port Alberni support the City of Port Alberni Somass Estuary Environmental Stewardship Program grant application (Project #216) through the Canada – British Columbia Clean Water and Wastewater Fund of \$6,895.210 with funds of \$4,404,790 from the Municipal Finance Authority; and commit to funding operations, maintenance, and plans for replacement of the City of Port Alberni Somass Estuary Environmental Stewardship Program infrastructure and further confirm that this project could not proceed without program funding and/or that the full scope of this project would not otherwise have been undertaken in fiscal years 2016-17 or 2017-18.

8. Current Status Report - Page 59

That the Current Status Report be received.

9. Managers' Monthly Reports

Providing information about current departmental operations.

Economic Development - Page 65

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

Community Services (Parks, Recreation & Heritage) - Page 66

That the monthly report from the Community Services Director providing information about current departmental operations, be received.

That Council for the City of Port Alberni support community groups organizing community events to celebrate Canada's 150th Birthday and/or the 50th Anniversary of the Amalgamation of Port Alberni through the Community Investment Program structure once the program budget is confirmed.

G. BYLAWS

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

1. City Clerk – November 28, 2016 Public Hearing Report

That the verbal report of the Public Hearing held November 28, 2016 regarding Bylaws #4923, #4924 and #4925, be received.

“Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923”

That “Official Community Plan Amendment No. 22 (2720 Burde Street – Evans), Bylaw No. 4923”, be read a third time.

“Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924”

That “Zoning Amendment No. 17 (2720 Burde Street – Evans), Bylaw No. 4924”, be read a third time.

“Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925”

That “Zoning Amendment No. 18 (4080 McBride Street – Lindsay), Bylaw No. 4925”, be read a third time.

2. “Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928”

That “Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4928.

3. City Clerk/City Planner - “Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929” - Page 70

Report dated November 28, 2016 requesting consideration of the “Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929”.

That the report from the City Clerk and the City Planner dated November 28, 2016 regarding implementation of the Bylaw Adjudication System, be received.

That "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929", be now introduced and read a first time.

That "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929", be read a second time.

That "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929", be read a third time.

*** Recess ***

H. CORRESPONDENCE FOR ACTION

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

I. PROCLAMATIONS

1. ISACA Vancouver - Page 93

Email dated November 16, 2016 requesting that January 30th – February 10th, 2017 be proclaimed as "BC Aware Days 2017: Be Secure, Be Aware, days" in Port Alberni.

That the email dated November 16, 2016 from ISACA Vancouver requesting that January 30th – February 10th, 2017 be proclaimed as "BC Aware Days 2017: Be Secure, Be Aware, days" in Port Alberni, be received and the days proclaimed as requested.

J. INFORMATIONAL CORRESPONDENCE

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

1. City of Richmond - Page 96

Copy of a letter dated October 17, 2016 to Premier Christy Clark and Minister of Transportation and Infrastructure outlining the City of Richmond's concerns regarding the bridge project to replace the George Massey Tunnel.

2. RCMP - Municipal Policing Agreement - Page 105

Letter dated November 17, 2016 providing expenditures to October 31, 2016.

3. Minister of Foreign Affairs - Page 110

Email dated November 20, 2016 providing a statement on Universal Children's Day, reaffirming its commitment to protecting and promoting the rights of children.

4. Five Year Financial Plan Public Input - Page 112

- Letter dated November 4, 2016 from Elizabeth Cloughton providing thoughts for consideration in regards to the City's budget.

5. Unifor Local 592 - Page 113

Letter dated November 10, 2016 voicing safety concerns regarding the crosswalk on Stamp Avenue. (Referred to Manager of Operations for action)

6. Jane Armstrong - Page 114

Letter dated November 22, 2016 expressing concern regarding the recent legal challenge to School District #70's initiative to promote cultural understanding of First Nations.

7. Union of British Columbia Municipalities - Page 115

Letter dated November 18, 2016 advising of the second Gas Tax Agreement Community Works Fund payments for the fiscal year 2016/17 in the amount of \$400,490.96. (Note: Report from the Director of Finance attached)

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

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

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

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

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

1. Association of Vancouver Island and Coastal Communities (AVICC)

Resolution - Page 117

(Notice of motion provided November 14, 2016)

That Council for the City of Port Alberni direct staff to prepare a resolution for submission to the AVICC on local government leave provisions designed to encourage and protect individuals running for local elected office.

2. Transit Services

(Notice of Motion provided November 14, 2016)

That Council for the City of Port Alberni direct staff to assist in investigating linkages between the City of Port Alberni and Regional District of Nanaimo BC Transit services.

N. QUESTION PERIOD

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

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, NOVEMBER 14, 2016 AT 4:00 PM
IN THE CITY HALL COMMITTEE ROOM**

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

STAFF: Tim Pley, CAO
Jake Martens, Deputy City Clerk/Communications Coordinator

It was moved and seconded that:

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)(e) the acquisition, disposition or expropriation of land or improvements**
- Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;**

CARRIED

CERTIFIED CORRECT

Mayor Mike Ruttan



Jake Martens, Deputy City Clerk/
Communications Coordinator

**MINUTES OF REGULAR MEETING OF COUNCIL
MONDAY, NOVEMBER 14, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

Mayor Ruttan provided information regarding the deferment of property taxes.

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

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Regular Council Meeting held at 7:00 pm on October 24, 2016, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

None.

D. DELEGATIONS

1. Mike Cooke – Call Center

Discussed the proposed creation of a call/data center in Port Alberni and the associated employment benefits for the community.

2. Industrial Heritage Society (IHS) - McLean Mill

Hugh Grist and Ken Rutherford discussed the 2016 operating season and requested \$55,000 to cover a financial shortfall experienced largely due to issues pertaining to the purchase of a new kitchen for the McLean Mill.

It was moved and seconded:

That Council for the City of Port Alberni refer the request for \$55,000 from the Industrial Heritage Society to the Chief Administrative Officer to work with the Society and the Board of Management and report back to Council at the November 28, 2016 Regular Meeting.

CARRIED

3. Bill Surry – Thunder in the Valley

Mr. Surry highlighted the economic impact of the 2016 Thunder in the Valley drag race event noting 3,000 spectators were in attendance with visitors spending approximately \$350-\$400 per day. Mr. Surry also thanked the City and Catalyst Paper for their support and presented Council with a cheque for \$6,500 to cover the costs associated with the burn out box and brushing.

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated November 14, 2016 be received and the cheques numbered 136936 to 137164 inclusive, in payment of accounts totalling \$904,362.70, be approved.

CARRIED

2. City Clerk - Alberni Valley Community Forest Corporation

It was moved and seconded:

That Council for the City of Port Alberni endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.

CARRIED

The Mayor called a recess at 8:25 p.m.

The meeting resumed at 8:35 p.m.

3. 2017-2021 Five-Year Financial Plan

a) Deputy City Clerk/Communications Coordinator – 2017 Budget Survey Results

The Deputy City Clerk/Communications Coordinator reviewed the results of the 2017 Budget Survey. It was noted that 275 submissions were received with over 100 qualitative responses provided regarding City services.

It was moved and seconded:

That the report dated November 8, 2016 from the Deputy City Clerk/Communications Coordinator providing the results of the 2017 Budget Survey, be received.

CARRIED

b) Chief Administrative Officer - 2017-2021 Financial Plan

The Chief Administrative Officer provided a budgetary overview highlighting pertinent issues regarding the development of the provisional 2017 – 2021 Five-Year Financial Plan and requested Council's direction.

It was moved and seconded:

That Council for the City of Port Alberni direct staff to proceed with the preparation of the 2017-2021 provisional financial plan providing for a gradual redirection of heavy industrial tax revenue to infrastructure and reserve funds, anticipated to result in an approximate shift in operational dependency on industrial taxation revenues of 2% per year.

CARRIED

4. Director of Finance - UBCM Asset Management Planning Grant Application

It was moved and seconded:

That the report dated October 27, 2016 from the Director of Finance, be received and Council for the City of Port Alberni support the Asset Management Planning Program Grant application through the Union of BC Municipalities in the amount of \$10,000 with matching funds from Community Works Gas Tax.

CARRIED

5. Director of Finance - British Columbia Clean Water and Wastewater Fund Grant Application, City of Port Alberni Wastewater Treatment Upgrades Project

It was moved and seconded:

That the report dated November 7, 2016 from the Director of Finance, be received and Council for the City of Port Alberni support the City of Port Alberni Wastewater Treatment Upgrades Project grant application through the Canada - British Columbia Clean Water and Wastewater Fund of \$7,480,000 with funds of \$3,820,000 from the Municipal Finance Authority; and commit to funding operations, maintenance, and plans for replacement of the City of Port Alberni Wastewater Treatment Upgrades Project infrastructure.

CARRIED

6. Chief Administrative Officer (CAO) - Compensation Policy for Exempt Staff Assuming Senior Responsibilities

It was moved and seconded:

That the report dated November 3, 2016 from the CAO be received, and Council for the City of Port Alberni adopt the policy entitled 'Acting Pay for Exempt Employees' dated November 14, 2016, as presented.

CARRIED

7. Deputy City Clerk/Communications Coordinator - Community Gardens

It was moved and seconded:

That the report dated November 7, 2016 from the Deputy City Clerk/Communications Coordinator be received, and Council for the City of Port Alberni approve and adopt the proposed City of Port Alberni 'Community Gardens Policy'.

CARRIED

8. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

9. **Managers' Monthly Reports**

Planning Department

It was moved and seconded:

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

CARRIED

G. **BYLAWS**

1. **"City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922"**

It was moved and seconded:

That "City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4922.

CARRIED

2. **City Planner - Advisory Planning Commission**

Development Application: Official Community Plan Bylaw and Zoning Bylaw
2720 Burde Street - Lot A, District Lot 139, Alberni District, Plan EPP53945; and
3551 Bulwer Avenue - Lot 9, Block 27, District Lot 139, Alberni District Plan
VIP1562

Applicant: C. Evans and C. Evans-Pauli

Development Application: Zoning Bylaw
4080 McBride Street - Lot 21, District Lot 112, Alberni District, Plan 896, Except
the East 300 Feet of the South 156 Feet and Except Part in Plans 23424,
VIP56064 and EPP633356

Applicant: J. and P. Lindsay

Development Application: Official Community Plan Bylaw and Zoning Bylaw
5350 Russell Street - Lot 2, Section 9, Alberni District, Plan 15459

Applicant: John Jessup & Associates

It was moved and seconded:

That the summary report of the October 20, 2016 meeting of the Advisory Planning Commission, be received.

CARRIED

"Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923

It was moved and seconded:

That "Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923", be read a second time.

CARRIED

"Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924"

It was moved and seconded:

That "Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924", be read a second time.

CARRIED

"Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925"

It was moved and seconded:

That "Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925", be read a second time.

CARRIED

It was moved and seconded:

That in accordance with the Council Procedures Bylaw, the meeting continue beyond 10:00 p.m.

CARRIED

Setting Public Hearing for Bylaws Numbered 4923, 4924 and 4925

It was moved and seconded:

That the following Bylaws be advanced to a Public Hearing on Monday, November 28, 2016 at 6:00 pm in the City Hall Council Chambers:

- ***"Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923",***
- ***"Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924"; and***
- ***"Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925"***

CARRIED

"Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926"

It was moved and seconded:

That "Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926", be read a second time.

CARRIED

**"Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens),
Bylaw No. 4927"**

It was moved and seconded:

That "Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927", be read a second time.

CARRIED

Setting Public Hearing for Bylaws Numbered 4926 and 4927

It was moved and seconded:

That the following Bylaws be advanced to a Public Hearing on Monday, December 5, 2016 at 5:00 pm in the City Hall Council Chambers:

- ***"Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926";***
- ***"Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927"***

CARRIED

**3. "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet),
Bylaw No. 4909"**

It was moved and seconded:

That "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet), Bylaw No. 4909", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4909.

CARRIED

4. Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1

It was moved and seconded:

That the report dated November 4, 2016 from the Director of Finance requesting approval of "Five Year Financial Plan 2016-2020, Amendment No. 1, Bylaw No. 4928", be received.

CARRIED

"Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928"

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928", be read a second time.

CARRIED

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928", be read a third time.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Peter Finch

It was moved and seconded:

E-mail dated October 25, 2016 from Peter Finch expressing concern regarding interface fires, be received and referred to staff for a response.

CARRIED

2. **Roman Catholic Parish**

It was moved and seconded:

That the letter dated October 18, 2016 from the Roman Catholic Parish requesting use of City streets for their annual "Walk for Peace Day" on January 1, 2017 be approved subject to no disruptions to traffic and the group assuming full responsibility for the event.

CARRIED

3. **Greg Alkerton**

It was moved and seconded:

That the e-mail dated November 6, 2016 requesting Council's leadership to discourage marketing and other Christmas promotions until after Remembrance Day as a show of respect for veterans, be received and the writer acknowledged with thanks.

CARRIED

I. **PROCLAMATIONS** NIL

J. **INFORMATIONAL CORRESPONDENCE**

1. **Gary Banys**

E-mail dated October 26, 2016 requesting traffic improvements to upper Redford Street. *(Note: this request has been forwarded to the Advisory Traffic Committee).*

2. **BC Salmon Farmers Association**

Letter dated October 25, 2016 enclosing a copy of their Sustainability Progress Report.

3. **Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI)**

Notes from the October 28, 2016 AVCSI meeting.

4. **RCMP, E Division HQ - Municipal Policing Agreement**

Letter dated July 20, 2016 providing expenditures to September 30, 2016.

5. **The Truck Loggers Association**

E-mail dated October 28, 2016 regarding the Truck Loggers Association Convention at the Westin Bayshore Hotel in Vancouver from January 18 to 20, 2017.

6. **Advisory Traffic Committee Meeting**
The minutes of the October 19, 2016 meeting.
7. **Food Security and Climate Disruption Committee**
Minutes from the September 1 and October 6, 2016 meetings.
8. **Ministry of Finance, Gaming Policy and Enforcement Branch**
Letter dated October 25, 2016 advising of the \$117,569.57 payment to the City representing casino revenue for the period July to September, 2016 and a report dated November 1, 2016 from the Director of Finance regarding the allocation of funds.
9. **Association of Vancouver Island and Coastal Communities (AVICC)**
Information regarding the 2017 AVICC Annual General Meeting & Convention, the Resolutions Notice/Request for Submissions and the Call for Nominations for AVICC Executive. (*Note: Resolutions and Nominations deadline is February 21, 2017*).
10. **Minister of Children and Family Development**
E-mail dated November 2, 2016 provides information on "Adoption Awareness Month" and advising that a new online tool has been launched to streamline the adoptions process (www.gov.bc.ca/adoptbckids).
11. **Ministry of Transportation and Infrastructure**
Providing the "Horne Lake Connector Updated Assessment" - Final Summary Report.
12. **Western Forest Products Inc.**
News Release dated October 21, 2016 advising that a settlement has been reached for the April 2011 harvesting rights reduction in Tree Farm Licence 44.
13. **Union of British Columbia Municipalities (UBCM)**
Letter dated October 31, 2016 replying to the Mayor's letter dated October 18, 2016 regarding the process and outcome of Resolution C-27 "Protection of Old-Growth Forests" at the UBCM Convention.
14. **Laurel Lenormand**
Copy of a letter dated October 26, 2016 expressing concern regarding the recent destruction of a cougar and suggesting a deer cull be conducted instead.

It was moved and seconded:

That with respect to item 5, Council authorize the travel and associated expenses for the Mayor and up two additional members of Council to attend the Truck Loggers Association Convention on January 18-20, 2017 at the Westin Bayshore, Vancouver.

CARRIED

It was moved and seconded:

That Informational Correspondence items numbered 1 through 14 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA NIL

L. COUNCIL REPORTS

1. Mayor's Report

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

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

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS

Councillor Alemany provided notices of motion as follows:

- The submission of a resolution to the Association of Vancouver Island and Coastal Communities (AVICC) regarding leaves of absence from work for local government elected officials; and
- Direction to staff to investigate transit connections with the Nanaimo Regional District.

N. QUESTION PERIOD

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

O. ADJOURNMENT

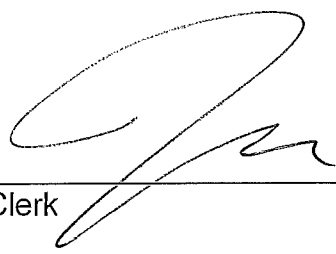
It was moved and seconded:

That the meeting adjourn at 10:42 p.m.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

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CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council
Theresa Kingston, Director of Community Services
Jamie Morton, Museum Manager

DATE: November 18, 2016

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

Tim Pley, CAO

SUBJECT: McLean Mill Society

Issue:

Council's endorsement of information required for the incorporation of the McLean Mill Society.

Background:

Following a meeting between Council, staff and members of the McLean Mill Board of Management with lawyer, Michael Litchfield, Council endorsed the following resolution at their regular meeting of September 12th, 2016:

That Council for the City of Port Alberni proceed with formation of a Society to undertake management of the McLean Mill National Historic Site.

The McLean Mill Society will be incorporated under the new *Societies Act* which comes into force on November 28, 2016.

The following information is required in order to proceed with incorporation:

Constitution:

Under the *Societies Act*, a society must have a constitution that sets out the purposes of the society. This is usually a statement or list of statements indicating why the society exists (e.g. educational, sporting, religious, environmental purposes, etc.) and how the society intends to promote those purposes. The following summary of the McLean Mill Society's intended purposes is proposed to form the constitution:

- a. To undertake operation and management of the McLean Mill National Historic Site, in the Alberni Valley, as agreed to with the site owners and other stakeholders.
- b. To promote heritage tourism in the City of Port Alberni and the Alberni Valley.
- c. To act in an advisory, coordinative and supportive way with the Alberni Valley Museum and the Western Vancouver Island Industrial Heritage Society to ensure the preservation and presentation of industrial heritage resources in the Alberni Valley.

- d. To facilitate the forgoing objectives through marketing, fund raising, project management, and the development of contemporary use assets to provide visitor services.

Bylaws:

Bylaws for the society are required containing provisions respecting the internal affairs of the society which will include items such as admission of members, election of directors, meeting requirements, etc. Most societies will adopt Model Bylaws, with some minor amendments.

It is recommended that the model bylaws attached hereto and forming part of this report be adopted as presented.

First Directors:

On incorporation the list of first directors must be submitted. Under the *Societies Act*, a society must have at least 3 directors. There is no upper limit on the number of directors, though the Model Bylaws suggest 11 as the maximum number, though this can be revised.

It is recommended that the Society have a total of 7 directors and that the following be confirmed as the first directors for the Society with their residential addresses provided to the lawyer as required:

Bill Collette
Sheena Falconer
Jan Lavertu
Ken Fyfe

Registered Office:

The delivery and mailing address of the registered office of the society must also be stated. The *Societies Act* requires that various documents be kept at this address and it is important that the record-keeping be carefully managed.

It is recommended that the legal office of Young Anderson, Barristers & Solicitors, be appointed to act as the registered office for the McLean Mill Society.

Recommendation:

That the report from the City Clerk dated November 18, 2016 be received, and in regards to incorporation of the McLean Mill Society, Council for the City of Port Alberni endorse the Constitution, Bylaws, First Directors and the Registered Office as outlined.

Respectfully submitted,



Davina Hartwell
City Clerk

Bylaws of McLean Mill Society (the "Society")

Part 1 — Definitions and Interpretation

Definitions

1.1 In these Bylaws:

"Act" means the *Societies Act* of British Columbia as amended from time to time;

"Board" means the directors of the Society;

"Bylaws" means these Bylaws as altered from time to time.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 — Members

Application for membership

2.1 A person may apply to the members for membership in the Society, and the person becomes a member on the unanimous acceptance of the application by the voting members.

Duties of members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

2.3 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

2.4 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.

Member not in good standing may not vote

2.5 A voting member who is not in good standing

- (a) may not vote at a general meeting, and
- (b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership if member not in good standing

2.6 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months.

Part 3 — General Meetings of Members

Time and place of general meeting

3.1 A general meeting must be held at the time and place the Board determines.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

3.7 The quorum for the transaction of business at a general meeting is 1 voting members or 100% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

(a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

(b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

3.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Methods of voting

3.13 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

3.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

- 3.16** A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 4 — Directors

Number of directors on Board

- 4.1** The Society must have no fewer than 3 and no more than 7 directors.

Election or appointment of directors

- 4.2** At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

Directors may fill casual vacancy on Board

- 4.3** The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.

Term of appointment of director filling casual vacancy

- 4.4** A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Part 5 — Directors' Meetings

Calling directors' meeting

- 5.1** A directors' meeting may be called by the president or by any 2 other directors.

Notice of directors' meeting

- 5.2** At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

- 5.3 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors' meetings

- 5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

- 5.5 The quorum for the transaction of business at a directors' meeting is a majority of the directors.

Part 6 — Board Positions

Election or appointment to Board positions

- 6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer.

Directors at large

- 6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

- 6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

- 6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements (or audited financial statements if required by the member);
- (d) making the Society's filings respecting taxes.

Part 7 — Remuneration of Directors and Signing Authority

Remuneration of directors

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- (a) by the president, together with one other director,
- (b) if the president is unable to provide a signature, by the vice-president together with one other director,
- (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.



CITY OF PORT ALBERNI

CITY MANAGER'S REPORT

TO: City Council FILE

FROM: Tim Pley, CAO

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

DATE: November 23, 2016

SUBJECT: McLean Mill Society – Early Approval of Portion of Budget

Issue:

A new McLean Mill Society will be formed to manage the City-owned McLean Mill beginning January 1 2017. The new Society will require early approval of a portion of the funding that the City intends to provide for operation of McLean Mill, in order that they can begin operations in preparation for the 2017 season.

Background:

Prior to 2017 McLean Mill has been managed under contract for the City by Western Vancouver Island Industrial Heritage Society. It has been common practice for the City to approve requests received from WVIHS for early approval and disbursement of a portion of the annual McLean Mill operating grant provided by the City.

In 2016 the McLean Mill operating grant was \$225,000. In January of 2015 and 2016 the City approved \$50,000 advances on the McLean Mill budget.

Discussion:

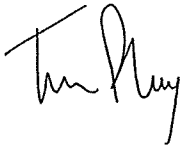
The McLean Mill Society, being newly formed and taking over responsibility effective January 1 2017, has a need for an advance of funds in order that they can begin to pay for McLean Mill operating costs, including their own staffing costs. Given that the City's Five Year Financial Plan will not be adopted until late May 2017, it is prudent and necessary that the City provide the McLean Mill Society with some early funding.

City Council has not yet had an opportunity to review a 2017 operating plan and budget from the McLean Mill Society. The 2016 – 2020 Five year Financial Plan indicates the McLean Mill grant continuing at the level of \$225,000 per year. If the 2017 McLean Mill grant is expected to remain at or near \$225,000, then an advance of \$50,000 on that grant is appropriate.

At a public meeting on November 14th 2016 City Council became aware that the 2016 purchase and installation of a commercial kitchen remains an outstanding cost item. A budget figure for completion of purchase and installation of the kitchen is not available at this point in time. It is expected that McLean Mill Society will provide the City with a Capital Budget proposal early in 2017, and that they will ask for an advance on the Capital Budget at that time in order that purchase and installation of the kitchen can be completed prior to the 2017 tourist season.

Recommendation:

That the report from the CAO dated November 23, 2016 be received, and Council for the City of Port Alberni provide an advance to the McLean Mill Society of \$50,000 as a portion of the 2017 McLean Mill operating grant on January 1, 2017.



Timothy Pley
Chief Administrative Officer

FIRE PROTECTION AGREEMENT

THIS AGREEMENT made as of the 11th day of October, 2016.

BETWEEN:

CITY OF PORT ALBERNI
4850 Argyle Street
Port Alberni, British Columbia, V9Y 1V8

(the "City")

AND:

WESTERN FOREST PRODUCTS
1080A Franklin River Road
Box 2001
Port Alberni, British Columbia, V9Y 7N3

("Western Forest Products")

WHEREAS:

- A. Western Forest Products has requested the City to provide fire suppression and medical first responder services only for the Cameron Shop, fueling stations and office buildings (hereinafter called "Cameron Shops") in accordance with City Bylaws;
- B. The City operates a Fire Department, as outlined in Division 3 Section 3 of the Community Charter, and is prepared to offer fire protection and medical first responder services, subject to the terms and conditions contained in this Agreement;
- C. The Council of the City has approved this Agreement and its resolution is attached as Schedule "A" to this Agreement;

NOW THEREFORE in consideration of the covenants herein contained and for other valuable consideration the receipt and sufficiency of which is hereby acknowledged, the City and Western Forest Products, do hereby covenant and agree each with the other as follows:

1.0 DEFINITIONS

1.1 For the purposes of this Agreement, the following definitions shall apply:

"Fire Chief" means the person who is the head of the Fire Department of the City or that person's lawfully appointed designate;

"Unit" means any Dwelling Unit, Public Building or Commercial Unit;

"Senior Officer" means the highest-ranking Officer after the Fire Chief, or the most senior firefighter to arrive on the scene.

2.0 WATER SUPPLY

- 2.1 It is acknowledged that the water supply system operated by Western Forest Products may not possess water flows adequate to meet fire protection standards.
- 2.2 It is understood and agreed that the fire protection service provided by the City to Cameron Shops is dependent upon the availability of adequate water for fire suppression at the site of a fire. The City, its elected and appointed officials, officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire at Cameron Shops due to insufficient supply of water, insufficient water pressure or any other reason.
- 2.3 At all times during the term of this Agreement, fire hydrants at Cameron Shops shall be maintained by Western Forest Products in good working order and kept painted and free of rust in accordance with current editions of the National Fire Protection Association codes and amendments thereto and will remain in effect throughout the term of this Agreement. As part of that maintenance, each fire hydrant, and access to that hydrant, must be kept clear of brush and high grass within a radius of twenty (20) feet of the hydrant. A map, detailing the locations of all fire hydrants on the property, must be provided to the City at the commencement of this Agreement and annually thereafter. Such map will also include location of all standpipes, fire department sprinkler connections, hydro shutoff points, fuel shutoff points, water lines and sizes, gas and oil storage and dispensing locations as well as any other items deemed appropriate by the Fire Chief to the conduct of this agreement. In addition, Western Forest Products agrees to maintain all fire hydrants and water supply lines in accordance with the instructions of the City or its officers designated for that purpose and provide copies of test and maintenance reports on an annual basis to the City in that regard.
- 2.4 For the purpose of greater certainty, it is acknowledged and agreed between the parties that notwithstanding anything to the contrary contained in this Agreement, the City does not and shall not be obliged to possess, control, operate or maintain any of the water supply system at Cameron Shops or to add to or update any fire service equipment utilized by the City.
- 2.5 Western Forest Products authorizes the City to utilize fire hydrants and water, without cost, from the Cameron Shops lands for the purposes of mitigating fires and other emergencies outside of the Cameron Shops lands.

- 2.6 Western Forest Products will keep and maintain in good working condition fire monitoring system(s) and fire suppression system(s), as required by the BC Building Code and BC Fire Code.

3.0 PERMISSION TO ENTER

- 3.1 The City's Fire Chief, or other Senior Officer of the City's Fire Department may, at all reasonable times, enter upon the Cameron Shops lands for the purposes of (a) inspecting and testing the fire hydrants, (b) inspecting the buildings located upon the lands to determine if there are possible threats to the safety of firefighters who may be called upon to extinguish fires within such buildings and (c) determining what steps Western Forest Products will take to remove such potential dangers.
- 3.2 A representative of the City may, at all reasonable times, enter upon the Cameron Shops lands for the purpose of performing Unit counts of all categories of development.
- 3.3 The permission to enter upon the Cameron Shops lands for the purposes of inspections, performing Unit counts and any other purpose related to the delivery of fire protection services shall, as a result of the execution of this Agreement by Western Forest Products and the City, be considered to be in writing and shall continue without reservation or restriction during the term of this Agreement and shall be considered as a licence only and not as the granting or the conveyance or conferring on the City of any right, estate or interest in title to any portion of the Cameron Shops lands and shall terminate upon the termination of this Agreement.
- 3.4 Western Forest Products will utilize a chain and lock system on all gates in order that the fire department can readily open those gates with the use of bolt cutters, and install and maintain key lock boxes at each structure complete with keys to the locks of those structures for entry to the said facility.
- 3.5 Western Forest Products will provide and maintain a list of current senior employees of Western Forest Products together with off-hour telephone numbers.

4.0 EXTENT OF SERVICE

- 4.1 The City agrees to provide fire protection and medical first responder services to Cameron Shops including all development existing on the Cameron Shops lands as of the date of this Agreement, detailed on Schedule "B" to this Agreement.

- 4.2 It is a condition of the City's provision of fire protection services under this Agreement that any building to be provided with those services shall be constructed in accordance with federal, provincial and local government enactments and codes applicable, to (a) the construction of buildings and structures, (b) the provision of plumbing and water services in those buildings and (c) fire safety, prevention of spread of fire and other firefighting and life safety provisions. The City may request Western Forest Products to provide the City with a copy of the Occupancy Permit or any other relevant information for any building or structure on the Cameron Shops lands at any time in order to ascertain whether it is safe to enter the building or structure in the event of a fire.
- 4.3 Despite Article 4.1 of this Agreement, the City must be notified three (3) months in advance by Western Forest Products of any additional Units proposed to be constructed on the Cameron Shops lands for which Western Forest Products desires services to be provided under this Agreement and the City must be reimbursed by Western Forest Products for the additional Units in accordance with section 7 of this Agreement.
- 4.4 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the City in respect of the supply of fire services to Western Forest Products than that which applies to the supply of such services to inhabitants of the City. Nothing in this Agreement shall require the City to provide a fire service under this Agreement higher than the level of fire service provided to inhabitants of the City.
- 4.5 The parties to this Agreement acknowledge that the distance between Cameron Shops and the City's fire hall will result in longer response times for buildings on Cameron Shops lands than for buildings within the City. Accordingly, a reduced level of service in respect of response time will be provided to Western Forest Products.

5.0 NATURE OF SERVICE

- 5.1 The City shall provide the firefighting and first responder service on a twenty-four hour on call basis from a fire hall located within the City boundaries, utilizing the manpower and equipment available from such fire hall, at the time of notification of a fire or medical emergency.
- 5.2 Any firefighting services provided under this Agreement shall be under the exclusive control of the senior fire personnel of the City present at such fire, and no agent of Western Forest Products shall interfere with the conduct of the firefighting but shall assist if requested to do so by the City's senior officer at the scene of a fire on the Cameron Shops lands.

6.0 INDEMNITY

- 6.1 Western Forest Products shall indemnify and save harmless the City, its elected and appointed officials, officers, employees, volunteers, and Automatic Aid and Mutual Aid partners from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the City entering into or carrying out the provisions of this Agreement.

7.0 FEES

- 7.1 The fee for fire protection services provided by the City to Western Forest Products under this Agreement shall be calculated in accordance with Schedule "C" of this Agreement.
- 7.2 The City shall provide a statement to Western Forest Products on or before May 30 of each year of the term of this Agreement or each year of any renewal or extension of the term, showing the calculations under section 7.1 and setting out the Annual Charge for the provision of firefighting services for the then current year.
- 7.3 Western Forest Products shall pay to the City the amount calculated under section 7.1 on or before the 30th day of June in each year for the fire protection service to be provided during such calendar year.
- 7.4 A 10% penalty shall be added to all amounts remaining unpaid on July 1st and a further 10% to the unpaid balance on October 1st. Amounts remaining unpaid on March 1st of the following year shall be subject to interest at the rate of prime plus one percent as set by the City's bankers until the balance is paid in full.
- 7.5 If Western Forest Products fails to make a payment required under this Agreement to the City on the date that the same is due, the City may, at its option, and upon two months' written notice, discontinue the services provided under this Agreement until payment has been made in full, together with interest on the balance owing at the rate of prime plus one percent per annum as set by the City's bankers.

8.0 COST OF ADDITIONAL AID

- 8.1 Western Forest Products agrees to assume the full cost of any additional firefighting manpower or equipment that may be required, at the discretion of the Fire Chief or Senior Fire Officer, to be called in from another jurisdiction outside the City or other Agency to assist with the suppression of a fire on the Cameron Shops lands.

9.0 RIGHTS RESERVED

- 9.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the City in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised in relation to the Fire Department of the City and any other function of the City as if this Agreement had not been executed and delivered by Western Forest Products.

10.0 TERM OF AGREEMENT

- 10.1 This Agreement shall come into force as of the date of its execution by all parties and shall continue in force for five (5) years or until earlier terminated as provided for in this Agreement.

11.0 REPLACES ANY EXISTING AGREEMENTS

- 11.1 This agreement replaces any existing agreements between the two parties with regard to fire protection services at Cameron shops.

12.0 ASSIGNMENT

- 12.1 This Agreement shall not be assigned by any of the parties hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.

13.0 TIME

- 13.1 Time shall be of the essence of this Agreement.

14.0 INTERPRETATION

- 14.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship.

15.0 HEADINGS

- 15.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

16.0 WAIVER

- 16.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

17.0 LANGUAGE

- 17.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

18.0 BINDING EFFECT

- 18.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

19.0 TERMINATION BY THE CITY

- 19.1 The City may terminate this Agreement at any time upon giving ninety (90) days' notice in writing to Western Forest Products.

20.0 TERMINATION BY WESTERN FOREST PRODUCTS

- 20.1 Western Forest Products may terminate this Agreement at any time upon giving ninety (90) days' notice in writing to the City but the City shall not be required to refund any prepaid money paid to the City under this Agreement.

21.0 NOTICE

- 21.1 It is hereby mutually agreed that:

any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (i) if delivered, at the time of delivery; and
- (ii) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the City:

4850 Argyle Street
Port Alberni BC V9Y 1V8

if to Western Forest Products:

PO Box 2001
Port Alberni BC V9Y 7N3

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

22.0 DISPUTE RESOLUTION

- 22.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).
- 22.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

23.0 ENTIRE AGREEMENT

- 23.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.
- 23.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to Western Forest Products and the City only if the amendments are in writing and executed by the parties hereto.

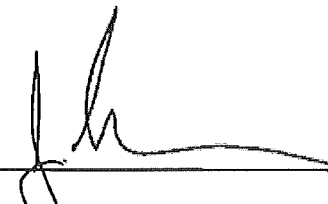
IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

CITY OF PORT ALBERNI by its authorized
signatories

Mike Ruttan, Mayor

Davina Hartwell, City Clerk

WESTERN FOREST PRODUCTS
by its authorized signatories


Jim Muress
Operations Manager
Port Alberni Forest Operation

**SCHEDULE "A" TO AGREEMENT BETWEEN CITY OF PORT ALBERNI AND
WESTERN FOREST PRODUCTS**

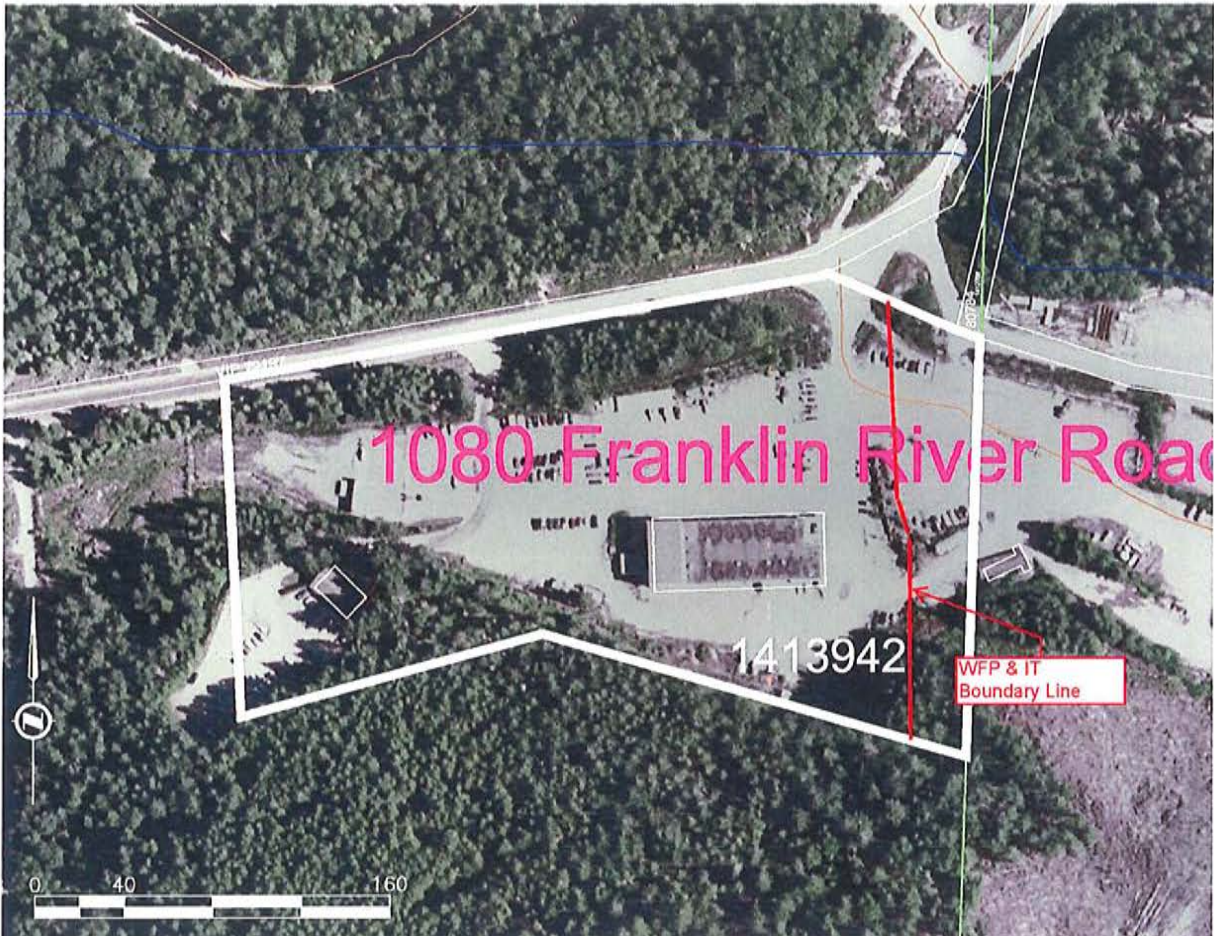
RESOLUTION

Regular meeting of Council – November 28, 2016:

That Council for the City of Port Alberni approve the Agreement with Western Forest Products as presented for the provision of fire suppression and medical first responder services for the Cameron Shops facility on Franklin River Road, and that the Mayor and City Clerk be authorized to sign the Agreement on the City's behalf.

**SCHEDULE "B" TO AGREEMENT BETWEEN CITY OF PORT ALBERNI AND
WESTERN FOREST PRODUCTS**

**DETAILS OF DEVELOPMENT EXISTING ON CAMERON SHOPS LANDS AS OF
THE DATE OF THIS AGREEMENT (Map)**



**SCHEDULE "C" TO AGREEMENT BETWEEN CITY OF PORT ALBERNI AND
WESTERN FOREST PRODUCTS**

FEES

Western Forest Products shall, in each year during the term of this agreement, pay to the City an annual fee for firefighting services which said fee shall be calculated in accordance with the following formulas as the same applies to each year during the term hereof.

(a) Calculation of Total Annual Estimated Fire Protection Costs

- (1) Operational Budget of City of Port Alberni Fire Department
(excluding capital purchases)

plus (+)

- (2) Depreciation of Fire Department Fixed Assets (Building and
Equipment)

plus (+)

- (3) 11 Percent Administration Overhead

equals (=)

Total Estimated Annual Fire Protection Costs

(b) Calculation of Rate Per \$1,000 of Net Actual Value of Improvement

- (1) Total Estimated Annual Fire Protection Costs calculated from (a)
above

divided by (÷)

- (2) Total of Net Actual Values for General Purposes for each Property
Class in the City, which is arrived at by multiplying each said value
by the applicable Property Class multiple as established for
General Purposes of the City.

equals (=)

- (3) Base Rate Per \$1,000 of Net Actual Value

multiplied by (x)

- (4) The Major Industry Property Class Multiple as established for General Purposes of the City

equals (=)

Rate per \$1,000 of Net Actual Value for the Major Industry Property Class.

(c) Annual Charge

- (1) Net Actual Value of the facilities excluding land and machinery (as determined by the BC Assessment Authority)

multiplied by (x)

- (2) Rate per \$1,000 of Net Actual Value for the Major Industry Property Class

equals (=)

Annual Charge for provision of firefighting services to the facilities.

- (d) The City shall provide a statement to Western Forest Products on or before April 1 of each year of the term of this Agreement of any renewal or extension of the term, showing the calculations and setting out the Annual Charge for the provision of firefighting services for the then current year.

Community Services – Parks, Recreation and Heritage Report to Council

TO: Tim Pley, CAO

FROM: Theresa Kingston, Director of Community Services

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

DATE: November 22, 2016

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


Tim Pley, CAO

SUBJECT: Community Investment Program 2016 – Late Requests

Background

The 2016 Community Investment Program Committee recommendations were presented to Council November 23, 2015. At the December 9, 2015 meeting, Council approved the Committee's recommendations resulting in the following allocation of funds.

In Kind Requests:	Facility rentals	9,068	\$26,998
	Utilities	10,100	
	Bus Tickets	1,650	
	Recreation Programs	470	
	Other: Tent Rentals, etc.	4,410	
	Staff Time	1,300	
Community Development Grants:	Cash		\$11,450
Total 2016 Allocation			\$38,448

The following late applications have been received and approved by City Council:

Organization	Request	Date Approved	
ADSS Life Skills Program	Bus Passes	January 11, 2016	425
Port Alberni Youth Centre	Utility fees	March 17, 2016	610
RCMP Drug Awareness Services	Facility passes	March 17, 2016	750
Community Arts Council	Tent rental	March 17, 2016	denied
BC Fire Training Officers Conference	Transportation	April 6, 2017	500
		TOTAL:	\$2,285

To date Council has allocated \$40,733. The total amount budgeted for distribution in 2016 was \$44,432 which leaves \$3,699 unallocated for the remainder of 2016. Any unspent funds are carried forward and included in the amount available for 2017 grants.

The City has received a late request from the Alberni Valley Hospice Society. Their request is for \$3,000.00 cash grant and in kind of \$1260.00 for 4 tents. The total request is for \$4,260.00.

Discussion

In July 2015, the Society made a late request for \$3,000.00 to support the Fireworks for the 2015 Blue Marlin Sail Past. Council approved a cash grant of \$1,500.00.

The amount requested for the 2016 event exceeds the amount remaining in the budget. It is recommended that the request be partially funded. The Sail Past is a popular community event and the organizers of the event utilize it as a fund raiser for the Hospice Society.

Alberni Valley Hospice Society should be notified that the deadline has passed for requests for 2017. If the organizers and Society are planning to hold the event in 2017, to be considered for funding they need to submit an application in by December 8, 2016.

Recommendation

The following resolutions are proposed:

That the report from the Director of Community Services dated November 22 2016, be received,

Council for the City of Port Alberni approve the request from the Alberni Valley Hospice Society for an in-kind grant of \$630.00 for use of 2 tents and a cash grant of \$1,500.00 towards the costs of fireworks for the Blue Marlin Sail Past.

Respectfully submitted



Theresa Kingston
Director of Community Services



Alberni Valley HOSPICE SOCIETY

3088 3rd Avenue – (250) 723-4478
albernihospice.ca



To the Mayor and City Council of Port Alberni,

Nov 28th, 2016

I am hopeful that you will kindly allow for a late request and possibly invite me to speak at the next council meeting to answer any questions that you might have.

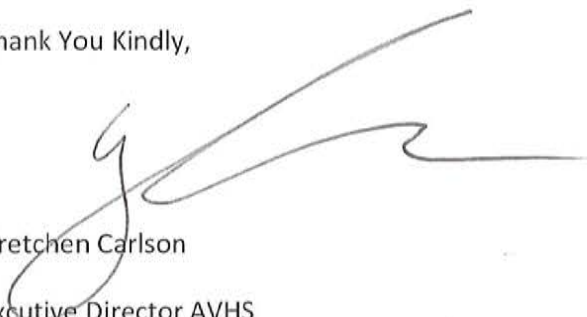
I am coming forward on behalf of the Alberni Valley Hospice Society in order to secure a small amount of funding for the Sail Pass that take place Dec 4th, 2016. The purpose of these funds is to contribute to this wonderful community event in the form of entertainment.....Fireworks!

The city was generous with this same request last year to the tune of \$1500 towards the overall cost of the fireworks totaling nearly \$4000 for the 2015 Sail Pass. The Blue Marlin hosts this event and purchases the fireworks at the most affordable rate available. Last year the event costs totaled well over \$5000 including all the fireworks and extras extras extras. Food and drink, crafts, and treats were offered at no cost to the public. It is an opportunity for the whole Valley to share in Winter Festivities.

This year the request has grown a wee bit to include the 4 big pop up tents to ensure the community folks all have a dry spot to enjoy the festivities from as well as a street barrier or two to ensure safety at this event.

I appreciate your thought and consideration.

Thank You Kindly,



Gretchen Carlson

Executive Director AVHS

250-723-4478



CITY OF PORT ALBERNI

FINANCE DEPARTMENT REPORT

TO: Tim Pley – CAO
FROM: Cathy Rothwell – Director of Finance
COPIES TO: Mayor and Council
Davina Hartwell – City Clerk
DATE: November 22, 2016

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

Tim Pley, CAO

SUBJECT: Amended Canada – British Columbia Clean Water and Wastewater Fund Grant Application, City of Port Alberni Somass Estuary Environmental Stewardship Program

ISSUE:

A Council resolution was provided at the November 14, 2016 Regular Council meeting in support of the City's application for grant funding of \$7.48M from Canada – British Columbia Clean Water and Wastewater (CWWF) program for the City of Port Alberni Wastewater Treatment Upgrades Project. The grant application has been amended for allocation of project costs, and a title (Somass Estuary Environmental Stewardship Program) that better describes the project and its objectives; and a new resolution is respectfully requested to support the changes in the amended application. The total project cost, and purpose and objectives have not changed.

BACKGROUND AND DISCUSSION:

Background and details around the CWWF program were reported to Council at the November 14, 2016 Regular Council meeting. That report is attached for your convenience.

The changes to the grant application funding allocations are as follows:

Program Contributions	Previous	Updated	Amount of Change
CWWF grant funding application	\$7,480,000	\$6,895,210	(\$584,790)
City contribution through MFA borrowing	\$3,820,000	\$4,404,790	\$584,790
Total	\$11,300,000	\$11,300,000	\$0

The annual cost of servicing the MFA borrowing is debt is approximately \$185,000, over a term of 30 years, and is covered by an increase in sewer user charges of approximately 7.5%. The debt servicing prior to the change was approximately \$169,900, for a net increase of \$15,100.

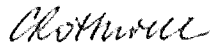
RECOMMENDATION:

The Director of Finance recommends:

That the resolution endorsed by Council at the November 14th regular meeting of Council be rescinded.

That Council for the City of Port Alberni support the City of Port Alberni Somass Estuary Environmental Stewardship Program grant application (Project #216) through the Canada – British Columbia Clean Water and Wastewater Fund of \$6,895,210 with funds of \$4,404,790 from the Municipal Finance Authority;-and commit to funding operations, maintenance, and plans for replacement of the City of Port Alberni Somass Estuary Environmental Stewardship Program infrastructure and further confirm that this project could not proceed without program funding and/or that the full scope of this project would not otherwise have been undertaken in fiscal years 2016-17 or 2017-18

Respectfully submitted,



Director of Finance



FINANCE DEPARTMENT REPORT

TO: Tim Pley – CAO

FROM: Cathy Rothwell – Director of Finance

COPIES TO: Mayor and Council
Davina Hartwell – City Clerk

DATE: November 7, 2016

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

Tim Pley, CAO

SUBJECT: Canada – British Columbia Clean Water and Wastewater Fund Grant Application, City of Port Alberni Wastewater Treatment Upgrades Project

ISSUE:

A Council resolution is required to support the City's application for grant funding of \$7.48M from Canada – British Columbia Clean Water and Wastewater program for the City of Port Alberni Wastewater Treatment Upgrades Project. The application deadline is November 23, 2016.

BACKGROUND AND DISCUSSION:

Canada and British Columbia governments are investing up to \$373.6M under the Clean Water and Wastewater Fund (CWWF) Program to support infrastructure projects in communities across the province. The federal government will contribute \$225.1M and the provincial government will contribute \$148.5M. Applications for funding will be evaluated on the following objectives: increased capacity of lifespan of the asset; improved environmental outcomes; and enhanced service. It is expected that the fund will be oversubscribed, and projects will be ranked according to meeting the objectives and eligibility criteria. Municipalities may submit two applications

This grant application is proposed to obtain provincial and federal funding for the projected \$11.3M Wastewater Treatment Upgrades, and if successful, support an application to the Municipal Finance Authority for borrowing the balance of the funds to complete the project, and servicing of that debt. Pending a successful grant application in the full amount, MFA borrowing is estimated at \$3.82M. The annual cost of servicing this debt is \$169,900, over a term of 30 years, and is covered by an increase in sewer user charges of approximately 6%.

Stipulations in the CWWF application include: the City must demonstrate that its share of funding is being secured (MFA borrowing of \$3.82M); that funds have been committed to operate, maintain, and plan for replacement (documented in Sewer Rates Review, prepared by Econics and received by Council March of 2015, and further supported by the Sewer Revenue Fund in the 2016-2020 5 Year Financial Plan); and that the City will pay all ineligible costs. Plans for replacement will be further supported in that the City is in the process of developing a comprehensive Asset Management Plan.

Under the terms of the Wastewater Treatment Systems Improvement 2013 grant from General Strategic Priorities Fund, the sewage infrastructure project has a completion deadline of March 31,

REGULAR COUNCIL AGENDA - NOVEMBER 14, 2016

REGULAR COUNCIL AGENDA - NOVEMBER 28, 2016

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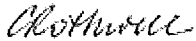
2018. This deadline also applies for the CWWF funding. At the June 13, 2016 Regular Council Meeting, Council received the Background Report Regarding Sewage Treatment Upgrade Initiative, prepared by the City's Major Capital Projects Advisor that details the costs and the projected shortfall of \$11.3 M to complete the project. A copy is attached to this report for your convenience. An amended 5 Year Financial Plan 2016-2020 that includes the addition of this project to the 2017 capital budget has been prepared for Council approval.

RECOMMENDATION:

The Director of Finance recommends the following resolution:

That the report from the Director of Finance dated November 7, 2016 be received and Council for the City of Port Alberni support the City of Port Alberni Wastewater Treatment Upgrades Project grant application through the Canada – British Columbia Clean Water and Wastewater Fund of \$7,480,000 with funds of \$3,820,000 from the Municipal Finance Authority; and commit to funding operations, maintenance, and plans for replacement of the City of Port Alberni Wastewater Treatment Upgrades Project infrastructure.

Respectfully submitted,



Director of Finance

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Chief Administrative Officer (CAO)					
1.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	CAO/Clerk's Dept. - Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council.	High
2.	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	Works in progress primarily on former Esso site	Medium
3.	Regular Jan 11/16	City to task the Community Forest to investigate and report on implementing longer harvesting rotations (FSCDC Report).	Goal #3: Environmental Protection	Request forwarded to Community Forest	Low
4.	Regular Jan 11/16	Re-affirm Vision in the Strategic Plan to improve access to the Waterfront while also developing a plan in coordination with provincial authorities to address sea level rise and flood concerns from climate disruption (FSCDC Report).	Goal #3: Environmental Protection		Low
5.	Regular Jan 11/16	Community urban food inventory webpage and information (FSCDC Report).	Not a strategic priority		Low
6.	Regular May 24/16	Review Navcanada action undertaken by North Saanich and implications for Port Alberni			Low
Clerk's Dept.					
7.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Clerk's Dept./Planning Dept. Order in Council effective July 14, 2014. Bylaws and policies being prepared. (Nov/16)	High
8.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
9.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
Community Services Dept.					
10.	Special Budget – Feb 23/16	Prepare a report outlining a comprehensive plan for the replacement of the Echo Aquatic and Fitness Centre	Goal #4: Revitalize Economy/Liveability	By end 2016	Medium
11.	Regular Jan 11/16	Public water bottle stations in City facilities - Multiplex and Echo Fieldhouse (FSCDC Report).	Goal #3: Environmental Protection	Multiplex complete (partially funded by ACRD).	Medium
12.	Regular August 8/16	Report re \$10,000 sponsorship request from Chamber of Commerce re TriConic Challenge event			Medium
13.	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans	Low
14.	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
15.	Regular Jan 11/16	Develop and bring to FSCDC a community garden implementation policy (FSCDC Report).	Goal #3: Environmental Protection	November 14/16 regular meeting	Low
16.	Regular June 27/16	Draft development plan options for Canal Beach for public consultation regarding a long-term development plan.	Goal #4: Revitalizing Economy/Liveability		Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Economic Development Dept.					
17.	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	Working with Hupacasath regarding their response to RFP	High
18.	Regular Feb 22/16	Prepare contract re implementation of SPROUT Program	Goal #4: Revitalize Economy/Liveability	In progress	High
19.	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	AVTA partnering with Tourism Tofino and Tourism Ucluelet on a marketing campaign. Discussion in November/16	Medium
Engineering Dept.					
20.	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	On hold pending further discussions with WFP.	Medium
21.	Regular Jan 11/16	Create a phased implementation plan for all-abilities protected bike lanes including possible tree and garden planting (FSCDC Report)	Goal #2: Connected Community		Medium
22.	Regular Jan 11/16	Implement a pilot kitchen/yard waste pickup compost project (FSCDC Report).	Goal #3: Environmental Protection		Medium
23.	Special Budget – Feb 23/16	Community Solar	Goal #3: Environmental Protection	Feasibility and implementation plan for single city owned location of solar panel "farm" to sell energy to Grid. \$15,000 allocated in 2016 budget.	Medium
24.	Regular August 8/16	Work with ACRD to coordinate the connectivity of bike paths/lanes between the City and areas of the Valley	Goal #2: Connected Community		Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
25.	Regular Mar 29/16	Report regarding request from Grandview Road residents for walking path on Grandview	Goal #2: Connected Community		Low
26.	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	Rotary Arts District creative crosswalks proposal referred to budget.	Low
27.	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Low
Fire Dept.					
28.	Regular June 13/16	Work with BC Wildfire Service, ACRD and other stakeholders to create wildfire management plan for CPA	Goal #5: Responsive Government		High
Human Resources					
29.	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	HR Manager - Following implementation of return to work program. City has engaged BCMSA audit tool.	Medium
30.	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		CAO/HR Manager	Medium
Planning Dept.					
31.	Special Budget – Feb 23/16	Create environmental rebate initiatives for property owners (FSCDC Report).	Goal #3: Environmental Protection	November 28 th regular meeting.	High
32.	Regular October 11/16	Bring forward draft request for proposals for development of the former Tidebrook property.	Goal #4: Revitalize Economy/Liveability		Medium
33.	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
34.	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Not a strategic priority	Meeting held on Nov 12 th . City Planner met with Alberni Paving Feb. 1/16 to discuss alternative locations. They are considering options.	Medium
35.	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability		Medium
36.	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government		Medium
37.	Regular Mar 14/16	Report reviewing options for potential amendments to home occupation regulations – comparison to regulations in other municipalities and enforcement complaints	Goal #4: Revitalize Economy/Liveability		Medium
38.	Regular October 11/16	Report regarding amendments to the City's Zoning and Waterworks Bylaws to permit the sale of eggs and honey and provide urban farms with the same water consumption rates as industrial customers.	Goal #4: Revitalize Economy/Liveability	Supporting letter from Food Security Climate Disruption Committee to be included with report.	Low
39.	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
40.	Regular May 24/16	Report (based on Engineer's May 17 report) recommending amendments to the City's property maintenance bylaw to address vacant property concerns	Goal #4: Revitalize Economy/Liveability		Low

Organizational Structure Review (adopted by Council February 9/16)			
	Council Direction:	Assigned To:	Target Completion Date:
1.	Parks & Facilities Maintenance divisions become function of Public Works – Facilities Ops Supv and Parks Ops Supv report to designated Public Works Supt.	CAO/Director of Community Services	May 1, 2016 Transition complete
2.	Hire exempt Manager of Human Resources as soon as possible	CAO	June 30, 2016 (Complete May, 2016) Krista Tremblay commences in position May 30, 2016
3.	Identify pool of senior exempt staff to act in CAO's absence in succession plan and develop policy outlining compensation for employees acting in such capacity	CAO	September 30, 2016 Draft policy – November 14/16 regular meeting
4.	Modify one Public Works Supt. position to include increased responsibility – review through JE process	CAO	May 1, 2016 (Complete April 2016) Wilf Taekema promoted to Manager of Operations – announcement made April 11, 2016
5.	Upgrade Administrative Assistant position to include Communications and Deputy City Clerk role – review through JE process	CAO/City Clerk	May 1, 2016 (Complete April, 2016) Jake Martens promoted to Deputy City Clerk/ Communications Coordinator – announcement made April 11, 2016.
6.	Expand role of Fire Chief to include responsibility for fire protection, emergency services, oversight of RCMP municipal staff and bylaw enforcement	Fire Chief	September 30, 2016
7.	Pursue shared service opportunities with ACRD	CAO	In progress
8.	Update City's succession plan	CAO/Mgr Human Resources	September 30, 2016
9.	Review non-tax revenue opportunities (incl. review of all external contracts – best practices from other local govt's and input from working group	CAO/Director of Finance	November 1, 2016
10.	Review non-core services that could be provided by different level of gov't or could be discontinued	CAO	November 1, 2016
11.	Work with community and partners to determine alternate service delivery model for museum and heritage services – proposed work plan to be completed	CAO/Director of Community Services	July 1, 2017 In progress - Councillor Washington appointed to Stakeholder working group.

Respectfully Submitted



Tim Play - CAO

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CITY OF PORT ALBERNI ECONOMIC DEVELOPMENT MANAGER

Monthly Report to City Council November 28th, 2016

Brief Update on Work <> October 24th to present

- Johnston Road Charrette
 - Took place Oct 22/23
 - Summary report is on the City's website
 - Conceptual plan being prepared for Council
- Maximized-Value, Wood-Biomass, Eco-Industrial Cluster
 - Grant application submitted to Rural Dividend Program
 - Forest Products Innovations attended the Cantimber testing
 - Presentation made to Tseshaht Council
 - Hosted Innovation in Industry television series producer
- Export Navigator Pilot Program has started
 - Port Alberni one of 4 communities taking part
 - Community Futures is the lead organization
 - Export-ready businesses are being contacted
- Call Centers
 - Discussions continue with two separate proponents
- Tourism Training Program
 - Contracted out to Chamber
- Islands Agriculture Show
 - Working with ACRD Farm Team to prepare for Feb 3/4 show
 - Hosted Board meeting here so venue could be seen
- SPROUT
 - Started inventory of empty storefronts
 - Comparing mix of business types in each commercial area of City

Attended and/or Participated in:

- Vancouver Island Economic Summit
- British Columbia Economic Development Association strategic planning session
- Conference Call with Quesnel municipal and provincial counterparts
- Evening for new residents organized by Welcome Wagon
- Mayor's Business Advisory Council meeting
- Alberni-Clayoquot Transportation Committee meetings
- AV Chamber Social Media Boot Camp

Pat Deakin, Economic Development Manager

**Parks, Recreation and Heritage
Director's Report to City Council
Date: November 22, 2016**

The following information is provided for members of City Council as a means of keeping you up to date on current activities, events and projects.

Community Development

2017 Community Investment Program – The Committee has met and done an initial review of all applications. We have received 40 applications with requests totalling over \$80,000. A report will be coming to Council in December with recommendations for the 2017 year. Several of the submissions are directly related to youth. We are discussing the possibility of these applications being funded out of the Youth Advisory Committee fund.

Canada 150/50th Anniversary of Amalgamation Grant Program – Council has discussed the desire to provide support for community groups that are organizing community events to celebrate Canada's 150th Birthday and/or the 50th Anniversary of the Amalgamation of Port Alberni and Alberni. It is recommended that the Community Investment Program structure be utilized to deliver the program. Once an amount has been established, a call for grant submissions could be advertised and the Community Investment Committee can review the proposals and make recommendations to Council.

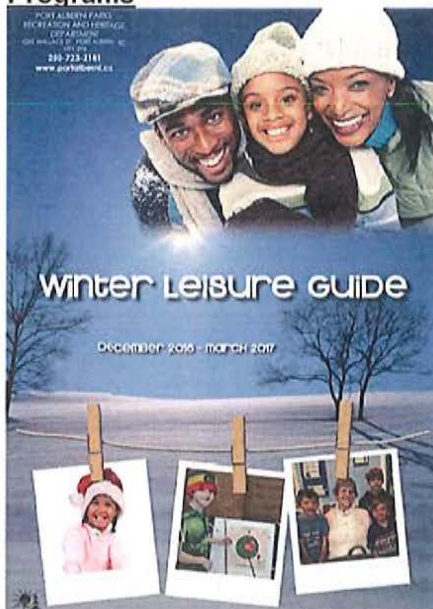
Facilities

Glenwood Sports Centre – Use of this facility by community groups has continued to grow. For the fall we will institute a user group meeting to discuss floor time allocation to ensure the space is used effectively. Staff recently spent time cleaning out all of the storage spaces in the facility which resulted in increased space to accommodate our programs and the user groups.

Aquatic Centre – We have purchased a new diving board to replace the 1m board. The loss of the 3m board and concerns regarding safety necessitated the replacement of the board.

Echo Centre – The water bottle filling station will be installed over the next few weeks.

Programs



The Winter Leisure Guide is now available.

Some of the new programs include:

- Intro to Social Media – in partnership with the Library
- Taking Strides Walking Program – in partnership with Island Health Integrated Community Services
- Chair Yoga
- Youth Activity Night – Friday's at Glenwood

Upcoming Special Events include:

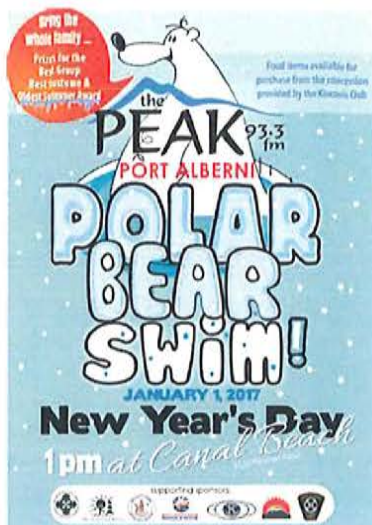
- 2017 First Night Celebration – sponsored by PA Toy Run and Boston Pizza
- Family Literacy Day Event – January 28
- Banner Paint In – February 9 – 12 in partnership with Arrowsmith Rotary
- Family Day – Free Activities – February 13

ENTERED

Multiplex – Winter Wonderland is being set up on Sunday, December 4 starting at 8:30 am. Members of Council are more than welcomed to come out and assist with the set up. Once again many businesses and organizations have stepped up to sponsor free public skate sessions.



DATE	TIME	SPONSOR
Monday, Dec. 5	6:30 - 8:30 pm	Teacher's Union
Tuesday, Dec. 6	6:30 - 8:30 pm	AV Bulldogs
Friday, Dec. 9	6:30 - 8:30 pm	Re/Max Mid-Island Realty
Friday, Dec. 9	9:00 - 10:30 pm Teen Skate	City of Port Alberni
Saturday, Dec. 10	2:00 - 4:00 pm	Boston Pizza
Sunday, Dec. 11	2:00 - 4:00 pm	Port Alberni Toy Run
Monday, Dec. 12	10:00 - 11:30 am Parents & Tots	Boomerangs
Monday, Dec. 12	6:30 - 8:30 pm	CUPE #118
Friday, Dec. 16	6:30 - 8:30 pm	Canadian Tire
Saturday, Dec. 17	2:00 - 4:00 pm	Kinsmen Club
Sunday, Dec. 18	2:00 - 4:00 pm	Port Dental
Monday, Dec. 19	6:30 - 8:30 pm	Home Hardware
Wednesday, Dec. 21	6:30 - 8:30 pm	Port Alberni Port Authority
Thursday, Dec. 22	2:00 - 4:00 pm	MP Gord Johns
Friday, Dec. 23	6:30 - 8:30 pm	Enex Fuels
Monday, Dec. 26	12:00 - 2:00 pm	Beaver Creek Home Centre
Monday, Dec. 26	6:30 - 8:30 pm	Tseshah Market



Planning is underway for the 2017 Polar Bear Swim.

Heritage and Culture

Museum

Exhibit Opening – November 9 – official opening of the travelling exhibit *British Columbia's War: 1914-1918* from the Royal BC Museum, augmented by local content, some supplied by Civilization 12 students from ADSS. A timely event in the lead-up to Remembrance Day, attended by about 70 guests, including Mayor Ruttan and Councillors Sauve and Washington.



The exhibit continues until January 2017 and has been well-received by the public, with many educational tours in particular. The WWI sock-knitting course has proven so popular that it has been expanded to three series. At the close of the exhibit the in-house exhibit *Vacation Land: Pleasurable Diversions in the Alberni Valley* will be remounted.

Presentation – November 15 – co-sponsors, with ADSS and the Tseshah First Nation, of Denis St. Claire's public presentation, *Forty Years of Archaeology in Barkley Sound*, attended by about 90-100 people in the ADSS Auditorium.

Film Fest - The Museum's fall series of films for Film Fest has been popular with the public, with about 700 people attending the four films shown from August to November. Film Fest revenue supports education programming at the AV Museum.

Heritage Network

Heritage Commission – At its October meeting, had a presentation from City CAO Tim Pley to discuss some of the concerns surrounding City Council's initiatives affecting McLean Mill NHS and the AV Museum.

WVHIHS - November 17-19 held a Coastal Industrial Art show in the Train Station, featuring the work of Doug Harrison and Michael Dean. Attendance was good, and the artists donated half the revenue to the WVHIHS.



"Coastal Heritage" Art Show at the Station, WVHIHS, November 17-19, 2016. Photo courtesy of David Hooper.

McLean Mill & APR - The season ended with some cruise ship tours, as well as other events.

A major National Forests Day event was hosted on September 21, with over 300 students participating. They rode the train, and were given demonstrations, talks, and activities at McLean Mill. The event was sponsored by the BC Forest Service, Island Timberlands, and Western Forest Products, all of which had personnel on site assisting with the event.



Some of the more than 300 students enjoying the steam logging demonstration at McLean Mill NHS on Forest Day, September 21, 2016. Photo courtesy of David Hooper.

Port Alberni Maritime Heritage Society – With a part-time Coordinator and casual staff, has kept the Maritime Discovery Centre open this fall and winter, offering a variety of programming. With much volunteer input, as well as an ACRD grant, have completed the construction of a shelter over the historic steam launch *Swan*.



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk
Scott Smith, City Planner

COPIES TO: Mayor and Council

DATE: November 28, 2016

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

Tim Pley, CAO

SUBJECT: Bylaw Offence Notice Enforcement Bylaw

ISSUE:

Council's consideration of introduction and three readings of "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" to enact a Bylaw Adjudication System as an additional and alternate cost efficient and effective tool for ticketing.

BACKGROUND:

The Province of BC adopted the Local Government Bylaw Notice Enforcement Act in 2003, creating a framework for a non-judicial system for local governments to deal with Bylaw ticket disputes. The Act was developed to create a simple, fair and cost effective system for dealing with minor bylaw contraventions by:

- eliminating the requirement for personal service;
- establishing a dedicated forum for resolving local bylaw enforcement disputes;
- using a dispute resolution-based approach to obtaining independently adjudicated decisions;
- avoiding the unnecessary attendance of witnesses;
- avoiding the need to hire legal counsel;
- promoting timely resolution of bylaw enforcement disputes.

The above points are significant advantages to this system. In addition to personal service, tickets may be issued by mail or attached to an offending vehicle. The flexibility this manner of service provides significantly reduces the workload and improves the effectiveness of the Bylaw Enforcement Officer.

The second major advantage of this system is the manner in which disputes are handled. The framework established in the legislation puts organization of the system in the hands of the local government. A procedure is clearly laid out in the Act which involves the participation of a screening officer (City staff member) and ultimately an adjudicator who is appointed by the Province. Adjudication hearings may be scheduled as often as required and can even be held via telephone or in writing. The services of a lawyer acting on the City's behalf are not required. There are also opportunities to partner with other communities with regards to cost-sharing the services of the adjudicator.

In May, 2014 Council for the City of Port Alberni directed staff to proceed with implementation of a bylaw adjudication system for the City of Port Alberni as provided for in the Local Government Bylaw Notice Enforcement Act. The City of Port Alberni was included in Schedule 1 of the Bylaw Notice Enforcement Regulation on July 14, 2014.

Recommendations:

Staff has now finalized the relevant Bylaw and the Screening Officer Reference Guide required to implement the adjudication process and recommends Council proceed with introduction of the Bylaw.

The following resolution is recommended:

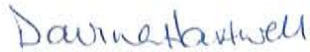
That the report from the City Clerk and the City Planner dated November 28, 2016 regarding implementation of the Bylaw Adjudication System, be received.

That "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" be now introduced and read a first time.

That "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" be read a second time.

That "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" be read a third time.

Respectfully submitted,



Davina Hartwell
City Clerk



Scott Smith
City Planner

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CITY OF PORT ALBERNI

BYLAW NO. 4929

A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW OFFENCE NOTICES

WHEREAS the Local Government Bylaw Notice Enforcement Act authorizes Council to designate bylaw contraventions that may be dealt with by bylaw notice;

AND WHEREAS the *Community Charter*, including Sections 16, 17, 258 and 260 authorizes Council to allow for enforcement in relation to these matters;

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

1. CITATION

This bylaw may be cited as "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929".

2. DEFINITIONS

In this Bylaw:

"Act" means the *Local Government Bylaw Notice Enforcement Act*;

"City" means the City of Port Alberni;

"Registry" means the City of Port Alberni Bylaw Notice Dispute Adjudication Registry established pursuant to Part 7 of this bylaw.

3. TERMS

3.1 The terms in this bylaw have the same meaning as the terms defined in the Act.

4. BYLAW CONTRAVENTIONS

4.1 The bylaw contraventions designated in Schedule "A" may be dealt with by bylaw notice.

5. OFFENCE AND PENALTY

5.1 The penalty for a contravention referred to in Part 4 is as follows:

5.1.1 Subject to subsection 5.1.2 and 5.1.3, is the Penalty amount set out in column A1 of Schedule "A", as attached to and forming part of this bylaw.

5.1.2 If received by the Registry within 14 days of the person receiving or being presumed to have received the notice, is the Early Payment Discount Penalty set out in column A2 of Schedule "A", as attached to and forming part of this bylaw.

5.1.3 If more than 28 days after the person received or is presumed to have received the bylaw notice, is subject to a late payment surcharge in addition to the penalty under subsection 5.1.1, and is the Late Payment Penalty set out in column A3 of Schedule "A", as attached to and forming part of this bylaw.

6. PERIOD FOR PAYING A DISPUTED NOTICE

6.1 A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw offence notice:

6.1.1 Pay the penalty in any manner prescribed on the reverse side of the bylaw offence notice, or

6.1.2 Request dispute adjudication by completing the form on the reverse side of the bylaw offence notice and delivering it to the Registry Office, 4850 Argyle Street, Port Alberni BC, V9Y 1V8.

6.2 A person may pay the indicated penalty after 14 days of receiving the bylaw offence notice, subject to the applicable surcharge for late payment in accordance with subsection 5.1.3, but no person may dispute the bylaw offence notice after 14 days of receiving the bylaw offence notice.

6.3 Where a person was not served personally with a bylaw offence notice and advises the City, in accordance with the requirements of Section 25 of the Act, that they did not receive a copy of the original bylaw offence notice, the time limits for responding to a bylaw offence notice under Part 5 and Section 6.1 of this bylaw do not begin until a copy of the bylaw offence notice is re-delivered to them in accordance with the Act.

7. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY

7.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices.

7.2 The civic address of the Registry is 4850 Argyle Street, Port Alberni, BC V9Y 1V8.

7.3 Every person who is unsuccessful in a dispute adjudication in relation to a bylaw offence notice or a compliance agreement under the dispute adjudication system established under this section must pay the City an additional fee of \$25 for the purpose of the City recovering partial costs of administration of the adjudication system.

7.4 The City of Port Alberni is authorized to enter into, and the Mayor and City Clerk are authorized to execute the Bylaw Dispute Adjudication Agreement in accordance with the authority set out in Section 2(4) of the Local Government Bylaw Notice Enforcement Act.

8. SCREENING OFFICERS

8.1 The position of Screening Officer is hereby established.

8.2 The positions designated as Screening Officers are listed in Schedule "B", attached to and forming part of this bylaw.

9. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS

9.1 The powers, duties and functions of Screening Officers are as set out in the Act and include the following powers:

9.1.1 Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;

9.1.2 To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the Act:

- (a) the person against whom a contravention is alleged or their representative;
- (b) the officer issuing the notice;
- (c) the complainant or their representative;
- (d) City staff and records regarding the disputant's history of bylaw compliance.

9.1.3 To cancel bylaw offence notices in accordance with the Act or City of Port Alberni policies and guidelines.

9.2 The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are indicated in column A4 of Schedule "A".

9.3 Where a compliance agreement is entered into, the penalty payable for the offence shall be reduced to one half of the penalty as listed in column A1 of Schedule "A" of this bylaw.

10. BYLAW ENFORCEMENT OFFICERS

10.1 Persons acting as any of the following are hereby designated as Bylaw Enforcement Officers for the purposes of this bylaw and the Act:

10.1.1 Special constables, officers, members or constables of:

- (a) The provincial police force as defined in Section 1 of the *Police Act*, or
- (b) A municipal police force;

10.1.2 Members of the Royal Canadian Mounted Police;

10.1.3 Bylaw enforcement officers, building inspectors, animal control officers, BC Conservation Officers or other persons acting in another capacity on behalf of the City for the purpose of enforcement of one or more of its bylaws.

11. SEVERABILITY

- 11.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

12. FORM OF BYLAW NOTICE

- 12.1 The City may from time to time provide for the form or forms of the bylaw offence notice, provided the bylaw offence notice complies with Section 4 of the Act.

SCHEDULES

Schedule "A" - Designated Bylaw Contraventions and Penalties

Schedule "B" - Positions Designated as Screening Officers

READ A FIRST TIME THIS DAY OF , 2016

READ A SECOND TIME THIS DAY OF , 2016

READ A THIRD TIME THIS DAY OF , 2016

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2016.

Mayor

Clerk

SCHEDULE 'A'

DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

The penalties shown in column A2 below include a twenty five percent (25%) discount for early payment in accordance with Section 5.1.2 of this bylaw.

The penalties shown in column A3 below include a twenty five percent (25%) surcharge for late payment in accordance with Section 5.1.3 of this bylaw.

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Anti-Littering Bylaw No. 4874, 2015	3(a)	Deposit litter on private property	\$200.00	\$150.00	\$250.00
	3(b)	Deposit litter on public property	\$200.00	\$150.00	\$250.00
	3(c)	Deposit litter on highway	\$200.00	\$150.00	\$250.00
	5	Obstruction	\$500.00	\$400.00	\$625.00
Business Licence Bylaw No. 4543 + Amend 4894	4.1	Carry on a business without a licence	\$150.00	\$112.50	\$187.50
	5.1	Fail to renew a licence	\$150.00	\$112.50	\$187.50
	12.1(c)	Medical Marijuana - Operate outside an enclosed building	\$100.00	\$75.00	\$125.00
	12.1(d)	Medical Marijuana - Permitting a minor	\$100.00	\$75.00	\$125.00
	12.1(e)	Medical Marijuana – Operate business between 20:00 hr and 08:00 hr	\$100.00	\$75.00	\$125.00
	12.1(f)	Medical Marijuana - Smoking or consumption	\$100.00	\$75.00	\$125.00
	12.1(g)	Medical Marijuana – Block windows	\$100.00	\$75.00	\$125.00
	12.2	Medical Marijuana - Fail to maintain signs	\$100.00	\$75.00	\$125.00
	12.2(a)	Medical Marijuana – Fail to display signage	\$100.00	\$75.00	\$125.00
	12.3	Medical Marijuana - Fail to maintain security	\$100.00	\$75.00	\$125.00
	12.3(a)	Medical Marijuana – Fail to properly install video security	\$100.00	\$75.00	\$125.00
	12.3(b)	Medical Marijuana – Fail to store video security data for 21 days	\$100.00	\$75.00	\$125.00
	12.3(c)	Medical Marijuana – Fail to monitor security and fire alarms system	\$100.00	\$75.00	\$125.00
	13.1	Medical Marijuana - Fail to display a licence	\$100.00	\$75.00	\$125.00
	14(b)	Obstruct Inspector	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Animal Control & Pound Bylaw No. 4593 Animal Control & Pound Bylaw No. 4593	3	Unlicensed dog	\$50.00	\$37.50	\$62.50
	8	Fail to display dog licence	\$50.00	\$37.50	\$62.50
	12(a)	Unspayed or unneutered cat	\$20.00	\$15.00	\$25.00
	12(b)	Unlicensed cat	\$20.00	\$15.00	\$25.00
	16	Fail to display cat information	\$20.00	\$15.00	\$25.00
	17(a)	Dog barking	\$100.00	\$75.00	\$125.00
	17(b)	Dog at large	\$100.00	\$75.00	\$125.00
	17(c)	Dog off-leash	\$100.00	\$75.00	\$125.00
	18	Cat at large	\$40.00	\$30.00	\$50.00
	19	Dog in heat at large	\$120.00	\$90.00	\$150.00
	20	Fail to remove excrement	\$50.00	\$37.50	\$62.50
	23(a)	Fail to confine vicious dog	\$500.00	\$400.00	\$625.00
	23(b)	Fail to enclose vicious dog	\$500.00	\$400.00	\$625.00
	23(c)	Fail to muzzle vicious dog	\$500.00	\$400.00	\$625.00
	24	Cruelty to animal	\$200.00	\$150.00	\$250.00
	37	Break into pound	\$200.00	\$150.00	\$250.00
	38	Remove animal from pound	\$200.00	\$150.00	\$250.00
	40	Obstruct an Animal Control Officer	\$200.00	\$150.00	\$250.00
Property Maintenance Bylaw 2009, Bylaw No. 4712	4(b)	Accumulate refuse	\$100.00	\$75.00	\$125.00
	4(c)	Store derelict vehicle	\$100.00	\$75.00	\$125.00
	4(d)	Store construction material	\$100.00	\$75.00	\$125.00
	4(e)	Noxious weeds	\$100.00	\$75.00	\$125.00
	4(f)	Unsightly growth	\$100.00	\$75.00	\$125.00
	4(g)	Water accumulation	\$100.00	\$75.00	\$125.00
	4(h)	Ground opening	\$100.00	\$75.00	\$125.00
	4(i)	Insect infestation	\$100.00	\$75.00	\$125.00
	4(j)	Rat infestation	\$100.00	\$75.00	\$125.00
	4(k)	Permit graffiti	\$100.00	\$75.00	\$125.00
	4(l)	Deposit refuse	\$100.00	\$75.00	\$125.00
Noise Control Bylaw 2009, Bylaw No. 4718	3	Causing disturbing noise	\$150.00	\$112.50	\$187.50
	3	Permit disturbing noise	\$150.00	\$112.50	\$187.50
	4(a)	Amplified noise outside permitted hours	\$150.00	\$112.50	\$187.50
	4(b)	Noise from animal	\$150.00	\$112.50	\$187.50

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Noise Control Bylaw 2009, Bylaw No. 4718 Cont'd	4(c)	Inoperative muffler	\$150.00	\$112.50	\$187.50
	4(d)	Yard equipment outside permitted hours	\$150.00	\$112.50	\$187.50
	4(e)	Idle vehicle	\$150.00	\$112.50	\$187.50
	4(f)	Construction outside permitted hours	\$150.00	\$112.50	\$187.50
	4(g)	Loading outside permitted hours	\$150.00	\$112.50	\$187.50
	4(h)	Unmonitored alarm	\$150.00	\$112.50	\$187.50
	4(i)	Use engine brake	\$150.00	\$112.50	\$187.50
	4(j)	Use amplified device	\$150.00	\$112.50	\$187.50
	4(k)	Vocal noise	\$150.00	\$112.50	\$187.50
Collection and Disposal of Waste Products, Bylaw No. 4790	11.1(a)	Garbage security	\$100.00	\$75.00	\$125.00
	11.1(b)	Separate garbage and recycling	\$100.00	\$75.00	\$125.00
	11.1(e)	Fail to keep container clean	\$100.00	\$75.00	\$125.00
	11.1(k)	Fail to remove container from curb	\$100.00	\$75.00	\$125.00
	14.2	Fail to repair or replace container	\$100.00	\$75.00	\$125.00
	11.1(h)	Fail to use animal lock	\$100.00	\$75.00	\$125.00
	11.1(j)	Fail to unlock/lock 7-7	\$100.00	\$75.00	\$125.00
	11.1(q)	Amount of waste	\$100.00	\$75.00	\$125.00
	11.1(r)	Permit wildlife (fail to contain attractant)	\$100.00	\$75.00	\$125.00
	11.2	Fail to secure container	\$100.00	\$75.00	\$125.00
	12.1(b)	Bin container location	\$100.00	\$75.00	\$125.00
	13.1	Waste deposit	\$100.00	\$75.00	\$125.00
Building Bylaw 2005, No. 4577	6.1	Construct without a permit	\$100.00	\$75.00	\$125.00
	6.2	Occupy building without permit	\$100.00	\$75.00	\$125.00
	6.3	False information on permit application	\$100.00	\$75.00	\$125.00
	6.4	Tamper with posted notice	\$100.00	\$75.00	\$125.00
	6.5	Work in variance of planation	\$100.00	\$75.00	\$125.00
	6.6	Obstruct building official	\$200.00	\$150.00	\$250.00
	6.7	Occupy building after change of class without permit	\$100.00	\$75.00	\$125.00
	6.8	Repair building damaged 75 percent assessed value	\$100.00	\$75.00	\$125.00
	6.9	Disobey cessation order	\$200.00	\$150.00	\$250.00
Building Standards Bylaw No. 4826	5	Obstruct a Peace Officer	\$200.00	\$150.00	\$250.00
	7	Fail to maintain	\$200.00	\$150.00	\$250.00
	8(a)	Fail to obtain a permit	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
	8(b)	Fail to board	\$200.00	\$150.00	\$250.00
Boulevard and Tree Maintenance, Bylaw No. 3869	6	Damage trees	\$200.00	\$150.00	\$250.00
	8	Plant or remove trees	\$200.00	\$150.00	\$250.00
	12(a)	Fail to trim trees above roadway	\$100.00	\$75.00	\$125.00
	12(b)	Fail to trim trees above sidewalk	\$100.00	\$75.00	\$125.00
Chauffeur Regulation and Licencing 2008, Bylaw No. 4701	2	Fail to obtain chauffeur's permit	\$200.00	\$150.00	\$250.00
Driveway Access Bylaw No. 4268	3	Cross curb	\$200.00	\$150.00	\$250.00
Firearms Bylaw No. 3608	3	Discharge of a firearm	\$200.00	\$150.00	\$250.00
Fire Control Bylaw, 2015, Bylaw No. 4876	11(a)	Obstruction of entry	\$200.00	\$150.00	\$250.00
	11(b)	Interference with member entry	\$200.00	\$150.00	\$250.00
	11(c)	Obstruction of access	\$200.00	\$150.00	\$250.00
	12(a)	Unauthorized entry	\$200.00	\$150.00	\$250.00
	13(a)	Obstruction at assistance response	\$200.00	\$150.00	\$250.00
	14(a)	False representation	\$200.00	\$150.00	\$250.00
	15(a)(i)	Outdoor fire without authorization	\$200.00	\$150.00	\$250.00
	15(a)(ii)	Campfire larger than 0.5 metre in diameter	\$200.00	\$150.00	\$250.00
	15(a)(iii)	Outdoor fire location	\$200.00	\$150.00	\$250.00
	15(a)(iv)	Outdoor fire failure to provide a competent adult	\$200.00	\$150.00	\$250.00
	15(a)(v)	Outdoor fire contrary to time of day	\$200.00	\$150.00	\$250.00
	15(a)(vi)	Outdoor fire escape from point of origin	\$200.00	\$150.00	\$250.00
	15(a)(vii)	Outdoor fire burning of unauthorized material	\$200.00	\$150.00	\$250.00
	15(a)(viii)	Campfires contrary to time of day	\$200.00	\$150.00	\$250.00
	15(a)(ix)	Outdoor fire of unauthorized appliance	\$200.00	\$150.00	\$250.00
	15(a)(x)	Prohibited burning	\$200.00	\$150.00	\$250.00
	15(a)(xi)	Outdoor fire producing visible smoke	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Fire Control Bylaw, 2015, Bylaw No. 4876 Cont'd	15(c)	Outdoor burning during suspension	\$200.00	\$150.00	\$250.00
	16(a)	Failure to maintain fire protection equipment	\$200.00	\$150.00	\$250.00
	16(b)	Improper location of pumper connections	\$200.00	\$150.00	\$250.00
	16(c)	Pumper connections and protective caps	\$200.00	\$150.00	\$250.00
	16(d)	Obstruction to access	\$200.00	\$150.00	\$250.00
	16(e)	Identifying signs	\$200.00	\$150.00	\$250.00
	16(f)	Sprinkler system	\$200.00	\$150.00	\$250.00
	16(g)	Sprinkler system during building demolition	\$200.00	\$150.00	\$250.00
	16(h)	Smoke alarms	\$200.00	\$150.00	\$250.00
	17(a)	Improper hydrant	\$200.00	\$150.00	\$250.00
	17(b)	Unauthorized use of hydrant	\$200.00	\$150.00	\$250.00
	17(c)	Tampering with hydrant	\$200.00	\$150.00	\$250.00
	17(d)	Unauthorized removal of hydrant	\$200.00	\$150.00	\$250.00
	17(e)	Hydrant on private property	\$200.00	\$150.00	\$250.00
	17(h)	Hydrant maintenance	\$200.00	\$150.00	\$250.00
	19(a)	Activation of fire alarm system	\$200.00	\$150.00	\$250.00
	21(a)	Material on roof or balcony	\$200.00	\$150.00	\$250.00
	21(b)	Obstruction on roof	\$200.00	\$150.00	\$250.00
	21(c)	Obstruction of exits	\$200.00	\$150.00	\$250.00
	22(a)	Accumulation of combustible materials	\$200.00	\$150.00	\$250.00
	22(c)	Depositing of ashes	\$200.00	\$150.00	\$250.00
	22(d)	Depositing of substances likely to ignite	\$200.00	\$150.00	\$250.00
	22(e)	Storage of material that might cause a fire	\$200.00	\$150.00	\$250.00
	22(f)	Allowing flammable or toxic liquid into drainage system	\$200.00	\$150.00	\$250.00
	22(g)	Parked vehicle where fuel leaking	\$200.00	\$150.00	\$250.00
	23(b)	Keeping vacant premises in safe condition	\$200.00	\$150.00	\$250.00
	24(a)	Keeping damaged buildings in safe condition	\$200.00	\$150.00	\$250.00
	25(b)	Obstruction of Inspection	\$200.00	\$150.00	\$250.00
	25(c)	Information required for inspections	\$200.00	\$150.00	\$250.00
	25(d)	Withholding or falsifying information	\$200.00	\$150.00	\$250.00
	29(c)	Removing or destroying order	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Fireworks Regulation Bylaw, 1013 No. 4819	3.1	Sell fireworks	\$200.00	\$150.00	\$250.00
	3.2	Buy, hold, or discharge prohibited fireworks	\$200.00	\$150.00	\$250.00
	3.3	Buy, hold, or discharge firecrackers	\$100.00	\$75.00	\$125.00
	3.4	Buy, hold or discharge consumer fireworks	\$100.00	\$75.00	\$125.00
	3.8	Fail to obtain fireworks permit	\$200.00	\$150.00	\$250.00
	3.9	Display fireworks contrary to permit	\$200.00	\$150.00	\$250.00
	3.10	Buy, hold, or discharge pyrotechnic special effects fireworks	\$200.00	\$150.00	\$250.00
House Numbering Bylaw No. 3297	3	Fail to number a house	\$100.00	\$75.00	\$125.00
Port Alberni Land Fill Prohibition Bylaw No. 3911	3	Deposit soil	\$200.00	\$150.00	\$250.00
Parks Regulation Bylaw No. 3611	4	Damage public property	\$200.00	\$150.00	\$250.00
	5	Occupy park after closing	\$200.00	\$150.00	\$250.00
	6	Deposit waste	\$200.00	\$150.00	\$250.00
	7	Conduct business within a park	\$200.00	\$150.00	\$250.00
	8(a)	Deposit lit materials	\$200.00	\$150.00	\$250.00
	8(a)	Discharge or carry any weapon	\$500.00	\$400.00	\$625.00
	8(b)	Cause a fire without a permit	\$200.00	\$150.00	\$250.00
	9(1)	Animal or fowl at large	\$200.00	\$150.00	\$250.00
	9(2)	Drive horse, donkey, or mule on boulevard	\$200.00	\$150.00	\$250.00
	9(3)	Drive horse, donkey, or mule contrary to park signs	\$200.00	\$150.00	\$250.00
	9(4)	Permit animal contrary to sign	\$200.00	\$150.00	\$250.00
	10(1)	Operate a motor vehicle in a park	\$200.00	\$150.00	\$250.00
	10(2)	Permit vehicle contrary to sign	\$200.00	\$150.00	\$250.00
	10(3)	Operate a motor vehicle in a pedestrian only area	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Parks Regulation Bylaw No. 3611 – Cont'd	10(4)	Park vehicle in a park contrary to sign	\$200.00	\$150.00	\$250.00
	10(5)	Use vehicle to advertise in park	\$200.00	\$150.00	\$250.00
	10(6)	Clean vehicle in a park	\$200.00	\$150.00	\$250.00
	11	Camping in a park	\$200.00	\$150.00	\$250.00
	12	Advertising in a park	\$200.00	\$150.00	\$250.00
Regulate the Feeding of Pigeons Bylaw No. 3506	1	Feeding pigeons	\$100.00	\$75.00	\$125.00
Sewer Connection and Regulation Bylaw No. 3224	401	Place waste on property	\$200.00	\$150.00	\$250.00
	402	Construct sewage disposal	\$200.00	\$150.00	\$250.00
	405	Fail to connect to a sewer	\$200.00	\$150.00	\$250.00
	501	Fail to connect to private sewage processing	\$200.00	\$150.00	\$250.00
	601	Construct connection on road allowance	\$200.00	\$150.00	\$250.00
	602	Disturb public sewer	\$200.00	\$150.00	\$250.00
	701	Permit water discharge into sewer	\$200.00	\$150.00	\$250.00
	704	Permit discharge of listed items into sewers	\$200.00	\$150.00	\$250.00
	705	Permit discharge of listed items into sewers	\$200.00	\$150.00	\$250.00
	707	Fail to use interceptor	\$200.00	\$150.00	\$250.00
City of Port Alberni Sign Bylaw No. 4843, 2014	6.1	Sign in contravention of zoning	\$200.00	\$150.00	\$250.00
	7.1	Fail to obtain permit	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Soil Removal and Deposit Regulation Bylaw No. 3947	4	Fail to obtain a permit for deposit	\$200.00	\$150.00	\$250.00
	5	Fail to obtain a permit for removal	\$200.00	\$150.00	\$250.00
Traffic Regulation Bylaw, 2009 Bylaw No. 4670	2.1	Fail to comply with a Peace Officer	\$200.00	\$150.00	\$250.00
	2.3	Follow Fire Dept. vehicle too closely	\$200.00	\$150.00	\$250.00
	2.4	Remove notice placed by a Peace Officer	\$100.00	\$75.00	\$125.00
	3.3(a)	Fail to comply with a traffic control device	\$100.00	\$75.00	\$125.00
	3.4	Unauthorized sign	\$100.00	\$75.00	\$125.00
	3.5	Interfere with traffic control device	\$200.00	\$150.00	\$250.00
	3.8	Fail to comply with closure area	\$200.00	\$150.00	\$250.00
	3.11(a)	Obstruct pedestrians or vehicles	\$200.00	\$150.00	\$250.00
	3.11(b)	Distract pedestrians or vehicles	200.00	150.00	250.00
	3.12(b)	Parade without a permit	\$200.00	\$150.00	\$250.00
	3.14(b)	Fail to comply with traffic control person	\$200.00	\$150.00	\$250.00
	4.1(a)	Park within 10ft of intersection	\$48.00	\$38.40	\$60.00
	4.1(b)	Park within intersection	\$48.00	\$38.40	\$60.00
	4.1(c)	Park within 20ft of fire hydrant	\$48.00	\$38.40	\$60.00
	4.1(d)	Park in front of lane or driveway	\$48.00	\$38.40	\$60.00
	4.1(e)	Obstruct traffic	\$48.00	\$38.40	\$60.00
	4.1(f)	Park on sidewalk, crosswalk or boulevard	\$48.00	\$38.40	\$60.00
	4.1(g)	Park upon or within 20ft of crosswalk	\$48.00	\$38.40	\$60.00
	4.1(h)	Double park	\$48.00	\$38.40	\$60.00
	4.1(i)	Park with 20' of fire hall exits or entrance	\$48.00	\$38.40	\$60.00
	4.1(j)	Park on or within 20' of a bridge	\$48.00	\$38.40	\$60.00
	4.1(k)	Park contrary to sign	\$48.00	\$38.40	\$60.00
	4.1(k)	Park contrary to sign 3 hr	\$40.00	\$32.00	\$50.00
	4.1(k)	Park contrary to sign 2 hr	\$40.00	\$32.00	\$50.00
	4.1(k)	Park contrary to sign 30 min	\$40.00	\$32.00	\$50.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Traffic Regulation Bylaw, 2009 Bylaw No. 4670 Cont'd	4.1(k)	Park contrary to sign 20 min	\$40.00	\$32.00	\$50.00
	4.1(l)	Park within 50ft of railway crossing	\$48.00	\$38.40	\$60.00
	4.1(m)	Park for the purpose of advertising	\$48.00	\$38.40	\$60.00
	4.1(m)	Park for the purpose of washing	\$48.00	\$38.40	\$60.00
	4.1(m)	Park for the purpose of greasing	\$48.00	\$38.40	\$60.00
	4.1(m)	Park for the purpose of repairing	\$48.00	\$38.40	\$60.00
	4.1(m)	Park for the purpose of wrecking	\$48.00	\$38.40	\$60.00
	4.1(m)	Park for the purpose of storing	\$48.00	\$38.40	\$60.00
	4.1(m)	Park for the purpose of selling vehicle	\$48.00	\$38.40	\$60.00
	4.1(o)	Park obstructing traffic	\$48.00	\$38.40	\$60.00
	4.1(q)	Park in a yellow zone	\$48.00	\$38.40	\$60.00
	4.1(r)	Park in a red zone	\$48.00	\$38.40	\$60.00
	4.1(s)	Park on wrong side of street	\$48.00	\$38.40	\$60.00
	4.1(t)	Park other than facing traffic on one way street	\$48.00	\$38.40	\$60.00
	4.1(v)	Camping	\$48.00	\$38.40	\$60.00
	4.2(a)	Block lane	\$40.00	\$32.00	\$50.00
	4.2(d)	Exceed 96 hours	\$40.00	\$32.00	\$50.00
	4.2(e)	Park contrary to no parking sign	48.00	38.40	60.00
	4.3(a)	Park other than angle in an angle zone	\$48.00	\$38.40	\$60.00
	4.3(c)	Park between 01:00 and 06:00 and exceed 12,700 kg GVW	\$48.00	\$38.40	\$60.00
	4.3(d)	Park unattended and idling	\$48.00	\$38.40	\$60.00
	4.4(c)	Park in loading zone	48.00	38.40	60.00
	4.5(c)	Use unauthorized parking pass	48.00	38.40	60.00
	5.3	Drive on wrong side of street	\$200.00	\$150.00	\$250.00
	5.4	Drive on sidewalk	\$200.00	\$150.00	\$250.00
	5.5	Fail to stop exiting from lane	\$200.00	\$150.00	\$250.00
	5.7	Operate noise making device	\$100.00	\$75.00	\$125.00
	5.8	Cling to a motor vehicle	\$100.00	\$75.00	\$125.00
	5.9	Obstruct drivers view	\$200.00	\$150.00	\$250.00
	5.10(a)	Pass vehicle in "no passing" zone	\$100.00	75.00	125.00
	5.12	Noise in a hospital zone	\$100.00	\$75.00	\$125.00
	5.13	Backing into an intersection	\$100.00	\$75.00	\$125.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Traffic Regulation Bylaw, 2009 Bylaw No. 4670 Cont'd	5.13	Backing over a crosswalk	\$100.00	\$75.00	\$125.00
	5.14(a)	Interfere with driver	\$100.00	\$75.00	\$125.00
	5.14(b)	Too many passengers in front seat	\$100.00	\$75.00	\$125.00
	5.15	Overtake vehicle at crosswalk	\$100.00	\$75.00	\$125.00
	5.16	Fail to yield to pedestrians	\$100.00	\$75.00	\$125.00
	5.17	Operate a vehicle in pedestrian safety zone	\$100.00	\$75.00	\$125.00
	5.18	Fail to yield to pedestrian in crosswalk	\$100.00	\$75.00	\$125.00
	5.20(a)	U turn at controlled intersection	\$100.00	\$75.00	\$125.00
	5.20(b)	Unsafe U turn	\$100.00	\$75.00	\$125.00
	5.20(c)	U turn on a street between intersections	\$100.00	\$75.00	\$125.00
	5.20(d)	U turn at any lane intersection	\$100.00	\$75.00	\$125.00
	5.21	Drive wrong way on a one way	\$100.00	\$75.00	\$125.00
	5.22(a)	Exceed 8'6" width	\$100.00	\$75.00	\$125.00
	5.22(a)	Exceed 10' load width	\$100.00	\$75.00	\$125.00
	5.22(b)	Exceed vehicle height of 13'6"	\$100.00	\$75.00	\$125.00
	5.22(h)	Load exceeds 3' beyond front bumper	\$100.00	\$75.00	\$125.00
	5.22(j)	Vehicle load exceeds width	\$100.00	\$75.00	\$125.00
	5.23(c)	Non-compliant traction device	\$200.00	\$150.00	\$250.00
	5.23(d)	Use studded tires between May 01 and September 30	\$100.00	\$75.00	\$125.00
	5.23(e)	Permit load to leak or spill onto highway	\$100.00	\$75.00	\$125.00
	5.23(f)	Permit unsecured load	\$100.00	\$75.00	\$125.00
	5.24(e)	Exceed posted weight limit while crossing a bridge	\$200.00	\$150.00	\$250.00
	5.25(b)	Operate vehicle contrary to permit	500.00	475.00	625.00
	5.26(a)	Operate vehicle between vehicles comprising a funeral procession	100.00	75.00	125.00
	6.1(a)	Fail to cross in marked crosswalk	100.00	75.00	125.00
	6.1(b)	Pedestrian fails to yield to traffic	\$100.00	\$75.00	\$125.00
	6.1(c)	Crossing outside of crosswalk	\$100.00	\$75.00	\$125.00
	6.1(e)	Solicit ride	\$100.00	\$75.00	\$125.00
	7.1(a)	Ride bicycle on sidewalk or path	\$100.00	\$75.00	\$125.00
	7.1(b)	Ride bicycle with obstructed vision	\$100.00	\$75.00	\$125.00
	7.1(c)	Acrobatic riding	\$50.00	\$37.50	\$62.50
	7.1(d)	Ride without lights	\$50.00	\$37.50	\$62.50
	7.3	Bicycle without brakes	\$50.00	\$37.50	\$62.50

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Traffic Regulation Bylaw, 2009 Bylaw No. 4670 Cont'd	7.4	Use skateboard on street or sidewalk	\$50.00	\$37.50	\$62.50
	8.1	Deposit refuse on street	\$200.00	\$150.00	\$250.00
	8.2	Unsecure cover	\$200.00	\$150.00	\$250.00
	8.3	Deposit materials on street	\$200.00	\$150.00	\$250.00
	8.4	Create water nuisance on street	\$200.00	\$150.00	\$250.00
	8.5	Impeded traffic	\$200.00	\$150.00	\$250.00
	8.6(a)	Permit projection on street or sidewalk	\$200.00	\$150.00	\$250.00
	8.7	Fail to remove snow from sidewalk	\$200.00	\$150.00	\$250.00
	8.8	Sledding on street	\$100.00	\$75.00	\$125.00
	8.9	Crossing curb	\$200.00	\$150.00	\$250.00
	9.1(a)	Fail to comply with traffic control	\$100.00	\$75.00	\$125.00
	9.1(b)	Fail to comply with flashing red	\$100.00	\$75.00	\$125.00
	9.1(c)	Fail to comply with amber light	\$100.00	\$75.00	\$125.00
	9.1(d)	Fail to comply with flashing amber	\$100.00	\$75.00	\$125.00
	9.1(e)	Pedestrian cross against light	\$100.00	\$75.00	\$125.00
	9.2	Angle parked vehicle exceeds 25 ft	\$100.00	\$75.00	\$125.00
	9.3(a)	Park vehicle for the purpose of selling	\$100.00	\$75.00	\$125.00
	9.3(b)	Place sign on highway	\$200.00	\$150.00	\$250.00
	9.3(c)	Use street for noncompliant activity	100.00	75.00	125.00
	9.3(d)	Selling goods or services from a vehicle	\$200.00	\$150.00	\$250.00
	9.4	Erect on highway	\$100.00	\$75.00	\$125.00
	9.5	Fail to remove damaged vehicle debris	\$100.00	\$75.00	\$125.00
	9.6	Using street as a recreational area	\$100.00	\$75.00	\$125.00
Zoning Bylaw 2014, Bylaw No. 4832	3.4	Obstructing a Peace Officer	\$500.00	\$375.00	\$625.00
	6.1	More than one residential building	\$200.00	\$150.00	\$250.00
	6.2.1	Permit building contrary to bylaw	\$200.00	\$150.00	\$250.00
	6.2.2	Permit principle building to exceed lot line	\$200.00	\$150.00	\$250.00
	6.3.1	Building within 15m of waterway	\$200.00	\$150.00	\$250.00
	6.3.2	Building within 7.5m of dyke	\$200.00	\$150.00	\$250.00
	6.3.3	Permit parking space within 7.5m of boundary	\$200.00	\$150.00	\$250.00
	6.5	Obstructing an intersection	\$200.00	\$150.00	\$250.00
	6.7.3	Hedge or fence over 1.25m in front yard	\$200.00	\$150.00	\$250.00
	6.7.4	Hedge or fence over 2.5m in rear yard	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Zoning Bylaw 2014, Bylaw No. 4832 Cont'd	6.7.5	Fence over 2.5m in C3 or M zone	\$200.00	\$150.00	\$250.00
	6.7.6	Fence over 3.7m in M zone	\$200.00	\$150.00	\$250.00
	6.7.6	Prohibited fence in M zone	\$200.00	\$150.00	\$250.00
	6.7.8	Fence less than 1.85m around open swimming pool	\$200.00	\$150.00	\$250.00
	6.7.8	Fence more than 2.4m around open swimming pool	\$200.00	\$150.00	\$250.00
	6.8.1	Fail to landscape	\$200.00	\$150.00	\$250.00
	6.8.2	Fail to screen garbage bin	\$200.00	\$150.00	\$250.00
	6.8.4	Fail to landscape boulevard	\$200.00	\$150.00	\$250.00
	6.9.1	Fail to properly store vehicle	\$200.00	\$150.00	\$250.00
	6.9.2	Fail to properly store vehicle	\$200.00	\$150.00	\$250.00
	6.9.3	Fail to properly store vehicle	\$200.00	\$150.00	\$250.00
	6.9.4	Fail to properly store vehicle	\$200.00	\$150.00	\$250.00
	6.9.5	Storage of non-permitted vehicle	\$200.00	\$150.00	\$250.00
	6.10.1	Non-permitted accessory building	\$200.00	\$150.00	\$250.00
	6.10.2	Use accessory building as a dwelling	\$200.00	\$150.00	\$250.00
	6.10.3	Non-compliant accessory building location	\$200.00	\$150.00	\$250.00
	6.10.5	Non-compliant accessory building dimensions	\$200.00	\$150.00	\$250.00
	6.10.6	Non-compliant accessory building dimensions	\$200.00	\$150.00	\$250.00
	6.10.7	Non-compliant accessory building dimensions	\$200.00	\$150.00	\$250.00
	6.10.8	Carport permitted less than .9m from lot line	\$200.00	\$150.00	\$250.00
	6.10.9	Non-compliant accessory building location	\$200.00	\$150.00	\$250.00
	6.10.10	Accessory building exceeds height restrictions	\$200.00	\$150.00	\$250.00
	6.10.11	Accessory building exceeds height restrictions	\$200.00	\$150.00	\$250.00
	6.11.1	Use temporary building as a dwelling	\$200.00	\$150.00	\$250.00
	6.11.2	Use recreational vehicle as a dwelling	\$200.00	\$150.00	\$250.00
	6.11.3	Non-compliant temporary building	\$200.00	\$150.00	\$250.00
	6.11.4	Use structure in excess of 120 days	\$200.00	\$150.00	\$250.00
	6.11.5	Temporary building without a permit	\$200.00	\$150.00	\$250.00
	6.12.1	Permit non-compliant projection	\$200.00	\$150.00	\$250.00
	6.12.2	Permit non-compliant projection	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Zoning Bylaw 2014, Bylaw No. 4832 Cont'd	6.12.3	Permit non-compliant flammable dispenser	\$200.00	\$150.00	\$250.00
	6.12.4	Permit non-compliant projection	\$200.00	\$150.00	\$250.00
	6.13.2	Swimming pool too close to lot line	\$200.00	\$150.00	\$250.00
	6.13.3	Non-compliant pool fencing	\$500.00	\$375.00	\$625.00
	6.13.4	Pool located in front yard	\$200.00	\$150.00	\$250.00
	6.14.1	Operate bed and breakfast in other than single family dwelling	\$200.00	\$150.00	\$250.00
	6.14.2	Bed and breakfast operated by other than resident	\$200.00	\$150.00	\$250.00
	6.14.3	Bed and breakfast exceeds 2 guest bedrooms	\$200.00	\$150.00	\$250.00
	6.14.3	Bed and breakfast exceeds 2 guest per bedroom	\$200.00	\$150.00	\$250.00
	6.14.4	Exceed 8 sleeping units in a guest house	\$200.00	\$150.00	\$250.00
	6.14.4	Exceed 16 guests in a guest house	\$200.00	\$150.00	\$250.00
	6.14.5	Serve meals other than breakfast	\$200.00	\$150.00	\$250.00
	6.14.6	Insufficient off street parking	\$200.00	\$150.00	\$250.00
	6.14.8	Non-compliant landscaped buffer	\$200.00	\$150.00	\$250.00
Home Occupations					
Zoning Bylaw 2014, Bylaw No. 4832	6.15.1	Conduct home occupation outside of dwelling unit	\$200.00	\$150.00	\$250.00
	6.15.3	Alter structure to accommodate home occupation	\$200.00	\$150.00	\$250.00
	6.15.4	Permit noise, vibration, smoke, dust odour, litter or heat	\$200.00	\$150.00	\$250.00
	6.15.5	Permit warehousing activity	\$200.00	\$150.00	\$250.00
	6.15.5	Permit retail activity	\$200.00	\$150.00	\$250.00
	6.15.6(a)	Business traffic between 9:00 pm and 8:00 am	\$200.00	\$150.00	\$250.00
	6.15.6(b)	More than one non-resident employee	\$200.00	\$150.00	\$250.00
	6.15.6(d)	Business operated by a non-resident	\$200.00	\$150.00	\$250.00
	6.15.6(e)(i)	Exceed 40 sq. m.	\$200.00	\$150.00	\$250.00
	6.15.6(e)(ii)	More than one sign	\$200.00	\$150.00	\$250.00
	6.15.6(e)(iii)	Serving more than one customer	\$200.00	\$150.00	\$250.00
	6.15.6(f)(i)	Exceed 19 sq.m. in RM or MH zone	\$200.00	\$150.00	\$250.00
	6.15.6(f)(ii)	Permit Sign	\$200.00	\$150.00	\$250.00
	6.15.6(f)(iii)	Permit customer on site in RM or MH zone	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Caretaker Accommodation					
Zoning Bylaw 2014, Bylaw No. 4832	6.16.2	Exceed 60 sq. m.	\$200.00	\$150.00	\$250.00
	6.16.3	Permit access to commercial activities	\$200.00	\$150.00	\$250.00
Floats and Wharves					
Zoning Bylaw 2014, Bylaw No. 4832	6.17.2	Permit float, wharves, pier's or walkways outside of lawful water lease	\$200.00	\$150.00	\$250.00
Sunlight Protection and Privacy					
Zoning Bylaw 2014, Bylaw No. 4832	6.18	Block sunlight	\$200.00	\$150.00	\$250.00
Minimum Dwelling Unit Width					
Zoning Bylaw 2014, Bylaw No. 4832	6.19.1	Permit dwelling unit less than 5m wide or deep	\$200.00	\$150.00	\$250.00
Min Setback on Highway No. 4 (Johnston Road)					
Zoning Bylaw 2014, Bylaw No. 4832	6.20	Build without Ministry permit	\$200.00	\$150.00	\$250.00
Adult Retail Store					
Zoning Bylaw 2014, Bylaw No. 4832	6.21	Permit adult retail store within .5 km of daycare, school or church	\$500.00	\$375.00	\$625.00
Secondary Suites					
Zoning Bylaw 2014, Bylaw No. 4832	6.22.1	Exceed 90 sq. m.	\$200.00	\$150.00	\$250.00
	6.22.1	Exceed 40% of habitable floor space	\$200.00	\$150.00	\$250.00
	6.22.2	Suite not fully contained in principal residence	\$200.00	\$150.00	\$250.00
	6.22.3	Fail to permit parking space	\$200.00	\$150.00	\$250.00
	6.22.4	Owner fails to occupy	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Supportive Housing					
Zoning Bylaw 2014, Bylaw No. 4832	6.23.1	Fail to permit lockable space	\$200.00	\$150.00	\$250.00
	6.23.2	Fail to provide common space	\$200.00	\$150.00	\$250.00
	6.23.3	Fail to provide meals and housekeeping	\$200.00	\$150.00	\$250.00
Urban Market Garden					
Zoning Bylaw 2014, Bylaw No. 4832	6.24.1	Exceed 600 sq.m.	\$200.00	\$150.00	\$250.00
	6.24.1	Exceed 25% of allowable space	\$200.00	\$150.00	\$250.00
	6.24.2	Produce non-compliant products	\$200.00	\$150.00	\$250.00
	6.24.3(a)	Roadside stand exceeds 9 sq.m.	\$200.00	\$150.00	\$250.00
	6.24.3(b)	Exceed 120 days	\$200.00	\$150.00	\$250.00
	6.24.3(c)	Roadside stand not on property	\$200.00	\$150.00	\$250.00
	6.24.3(c)	Roadside stand blocks driveway sight lines	\$200.00	\$150.00	\$250.00
	6.24.4	Permit artificial lighting	\$200.00	\$150.00	\$250.00
	6.24.5	Permit pesticides or herbicides	\$200.00	\$150.00	\$250.00
	6.24.6	Permit uncomposted manure	\$200.00	\$150.00	\$250.00
	6.24.7	Permit noise, vibration, smoke, dust odour, litter or nuisance	\$200.00	\$150.00	\$250.00
	6.24.8	Permit garden market where farm status exists	\$200.00	\$150.00	\$250.00
Animals in Single Family Zones					
Zoning Bylaw 2014, Bylaw No. 4832	6.25.1	Possess male poultry	\$200.00	\$150.00	\$250.00
	6.25.2	Possess poultry on less than 350 sq.m.	\$200.00	\$150.00	\$250.00
	6.25.3	Exceed 6 poultry on less than 2,000 sq.m and more than 450 sq.m.	\$200.00	\$150.00	\$250.00
	6.25.3	Exceed 4 poultry on more than 350 sq.m. and less than 450 sq.m.	\$200.00	\$150.00	\$250.00
	6.25.4	Non-compliant run	\$200.00	\$150.00	\$250.00
	6.25.4	Non-compliant coop	\$200.00	\$150.00	\$250.00
	6.25.5	Permit structure in front yard	\$200.00	\$150.00	\$250.00
	6.25.5	Permit structure less than 3m from lot line	\$200.00	\$150.00	\$250.00

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Zoning Bylaw 2014, Bylaw No. 4832	6.25.6	Permit the keeping of bees on less than 600 sq.m. lot	\$200.00	\$150.00	\$250.00
	6.25.7	Exceed two hives on lot less than 929 sq.m.	\$200.00	\$150.00	\$250.00
	6.25.7	Exceed 4 hives on lot over 929 sq.m.	\$200.00	\$150.00	\$250.00
	6.25.8	Permit beehives in yard other than rear yard	\$200.00	\$150.00	\$250.00
	6.25.9	Permit beehive within 7.5m of lot line	\$200.00	\$150.00	\$250.00
	6.25.11	Possess bees without ministry registration	\$200.00	\$150.00	\$250.00
	7.4.7	Fail to provide compliant parking surface	\$200.00	\$150.00	\$250.00
	7.4.8	Fail to provide painted lines	\$200.00	\$150.00	\$250.00
	7.4.9	Non-compliant lighting	\$200.00	\$150.00	\$250.00
	7.5.1	Non-compliant handicap parking	\$200.00	\$150.00	\$250.00
	7.5.2	Non-compliant handicap parking	\$200.00	\$150.00	\$250.00
	7.5.3	Non-compliant handicap parking	\$200.00	\$150.00	\$250.00
Waterworks Bylaw, 2001 Bylaw No. 4494	5(3)	Tampering with or willfully damaging Meters and any component of the waterworks	\$200.00	\$150.00	\$250.00
	5(4)	Selling or conveying water beyond the premise	\$100.00	\$75.00	\$125.00
	5(8)	Obtaining or using water without permission	\$200.00	\$150.00	\$250.00
	5(10)	Use of water contrary to water restrictions	\$25.00	\$18.75	\$31.25
	5(13)	Use of fire line for a use other than firefighting	\$500.00	\$375.00	\$625.00
	16(1)	No meter (refusal)	\$200.00	\$150.00	\$250.00
	16(4)	No meter at time of construction	\$100.00	\$75.00	\$125.00
	16(6)	Failing to provide access to meter	\$50.00	\$37.50	\$62.50

SCHEDULE 'B'

The following positions are designated classes of persons that are appointed as Screening Officers in accordance with Section 8 of this bylaw:

1. City Planner
2. City Clerk
3. Deputy City Clerk/Communications Coordinator
4. Director of Finance
5. Deputy Director of Finance
6. CAO

J:\Clerks\Bylaws\BYLAWS\4929_BylawOffenceNoticeEnforcement_tf.docx

From: ISACA - Charles Wordsworth - Wordsworth & Associates
[<mailto:charlesw@netsafe.ca@mail150.suw12.mcsv.net>] **On Behalf Of** ISACA - Charles Wordsworth - Wordsworth & Associates
Sent: Wednesday, November 16, 2016 3:23 PM
To: Tanis Feltrin
Subject: Proclamation Request - ISACA BCWARE Days 2017

Good Day

ISACA Vancouver and its affiliates are once again taking a leadership role in promoting privacy and security awareness in the Province of BC. BC AWARE DAYS CAMPAIGN 2017 ("BC AWARE DAYS") is a professional development campaign designed to engage information technology and cyber-security professionals as well as students who are interested in entering into these fields.

ISACA is therefore requesting the assistance of municipal governments in officially proclaiming January 30 to February 10, 2017 as BC AWARE DAYS.

Last year a number of Municipalities made Proclamations including:

City of Armstrong
City of Duncan
City of Nanaimo
City of North Vancouver
City of Parksville
City of Port Alberni
City of Surrey
City of Vancouver
City of Victoria
District of Central Saanich
District of Highlands
District of North Vancouver
Town of Ladysmith

ISACA Vancouver's intent is to take a leadership role in promoting privacy and security awareness in the Province of BC. BC AWARE DAYS is a "call to arms" to draw focus to, and inform citizens throughout the Province of the inherent risks associated with cyberspace, and to provide simple, practical advice on how to minimize their exposure to these risks.

A Calendar of Events will be hosted by various IT security, privacy and risk assurance organizations from January 30 to February 10, 2017 at <http://www.bcaware.ca/>

Privacy and security professionals will be invited to leverage the BC AWARE Campaign to inform executives while strengthening their own employee awareness programs.

[This link](#) provides suitable wording for the proclamation. Please feel free to make any changes you feel are necessary. Please contact me if you have any questions and/or to arrange collection of the proclamation.

Many thanks for your consideration.

Sincerely

Charles W. Wordsworth
Volunteer, ISACA BCAWARE Committee
(604) 535 7213

Office of the Mayor
Municipality Name
BRITISH COLUMBIA

Proclamation

“BC AWARE DAYS 2017: Be Secure, Be Aware, days.”

WHEREAS Cybercrime threatens the privacy and security of all citizens and organizations in British Columbia;

AND WHEREAS Cybercriminal activity amounts to a tremendous erosion of economic wealth;

AND WHEREAS Privacy & security issues result from the massive amounts of personally identifiable information processed each day;

AND WHEREAS Awareness of the risks to society must be highlighted to engage citizens and organizations and to galvanize privacy and security professionals around this cause;

AND WHEREAS ISACA Vancouver, a member of ISACA, the leading international association of information security governance professionals, wishes to instil privacy and security awareness amongst all citizens and organizations in British Columbia;

AND WHEREAS The Municipality name supports the promotion of privacy and security awareness amongst its citizens and organizations, so they can protect themselves from privacy infringements, fraud and other financial crimes;

NOW, THEREFORE, I, Name, Mayor of Municipality, DO HEREBY PROCLAIM January 30th- February 10th 2017

“BC AWARE 2017. Be secure, Be aware, days. ”

in the Municipality Name.

(Signed)
Mayors name
MAYOR



City of
Richmond

Malcolm D. Brodie
Mayor

6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

October 17, 2016

The Honourable Christy Clark
Premier of British Columbia
Office of the Premier
PO Box 9041 STN PROV GOVT
Victoria B.C. V8W 9E1

The Honourable Todd Stone
Minister of Transportation and Infrastructure
and Deputy House Leader
PO Box 9409 STN PROV GOVT
Victoria B.C. V8W 9V1

Dear Premier Clark and Minister Stone:

Re: George Massey Tunnel Replacement Project – Highway Infrastructure Features

In December 2015, the Project Definition Report for the George Massey Tunnel Replacement Project (the Project) was released that contained conceptual drawings of the Project, including detail of the proposed Steveston Highway and Highway 17A interchange ramps in plan view with limited information on the proposed vertical profiles.

Beginning in late June 2016, scaled model displays of the proposed new bridge and the two interchanges at Steveston Highway and Highway 17A have been available for public viewing at the Ministry of Transportation and Infrastructure's (the Ministry) Project office in Richmond.

As the latest project models revealed new information in terms of the vertical profiles of the structures and their relation to adjacent existing structures and buildings, Richmond City Council, at its Regular Council meeting held on Tuesday, October 11, 2016, considered a staff report regarding the highway infrastructure features of the Project and adopted the following resolution:

- (1) *Richmond City Council reconfirms its significant concerns regarding the proposed bridge project to replace the George Massey Tunnel and encourages the Province of British Columbia to work with the Cities of Richmond and Delta, Metro Vancouver, Translink and other interested parties to implement solutions to the urgent problem of congestion on Highway 99 that are more compatible with the regional transportation network, the enhancement of public transportation in the region, protection of the environment, protection of farmland, consistency with the Regional Growth Strategy, protection of our quality of life and other important factors;*

- (2) *If the Province decides to proceed with the current proposal to replace the Massey Tunnel, that the Ministry of Transportation and Infrastructure be strongly urged to significantly reduce the size and project scope of the Steveston Highway interchange and Highway 99, including:*
 - (a) *measures be incorporated into the design of the Steveston Highway Interchange ramps to mitigate the noise, lighting and visual impacts of the ramps such as the installation of a green wall/vertical garden or other decorative concrete forms on the vertical walls;*
 - (b) *principles to ensure the security of transit passengers (i.e., Crime Prevention Through Environmental Design) and mitigation measures to address the noise, visual and air quality impacts be incorporated into the design of the transit exchange located within the Steveston Highway Interchange; and*
 - (c) *the design for the widening of Highway 99 near the Steveston Highway Interchange be re-examined with a view to minimizing the extent of widening while not comprising safety and its functions;*
- (3) *That a follow-up letter be sent to the Provincial Agricultural Land Commission reiterating the City's concerns regarding the Ministry's application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the Project;*
- (4) *That the report titled "George Massey Tunnel Replacement Project – Highway Infrastructure Features" dated September 28, 2016 be forwarded to the British Columbia Environmental Assessment Office for consideration as part of the City's second round of comments further to the initial 30-day Working Group review period on the Provincial Environmental Assessment Application for the George Massey Tunnel Replacement Project; and*
- (5) *That a letter containing this resolution and the report entitled George Massey Tunnel Replacement Project – Highway Infrastructure Features; dated September 28, 2016 and related information be sent to the Premier, the Minister of Transportation and Infrastructure, Richmond MPs and MLAs, the Mayor of Delta, Metro Vancouver, Translink, and to BC Mayors and Councils (through CivicInfo).*

Further details of Richmond City Council's on-going and unresolved concerns with the Project since its announcement in September 2013 are provided in the attached past Council resolutions and staff reports.

We trust that the above Council resolutions will be considered seriously by the Ministry before this project is advanced any further and that your collaboration with all regional stakeholders is committed now to seek a collectively supported solution to the current transportation crisis.

Yours truly,



Malcolm D. Brodie
Mayor

Att. 1

pc: The Honourable Alice Wong, Member of Parliament for Richmond Centre
Mr. Joe Peschisolidi, Member of Parliament for Steveston-Richmond East
The Honourable Linda Reid, Member of the Legislative Assembly for Richmond East and Speaker of the Legislature
The Honourable Teresa Wat, Member of the Legislative Assembly for Richmond Centre and Minister for International Trade and Minister Responsible for the Asia Pacific Strategy and Multiculturalism
Mr. John Yap, Member of the Legislative Assembly for Richmond-Steveston and Parliamentary Secretary for Liquor Reform Policy to the Minister of Small Business, Red Tape Reduction and Minister Responsible for the Liquor Distribution Branch
Mayor Lois Jackson (Corporation of Delta)
Metro Vancouver
TransLink
BC Mayors and Councils (CivicInfo)

George Massey Tunnel Replacement Project – History of Council Resolutions

Council Meeting	Resolution
March 11, 2013	<i>WHEREAS:</i> <i>(A) the Richmond Official Community Plan envisions the protection of existing farm lands and the improvement to provincial highways be restricted only to within the existing corridors such as Highway 99 in Richmond;</i> <i>(B) any proposed new highway corridors through existing farm lands would be detrimental to the City and the region; and</i> <i>(C) Richmond has continuously expressed opposition to any new highway crossing in the vicinity of No. 8 Road;</i> <i>THEREFORE BE IT RESOLVED</i> <i>(1) That the City of Richmond send a letter to the Minister of Transportation and Infrastructure, with copies to the Richmond MLA's, the leader of the Official Opposition, Richmond Agricultural Advisory Committee, the Metro Vancouver Agricultural Advisory Committee, and the Agricultural Land Commission, formally opposing any proposed river crossing options that would significantly impact existing farm lands and communities, particularly Scenario 5 in their recently released documents for Phase 2 public consultation for the George Massey Tunnel Replacement project;</i> <i>(2) That all Metro Vancouver municipalities be advised of the above resolution; and</i> <i>(3) That staff review and report back on the implications of the George Massey Tunnel improvement options once further details of the options are determined.</i>
June 23, 2014	<i>(1) That the proposed project objectives for the replacement of the George Massey Tunnel as described in the staff report dated May 23, 2014 from the Director, Transportation be endorsed and forwarded to the Ministry of Transportation & Infrastructure for its consideration in the development of a preferred project scope of improvements; and</i> <i>(2) That the above Council resolution and a copy of the above report be forwarded to Richmond MLAs, TransLink, the Corporation of Delta, and the Cities of Surrey, White Rock and Vancouver for information.</i>
July 27, 2015	<i>(1) That the staff report titled "Update on George Massey Tunnel Replacement Project" dated July 10, 2015 from the Director, Transportation, be forwarded to the Ministry of Transportation & Infrastructure's George Massey Tunnel Replacement project team for consideration in the development of the Project Definition Report;</i> <i>(2) That a letter be sent to BC Hydro advising that, should the George Massey Tunnel be decommissioned, the City's preferred options for the relocation of the BC Hydro transmission line from the tunnel would be either an underground crossing of the Fraser River or attached to the new bridge; and</i> <i>(3) That a letter be sent to the Auditor General for British Columbia outlining Council's concerns with respect to the replacement of the George Massey Tunnel.</i>

George Massey Tunnel Replacement Project – History of Council Resolutions

Council Meeting	Resolution
October 13, 2015	(1) That the staff report titled "Update on George Massey Tunnel Replacement Project – Highway 99 Widening," dated September 28, 2015, from the Director, Transportation, be forwarded to the Ministry of Transportation and Infrastructure's George Massey Tunnel Replacement project team for consideration in the development of the Project Definition Report; (2) That a letter be sent by Mayor Brodie, on behalf of Council, to the Agriculture Land Commission and the Minister of Transportation and Infrastructure, with copies to all Richmond MLA's, advising of the City's concerns with any potential widening of Highway 99 on the west side impacting existing established institutions and farming of their backlands, and reiterating the City's request for the early provision of the Project Definition Report and financing strategy; and (3) That a letter be sent to the Agriculture Land Commission confirming that the City wishes to be fully engaged in any discussions regarding the use of Agricultural Land Reserve lands for the George Massey Tunnel Replacement Project.
January 25, 2016	(1) That the Ministry of Transportation and Infrastructure (MoTI) be advised that while the City supports the objectives of the George Massey Tunnel Replacement Project to ease traffic congestion at the existing tunnel area, improve transit and cycling connections and replace aging highway infrastructure to enhance public safety, as described in their Project Definition Report, the following issues must be addressed by MoTI prior to advancing the project for further design and the procurement process: (a) Provision of further details to demonstrate how the overall project will: (i) Have a net zero or positive impact to agricultural land, and (ii) Maintain, protect and enhance the City's riparian management areas and environmentally sensitive areas through a net gain approach; (b) Determination of how the toll rate will be implemented so that it would be fair, equitable and part of a region-wide mobility pricing policy consistent with the Mayors' Council vision for regional transportation investments in Metro Vancouver; (c) Immediate commencement of discussions by MoTI with the Cities of Vancouver and Richmond to jointly establish a contingency plan to address any potential increased traffic queuing on Highway 99 at the approach to the Oak Street Bridge; (d) Collaboration with the City to identify appropriate infrastructure improvements to minimize any negative impacts from the widened bridge crossing and associated interchanges on the local road network including Steveston Highway, Westminster Highway, No. 5 Road, Van Horne Way, and Rice Mill Road; (e) Encouragement of project proponents by MoTI to achieve a creative and innovative iconic design of the new bridge that recognizes its significance of being the largest bridge to be built in British Columbia; and (f) Facilitate excellence in supporting sustainable transportation options through: (i) Partnership with TransLink to ensure that the transit stops within the Steveston Highway and Highway 17A interchanges are operational on opening day, (ii) Provision of a multi-use path for pedestrians and cyclists on each side of the

George Massey Tunnel Replacement Project – History of Council Resolutions

Council Meeting	Resolution
	<i>new bridge of sufficient width to safely accommodate all users in order to:</i> <i>i. Improve safety by minimizing the crossing of Highway 99 on- and off-ramps at Steveston Highway that are planned as free flow,</i> <i>ii. Minimize circuitousness and maximize convenience, and</i> <i>iii. Better address existing and future demand;</i> <i>(iii) Inclusion of pedestrian and cycling facilities as part of the new Steveston Highway and Westminster Highway interchanges and on both sides of the Blundell Road overpass, and</i> <i>(iv) Provision of improved pedestrian and cycling facilities on Shell Road as part of the widened Shell Road overpass.</i> <i>(2) That the BC Environmental Assessment Office be requested to extend the deadline for comments on the draft Application Information Requirements from February 10, 2016 to March 15, 2016 to provide the City with sufficient time to provide meaningful input.</i> <i>(3) That the matter be referred to Metro Vancouver for comments on the compatibility of the new bridge with the Regional Growth Strategy;</i> <i>(4) That overall Richmond City Council prefers a new or improved tunnel rather than a new bridge;</i> <i>(5) That a letter be sent to the City of Vancouver request that they involve the City of Richmond in the discussions regarding the Oak Street Bridge and 70th Avenue and Oak Street situations following the completion of construction;</i> <i>(6) That a letter be sent to Agricultural Land Commission seeking information on the potential encroachment on the farm land; and</i> <i>(7) That a copy of the resolution be sent to the Prime Minister, Premier, City of Vancouver, local MPs and local MLAs.</i>
February 22, 2016	<i>(1) That the City of Richmond request that the Provincial Government provide copies of all reports and studies – including but not limited to business plans, feasibility studies, technical studies, seismic studies, and/or environmental impact studies – that relate to the original plan to twin the George Massey Tunnel and/or provide Rapid Bus service that were considered during the period from 2006 to 2008; and that if necessary, that the foregoing request be made as an official Freedom of Information request;</i> <i>(2) That a letter be sent to the Auditor General requesting comments on the process leading up to the decision related to the George Massey Tunnel Replacement Project; and</i> <i>(3) That the City of Richmond send a letter to the Federal Minister of the Environment requesting that the George Massey Tunnel Replacement Project be referred to a Canadian Environmental Assessment Review Panel for review under the Environmental Assessment Act.</i>

George Massey Tunnel Replacement Project – History of Council Resolutions

Council Meeting	Resolution
July 25, 2016	<i>That a letter be sent to the Provincial Agricultural Land Commission:</i> (1) <i>Requesting that the following further detailed information, as outlined in the attached report, be provided by the Ministry of Transportation and Infrastructure regarding its application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the George Massey Tunnel Replacement Project:</i> (a) <i>Substantiate the claims of transportation benefits and specify how Rice Mill Road could become a farm route alternative to Steveston Highway without assuming any improvement costs to be borne by the municipality;</i> (b) <i>Demonstrate how the Project will maintain, protect and enhance the City's riparian management areas and environmentally sensitive areas on both sides of Highway 99 through a net gain approach;</i> (c) <i>Clarify how topsoil conservation will be undertaken;</i> (d) <i>Ensure that the highway right-of-way identified for potential return to agricultural use will be farmed upon completion of the Project;</i> (e) <i>Clarify how the Project will improve the highway right-of-way identified for potential return to agricultural use;</i> (f) <i>Conduct a soils analysis study to better document and assess the soil capability of the parcels required for the Project and the highway right-of-way identified for potential return to agricultural use; and</i> (g) <i>Validate that the highway right-of-way identified for potential return to agricultural use will be improved to a soil capability class equal to or better than that of the parcels required for the Project to ensure a net gain in soil quality, not just total area;</i> (2) <i>Expressing the following concerns regarding the proposed acquisition of a parcel of the City land comprising the Gardens Agricultural Park:</i> (a) <i>Reduction in the overall size of the park by 17.8 percent;</i> (b) <i>Reduction in the size of the park elements of the community gardens, agricultural demonstration gardens, and parking lot by 50 percent;</i> (c) <i>Impact on the approved park design such that a new park design process must be undertaken including public consultation; and</i> (d) <i>Additional costs and resources required to undertake the park design process; and</i> (3) <i>Expressing concern that the Province is taking farm land from the west side of Highway 99 as opposed to the east side, as property on the west side of Highway 99 is dedicated to farming purposes pursuant to agreements between the City of Richmond and third parties in the Agricultural Land Reserve; and</i> (4) <i>Requesting that the approval of the application not be granted until the above information is submitted for further review and the above issues are considered by the Agricultural Land Commission and the City of Richmond, as well as other relevant stakeholders such as the Agricultural Advisory Committee, to be satisfactorily</i>

George Massey Tunnel Replacement Project – History of Council Resolutions

Council Meeting	Resolution
	<i>addressed.</i>
September 12, 2016	<i>That the City's comments on the Provincial Environment Assessment Application for the George Massey Tunnel Replacement Project for the first round of the 30-day Working Group review period, as outlined in Attachment 1 of the staff report, titled "George Massey Tunnel Replacement Project - Application Comments for the British Columbia Environmental Assessment Process" dated August 26, 2016, be conveyed to the BC Environmental Assessment Office for consideration and response provided that comments be added regarding BC Hydro overhead transmission lines and that copies be sent to Metro Vancouver.</i>
October 3, 2016	<i>That a follow-up letter be sent to the Provincial Agricultural Land Commission reiterating the City's concerns regarding the Ministry's application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the Project.</i>
October 11, 2016	(1) <i>Richmond City Council reconfirms its significant concerns regarding the proposed bridge project to replace the George Massey Tunnel and encourages the Province of British Columbia to work with the Cities of Richmond and Delta, Metro Vancouver, Translink and other interested parties to implement solutions to the urgent problem of congestion on Highway 99 that are more compatible with the regional transportation network, the enhancement of public transportation in the region, protection of the environment, protection of farmland, consistency with the Regional Growth Strategy, protection of our quality of life and other important factors;</i> (2) <i>If the Province decides to proceed with the current proposal to replace the Massey Tunnel, that the Ministry of Transportation and Infrastructure be strongly urged to significantly reduce the size and project scope of the Steveston Highway interchange and Highway 99, including:</i> (a) <i>measures be incorporated into the design of the Steveston Highway Interchange ramps to mitigate the noise, lighting and visual impacts of the ramps such as the installation of a green wall/vertical garden or other decorative concrete forms on the vertical walls;</i> (b) <i>principles to ensure the security of transit passengers (i.e., Crime Prevention Through Environmental Design) and mitigation measures to address the noise, visual and air quality impacts be incorporated into the design of the transit exchange located within the Steveston Highway Interchange; and</i> (c) <i>the design for the widening of Highway 99 near the Steveston Highway Interchange be re-examined with a view to minimizing the extent of widening while not comprising safety and its functions;</i> (3) <i>That a follow-up letter be sent to the Provincial Agricultural Land Commission reiterating the City's concerns regarding the Ministry's application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the Project;</i> (4) <i>That the report titled "George Massey Tunnel Replacement Project – Highway Infrastructure Features" dated September 28, 2016 be forwarded to the British Columbia Environmental Assessment Office for consideration as part of the City's second round of comments further to the initial 30-day Working Group review period on the Provincial Environment Assessment Application for the George Massey Tunnel Replacement Project; and</i>

George Massey Tunnel Replacement Project – History of Council Resolutions

Council Meeting	Resolution
	(5) <i>That a letter containing this resolution and the report entitled George Massey Tunnel Replacement Project – Highway Infrastructure Features, dated September 28, 2016 and related information be sent to the Premier, the Minister of Transportation and Infrastructure, Richmond MPs and MLAs, the Mayor of Delta, Metro Vancouver, Translink, and to BC Mayors and Councils (through CivicInfo).</i>

NOV 21 2016

CITY OF PORT ALBERNI

Security Classification/Designation
Classification/désignation sécuritaireRoyal
Canadian
Mounted
PoliceGendarmerie
royale
du
Canada

Unclassified

November 17, 2016

Director of Finance
City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8Your File Votre référence
100-157Our File Notre référence
E753-28-5Municipal Policing Agreement
April 1, 2016 to March 31, 2017 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **October 31, 2016**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2016 to **October 31, 2016**. This statement also contains reference to indirect costs which are included in the year end forecast.

Should you have any questions regarding this material, please contact Autumn Longley, Acting Sr. Manager Contract Policing at 778-290-4804.

Max Xiao, MBA, CPA, CMA
Regional Director
Finance Section, E & M Division
Corporate Management & Comptrollership Branch

c.c. OIC Port Alberni Detachment

Canada

RCMP E Division HQ
Finance Section, Mailstop #908
14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

ENTERED

PORT ALBERNI

Expenditures to 2016/10/31

16-Nov-16

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) / DEFICIT(-)
STANDARD OBJ. 01 - PERSONNEL					
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES	0	5,499	16,579	16,579	-16,579
CEG 30 - PAY - MEMBERS:					
CE 500110 - REGULAR PAY	3,085,682	186,825	1,522,693	2,514,069	571,613
CE 500112 - RETROACTIVE PAY		0	0	0	0
CE 500113 - ACTING PAY	20,300	1,238	5,435	20,300	0
CE 500114 - SERVICE PAY	82,000	4,845	43,693	82,000	0
CE 500117 - SHIFT DIFFERENTIAL	50,000	3,688	20,201	50,000	0
CE 500163 - MARKET ADJUSTMENT ALLOWANCE	0	0	0	0	0
CE 500164 - SENIOR CST ALLOWANCE	38,000	2,172	23,983	38,000	0
CE 500117 - SHIFT DIFFERENTIAL		0	0	0	0
CE 501194 - REGULAR TIME - RESERVISTS	10,000	0	-814	10,000	0
CE 501198 - BILINGUAL BONUS - Current	0	0	0	0	0
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,600	568	2,600	6,600	0
MISC. CE's INCLUDED UNDER CEG 30	2,600	106	1,217	2,848	-248
CEG 30 - PAY - MEMBERS - TOTAL	3,295,182	199,441	1,619,007	2,723,817	571,366
CEG 31 - OVERTIME - MEMBERS	277,890	22,246	127,274	277,890	0
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item		0	0	0	0
CEG 40 - TRANSFER ALLOWANCES - INTRA-RCMP (Credit Item)		342	30,753	0	0
CEG 41 - TRANSFER ALLOWANCES - INTER-RCMP (Credit Item)		0	0	0	0
CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY	0	0	0	320,015	-320,015
TOTAL STANDARD OBJ. 01 - PERSONNEL	3,573,062	227,529	1,793,614	3,338,291	234,771
STANDARD OBJ. 02 - TRANSPORTATION & TELECOMMUNICATION					
CEG 50 - TRAVEL	35,290	2,919	6,808	35,290	0
CEG 51 - TRAVEL ADVANCES	0	0	0	0	0
CEG 52 - TRAINING TRAVEL (DCCEG)	26,800	1,990	15,036	26,800	0
CEG 53 - TRAINING TRAVEL (POST)	5,665	1,632	4,784	6,000	-335
CEG 54 - IPA & FSD TRAVEL	0	0	0	0	0
CEG 55 - CENTRALIZED TRAINING TRAVEL	0	0	0	0	0
CEG's 60-66 - TRANSFER COSTS (Credit Item)	0	15,280	160,945	0	0
CEG 70 - FREIGHT, POSTAGE, ETC.	4,200	610	4,282	7,000	-2,800
CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG)	0	0	0	0	0
CEG 101 - TELEPHONE SERVICES (POST)	0	0	0	0	0
CEG 140 - COMPUTER COMM SERVICES (SSC)	0	0	0	0	0
TOTAL STANDARD OBJ. 02 - TRANSPORTATION & TELECOM	71,955	22,430	191,856	75,090	-3,135
STANDARD OBJ. 03 - INFORMATION					
CEG 120 - ADVERTISING	0	0	11	12	-12
CEG 130 - PUBLICATION SERVICES	0	0	0	0	0
TOTAL STANDARD OBJ. 03 - INFORMATION	0	0	11	12	-12
STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS					
CEG 160 - LEGAL SERVICES (Credit Item)		1,193	1,193	0	0
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	147	147	-147
CEG 171 - CONTRACTED SERVICES (POST)	0	0	0	0	0
CEG 190 - TRAINING & SEMINARS (DCCEG)	38,500	333	12,939	38,500	0
CEG 191 - TRAINING & SEMINARS (POST)	3,605	0	17	3,605	0
CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item)	0	0	0	0	0
CEG 200 - HEALTH SERVICES - MEMBER (Credit Item)	0	0	0	0	0
CEG 201 - HEALTH SERVICES - OTHERS (Credit Item)	0	0	0	0	0
CEG 202 - HEALTH SERVICES - PENSIONERS (Credit Item)	0	0	0	0	0
CEG 210 - PROTECTION SERVICES (Credit Item)	0	0	0	0	0
CEG 213 - CORPS OF COMMISSIONAIRES	0	0	0	0	0
CEG 218 - CONTAMINATED SITES	0	0	0	0	0
CEG 219 - PROFESSIONAL SERVICES	40,760	2,924	17,031	40,760	0
CEG 220 - OTHER SERVICES	5,430	102	5,210	6,000	-570
CEG 221 - IM/IT SERVICES	12,500	0	0	12,500	0
CEG 223 - RADIO COMMUNICATIONS SYSTEMS	46,000	9,019	27,464	46,000	0
CEG 228 - CADC SPENDING OF PROCEEDS	0	0	0	0	0
CEG 229 - CADC ALLOCATED (Credit)		0	-5,278	-5,278	0
CEG 230 - DIV FUND TRANSFER	0	0	0	0	0
CEG 231 - DCM FUND TRANSFER	0	0	0	0	0
CEG 232 - O&M OPERATIONAL CONTINGENCY	0	0	0	0	0
CEG 233 - CORPORATE CONTINGENCY	0	0	0	0	0
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS	146,795	13,572	58,723	142,234	4,561
STANDARD OBJ. 05 - RENTALS					
CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)	0	0	0	0	0
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	800	0	0	0	800
CEG 250 - RENTAL - COMMUNICATION EQUIP (DCCEG)	0	0	0	0	0
CEG 251 - RENTAL - COMMUNICATION EQUIP (POST) SSC	0	0	0	0	0
CEG 258 - RENTAL - MOTORIZED VEHICLES		0	0	0	0
CEG 260 - RENTAL OF CONVEYANCE	0	0	0	0	0
CEG 261 - LEASING OF AIRCRAFT	0	0	0	0	0
CEG 265 - LEASED VEHICLES	0	0	0	0	0
CEG 280 - INFORMATION TECHNOLOGY RENTALS	3,100	188	188	3,100	0
CEG 290 - RENTAL - OTHERS	4,000	239	830	4,000	0
TOTAL STANDARD OBJ. 05 - RENTALS	7,900	427	1,017	7,100	800

PORT ALBERNI

16-Nov-16

Expenditures to 2016/10/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) / DEFICIT(-)
STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE					
CEG 310 - REPAIR OF BUILDINGS & WORKS (DCCEG)	0	0	0	0	0
CEG 311 - REPAIR OF BUILDINGS & WORKS (POST)	0	0	0	0	0
CEG 350 - REPAIR SHIPS & BOATS	0	0	0	0	0
CEG 360 - REPAIR OF AIRCRAFT	0	0	0	0	0
CEG 370 - REPAIR OF VEHICLES	48,000	1,219	16,901	48,000	0
CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT	0	0	0	0	0
CEG 390 - REPAIR OF MISC. EQUIPMENT	1,500	8	93	1,500	0
CEG 392 - REPAIR OF AFIS EQUIP	0	0	0	0	0
CEG 393 - IT REPAIR AND MAINTENANCE	450	0	0	450	0
TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT	49,950	1,227	16,994	49,950	0
STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES					
CEG 400 - UTILITIES	0	0	0	0	0
CEG 430 - FUEL	65,000	3,718	34,690	65,000	0
CEG 470 - PHOTOGRAPHIC GOODS	730	236	1,116	1,200	-470
CEG 500 - STATIONERY	17,100	1,349	6,974	17,100	0
CEG 510 - CLOTHING & KIT	15,000	-181	11,176	15,000	0
CEG 530 - LABORATORY SUPPLIES	0	0	0	0	0
CEG 540 - SUPPLY & SUNDRY EQUIPMENT	23,000	7,887	19,018	23,000	0
CEG 541 - ACQUISITION CREDIT CARDS	0	0	0	0	0
CEG 550 - HOUSE FURNISHINGS	0	0	0	0	0
CEG 630 - MESS PURCHASES	0	0	0	0	0
CEG 640 - MESS CREDITS	0	0	0	0	0
TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP	120,830	13,009	72,974	121,300	-470
STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & EQUIPMENT <\$10,000 OR ASSETS UNDER CONSTR.					
CEG 440 - TRANSPORT SUPPLIES	3,600	350	2,803	3,600	0
CEG 441 - VEHICLE CHANGEOVERS	23,000	0	0	23,000	0
CEG 450 - COMNS PARTS & CONSUMABLES	2,000	0	0	2,000	0
CEG 480 - FIREARMS & AMMUNITION	10,000	0	5,846	10,000	0
CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USER EQU	17,100	0	0	17,100	0
CEG 771 - COMMS. EQUIPMENT	440	0	0	440	0
CEG 810 - LABORATORY EQUIPMENT	0	0	0	0	0
CEG 811 - PROJECT DEVELOPMENT - NON SALARY	0	0	0	0	0
CEG 812 - PROJECT DEVELOPMENT - SALARY	0	0	0	0	0
CEG 820 - PHOTOGRAPHIC EQUIPMENT	0	0	0	0	0
CEG 821 - AFIS EQUIP	0	0	0	0	0
CEG 822 - IDENT EQUIPMENT	0	17,500	17,500	17,500	-17,500
CEG 830 - FURNITURE AND FIXTURES	0	0	0	0	0
CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE	0	0	0	0	0
CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT	10,000	921	1,107	10,000	0
CEG 842 - ACQUISITION OF SOFTWARE	0	0	0	0	0
CEG 845 - SPECIALIZED EQUIPMENT (CAPITAL)	0	0	0	0	0
CEG 850 - AUDIO VISUAL AIDS	0	0	0	0	0
CEG 860 - INVESTIGATIONAL EQUIPMENT	5,000	0	0	5,000	0
CEG 870 - SHIPS AND BOATS (CAPITAL)	0	0	0	0	0
CEG 871 - MISC. BOATS	0	0	0	0	0
CEG 880 - AIRCRAFT (CAPITAL)	0	0	0	0	0
CEG 890 - VEHICLES (CAPITAL)	64,000	48,349	48,349	64,000	0
CEG 891 - MISC. VEHICLES	0	0	0	0	0
CEG 900 - OTHER EQUIPMENT	0	36	36	40	-40
CEG 910 - OFFICE MACHINES	4,120	0	1,784	4,120	0
CEG 920 - SECURITY EQUIPMENT	2,127	0	0	1,000	1,127
TOTAL STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES &	141,387	67,156	77,424	157,800	-16,413
STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS					
CEG 570 - PRISONER EXPENSES	0	10	151	151	-151
CEG 580 - SECRET EXPENSES	4,600	3,145	3,299	4,600	0
CEG 581 - SPECIAL "I" EXPENDITURES	0	0	0	0	0
CEG 590 - MISC. EXPENDITURES	0	0	0	0	0
CEG 591 - DISCOUNT FOR EARLY PAYMENT	0	0	0	0	0
CEG 592 - PAYMENT IN LIEU OF TAXES	0	0	0	0	0
CEG 600 - FOREIGN SERVICE	0	0	0	0	0
CEG 620 - CLAIMS and COMP. SETTLEMENTS (Credit Item)	0	0	850	0	0
CEG 650 - WRITE-OFF	0	0	0	0	0
TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS	4,600	3,156	4,310	4,751	-151
SUB-TOTAL DIRECT COSTS (Before Credits & Adjustments)	4,116,479	348,506	2,216,924	3,896,528	219,951

PORT ALBERNI

16-Nov-16

Expenditures to 2016/10/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
YEAR TO DATE CREDITS					
MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32		-	-	-	-
TRANSFER ALLOWANCES - CEG 40 & 41		342	30,753	-	-
TRANSFER COSTS - CEG's 60 - 66		15,280	160,945	-	-
100% SHARED SERVICES CANADA - (Various CEGs)		-	-	-	-
LEGAL FEES CEG 160, OFF.LANG.TRNG CEG 192		1,193	1,193	-	-
HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210		-	-	-	-
COMP. CLAIMS & EX-GRATIAS - CEG 620		-	860	-	-
ICBC REPAIRS TO POLICE VEHICLE CREDITS				-	-
REFUND OF CREDITS UNDER CE 1691 / 1680				-	-
TOTAL CREDITS		16,816	193,752	-	-
TOTAL DIRECT COST AFTER CREDITS	4,116,479		2,023,171	3,896,528	219,951
INDIRECT COST (Summary)					
1) RM Pensions	727,690			597,934	129,756
2) RM CPP	86,930			77,240	9,690
3) Employer's Contr. to E.I. for R/M's	39,954			35,413	4,540
4) Division Administration (per cap x avg.# RM's)	839,800			766,830	72,970
5) Recruitment & Training	148,682			133,350	15,332
6) National Programs, Other Indirect Costs & Consolidated Svcs.	85,977			76,442	9,535
7) Police Dog Service Training	27,788			24,860	2,928
8) Amortization of Equipment > \$150,000 @ 10%	-			-	-
9) CPP & EI for Reservists	418			475	(57)
10) Cost of ERC/PCC as a Per Capita of...(PCC Incl. under Nat. Programs)	-			-	-
TOTAL INDIRECT COSTS	1,957,238			1,712,543	244,694
TOTAL COSTS (Direct + Indirect) @ 100%	6,073,717			5,609,072	464,645
FEDERAL COST 10 %	607,372			560,907	46,465
TOTAL MUNICIPAL POLICING COSTS 90%	5,466,345			5,048,164	418,181
FTE - FULL TIME EQUIVALENTS	ESTABLISHED STRENGTH			CURRENT UTILIZATION	
RM / CM - ESTABLISHED	34.00				
RM / CM - FUNDED	34.00			30.19	3.81
RESERVISTS	0.11			0.12	(0.01)
PDSTC					
INDIRECT COSTS - DETAILS					
REGULAR & CIVILIAN MEMBERS					
1) Pensions (Total Pensionable Earnings)	3,205,682			2,634,069	
Pension Rate	22.70%			22.70%	
Total Cost of RM/CM Pension.....	727,690			597,934	129,756
2) CPP (Pensionable Items) based on a Per Capita Cost of...	2,557			2,558.44	
Total Cost CPP (per Cap times FTE)	86,930			77,239.66	9,690
3) Employer's Contributions to EI based on a Per Capita Cost of...	1,175			1,173.01	
Total Cost of E.I. Contributions (per Capita x FTE)	39,954			35,413	4,540
4) Division Administration based on a Per Capita Cost of...	24,700			25,400	
Total Cost of Div. Administration (Per Capita x FTE)	839,800			766,830	72,970
5) Recruitment & Training					
Per Capita Cost of Training.....(effective 2015/16)...	1,181			3,198	
Per Capita Cost of Recruiting....	3,192			1,219	
Total Cost of Recruitment & Trng (Per Capita X FTE Utilization)	148,682			133,350	15,332
6) National Programs, Other Indirect Costs & Consolidated Services	2,529			2,532	
Total Cost of National Programs (See Below)	85,977			76,442	9,535
7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 2015/16)	27,788			27,023	
Total Cost of PDS.Trng (Per cap. X # of PD Teams)	27,788.00			24,860.08	2,928
TOTAL INDIRECT COSTS - RM's & CM's	1,956,820			1,712,068	244,752
INDIRECT COSTS - Reservists					
a) CPP for Reservists Per Capita Cost of	2,557			2,558	
Total Cost of Reservists CPP (Per Capita x FTE)	273			312	(38)
b) Employer's Contr. to E.I. Per Capita Cost	1,350			1,344	
Total Cost of Reservist's E.I. Contributions (Per Capita x FTE)	144			164	(19)
9) TOTAL INDIRECT COSTS - RESERVISTS	418			475	(57)
TOTAL INDIRECT COSTS	1,957,238			1,712,543	244,694

PORT ALBERNI

16-Nov-16

Expenditures to 2016/10/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) / DEFICIT(-)
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NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDATED SERVICES					
OTHER INDIRECT COSTS					
Public Complaints Committee (PCC)	493.59			494.39	
Enhanced Reporting & Accountability	119.57			118.11	
Legal Advisory Services	171.57			170.34	
Estimated Severance Payout	1,023.00			1,023.00	
CONSOLIDATED SERVICES					
Shared Services Canada	721.00			726.18	
Accounting Operations	-			-	
TOTAL PER CAPITA COST	2,528.73			2,532.02	

SUMMARY	BUDGET CAP		YEAR END FORECAST	EST. SURPLUS / DEFICIT
PAY	3,573,062		3,338,291	234,771
BENEFITS (RM Pensions, CPP & E.I.)	854,573		710,587	143,986
OPERATING & MAINTENANCE	543,417		558,237	(14,820)
CAPITAL	-		-	-
CREDITS	-		-	-
INDIRECTS	1,102,665		1,001,957	100,708
Adjustments			-	
TOTAL DIRECT and INDIRECT	6,073,717		5,609,072	464,645
MUNICIPAL COST 90 %	5,466,345		5,048,164	418,181

From: news-nouvelles@international.gc.ca

Sent: Sunday, November 20, 2016 6:28 AM

To: Mike Ruttan

Reply To: news-nouvelles@international.gc.ca

Subject: Universal Children's Day: Canada reaffirms its commitment to protecting and promoting the rights of children

To view this document on the department website, please click on the following link:

<http://www.international.gc.ca/media/aff/news-communiques/2016/11/20b.aspx>

Universal Children's Day: Canada reaffirms its commitment to protecting and promoting the rights of children

November 20, 2016 - Ottawa, Ontario - Global Affairs Canada

The Honourable Stéphane Dion, Minister of Foreign Affairs, and the Honourable Marie-Claude Bibeau, Minister of International Development and La Francophonie, today issued the following statement on Universal Children's Day:

"We believe that children and youth are powerful agents of social change who need the resources and opportunities to be able to participate actively in the decisions that affect their lives and to make a difference in the world. That is why Canada works determinedly to protect and promote the rights of children worldwide.

"However, we still live in a world in which 263 million children and adolescents are out of school, 230 million children live in countries and areas affected by armed conflicts and an estimated one billion girls and boys are subjected to violence, exploitation or abuse. A world in which one in 10 girls experiences sexual violence at some point in their lives and 15 million girls are forced into marriage before their 18th birthday every year.

"As a leading advocate for the protection and promotion of the rights of children, Canada collaborates with partners to build a safer and more secure world; support youth at risk; prevent child, early and forced marriage; and protect children in emergencies, including natural disasters. We also firmly support the need to prevent all violations against children in all settings, including in situations of armed conflict.

"Canada also believes that every girl and boy should have access to high-quality primary and secondary education, as well as opportunities for lifelong learning. Education is not only a human right, but it drives hope of a brighter future for millions of young people around the world.

“It has been 25 years since Canada ratified the United Nations Convention on the Rights of the Child. In that spirit, Canada strives to help build a world in which every child has access to good health care, nutrition and education, is free from violence and exploitation, and enjoys the freedom to exercise their human rights. The kind of world in which every child has the opportunity to grow up to fulfill their boundless potential and make our world a better place.”

Contacts

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Follow us on Twitter: [@CanadaFP](https://twitter.com/CanadaFP) and [@CanadaDev](https://twitter.com/CanadaDev)
Follow Minister Dion on Twitter: [@MinCanadaFA](https://twitter.com/MinCanadaFA)
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04 November 2016

Elizabeth Claughton
3979 7th Avenue
Port Alberni, BC
V9Y 4P4

RECEIVED

NOV 09 2016

CITY OF PORT ALBERNI

To Mayor and Council

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

Some thoughts, as you consider the 2017 Municipal Budget

Our huge "Tourist Centre" primarily directs visitors to North Port- stock up at Wal-mart as they continue towards Tofino and Ucluelet.

What's needed is a better planned intersection in front of the huge Tourist Centre (with its hidden parking area). The turnoff to South Port has a very short left turn lane, that takes you down what looks like a secondary road past industrial storage lots, making visitors feel they took the wrong road and scramble to find an access road back to the highway to Tofino, not knowing that beyond is actually where they wanted to go. There are businesses down and around Tenth Avenue, Third Avenue, downtown and at the marina but you need a GPS to know what roads to take to find them'

We need better directional signs and improvements at the Tourist Centre".

If they could locate a Costco or something similar in South Port, it would come to life, including "main street", especially with heavy trucks finally re-routed. This will help support the "Arts District", along with beautifying the marina area, with adequate nearby parking.

The population of Port Alberni is down from previous years but why are numerous cars seen on the island highway coming in in the early morning and leaving around four thirty? This tells me their taking jobs away from potentially qualified people here. They should move back to Port Alberni and pay taxes here, rather than supporting Parksville or Qualicum Beach.

I'm finding the solid lines for the bike lanes quite distracting, and inappropriate. Our roads are wide, we can co-exist following the same "rules of the road". Cyclists are still seen going the wrong way or riding on sidewalks. Stick with the rules, and fine the cyclists as well.

We still have continuing problems with unsightly yards and massive weeds and blackberries extending over and all over sidewalks. I was told that "its the law" that homeowners be held responsible for cleaning up their yards, including clearing weeds up to the sidewalks. Are renters responsible, or homeowners? Or both? Some jurisdictions in Canada have the municipality clean up the properties and add this cost to the owners' property tax' If anyone goes to the dump, they'll notice that its neater and cleaner than some of the yards described.

Thank you for the chance to present my ideas to yourself and City Council

Gratefully yours,
Elizabeth Claughton

In addition, poor residential street lighting in some areas e.g. Between Redford and Maitland, only a few homes keep outside lights on: etc.

REGULAR COUNCIL AGENDA - NOVEMBER 28, 2016

ENTERED

112
J4(a)

RECEIVED

NOV 16 2016

CITY OF PORT ALBERNI

10 November 2016

Tim Pley, Chief Administrative Officer
Port Alberni City Hall
4850 Argyle Street
Port Alberni, BC, V9Y 1V8

Dear Sir,

It has come to the attention of the Local 592 Executive Board that many of our Members who walk to work at Catalyst Paper have experienced close calls while using the crosswalk on Stamp Avenue. Many vehicles traveling on Stamp Avenue fail to yield to the activated pedestrian crossing lights. Several of our Members have nearly been struck by vehicles that don't stop, pass dangerously, or have witnessed dangerous brake skids from inattentive drivers. Although such near misses occur frequently during summer months, they become more serious during the dark, rainy winter months.

The existing crosswalk lights are inadequate for an arterial roadway, and lack any signal at eye level. Adding to the confusion are the flashing green crossing lights, which may serve as a "go" signal to drivers. Last summer, the City removed the center median, which served as a small "refuge zone" for crossing pedestrians, who are now completely vulnerable in the middle of the wide road.

The safety of our Members is paramount. We do our best to ensure our Brothers and Sisters work safely, so that they may get home to their families every day. Prevention of injuries is in everyone's best interest, certainly when it involves pedestrians and vehicles. In keeping with the City of Port Alberni's Active Transportation Plan, those of us who travel to work as pedestrians deserve to do so in safety. We believe that even one preventable incident is one too many.

The crosswalk on Stamp Avenue is used by many people every day, including our members, because it is the only crossing point on Stamp Avenue. We implore the City to undertake immediate improvements to keep pedestrians safe, and look forward to your response.

Sincerely,



Rodney Dickinson
Recording Secretary, Unifor Local 592

ENTERED

J.5

November 22, 2016

Port Alberni Mayor and City Council,

I was distressed to learn of the legal challenge to SD70's initiative to promote cultural understanding of First Nations at a time when the Truth and Reconciliation Commission's recommendations to acknowledge the past and move into a future of healing, respect and understanding require us, as a society, to embrace.

While some are saying that we must take a wait and see approach for the outcome of the legal challenge, if we had done that in the past and accepted both the laws and the decisions that attempted to strip First Nations of their humanity, of the Japanese internment, of the Komagata Maru, of racism, of discrimination against the LGBT community, and so many more examples, we would be a society embedded in hate and division. Instead, we must work to bridge divides, to understand and embrace diversity. And we must not remain silent.

The dignity and wisdom of the Nuu-chah-nulth response to this legal challenge should lead us all.

Sincerely,

Jane Armstrong

November 18, 2016

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

Dear Mayor Ruttan:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payments for fiscal 2016/2017. An electronic transfer of \$400,490.96 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement, and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Murry Krause
UBCM President

PC: Cathy Rothwell, Director of Finance

ENTERED
J.7



CITY OF PORT ALBERNI M E M O R A N D U M

To: Tim Pley, CAO

From: Cathy Rothwell, Director of Finance

Copy: Mayor and Council
Davina Hartwell, City Clerk

Date: November 22, 2016

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

Tim Pley, CAO

Subject: Gas Tax Agreement Community Works Fund Payment November 2016

The City received \$400,490.96 as its second 2016 distribution of Community Works Funds. The funds are accumulated in a reserve and allocated to eligible capital projects as required. Eligible projects include local roads, bridges, and active transportation infrastructure (cycling lanes and paths, sidewalks, and hiking and walking trails); highways infrastructure; short-sea shipping; short-line rail; regional and local airports; broadband connectivity; public transit; drinking water; waste water; solid waste; community energy systems; brownfield redevelopment; sport infrastructure; cultural infrastructure; tourism infrastructure; disaster mitigation; and capacity building related to long term planning practices. Eligible expenditures include capital improvements to tangible capital assets; asset management planning; and long term infrastructure plans.

Typical projects for the City include energy efficient capital improvements to City buildings, waste water collection and distribution; Liquid Waste Management Plan; and hiking and walking trails. Specific projects funded in part by Gas Tax funding are detailed in the Capital Budget document with source of funds shown as "Gas Tax".

These are semiannual payments and are expected to continue for the duration of the Gas Tax Agreement 2014 through 2024.

Respectfully submitted,

Cathy Rothwell
Director of Finance

ENTERED

AVICC MOTION ON LOCAL GOVERNMENT LEAVE

I would like to bring forward a motion to Council and to the AVICC, UBCM, and perhaps FCM that would encourage changes to the compensation system of elected official that might help more people feel they can run for local elected office. Accessibility to local governance positions has been an interest of mine since before I considered running for Council. After having been elected, this issue is one that I have tried to ponder ways to improve. I have been looking for ways of making it easier for all people, no matter their life situation, to run to represent their community.

Justification:

- As it stands now, elected office in local government seems to be the domain of those who are retired, self-employed, unemployed, or able to arrange very lenient conditions with their employer to take on the duties of elected office. (I would fall into the last category).

- It is my estimation that a great number of people, of all ages and backgrounds and employment, consider holding elected office in local government incompatible with their working lives. This may be due to lost wages or lost time that may put their personal standing, or employment, at risk, or more likely a combination of a multitude of factors.

- More subtly, some citizens are discouraged for fear of retaliation by their employer or other issues that may cause them to feel pressured to leave their employment due to their motivations for entering elected office.

- Compensation is not an issue for elected officials as most run for moral and practical reasons, however, the practicalities of drastic changes in compensation from that lost time or in new and expanded time commitments can serve as large impediments to running. The one-size fits all compensation of local government really isn't equal when each individual situation is taken into account. More flexibility is needed.

- Compensation is also a perennial hot-potato for all levels of government due to the inescapable perception of elected officials determining their own compensation.

- These issues are less present at the Provincial MLA or Federal MP level because those positions are regarded more as full time positions and

require much more of a leap of faith, as it were, than running for Mayor, Council or Director of ones small municipality or regional district.

Proposed Solution:

- In order to be most fair and apply to the broadest cross-section of citizens, the solution I propose would be provincial in nature and apply as broadly to all municipal and local government elected positions as possible. It would create a system of leave, similar to parental leave, where legislation and policy were enacted to ensure that a number of protections would be put in place so that all citizens would feel free to participate as a candidate and official in their local government.

1) Upon announcing a run for elected office perhaps through filing nomination papers or public announcement, a citizen would be protected under the human rights code or WSBC regulations from any punitive action by their employer. This would ensure that they could run as a candidate in their local government without fear of loss of employment or wages\ during a campaign.

2) If unsuccessful, there would be no termination able to be taken by an employer toward an employee for a set amount of time after the completion of the election or some other sort of protection to ensure no ill effects were set upon an employee due to their activity in local elections.

3) If successful

a) an elected official would be granted a leave from a portion of their current employment that is proportional and fair to the amount of time and responsibility required by the office held with the government in question providing support to the employer to fund suitable replacements if required.

b) like parental leave, government would fund the provision of the salary tied to the amount of leave required for the position with the option of the employer topping up that leave to 100% of the persons original salary.

c) if the person is not currently employed or is self-employed then there would be a standard rate set, preferably by province, to compensate elected officials much like they are now.

d) this leave would continue until the day the elected office holder no longer held their position either through lost election or retirement.

e) Elected officials would still be employees of their local government but if covered under the leave would receive a salary of \$1

plus expenses incurred through normal government business.

I would hope that the result of this change would be a system for local government that is open and flexible enough to match the varied realities of as many citizens as possible and so allow for a much more broad representation of citizens on local Councils and Regional District boards.

Sincerely,
Chris