
AGENDA - REGULAR MEETING OF COUNCIL
Monday, September 14, 2020 @ 2:00 PM
Via Video-Conference

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website www.portalberni.ca or contact the City Clerk at 250.720.2810 or by email davina_hartwell@portalberni.ca or the Deputy City Clerk at 250.720.2823 or by email twyla_slonski@portalberni.ca

Members of the public who wish to provide input regarding agenda items may continue to submit written comments and questions by email to council@portalberni.ca, mail, or drop off at City Hall before 12:00 noon on the meeting day.

- Public Input for Regular meetings of council will be received via council@portalberni.ca for presentation during Public Input
 - Questions regarding the business of the meeting will be received via council@portalberni.ca throughout the meeting and will be posed during Question Period [note Question Period is allocated for questions only and not intended for general comments]
 - Please include name and address on public input/questions for identification purposes
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A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Recognition of unceded Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 13

1. Special Meeting held at 9:15 am, Regular Council Meeting held at 2:00 pm on August 10, 2020 and Special Meeting held at 8:00 am on August 17, 2020.

C. PUBLIC INPUT PERIOD

An opportunity for the public to submit input on topics relevant to City Council. A maximum of four [4] submissions will be accommodated and read-out by the City Clerk.

D. DELEGATIONS

1. **Port Alberni Shelter Society** - Page 23
John Douglas to present to Council a 'greening initiative' on the former Petro Can site on the corner of 10th Avenue and Redford Street.

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2. **Vancouver Resource Society** - Page 24
Representatives from the Vancouver Resource Society to introduce themselves to Council and present material on the scope of the seniors housing project they are proposing for the Anderson Hill development.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

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 [currently suspended due to COVID-19].

1. Accounts

THAT the certification of the Director of Finance dated September 14, 2020, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Chief Administrative Officer – Appointment of Director of Corporate Services - Page 25

Report dated September 9, 2020 from the Chief Administrative Officer advising that the City's current City Clerk, Davina Hartwell, has announced her retirement and the Deputy City Clerk, Twyla Slonski, to assume the role.

THAT Council appoint Twyla Slonski as Director of Corporate Services and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Slonski in accordance with s.148 of the Community Charter [CC] effective September 28, 2020.

3. Director of Finance – Audit Committee Report - Page 27

Report dated September 1, 2020 from the Director of Finance providing information from the Audit Committee meeting held August 10, 2020.

THAT Council receive the report from the Director of Finance titled "Audit Committee meeting follow up – August 10, 2020.

4. Director of Finance – Audit Committee Draft Terms of Reference - Page 71

Report dated September 4, 2020 from the Director of Finance providing for Councils consideration Terms of Reference [ToR] for the City's Audit Committee.

THAT Council receives, reviews, and provides approval of the recommended Audit Committee – Terms of Reference [ToR] dated for reference September 4, 2020 and attached to this report.

5. Director of Finance – Permissive Tax Exemption 2021 – Amendment Requests -
Page 76

Report dated September 8, 2020 from the Director of Finance providing Council with requests received for amendments to “Bylaw No. 4997 – Permissive Tax Exemption a Bylaw to Exempt Certain Lands and Improvements from Taxation” and the “Permissive Tax Exemption” policy.

THAT Council direct staff to proceed with amendments to the City’s Permissive Tax Exemption Bylaw for organizations whose revenue streams from food and/or liquor sales have been impacted by COVID-19 as outlined in the September 8, 2020 report.

6. Director of Finance – Accounts Receivables Interest and Bylaw Ticketing Collection -
Page 94

Report dated September 7, 2020 from the Director of Finance regarding extending financial relief for the City of Port Alberni lease accounts impacted by COVID-19 and ceasing transfers to collections.

1. *THAT Council authorize staff to extend the authorization to waive the interest provisions within all lease agreements held by the City until the end of October 2020 and direct staff to establish a reasonable payment schedule by the end of November.*
2. *THAT Council amend the direction to cease all transfers of outstanding amounts to collections until the end of 2020, by adding the exclusion of bylaw ticketing offences.*

7. Director of Finance – Three-Stream Solid Waste Collection Services - Page 97

Report dated September 4, 2020 from the Director of Finance regarding a three-stream solid waste collection service [recycling, organics and garbage].

THAT Council supports a three-stream solid waste collection service to include recycling, organics and garbage by the City’s automated trucks, and direct staff to work with the Alberni-Clayoquot Regional District to negotiate the required contract(s) for the service delivery.

8. Manager of Community Safety – 3118 3rd Avenue [Harbourview Apartments] – Remedial Action - Page 101

Report dated September 4, 2020 from the Manager of Community Safety requesting Council consider imposing remedial action requirements on the subject property.

1. *THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 3118 3rd Avenue and having a legal description of: LT 9 BLK 73 DL 1 ALD PL VIP197 & LT 8 BLK 73 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;*
2. *THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;*
3. *AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:*
 - a. *Folded Hills Farms, being the registered owner of the Property (the "Owner"), is hereby required to:*
 - i. *carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:*
 1. *Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:*
 - a. *remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;*
 - b. *Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;*
 2. *Repair downspouts in such a manner as to control drainage so that runoff to neighbouring properties and access ways is eliminated;*
 3. *Replace all broken or missing handrailing's on staircases;*
 4. *Remove or permanently cover all graffiti from the exterior of the Structure;*
 5. *Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
 6. *Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
 7. *Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;*

8. *Replace or repair all interior entrance doors and door frames for each unit and provide locking door knobs.*
9. *Replace or repair the roof of the Structure to a watertight condition with no leaks;*
10. *Replace or repair all fire escapes, stairs, balconies and porches to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; and*
11. *Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition.*
12. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*
13. *Empty, clean and repair the garbage disposal bins on the Property;*
14. *Eliminate all rodents, vermin and insects from the Structure;*
15. *Permanently remove all objects placed, stored, or maintained upon any balcony, hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency.*
16. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.*

Compliance & Reconsideration Notice Time Limit Recommendations:

4. *AND FURTHER THAT Council, pursuant to Section 78 of the Community Charter, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.*

Municipal Action at Defaulter's Expense:

5. *AND FURTHER THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 2 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.*

9. **Manager of Community Safety – 5170 Argyle Street [Port Pub] – Remedial Action - Page 223**
Report dated September 4, 2020 from the Manager of Community requesting Council consider imposing remedial action requirements on the subject property.

1. *THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;*
2. *THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;*
3. *AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:*
 - a. *8899 Holdings Ltd., being the registered owner of the Property (the "Owner"), is hereby required to:*
 - i. *carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:*
 1. *Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:*
 - a. *remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;*
 - b. *Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;*
 2. *Remove or permanently cover all graffiti from the exterior of the Structure;*
 3. *Replace all broken or missing handrailings on staircases;*
 4. *Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
 5. *Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
 6. *Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;*
 7. *Replace or repair all interior entrance doors and door frames for each unit and provide locking door knobs.*

8. *Replace or repair the roof of the Structure to a watertight condition with no leaks;*
9. *An engineer or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues;*
10. *Replace or repair all fire escapes, and stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions;*
11. *Have licensed electrician inspect and repair all electrical;*
12. *Have a licensed plumber repair the communal washroom on the second floor, repair communal shower, hot water tank and washroom on first floor;*
13. *Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition.*
14. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*
15. *Designate a space or area for daily refuse on premises and not in emergency egress areas;*
16. *Eliminate all rodents, vermin and insects from the Structure;*
17. *Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and*
18. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.*

Compliance & Reconsideration Notice Time Limit Recommendations:

4. *AND FURTHER THAT Council, pursuant to Section 78 of the Community Charter, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.*

Municipal Action at Defaulter's Expense:

5. *AND FURTHER THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 2 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.*

10. City Clerk - Alberni Brewing Company – Application for Lounge Endorsement – 4630 Adelaide Street - Page 343

Report dated September 9, 2020 from the City Clerk regarding an application from Alberni Brewing Company for a Lounge Endorsement for their establishment located at 4630 Adelaide Street.

THAT Council for the City of Port Alberni support the application for a Lounge Endorsement for Alberni Brewing Company located at 4630 Adelaide Street and forward the report from the City Clerk dated September 9, 2020 to the Liquor and Cannabis Regulation Branch (LCRB).

11. Director of Parks, Recreation and Heritage – Re-lamping Multiplex - Page 347

Report dated September 4, 2020 from the Director of Parks, Recreation and Heritage advising that the lighting in the Weyerhaeuser and Coulson rinks require replacement.

THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" for the purpose of identifying funds for the replacement of the lighting systems at both rinks within the Multiplex at an estimated cost of \$330,000 in the 2021 calendar year with \$100,000 coming from Carbon Trust, and \$230,000 coming from the Parks and Recreation Reserve Fund.

12. Director of Parks, Recreation and Heritage – Re-opening Aquatic Centre - Page 350

Report dated September 4, 2020 from the Director of Parks, Recreation and Heritage providing information regarding the re-opening of the Aquatic Centre.

THAT Council direct staff to re-open the Echo '67 Aquatic Centre in October 2020 following all required public health guidelines and facility safety plans.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing.

1. Manager of Planning – Official Community Plan and Zoning Bylaw Amendments - Page 353

Report dated September 8, 2020 from the Manager of Planning requesting third reading and final adoption of "Official Community Plan Amendment No. 30 (5269 Pineo Road – Murphy), Bylaw No. 5006" and "Zoning Bylaw Amendment No. 39 (5269 Pineo Road – Murphy), Bylaw No. 5007".

THAT the report of the Public Hearing held August 10, 2020 regarding Bylaw No.'s 5006 & 5007 be received.

THAT "Official Community Plan Amendment No. 30 (5269 Pineo Road – Murphy), Bylaw No. 5006", be read a third time.

THAT "Official Community Plan Amendment No. 30 (5269 Pineo Road – Murphy), Bylaw No. 5006", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5006.

THAT "Zoning Bylaw Amendment No. 39 (5269 Pineo Road – Murphy), Bylaw No. 5007", be read a third time.

THAT "Zoning Bylaw Amendment No. 39 (5269 Pineo Road – Murphy), Bylaw No. 5007", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5007.

2. Manager of Planning – Official Community Plan and Zoning Bylaw Amendments – 2170 Mallory Drive - Page 362

Report dated September 9, 2020 from the Manager of Planning requesting third reading and final adoption of "Official Community Plan Amendment No. 31 (2170 Mallory Drive – Mansett Family Holdings), Bylaw No. 5009", "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive – Mansett Family Holdings), Bylaw No. 5010" and "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011".

THAT the report of the Public Hearing held September 8, 2020 regarding Bylaw No.'s 5009, 5010 and 5011 be received.

THAT "Official Community Plan Amendment No. 31 (2170 Mallory Drive – Mansett Family Holdings), Bylaw No. 5009", be read a third time.

THAT "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive – Mansett Family Holdings), Bylaw No. 5010", be read a third time.

THAT "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011", be read a third time.

**3. Manager of Planning - Advisory Planning Commission - Page 382
Proposed Zoning Bylaw Amendment
Applicant: Faithful Construction**

Report dated September 3, 2020 from the Manager of Planning regarding an application for a Zoning Bylaw amendment for the subject property located at 5381 Falls Street.

1. THAT "Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014" be now introduced and read a first time.

2. *THAT “Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014” be read a second time.*
3. *THAT City Council waive the public hearing requirement for proposed “Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014 in accordance with section 464(2) of the Local Government Act (LGA), and provide public notice in accordance with section 467 of the LGA prior to consideration of third reading and final adoption of the bylaw.*

4. Manager of Planning – Proposed Zoning Bylaw Amendments – 4202 and 4238 8th Avenue - Page 404

Report dated September 8, 2020 from the Manager of Planning requesting that Council rescind 3rd reading of the bylaws to address a procedural issue and give notice to waive the public hearing.

THAT third reading of “Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue – de Beeld), Bylaw No. 4993, be rescinded.

THAT third reading of “Zoning Text Amendment No. T22 (Site Specific Uses – RM3 – High Density Multiple Family Residential), Bylaw No. 4994”, be rescinded.

THAT City Council waive the public hearing requirement for proposed “Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue – de Beeld), Bylaw no. 4993” in accordance with section 464(2) of the Local Government Act (LGA), and provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw.

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response.

1. **D. Hamilton, Co-Chair, Community Action Team (CAT) Port Alberni - Page 412**
Letter dated August 12, 2020 from D. Hamilton, Co-Chair, CAT requesting the City assume the role of facilitator and guide.

THAT the letter dated August 12, 2020 from D. Hamilton, Co-Chair, CAT requesting the City take on the role of facilitator of CAT, be received.

2. BC Restaurant and Foodservices Association [BCRFA], Alliance of Beverage Licensees, BC Craft Brewers Guild and BC Wine Institute - Page 414

Letter dated August 26, 2020 from BCRFA, Alliance of Beverage Licensees, BC Craft Brewers Guild and BC Wine Institute requesting municipalities extend permissive licensing for restaurant, pub, bar, and brewery businesses in response to COVID-19.

THAT the August 26, 2020 letter from BCRFA, Alliance of Beverage Licensees, BC Craft Brewers Guild and BC Wine Institute requesting municipalities extend permissive licensing for restaurant, pub, bar, and brewery businesses around outdoor spaces, be received.

I. PROCLAMATIONS

1. Port Alberni Fire Department, Fire Prevention Office - Page 416

Letter dated August 27, 2020 from the Port Alberni Fire Department, Fire Prevention Office requesting that Council proclaim October 4, 2020 through October 10, 2020 as “Fire Prevention Week” in Port Alberni.

THAT the letter dated August 27, 2020 from the Port Alberni Fire Department, Fire Prevention Office requesting that Council proclaim October 4 through October 10, 2020 as “Fire Prevention Week” in Port Alberni, be received and the week proclaimed as requested.

2. Recycling Council of British Columbia - Page 417

Email dated August 11, 2020 requesting that Council proclaim October 19, 2020 through October 25, 2020 as “Waste Reduction Week” in Port Alberni.

THAT the email dated August 11, 2020 from the Recycling Council of British Columbia requesting that Council proclaim October 19 through October 25, 2020 as “Waste Reduction Week” in Port Alberni, be received and the week proclaimed as requested.

3. Port Alberni Association for Community Living (PACL) - Page 419

Letter dated September 1, 2020 from the Port Alberni Association for Community Living (PACL) requesting that Council proclaim the month of October 2020 as “Community Inclusion Month”, in Port Alberni.

THAT the letter dated September 1, 2020 from the Port Alberni Association for Community Living (PACL) requesting that Council proclaim the month of October 2020 as “Community Inclusion Month” in Port Alberni, be received and the month proclaimed as requested.

4. Canadian Institute of Forestry / Resource Works Society - Page 420

Email dated September 3, 2020 from the Canadian Institute of Forestry and Resource Works Society requesting that Council proclaim the week of September 20 – 26, 2020 as “National Forest Week” in Port Alberni.

THAT the email dated September 3, 2020 from Resource Works Society and the Canadian Institute of Forestry requesting that Council proclaim the week of September 20 – 26, 2020 as “National Forest Week” in Port Alberni, be received and the week proclaimed as requested.

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council and does not make a specific request. It may also include correspondence that may not be relevant to City services and responsibilities.

1. Elections BC - Page 423

Letter dated August 26, 2020 advising of the next provincial general election and the development of protocols to safely administer voting during the COVID-19 pandemic.

2. Minister Claire Trevena, Ministry of Transportation and Infrastructure - Page 425

Letter received August 18, 2020 from Minister Claire Trevena providing an update on the recent announcement of Federal and Provincial funding support for municipalities and transit services across Canada.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports – Page 428

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

M. NEW BUSINESS

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

N. QUESTION PERIOD

An opportunity for the public to ask questions of 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, AUGUST 10, 2020 @ 9:15 AM
Via Video Conferencing [Zoom Platform]**

Present: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Staff: T. Pley, CAO
D. Hartwell, City Clerk
A. McGifford, Director of Finance
T. Slonski, Deputy Clerk
W. Thorpe, Director of Parks, Recreation and Heritage
K. McDougall, Manager of Planning

Call to Order: @ 9:15 am

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

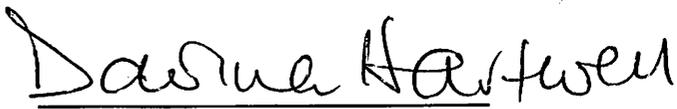
- Section 90(1)(c)** labour relations or other employee relations;
- Section 90(1)(e)** the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(g)** litigation or potential litigation affecting the municipality;
- Section 90(1)(j)** information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- Section 90 (1) (k)** negotiations and related discussion 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;

Section 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The meeting was recessed at 10:58 a.m. until immediately following the conclusion of the regular meeting at 2:00 p.m. The meeting reconvened at 4:45 p.m. and was terminated at 5:51 p.m.

CERTIFIED CORRECT

Mayor



City Clerk

MINUTES OF THE REGULAR MEETING OF COUNCIL
Held Monday, August 10, 2020 @ 2:00 PM
Via Video Conferencing [Zoom Platform]

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED and SECONDED, THAT the agenda be amended by adding item K.1 – Report from In-Camera regarding Huu-ay-aht First Nation acquiring ownership of the forest tenure agreement Tree Farm Licence [TFL] 44. The agenda was then approved as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED and SECONDED, THAT the minutes of Special Meeting held at 10:30 am and Regular Council Meeting held at 2:00 pm on July 27, 2020 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated August 10, 2020, be received and the cheques numbered 146542 to 146588 inclusive, in payment of accounts totalling \$14,536,554.43, be approved.

CARRIED

2. Presentation of the Annual Report

R20-186 MOVED AND SECONDED, THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2019 as presented.

CARRIED

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- 3. Director of Finance - Statement of Financial Information for the Year Ended December 31, 2019**
R20-187 *MOVED AND SECONDED, THAT Council approve the statements and schedules included in the Statement of Financial Information for 2019, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated July 31, 2020.*
CARRIED
- 4. Director of Finance – Comprehensive Annual Financial Report 2019**
MOVED AND SECONDED, THAT the Comprehensive Annual Financial Report for the year ending December 31, 2019, be received.
CARRIED
- 5. City Clerk – Alberni Valley Community Forest Corporation (AVCFC) Resolutions of Shareholders**
R20-188 *MOVED AND SECONDED, THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.*
CARRIED
- 6. Economic Development Manager – Connect the Quays**
R20-189 *MOVED AND SECONDED, THAT Council direct staff to prepare applications for infrastructure funding to the Community, Culture and Recreation [CCR] Program and the Rural and Northern Communities [RNC] Program in advance of the October 2020 deadlines for the purpose of developing a multi-modal pathway between the Victoria Quay and Harbour Quay.*
CARRIED
- 7. Fire Chief – Award of RFP 011-20 Replacement of Fire Engine 1**
R20-190 *MOVED AND SECONDED, THAT Council authorize staff to amend the City’s “Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, for the purpose of increasing the funding available for the replacement of the 1991 Pumper Truck #1 in the amount of \$215,347.15 with funding from the Equipment Replacement Reserve Fund.*
CARRIED
- R20-191** *MOVED AND SECONDED, THAT Council approve a repayment plan for five years to recover the \$215,347.15 back to the Equipment Replacement Reserve Fund.*
CARRIED
- R20-192** *MOVED AND SECONDED, THAT Council award the contract for the replacement of Fire Engine 1 to Fort Garry Fire Trucks Ltd. for the price of \$890,645 plus applicable taxes;*
CARRIED

R20-193 *MOVED AND SECONDED, THAT Council direct that an installment payment be paid to Fort Garry Fire Trucks Ltd. upon award of the contract in the amount of \$387,000 from the Equipment Replacement Reserve Fund.*

CARRIED

8. Manager of Planning – Development Permit & Development Variance Permit – 4450 Maitland Street

Councillor Paulson declared a conflict of interest and left the meeting at 2:58 pm given his role as Director on the Alberni Low Energy Housing Society.

MOVED AND SECONDED, THAT Council, due to technical difficulties being experienced on the part of the applicant, delay addressing this item until participation/technical difficulties could be resolved.

CARRIED

Councillor Paulson returned to the meeting at 3:22 pm and Council proceeded to address the next item of business on its agenda as follows:

9. Director of Parks, Recreation and Heritage – General Update

MOVED AND SECONDED, THAT the report from the Director of Parks, Recreation and Heritage providing information about current departmental operations, be received.

CARRIED

G. BYLAWS

1. Manager of Planning – Development Application – 2170 Mallory Drive

R20-198 *MOVED AND SECONDED, THAT “Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009”, “Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010” and “Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011 be advanced to a Public Hearing on September 8, 2020 at 6:30 pm via videoconferencing [Zoom platform].*

CARRIED

2. Manager of Planning – “Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004

R20-199 *MOVED AND SECONDED, THAT “Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004”, be read a third time.*

CARRIED

R20-200 *MOVED AND SECONDED, THAT “Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5004.*

CARRIED

3. Manager of Planning – Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments – City Wide – Cannabis Cultivation and Processing

R20-201 *MOVED AND SECONDED, THAT “Official Community Plan Amendment No. T5 (Cannabis Cultivation – Development Permit Area Regulations), Bylaw No. 5012” and “Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013” be advanced to a Public Hearing on September 14, 2020 at 6:30 pm via videoconferencing [Zoom platform].*

CARRIED

At 3:45 pm, Council returned to item 8 under Staff Reports | DP/DVP re: 4450 Maitland Street.

Councillor Paulson declared a conflict of interest and left the meeting at 3:50 pm given his role as Director on the Alberni Low Energy Housing Society.

8. Development Permit 20-02 – 4450 Maitland Street

R20-194 *MOVED AND SECONDED, THAT City Council authorize the issuance of Development Permit No. 20-02, and that the City Clerk be authorized to sign the permit including the following development plans prepared by DYS Architecture titled ‘ALEHS’, dated July 13, 2020.*

Development Variance Permit No. 103 – 4450 Maitland Street

R20-195 *MOVED AND SECONDED, THAT City Council authorize the issuance of Development Variance Permit No. 103, to vary Zoning Bylaw 4832 as follows:*

- 1. Vary Section 7.9 Required Amount of Parking from 58 parking spaces to 37 parking spaces, a variance of 21 parking spaces, for the property located at 4450 Maitland Street and legally described as LOT A, DISTRICT LOT 1, Alberni District, Plan, VIP26237 (PID: 003-551-814)*
- 2. Vary Section 7.5 Handicapped Parking Requirements from 11 parking spaces to 5 parking spaces, a variance of 6 parking spaces, for the property located at 4450 Maitland Street and legally described as LOT A, DISTRICT LOT 1, Alberni District, Plan, VIP26237 (PID: 003-551-814)*

3. *Vary Section 5.16.3(a) Conditions of Use from 1665 square metres of usable open space to 1367.4 square metres of usable open space, a variance of 297.6 metres, for the property located at 4450 Maitland Street and legally described as LOT A, DISTRICT LOT 1, Alberni District, Plan, VIP26237 (PID: 003-551-814)*

4. *Vary Section 5.16.2 Site Development Regulations "Maximum Height, Principal Building" from 14 metres to 14.61 metres, a variance of 0.61 metres, for the property located at 4450 Maitland Street and legally described as LOT A, DISTRICT LOT 1, Alberni District, Plan VIP26237 (PID: 003-551-814)*

CARRIED

R20-196 5. *MOVED AND SECONDED, THAT City Council direct staff to proceed with developing a policy for consideration of parking variances.*

CARRIED

R20-197 6. *MOVED AND SECONDED, THAT City Council direct staff to conduct a review of Zoning Bylaw No. 4832 Usable Open Space requirements in order to consider modifications to the bylaw.*

CARRIED

Councillor Paulson returned to the meeting at 4:07 pm

H. CORRESPONDENCE FOR ACTION

1. Terry Deakin, Mural Project Chair – Arrowsmith Rotary Club

R20-202 *MOVED AND SECONDED, THAT the letter dated July 30, 2020 from Terry Deakin, Mural Project Chair, requesting that the City allow funds that were previously allocated for the Crosswalk Project be re-allocated to the Rotary Community Mural Project, be received and further, that Council approves the reallocation of funds as requested.*

CARRIED

Councillor Paulson declared a conflict of interest and left the meeting at 4:11 pm given his role as Director on the Alberni Low Energy Housing Society.

2. Mike Ruttan, Board Chair – Alberni Low Energy Housing

MOVED AND SECONDED, THAT the letter dated July 31, 2020 from Mike Ruttan, Board Chair requesting Council waive the Building Permit Fees for Maitland Street Village, be received.

CARRIED

Councillor Paulson returned to the meeting at 4:15 pm

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

1. Ministry of Municipal Affairs and Housing

Copy of a letter received August 4, 2020 from Minister Selena Robinson to Premier Horgan and Minister Carole James providing an overview of the consultation sessions about COVID-19 and economic recovery with municipal mayors and regional district chairs.

2. Tessa Hall – Ecolibrium Energy Solutions

Letter dated August 1, 2020 following up to her presentation to Council on April 8, 2019. [NOTE: For background information, Council, at its Regular meeting held April 8, 2019 resolved as follows: "That Council for the City of Port Alberni directs staff to prepare a report on the process for early implementation of the BC Step Code."]

3. Minister of Finance, the Honourable Carole James

Letter dated August 4, 2020 from the Minister of Finance/Deputy Premier responding to the Mayor's letter dated April 28, 2020 [attached for reference] regarding reinstating the Financial Hardship Property Tax Deferment Program.

4. KUU-US Crisis Line Society Suicide Awareness Walk

Email dated July 21, 2020 from the KUU-US Crisis Line Society advising of their Suicide Awareness Walk on Thursday, September 10, 2020 from 1:00 pm to 3:00 pm, beginning at the KUU-US Administrative Building at 4589 Adelaide Street.

K. REPORT FROM IN-CAMERA

1. TFL44 - Acquisition of Tenure Agreement to Huu-ay-aht First Nation

R20-203

MOVED AND SECONDED, THAT Council authorize staff to release the letter received by S. Baumber, FLNR and subsequent direction of Council to provide a letter of support to the Honourable Doug Donaldson, with a copy to Chief Robert J. Dennis Sr. & Council, Huu-ay-aht First Nation, in response to the Ministry to provide comment on the Acquisition of Tenure Agreement to Huu-ay-aht First Nation of TFL 44.

CARRIED

L. COUNCIL REPORTS

1. Council and Regional District Reports

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

CARRIED

M. NEW BUSINESS

1. Property Update

R20-204 *MOVED AND SECONDED, THAT Council direct staff to prepare a report providing an update as it relates to properties located at 3123 3rd Avenue and 4781 Margaret Street for Council's information at its next Regular meeting.*
CARRIED

N. QUESTION PERIOD

An opportunity for the public and the press to submit questions to Council via email and to be read by the Deputy City Clerk.

O. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 4:32 PM
CARRIED

CERTIFIED CORRECT

Mayor

Dawn Hattwell

City Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, AUGUST 17, 2020 @ 8:00 AM**

In the Arrowsmith Room – Best Western PLUS, 4277 Stamp Avenue, Port Alberni, BC

Present: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Staff: T. Pley, CAO
D. Hartwell, City Clerk
A. McGifford, Director of Finance
T. Slonski, Deputy Clerk

Other: Allan Neilson, Neilson Strategies

Call to Order: @ 8:15 am

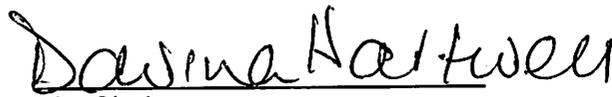
MOVED and SECONDED, THAT Council conduct a Special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, and specifically outlined as follows.

Section 90 (1) (I) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.

The meeting was terminated at 2:12 p.m.

CERTIFIED CORRECT

Mayor



City Clerk



RECEIVED

SEP 01 2020

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: John Douglas Organization (if applicable): Port Alberni Shelter Society
Street Address: 3939 8th Ave., PA Phone: 250.723.6511
Mailing Address: as above V9Y 0C6 Email: john_pashelter@shaw.ca

MEETING DATE REQUESTED: September 14, 2020

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation: To inform Council of a 'greening initiative' on the former Petro Can site - corner of 10th Avenue and Redford Street.

Requested Action by Council (if applicable):

Partnering opportunities with the City.

Supporting Materials/PowerPoint Presentation: [] No [x] Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature: John Douglas

Date: September 2, 2020

OFFICE USE ONLY:

Approved: (Deputy City Clerk) [Signature]

Scheduled Meeting Date: September 14, 2020

Date Approved: September 2, 2020

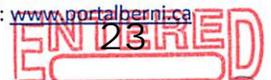
Applicant Advised: Yes

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with FOIPPA.

- Checkboxes for Council, Mayor, CAO, Finance, Clerk's, Agenda, Eng. & PW, Parks, Rec. & Heritage, Planning, Bylaw, Other.

Handwritten notes: RCM - Sept. 14 '2020, File # 0550-20 [mtg date]





CONTACT INFORMATION: (please print)

Full Name: Ken Fraser Organization (if applicable): Vancouver Resource Sociel

Street Address: 310-2006 W10th Ave, Vanc Phone: 604-731-1020

Mailing Address: 310-2006 W10th Ave, Vanc Email: ken@vrs.org

MEETING DATE REQUESTED: September 14, 2020

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:
VRS would like to make a presentation to council to introduce ourselves to Council, provide some background on our organization, and present some material on the scope of the seniors housing project we are proposing for the Anderson Hill development, including the affordability and the programs we will be bringing to the community.

Requested Action by Council (if applicable):

This is ahead of our proposed DP & DVP application approval, so there is no requested action from this delegation.

Supporting Materials/PowerPoint Presentation: No Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Ken Fraser

SEP 9 2020

Signature:

Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date:

Date Approved:

Applicant Advised:

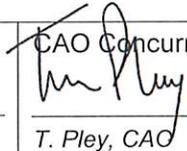
Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act [FOIPPA]* and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with FOIPPA.

ENTERED

D.2

Date: September 9, 2020
 File No: Personnel File
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Appointment of Corporate Officer [City Clerk]

Prepared by: <i>D. HARTWELL</i> D. Hartwell, City Clerk	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

THAT Council appoint Twyla Slonski as Director of Corporate Services and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Slonski in accordance with s.148 of the Community Charter [CC] effective September 28, 2020.

PURPOSE

For Council to assign the responsibilities of corporate administration to a municipal officer in accordance with the *Community Charter*.

BACKGROUND

The City's current Clerk, Davina Hartwell, has announced she is retiring at the end of 2020. Ms. Slonski was hired as Deputy Clerk in September 2019 and is well qualified to assume the responsibilities of corporate administration.

ALTERNATIVES/OPTIONS

None provided.

ANALYSIS

The *Community Charter* requires assignment of the responsibility of corporate administration which includes a number of powers, duties and functions as outlined in s.148. This is a key position in the City's management team. In addition, s. 146 of the CC refers to the officer assigned the responsibility of corporate administration as the Corporate Officer. Given the pending retirement of the City Clerk and to align the title of the position to that reflected in the CC, the municipal officer assigned the responsibility of corporate administration will be referred to as the Director of Corporate Services.

IMPLICATIONS

n/a

ENTERED

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

Current City Clerk, Davina Hartwell, is retiring at the end of 2020. A resolution of Council is required to appoint Twyla Slonski to the role effective September 28, 2020.

ATTACHMENTS/REFERENCE MATERIALS

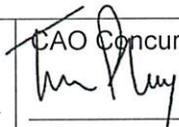
1. Community Charter: s. 148 Corporate Officer

Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a)ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b)ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c)administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d)certifying copies of bylaws and other documents, as required or requested;
- (e)accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f)keeping the corporate seal, if any, and having it affixed to documents as required.

Date: September 1, 2020
 File No: 0360-20-AUDIT
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: **Audit Committee meeting follow up – August 10, 2020**

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
Director of Finance	CAO	T. Pley, CAO

RECOMMENDATION

THAT Council receive the report from the Director of Finance titled "Audit Committee meeting follow up – August 10, 2020."

PURPOSE

To provide Council with a response to questions raised and requests for additional detail or information from the August 10, 2020 Audit Committee meeting.

BACKGROUND

The Audit Committee met on August 10, 2020 and the following items were queried and the responses are as follows:

1. **Additional information for the follow General Revenue accounts were requested:**
 - a. 022130 – Community Policing
 - i. GL detail attached
 - b. 016215 – Community Gaming Funds
 - i. 1st Quarter revenue received
 - ii. Letter from province confirming that the 2nd quarter revenue was not coming.
 - iii. Anticipate that funding the remainder of 2020 is at risk.
 - c. 015210 – Bylaw Fine and Parking Tickets (year to date breakdown of tickets issued for future meeting)
 - i. GL detail attached
 - d. 013121 – Detention of Prisoners
 - i. GL detail attached
 - e. 022481 – Sundry Equip
 - i. GL detail attached – *Cost of SCBA's recoded and no longer recorded as an expense

2. **Additional information for the follow General Capital accounts were requested:**
 - a. 04-485330 – General Government – Capital YTD - \$202,765.74
 - i. This is for the Asset Management project and is for the Asset Finda software. This is funded through a UBCM Strategic Priorities Grant for \$550,000.
 - b. 04-495360 – General Capital, Museum Capital Purchases – Capital YTD - \$53,710.82
 - i. McLean Mill Dam Structure Upgrade – Budgeted for \$233,000 amount spend in 2018 & 2019 - \$53,710.82

-
3. **Request for account detail of the following accounts:**
- a. **Details regarding approval of 565418 Leslie to Merrifield was requested - \$307,965.24**
 - i. Project not coded to correct account number and will be corrected
 - ii. Cost associated with the Anderson Hill development project agreement
4. **Details of cheque numbers and electronic funds transfers as follows:**
- a. 146245 – Superior Farms (\$7,816.20)
 - a. Annual hanging basket purchase from wholesaler
 - b. 146284 – Community Futures Development (\$52,999.90)
 - a. \$50,000.00 - Façade Improvement Program funding
 - b. \$1,565.55 – Radio advertising for Façade Improvement Program
 - c. \$1,434.35 - COVID -19 support program advertising
 - c. 146290 - Guillevin International Co (\$266,565.77)
 - a. New Fire Department SCBA's – Capital purchase
 - d. 146361 – Flag Outlet Ltd (\$5,312.33)
 - a. Additional flag poles purchased to accommodate Tseshaht and Hupacasath flags at City Hall
 - e. 146369 – Neilson Strategies Inc. (\$6,665.93)
 - a. Contractor facilitated strategic plan session
 - f. 146327 – Port Alberni Port Authority (\$262,500)
 - a. Transfer of grant funds for Food Hub
 - g. 146329 – Project 529, Inc. (\$1,500)
 - a. Property protection program through Community Policing
 - h. 146348 – 0946982 BC Ltd (\$2,153.87)
 - a. Ace Flagging
 - i. 146358 – Clark's Household Moving (\$6,825.00)
 - a. New exempt staff relocation costs to move to community
 - j. 146305 – Zoom Video Communications (\$12,000)
 - a. Annual Licence Fee for up to 50 users
 - k. 146412 – Michele Jamieson \$89,242.85
 - a. Refund with interest - Tax sale redemption for 6095 River Road
 - l. 146427 – Bang the Table (\$11,200)
 - a. Licensing fees for communications software
 - m. 146436 – Community Futures Development (\$17,100)
 - a. \$12,000.00 – Attraction website and hub
 - b. \$1,565.55 – Marketing contract work
 - c. \$1,570.07- Canada Post flyer – Marketing
 - d. \$1,964.48 – Printing material for program
 - n. 146449 – Merit Furniture (\$2,588.88)
 - a. Refrigerator for Fire Hall, replacing the previous fridge of similar make and size to accommodate the needs of the department.
 - o. 146524 – Piano Forte and Tuning Service – (\$585.09)
 - a. Piano tuning for piano at Echo Centre (including travel from Victoria)
 - p. 146539 – Victoria Lake (\$1,500)
 - a. Consulting for Food Hub proposal – successful grant
 - q. EFT4445 – Accent Refrigeration (\$64,874.25)
 - a. 30% payment towards multiplex condenser installation

- r. EFT4438 – Vancouver Island Regional Library (\$198,115)
 - a. Quarterly payment from library service, no change for cost of service during COVID.
- s. EFT4551 – Port Alberni Civic Managers Assoc. – (\$450)
 - a. Payroll deductions for dues to association
- t. EFT4552 - Port Alberni Firefighters Association – (\$5,358)
 - a. Payroll deductions for dues to association.

5. Question Period:

Not applicable.

6. July 6th Follow up outstanding:

Alberni Valley Chamber of Commerce: Expense detail from February 19 to May 12, 2020:

Date of payment	Description	Amount
02/20/2020	Sponsorship Awards 2020	\$787.50
02/20/2020	Presentation – Crimes and Courts – 3 attendees	\$63.00
02/27/2020	1 st Quarter – Tourism Grant to operate Bureau	\$21,422.00
03/04/2020	1 st Half of Annual fee to operate McLean Mill	\$75,000.00
03/12/2020	Eco/Dev – Business Survey – COVID -19	\$4,698.75
03/12/2020	Community Sign Project support	\$2,835.00
04/16/2020	2020 Membership fees for Chamber of Commerce	\$310.80
05/06/2020	2 nd Quarter – Tourism Grant to operate Bureau	\$21,422.00

Archeological cost associated with the Sewer Lagoon Project in 2020:

Organization	Amount
Coast Interior Archeology	\$70,636.46
First Nation oversight of Archology work	\$33,457.50

ALTERNATIVES/OPTIONS

Not applicable.

ANALYSIS

Not applicable.

IMPLICATIONS

Not applicable.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

Not applicable.

Attachments:

- Audit Committee requests for details from August 10, 2020 report

J:\Finance\Director\Agenda Reports & Procedures\Dir Finance Council Memos\2020\2020_09_01_Audit_Committee_Follow_up_August_10_2020.docx

DETAILED TRIAL BALANCE FOR 2020
 City of Port Alberni
 General Ledger

Ranges: From: To: Subtotal By: No Subtotals Include: Posting
 Date: 2020-01-01 2020-12-31 Sorted By: Segment1
 Account: 01.05.022130. . 01.05.022130.6135.714

Account:		Description:				Utilities	Beginning Balance:	\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit	
2020-01-07	485,172	PMTRX00004948	Purchases	200119	SHAW CABLE		\$17.21		
2020-01-30	485,387	PMTRX00004953	Purchases	200130	CITY OF PORT ALBERNI		\$152.52		
2020-01-31	486,609	PMTRX00004960	Purchases	200131-8	TELUS MOBILITY CELLULAR INC		\$44.94		
2020-04-16	494,935	PMTRX00005090	Purchases	200419	SHAW CABLE		\$384.14		
2020-04-19	495,365	PMTRX00005096	Purchases	200419-1	SHAW CABLE		\$384.14		
2020-05-19	496,237	PMTRX00005101	Purchases	200519	CITY OF PORT ALBERNI		\$152.52		
2020-06-04	497,203	PMTRX00005121	Purchases	200519	SHAW CABLE		\$198.55		
2020-07-02	499,929	PMTRX00005168	Purchases	200630-2	B C HYDRO & POWER AUTHORITY		\$21.75		
						Net Change	Ending Balance		
Totals:						\$1,356.77	\$1,356.77	\$1,356.77	\$0.00

Account:		Description:				CR PREV/COMM POL - N - Office Rent & Hydro	Beginning Balance:	\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit	
2020-02-25	487,985	PMTRX00004970	Purchases	UB.21432	CITY OF PORT ALBERNI		\$6,895.97		
						Net Change	Ending Balance		
Totals:						\$6,895.97	\$6,895.97	\$6,895.97	\$0.00

Account:		Description:				Citizens on Patrol - Cell Phones	Beginning Balance:	\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit	
2020-01-05	483,300	PMTRX00004924	Purchases	191231-8	TELUS MOBILITY CELLULAR INC		\$44.94		
2020-03-05	490,008	PMTRX00005016	Purchases	200229-8	TELUS MOBILITY CELLULAR INC		\$44.94		
2020-04-05	492,719	PMTRX00005038	Purchases	200331-8	TELUS MOBILITY CELLULAR INC		\$44.94		
2020-05-05	495,263	PMTRX00005094	Purchases	200430-8	TELUS MOBILITY CELLULAR INC		\$52.38		
2020-06-05	498,544	PMTRX00005131	Purchases	200531-8	TELUS MOBILITY CELLULAR INC		\$51.52		
2020-07-05	500,927	PMTRX00005176	Purchases	200630-8	TELUS MOBILITY CELLULAR INC		\$49.22		
2020-08-05	504,329	PMTRX00005203	Purchases	200731-8	TELUS MOBILITY CELLULAR INC		\$49.22		
						Net Change	Ending Balance		
Totals:						\$337.16	\$337.16	\$337.16	\$0.00

Account:		Description:				Citizens on Patrol - Vehicle Fuel	Beginning Balance:	\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit	
2020-01-28	485,310	PMTRX00004952	Purchases	200128	CITIZENS ON PATROL		\$552.38		
2020-03-02	488,420	PMTRX00004971	Purchases	200203	CITIZENS ON PATROL		\$340.00		
						Net Change	Ending Balance		
Totals:						\$892.38	\$892.38	\$892.38	\$0.00

Account:		Description:				Invest/Prevent/Comm Policing, Membership-Subscr	Beginning Balance:	\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit	
2020-01-01	485,309	PMTRX00004952	Purchases	BW2020-MEM29	BLOCK WATCH SOCIETY OF BC		\$75.00		
						Net Change	Ending Balance		
Totals:						\$75.00	\$75.00	\$75.00	\$0.00

Account:		Description:				Auto Insurance & Licenses	Beginning Balance:	\$0.00
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit

DETAILED TRIAL BALANCE FOR 2020
 City of Port Alberni

2020-03-02	490,203	PMTRX00005018	Purchases	200302	LULHAM, DEBRA		\$280.00			
						Net Change	Ending Balance			
Account: 01.05.022130.2376.						Totals:	\$280.00	\$280.00	\$280.00	\$0.00

Account: 01.05.022130.5300.						Description: Supplies		Beginning Balance:		\$0.00
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit		Credit	
2020-01-01	485,311	PMTRX00004952	Purchases	77737	CREATIVE EMBROIDERY		\$1,130.32			
2020-01-08	489,631	PMTRX00004997	Purchases	200131-6	MASTERCARD - DIR OF FINANCE		\$141.23			
2020-01-25	489,647	PMTRX00004997	Purchases	200131-22	MASTERCARD - DIR OF FINANCE		\$687.51			
2020-01-29	492,356	PMTRX00005031	Purchases	200229-3	MASTERCARD - DIR OF FINANCE		\$19.90			
2020-02-05	492,359	PMTRX00005031	Purchases	200229-6	MASTERCARD - DIR OF FINANCE		\$46.63			
2020-02-18	492,371	PMTRX00005031	Purchases	200229-18	MASTERCARD - DIR OF FINANCE				\$11.95	
2020-02-24	490,081	PMTRX00005017	Purchases	200224	O'CONNOR, BETH		\$64.94			
2020-02-25	487,987	PMTRX00004970	Purchases	201802	PARKER, ISABEL		\$350.00			
2020-02-29	491,577	PMTRX00005026	Purchases	200327	HAYDEN, AMELIA		\$28.23			
2020-03-06	490,199	PMTRX00005018	Purchases	200306	CUSSON, DAVE		\$66.33			
2020-03-17	491,157	PMTRX00005024	Purchases	200317	CUSSON, DAVE		\$229.66			
2020-03-19	493,771	PMTRX00005049	Purchases	IN0014830	COKELY WIRE ROPE LTD		\$41.50			
2020-04-10	504,464	PMTRX00005214	Purchases	200430-8	MASTERCARD - DIR OF FINANCE		\$528.56			
2020-04-21	494,093	PMTRX00005082	Purchases	200421	HAYDEN, AMELIA		\$11.20			
2020-04-23	495,040	PMTRX00005093	Purchases	200423	CUSSON, DAVE		\$10.67			
2020-05-21	497,329	PMTRX00005122	Purchases	19720	HOULE PRINTING		\$235.40			
2020-06-01	497,607	PMTRX00005125	Purchases	200601	PROJECT 529, INC		\$1,500.00			
2020-06-08	498,889	PMTRX00005163	Purchases	200608	GAGNON, MICHELLE		\$21.31			
2020-06-17	500,107	PMTRX00005172	Purchases	27089	GRAPHICS FACTORY		\$811.06			
2020-06-22	499,997	PMTRX00005169	Purchases	200622	CUSSON, DAVE		\$124.59			
2020-07-09	501,457	PMTRX00005181	Purchases	200907	CUSSON, DAVE		\$161.27			
2020-07-14	502,408	PMTRX00005186	Purchases	200714	CUSSON, DAVE		\$126.67			
2020-07-31	503,573	PMTRX00005190	Purchases	200731	CUSSON, DAVE		\$24.03			
2020-08-27	505,402	PMTRX00005260	Purchases	200827	CUSSON, DAVE		\$285.19			
						Net Change	Ending Balance			
Account: 01.05.022130.5300.						Totals:	\$6,634.25	\$6,634.25	\$6,646.20	\$11.95

Account: 01.05.022130.6135.						Description: Invest./Prevent./Comm. Policing, Contr Services		Beginning Balance:		\$0.00
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit		Credit	
2020-02-07	488,427	PMTRX00004971	Purchases	3163739	PRICE'S ALARM SYSTEMS		\$252.53			
2020-03-27	491,413	PMTRX00005025	Purchases	3194549	PRICE'S ALARM SYSTEMS		\$149.85			
2020-04-01	492,537	PMTRX00005036	Purchases	R0010433113	SECURE LINKS		\$45.00			
2020-04-01	492,538	PMVVR0000521	Purchases	R0010433113	SECURE LINKS				\$45.00	
2020-04-01	492,539	PMTRX00005037	Purchases	R0010433113	SECURTEK MONITORING SOLUTIONS		\$45.00			
2020-06-02	497,603	PMTRX00005125	Purchases	23637	NISA INTERNET SOLUTIONS		\$1,162.96			
2020-07-01	499,827	PMTRX00005167	Purchases	3250114	PRICE'S ALARM SYSTEMS		\$149.85			
						Net Change	Ending Balance			
Account: 01.05.022130.6135.						Totals:	\$1,760.19	\$1,760.19	\$1,805.19	\$45.00

	<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>
Grand Totals:	8	\$0.00	\$18,230.72	\$18,230.72	\$18,287.67	\$56.95

DETAILED TRIAL BALANCE FOR 2020

City of Port Alberni
 General Ledger

Ranges: From: To:
 Date: 2020-01-01 2020-12-31
 Account: 01.02.046245.3535. 01.02.046245.3535.
 Subtotal By: No Subtotals
 Sorted By: Segment1
 Include: Posting

Account:		Description:				Beginning Balance:				
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit		
Account: 01.02.046245.3535.		Reserve For Future Expenditure							\$0.00	
2020-01-01	486,417	GLREV00054045	ACCRUE Q#3 COMMUNITY GAMIN				\$102,284.50			
2020-01-15	484,125	GLTRX00053740	1 / INT-COMM GAME					\$576.55		
2020-01-23	487,227	GLTRX00054229	1 / CASINO REVENUE OCT1-DEC 3					\$102,284.50		
2020-02-14	488,201	GLTRX00054398	1 / INT-COMM GAME					\$575.87		
2020-03-13	490,172	GLTRX00054812	1 / INT-COMM GAME					\$539.75		
2020-04-15	493,620	GLTRX00055373	1 / INT-COMM GAME					\$387.22		
2020-04-30	494,931	GLTRX00055698	1 / CASINO REV QTR1					\$88,976.51		
2020-05-14	498,817	GLTRX00056447	2 / INT-COMM GAME					\$169.36		
2020-06-12	501,747	GLTRX00057131	1 / INT-COMM GAME					\$175.15		
2020-07-15	503,712	GLTRX00057401	2 / INT-COMM GAME					\$169.50		
						Net Change	Ending Balance			
Account: 01.02.046245.3535.		Totals:				-\$91,569.91	-\$91,569.91	\$102,284.50	\$193,854.41	
		<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>		<u>Debit</u>	<u>Credit</u>		
Grand Totals:		1	\$0.00	-\$91,569.91	-\$91,569.91		\$102,284.50	\$193,854.41		

DETAILED TRIAL BALANCE FOR 2020
 City of Port Alberni
 General Ledger

Ranges: From: To:
 Date: 2020-01-01 2020-12-31
 Account: 01.04.015210. 01.04.015210.3278.
 Subtotal By: No Subtotals
 Sorted By: Segment1
 Include: Posting

Account: 01.04.015210.3276.		Description: Parking Tickets			Beginning Balance:		\$0.00		
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
2020-03-13	489,853	GLTRX00054742	PARKING / PYMT					\$30.00	
2020-03-13	489,863	GLTRX00054743	PARKING / PYMT					\$30.00	
2020-03-13	489,870	GLTRX00054743	PARKING / PYMT					\$30.00	
2020-03-13	492,938	GLTRX00055328	PARKING / PYMT			\$30.00			
2020-03-13	492,939	GLTRX00055329	PARKING / PYMT			\$30.00			
2020-07-16	501,757	GLTRX00057131	PARKING / PYMT					\$110.00	
					Net Change	Ending Balance			
Account: 01.04.015210.3276.					Totals:	-\$140.00	-\$140.00	\$60.00	\$200.00

Account: 01.04.015210.3277.		Description: MTI & Animal Control Fines			Beginning Balance:		\$0.00	
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit	
2020-01-02	482,351	GLTRX00053367	TICKETING / PYMT					\$125.00
2020-01-02	482,360	GLTRX00053367	TICKETING / PYMT					\$100.00
2020-01-03	482,347	GLTRX00053367	TICKETING / PYMT					\$375.00
2020-01-07	482,354	GLTRX00053367	NOISE / PYMT					\$150.00
2020-01-07	482,361	GLTRX00053367	TICKETING / PYMT					\$30.00
2020-01-09	482,445	GLTRX00053373	TICKETING / PYMT					\$84.00
2020-01-10	483,229	GLTRX00053496	TICKETING / PYMT					\$60.00
2020-01-12	483,230	GLTRX00053496	TICKETING / PYMT					\$250.00
2020-01-14	483,246	GLTRX00053496	TICKETING / PYMT					\$75.00
2020-01-17	484,064	GLTRX00053738	TICKETING / PYMT					\$200.00
2020-01-20	484,941	GLTRX00053807	TICKETING / PYMT					\$125.00
2020-01-21	484,140	GLTRX00053740	TICKETING / PYMT					\$50.00
2020-01-21	484,942	GLTRX00053807	TICKETING / PYMT					\$50.00
2020-01-22	484,141	GLTRX00053740	TICKETING / PYMT					\$75.00
2020-01-22	484,943	GLTRX00053807	TICKETING / PYMT					\$125.00
2020-01-24	484,945	GLTRX00053807	TICKETING / PYMT					\$180.00
2020-01-27	484,946	GLTRX00053807	TICKETING / PYMT					\$75.00
2020-01-29	485,741	GLTRX00053994	TICKETING / PYMT					\$75.00
2020-01-31	485,743	GLTRX00053994	TICKETING / PYMT					\$200.00
2020-02-07	486,386	GLTRX00054008	TICKETING / PYMT					\$36.00
2020-02-12	486,547	GLTRX00054081	TICKETING / PYMT					\$300.00
2020-02-13	486,617	GLTRX00054088	TICKETING / PYMT					\$150.00
2020-02-13	487,204	GLTRX00054228	TICKETING / PYMT					\$36.00
2020-02-14	488,201	GLTRX00054398	TICKETING / PYMT					\$50.00
2020-02-19	487,202	GLTRX00054228	TICKETING / PYMT					\$60.00
2020-02-21	487,949	GLTRX00054329	TICKETING / PYMT					\$210.00
2020-02-25	487,951	GLTRX00054329	TICKETING / PYMT					\$125.00
2020-02-26	487,952	GLTRX00054329	TICKETING / PYMT					\$875.00
2020-02-26	487,952	GLTRX00054329	BUILDING / PYMT					\$125.00
2020-02-26	487,952	GLTRX00054329	NOISE / PYMT					\$187.50
2020-02-28	488,203	GLTRX00054398	TICKETING / PYMT					\$150.00
2020-02-28	488,205	GLTRX00054398	TICKETING / PYMT					\$48.00
2020-03-03	488,508	GLTRX00054470	TICKETING / PYMT					\$50.00
2020-03-03	488,508	GLTRX00054470	DOGS / PYMT					\$125.00
2020-03-03	488,609	GLTRX00054476	TICKETING / PYMT					\$50.00
2020-03-05	488,615	GLTRX00054476	TICKETING / PYMT					\$160.00
2020-03-06	489,370	GLTRX00054605	TICKETING / PYMT					\$150.00
2020-03-09	489,371	GLTRX00054605	BUSINESS / PYMT					\$1,000.00
2020-03-11	489,599	GLTRX00054650	TICKETING / PYMT					\$200.00

DETAILED TRIAL BALANCE FOR 2020
 City of Port Alberni

2020-03-13	489,853	GLTRX00054742	TICKETING / PYMT			\$200.00
2020-03-13	489,863	GLTRX00054743	TICKETING / PYMT			\$200.00
2020-03-13	489,870	GLTRX00054743	TICKETING / PYMT			\$200.00
2020-03-13	492,938	GLTRX00055328	TICKETING / PYMT	\$200.00		
2020-03-13	492,939	GLTRX00055329	TICKETING / PYMT	\$200.00		
2020-03-16	489,854	GLTRX00054742	TICKETING / PYMT			\$150.00
2020-03-16	489,864	GLTRX00054743	TICKETING / PYMT			\$150.00
2020-03-16	489,871	GLTRX00054743	TICKETING / PYMT			\$150.00
2020-03-16	491,690	GLTRX00055093	TICKETING / PYMT	\$150.00		
2020-03-16	491,691	GLTRX00055094	TICKETING / PYMT	\$150.00		
2020-03-17	490,436	GLTRX00054843	BUSINESS / PYMT			\$150.00
2020-03-17	490,436	GLTRX00054843	TICKETING / PYMT			\$500.00
2020-03-25	491,428	GLTRX00054978	TICKETING / PYMT			\$325.00
2020-03-26	491,432	GLTRX00054979	TICKETING / PYMT			\$111.00
2020-04-02	492,381	GLTRX00055145	TICKETING / PYMT			\$60.00
2020-04-02	492,470	GLTRX00055196	BUSINESS / PYMT			\$150.00
2020-04-21	494,156	GLTRX00055565	TICKETING / PYMT			\$100.00
2020-05-14	495,440	GLTRX00055825	TICKETING / PYMT			\$50.00
2020-05-14	498,817	GLTRX00056447	TICKETING / PYMT			\$110.00
2020-06-02	496,581	GLTRX00056115	TICKETING / PYMT			\$60.00
2020-06-09	498,473	GLTRX00056357	TICKETING / PYMT			\$36.00
2020-06-18	498,827	GLTRX00056447	TICKETING / PYMT			\$100.00
2020-06-19	498,830	GLTRX00056447	TICKETING / PYMT			\$400.00
2020-06-22	498,831	GLTRX00056447	TICKETING / PYMT			\$761.00
2020-06-22	498,882	GLTRX00056508	TICKETING / PYMT			\$60.00
2020-06-23	499,101	GLTRX00056550	TICKETING / PYMT			\$250.00
2020-06-24	499,102	GLTRX00056550	DOGS / PYMT			\$150.00
2020-06-25	500,202	GLTRX00056757	TICKETING / PYMT			\$150.00
2020-07-10	502,479	GLTRX00057139	TICKETING / PYMT			\$100.00
2020-07-13	502,470	GLTRX00057139	TICKETING / PYMT			\$300.00
2020-07-16	501,757	GLTRX00057131	TICKETING / PYMT			\$250.00
2020-07-29	503,648	GLTRX00057400	BUILDING / PYMT			\$100.00
2020-08-04	503,737	GLTRX00057402	TICKETING / PYMT			\$60.00
2020-08-14	503,731	GLTRX00057401	TICKETING / PYMT			\$60.00

Account: 01.04.015210.3277.	Totals:	Net Change	Ending Balance		
		-\$11,234.50	-\$11,234.50	\$700.00	\$11,934.50

	<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>
Grand Totals:	2	\$0.00	-\$11,374.50	-\$11,374.50	\$760.00	\$12,134.50

DETAILED TRIAL BALANCE FOR 2020

City of Port Alberni
 General Ledger

Ranges: From: 2020-01-01 To: 2020-12-31
 Date: 2020-01-01
 Account: 01.04.013121. Subtotal By: No Subtotals
 Sorted By: Segment1 Include: Posting

Account:		Description:			Beginning Balance:			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit	
Account: 01.04.013121.3038.		Recovered Prisoner Expenses				\$0.00		
2020-01-03	483,231	GLTRX00053496	1 / FEDERAL KOP Q2 FY19-20				\$422.90	
2020-02-21	487,945	GLTRX00054329	2 / PRISONERS KEEP				\$20,784.40	
				Totals:	Net Change	Ending Balance		
					-\$21,207.30	-\$21,207.30	\$21,207.30	
Account: 01.04.013121.3038.						\$0.00	\$21,207.30	
Grand Totals:		Accounts	Beginning Balance		Net Change	Ending Balance	Debit	Credit
		1	\$0.00		-\$21,207.30	-\$21,207.30	\$0.00	\$21,207.30

DETAILED TRIAL BALANCE FOR 2020

City of Port Alberni
 General Ledger

Ranges: From: 2020-01-01 To: 2020-12-31
 Date: 2020-01-01 Subtotal By: No Subtotals
 Account: 01.05.022481. . . Sorted By: Segment1
 Include: Posting

Account: 01.05.022481.2435.						Description: Repair Services	Beginning Balance:	\$0.00		
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit		
2020-01-01	487,995	POIVC00001961	Miscellaneous	RCT00000000041034	MSA SAFETY SALES, LLC		\$86.21			
2020-02-01	486,819	PMTRX00004962	Purchases	28462	ALBERNI COMMUNICATIONS & ELECT		\$47.08			
2020-02-24	487,259	RECVG00011368	Purchases	RCT00000000041006	MSA SAFETY SALES, LLC		\$1,231.46			
2020-04-14	493,761	PMTRX00005049	Purchases	28687	ALBERNI COMMUNICATIONS & ELECT		\$89.88			
2020-04-14	493,762	PMTRX00005049	Purchases	28686	ALBERNI COMMUNICATIONS & ELECT		\$94.16			
2020-05-19	495,476	RECVG00011669	Purchases	RCT00000000042612	KGC FIRE RESCUE INC.		\$427.97			
2020-05-19	496,131	POIVC00002002	Purchases	RCT00000000042662	KGC FIRE RESCUE INC.		\$25.68			
2020-05-25	496,390	RECVG00011695	Purchases	RCT00000000042762	INTER-MOUNTAIN TESTING		\$675.00			
2020-06-03	497,159	RECVG00011726	Purchases	RCT00000000042858	INTER-MOUNTAIN TESTING		\$2,005.00			
2020-08-05	502,667	RECVG00011946	Purchases	RCT00000000044033	ISLAND FIRE PROTECTION LTD.		\$160.20			
						Net Change	Ending Balance			
Account: 01.05.022481.2435.						Totals:	\$4,842.64	\$4,842.64	\$4,842.64	\$0.00

Account: 01.05.022481.5300.						Description: Supplies	Beginning Balance:	\$0.00		
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit		
2020-01-28	493,647	PMTRX00005045	Purchases	94504744	MINISTER OF FINANCE - Product Distrib		\$43.01			
2020-02-19	486,905	RECVG00011348	Purchases	RCT00000000040929	RECEIVER GENERAL FOR CANADA - II		\$2,418.65			
2020-03-14	490,256	PMTRX00005018	Purchases	346284	L B WOODCHOPPERS LTD		\$27.04			
2020-04-02	493,765	PMTRX00005049	Purchases	9494268148	ACKLANDS - GRAINGER INC		\$58.42			
2020-04-08	493,782	PMTRX00005049	Purchases	0428-537173	GUILLEVIN INT. INC. IND/SAFETY		\$294.25			
2020-04-16	493,736	POIVC00001989	Purchases	RCT00000000042278	IRIDIA MEDICAL		\$25.00			
2020-04-16	493,736	POIVC00001989	Miscellaneous	RCT00000000042278	IRIDIA MEDICAL		\$26.30			
2020-04-17	492,882	RECVG00011575	Purchases	RCT00000000042093	IRIDIA MEDICAL		\$350.70			
2020-04-21	495,000	PMTRX00005092	Purchases	601343	SOUTHSIDE AUTO SUPPLY LTD		\$93.48			
2020-04-23	494,976	PMTRX00005092	Purchases	0428-537316	GUILLEVIN INT. INC. IND/SAFETY		\$95.02			
2020-04-27	494,983	PMTRX00005092	Purchases	349559	L B WOODCHOPPERS LTD		\$20.87			
2020-05-12	505,393	PMTRX00005260	Purchases	0428-537249	GUILLEVIN INT. INC. IND/SAFETY		\$211.86			
2020-05-21	497,324	PMTRX00005122	Purchases	28791	ALBERNI COMMUNICATIONS & ELECT		\$133.75			
2020-06-29	499,157	RECVG00011820	Purchases	RCT00000000043392	IRWIN AIR LTD		\$242.35			
2020-06-29	499,855	POIVC00002021	Purchases	RCT00000000043439	IRWIN AIR LTD		\$19.85			
2020-06-29	499,855	POIVC00002021	Miscellaneous	RCT00000000043439	IRWIN AIR LTD		\$16.96			
2020-06-30	501,505	PMTRX00005182	Purchases	71627186	AIR LIQUIDE CANADA INC		\$137.17			
2020-08-10	503,682	PMTRX00005192	Purchases	94624449	MINISTER OF FINANCE - Product Distrib		\$48.31			
						Net Change	Ending Balance			
Account: 01.05.022481.5300.						Totals:	\$4,262.99	\$4,262.99	\$4,262.99	\$0.00

Account: 01.05.022481.5657.						Description: Automotive & Equipment Parts	Beginning Balance:	\$0.00		
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit		
2020-02-04	486,836	PMTRX00004962	Purchases	IN0121518	ROCKY MOUNTAIN PHOENIX		\$1,459.13			
2020-04-20	494,085	PMTRX00005082	Purchases	200420-5	PORT ALBERNI FIRE DEPARTMENT PI		\$6.40			
						Net Change	Ending Balance			
Account: 01.05.022481.5657.						Totals:	\$1,465.53	\$1,465.53	\$1,465.53	\$0.00

Account: 01.05.022481.6100.						Description: Capital Purchase/Leased Equip.	Beginning Balance:	\$0.00
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit
2020-04-01	497,240	POIVC00002008	Miscellaneous	RCT00000000042831	GUILLEVIN INTERNATIONAL CO		\$193.56	
2020-04-01	497,240	POIVC00002008	Miscellaneous	RCT00000000042831	GUILLEVIN INTERNATIONAL CO		\$48.78	

DETAILED TRIAL BALANCE FOR 2020
 City of Port Alberni

2020-04-09	500,016	POIVC00002024	Purchases	RCT00000000043499	GUILLEVIN INTERNATIONAL CO	\$37.55		
2020-04-14	497,241	POIVC00002008	Miscellaneous	RCT00000000042832	GUILLEVIN INTERNATIONAL CO	\$139.47		
2020-04-14	497,241	POIVC00002008	Miscellaneous	RCT00000000042832	GUILLEVIN INTERNATIONAL CO	\$146.32		
2020-04-14	500,064	PMTRX00005170	Purchases	0428-537367-1	GUILLEVIN INTERNATIONAL CO		\$1,773.20	
2020-04-14	501,498	PMTRX00005182	Purchases	0428-537367-1	GUILLEVIN INT. INC. IND/SAFETY	\$1,773.20		
2020-04-14	503,703	PMVVR00000534	Purchases	0428-537367-1	GUILLEVIN INT. INC. IND/SAFETY		\$1,773.20	
2020-04-30	496,523	PMTRX00005120	Purchases	14277588-3	A C E COURIER SERVICES	\$18.59		
2020-05-27	496,495	RECVG00011701	Purchases	RCT00000000042795	GUILLEVIN INTERNATIONAL CO	\$256,295.15		
2020-05-27	496,496	RECVG00011701	Purchases	RCT00000000042796	GUILLEVIN INTERNATIONAL CO	\$4,083.04		
2020-05-27	503,559	GLTRX00057369	Capital SCBA Gear to WIP 2020				\$260,378.19	
2020-06-05	497,449	PMTRX00005123	Purchases	0428-537367	GUILLEVIN INTERNATIONAL CO		\$1,773.20	
2020-06-10	497,667	PMTRX00005127	Purchases	0428-537367-CR	GUILLEVIN INT. INC. IND/SAFETY	\$1,773.20		
2020-06-14	497,312	PMTRX00005122	Purchases	0428-537367	GUILLEVIN INT. INC. IND/SAFETY		\$1,773.20	
2020-08-14	503,705	PMTRX00005193	Purchases	0428-537367-2	GUILLEVIN INT. INC. IND/SAFETY	\$1,773.20		
					Net Change	Ending Balance		
Account: 01.05.022481.6100.				Totals:	-\$1,188.93	-\$1,188.93	\$266,282.06	\$267,470.99

	<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>
Grand Totals:	4	\$0.00	\$9,382.23	\$9,382.23	\$276,853.22	\$267,470.99

DETAILED TRIAL BALANCE FOR 2020

City of Port Alberni
 General Ledger

Ranges: From: 2020-01-01 To: 2020-12-31
 Date: 2020-01-01
 Account: .485330. .485330.
 Subtotal By: No Subtotals
 Sorted By: Segment3
 Include: Posting

Account:		Description:				Beginning Balance:			
Trx Date	Jml No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit
Account: 04.05.485330.5300.		General Government, Supplies						\$0.00	
2020-01-01	488,304	GLREV00054402	2019/MP/ADMIN/18409					\$146.74	
						<u>Net Change</u>	<u>Ending Balance</u>		
Totals:						\$146.74	\$146.74	\$146.74	\$0.00
Account: 04.05.485330.6100.		Capital Purchase/Leased Equip.						\$0.00	
2020-04-23	493,714	RECVG00011595	Cost of Goods Sold/Expense	RCT00000000042267	ASSETFINDA SYSTEMS CANADA LTD			\$202,619.00	
						<u>Net Change</u>	<u>Ending Balance</u>		
Totals:						\$202,619.00	\$202,619.00	\$202,619.00	\$0.00
Grand Totals:		<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>		
		2	\$0.00	\$202,765.74	\$202,765.74	\$202,765.74	\$0.00		

DETAILED TRIAL BALANCE FOR 2020
 City of Port Alberni
 General Ledger

Ranges: From: To:
 Date: 2020-01-01 2020-12-31
 Account: .565418. .565418.
 Subtotal By: No Subtotals
 Sorted By: Segment3
 Include: Posting

Account:		Description:				Beginning Balance:	\$0.00
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
2020-03-20	490,427	RECVG00011477	Cost of Goods Sold/Expense	RCT00000000041619	ANDERSON HILL LTD PARTNERSHIP	\$307,965.24	
						<u>Net Change</u>	<u>Ending Balance</u>
Account: 06.05.565418.5300.		Totals:				\$307,965.24	\$307,965.24
		<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>
Grand Totals:		1	\$0.00	\$307,965.24	\$307,965.24	\$307,965.24	\$0.00

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, August 10th, 2020 at 11:00 am
Via Zoom**

Present: Councillor Dan Washington, Chair
Councillor Cindy Solda
Councillor Ron Corbeil

Resource Staff: Tim Pley, CAO
Andrew McGifford, Director of Finance
Davina Hartwell, City Clerk

Media: David Wiwchar, The Peak 93.3FM

A. Adoption of Agenda

*Solda/Corbeil
That the agenda be adopted as circulated.*

Carried

B. Minutes

*Corbeil/Solda
That the minutes of the July 6th, 2020 Audit Committee Meeting be adopted as
circulated.*

Carried

C. Responses to questions arising from the July 6, 2020 Audit Committee Meeting

*Corbeil/Solda
That the report dated July 22, 2020 from the Deputy Director of Finance
responding to questions arising from the July 6, 2020 meeting, be received.*

Carried

D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (June 30, 2020)

It was noted that the both Mayor Minions and Councillor Corbeil attended the Truck Loggers Assoc. Convention Jan 14-17.

Registration fees for AVICC attendance have been credited.

*Solda/Corbeil
That the Mayor and Council Travel and Development Expenses report for the
period ending June 30, 2020 be received.*

Carried

E. Reports

General Revenue Fund by Department

Additional information was requested regarding the following:

- a. 022130 – Community Policing
- b. 016215 – Community Gaming Funds
- c. 015210 – Bylaw Fine and Parking Tickets (year to date breakdown of tickets issued for future meeting)
- d. 013121 – Detention of Prisoners
- e. 022481 – Sundry Equip

Corbeil/Solda

That the General Revenue Fund report for June 30, 2020 be received.

Carried

Water Revenue Fund

Corbeil/Solda

That the Water Revenue Fund report for June 30, 2020 be received.

Carried

Sewer Revenue Fund

Information was requested regarding status of connection charges.

Solda/Corbeil

That the Sewer Revenue Fund report for June 30, 2020 be received.

Carried

General Capital Fund

Information was requested regarding the following:

- a. 04-485330 – General Government
- b. 04-495360 – General Capital, Museum Capital Purchases

Corbeil/Solda

That the General Capital Fund report for June 30, 2020 be received.

Carried

Water Capital Fund

Details regarding approval of 565418 Leslie to Merrifield was requested.

Corbeil/Solda

That the Water Capital Fund report for June 30, 2020 be received.

Carried

Sewer Capital Fund

Corbeil/Solda

That the Sewer Capital Fund report for June 30, 2020 be received.

Carried

F. Vendor Cheque Register Report

Details regarding the following cheque numbers and electronic funds transfers were requested as follows:

- a. 146245 – Superior Farms (\$7,816.20)*
- b. 146284 – Community Futures Development (\$52,999.90) – noted \$50,000 was for Façade Improvement Program*
- c. 146290 - Guillevin International Co (\$266,565.77)*
- d. 146361 – Flag Outlet Ltd (\$5,312.33) – noted additional flag poles purchased to accommodate Tseshah and Hupacasath flags)*
- e. 146369 – Neilson Strategies Inc. (\$6,665.93) – noted this was facilitated strategic plan session*
- f. 146327 – Port Alberni Port Authority (\$262,500)*
- g. 146329 – Project 529, Inc (\$1,500) – noted this is a property protection program through Community Policing)*
- h. 146348 – 0946982 BC Ltd (\$2,153.87) – noted this is Ace Flagging*
- i. 146358 – Clark’s Household Moving (\$6,825.00) – noted this was new exempt staff relocation to community*
- j. 146305 – Zoom Video Communications (\$12,000) – noted this was Annual Licence Fee for up to 50 users)*
- k. 146412 – Michele Jamieson \$89,242.85*
- l. 146427 – Bang The Table (\$11,200) – noted this is Communications Software*
- m. 146436 – Community Futures Development (\$17,100)*
- n. 146449 – Merit Furniture (\$2,588.88) – noted this was refrigerator for Fire Hall. Info requested re criteria for purchase*
- o. 146524 – Piano Forte and Tuning Service – (\$585.09) – noted piano tuning for piano at Echo Centre*
- p. 146539 – Victoria Lake (\$1,500) – noted this was Consulting Co. for Food Hub proposal*
- q. EFT4445 – Accent Refrigeration (\$64,874.25) – noted this was 30% payment towards multiplex condenser installation*
- r. EFT4438 – Vancouver Island Regional Library (\$198,115) – no there has been no change in the level of service under the contract as VIRL seeks creative ways to deliver service*
- s. EFT4551 – Port Alberni Civic Managers Assoc – (\$450) – noted these are payroll deductions for dues to association.*
- t. EFT4552 - Port Alberni Firefighters Association – (\$5,358) noted these are payroll deductions for dues to association.*

Solda/Corbeil

That the Vendor Cheque Register Report dated May 13, 2020 through August 4, 2020 be received, and questions arising from the Cheque Register be addressed in a report at the September 14, 2020 Regular Council Meeting.

Carried

G. Investments Report

A McGifford, Director of Finance provided a verbal update regarding the City's investments noting \$12 million has been placed in short-term investments until there is full understanding of the City's financial position following this year's tax payment deadlines.

H. Other Competent Business

A McGifford, Director of Finance reviewed his August 5, 2020 report providing a draft Terms of Reference for the Committee's review and input. The Committee generally discussed the Terms of Reference and supported them being forwarded to Council for consideration of endorsement.

I. Question Period

J. Next Meeting

The next meeting will be on Monday, November 23, 2020 at 11:00 am.

K. Adjournment

Corbeil/Solda

That the meeting be adjourned at 12:10 pm.

Carried

Respectfully submitted,

Councillor Dan Washington, Chair

Davina Hartwell, City Clerk

2020 Council Travel and Development

Date	Event	Location	Mayor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Total
			Minions	Corbeil	Haggard	Paulson	Poon	Solda	Washington	
Jan 14/20	Truck Loggers Assoc. Convention Jan 14 - 17, 2020 - Hotel/Ferry/Per Diem	Vancouver	\$ 1,236.09							\$ 1,236.09
Jan 27/20	FCM Conference June 4 - 7, 2020 - Hotel Deposit	Toronto	\$ 339.63			\$ 339.63				\$ 679.26
Jan 30/20	VI Small Business Awards Jan 30, 2020 - Hotel/Per Diem/Mileage	Langford	\$ 459.41							\$ 459.41
Jan 31/20	BC Council of Forest Industries Apr 1 - 3, 2020 - Flight	Prince George	\$ 617.66	\$ 617.66						\$ 1,235.32
Jan 31/20	FCM Conference June 4 - 7, 2020 - Flight	Toronto	\$ 875.85			\$ 875.85				\$ 1,751.70
Jan 31/20	FCM Conference June 4 - 7, 2020 - Registration	Toronto	\$ 1,005.70			\$ 1,005.70				\$ 2,011.40
Feb 5/20	Assoc. of BC Forest Professionals Conference Feb 5 - 7, 2020 -Per Diem	Nanaimo	\$ 78.00							\$ 78.00
Feb 13/20	Lunch Meeting with Cynthia Dick	Port Alberni	\$ 31.77							\$ 31.77
Feb 15/20	Assoc. of Van Island Coastal Communities Conv.Apr 15 - 17, 2020 Reg.	Nanaimo	\$ 467.25	\$ -	\$ 425.25	\$ 425.25	\$ 425.25	\$ 425.25	\$ 393.75	\$ 2,562.00
Feb 16/20	Dominion Gov. Law - Webinar Registration	Webinar			\$ 133.75					\$ 133.75
Mar 10/20	Lunch Meeting with John Douglas	Port Alberni	\$ 42.94							\$ 42.94
Mar 20/20	Assoc. of Van Island Coastal Communities Conv.Apr 15 - 17, 2020 Reg. - Conference Cancelled due to COVID-19	Nanaimo	\$ (467.25)		\$ (425.25)	\$ (425.25)	\$ (425.25)	\$ (425.25)	\$ (393.75)	\$ (2,562.00)
										\$ -
Jun 5/20	UBCM Convention Sept 21 - 25, 2020 Hotel Refund - Cancelled	Victoria	\$ (285.87)	\$ (285.87)	\$ (285.87)	\$ (285.87)		\$ (285.87)	\$ (285.87)	\$ (1,715.22)
Jun 1/20	Neilson Strategies Inc. - Facilitated Session - Industrial Taxation Strategy - meals incl.	Port Alberni	\$ 928.95	\$ 928.95	\$ 928.95	\$ 928.95	\$ 928.95	\$ 928.95	\$ 928.95	\$ 6,502.65
										\$ -
Total - 1st Quarter (January - March 2020)			\$ 4,687.05	\$ 617.66	\$ 559.00	\$ 2,221.18	\$ -	\$ -		\$ 8,084.89
Total - 2nd Quarter (April - June 2020)			\$ 643.08	\$ 643.08	\$ 643.08	\$ 643.08	\$ 928.95	\$ 643.08	\$ 643.08	\$ 4,787.43
Total - 3rd Quarter (July - September 2020)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,502.65
Total - 4th Quarter (October - December 2020)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
TOTALS - YTD 2020			\$ 5,330.13	\$ 1,260.74	\$ 1,202.08	\$ 2,864.26	\$ 928.95	\$ 643.08	\$ 643.08	\$ 19,374.97
									Budget	\$ 50,000.00
			FCM	\$ 4,442.36	AVICC	\$ -	UBCM	\$ 4,787.43	Balance	\$ 30,625.03

PRIOR YEAR:

Total - 1st Quarter (January - March 2019)	\$ 5,213.69	\$ 860.00	\$ 491.05	\$ 107.86	\$ 2,963.85	\$ 604.28	\$ -	\$ 10,240.73
Total - 2nd Quarter (April - June 2019)	\$ 3,773.84	\$ 2,650.79	\$ 667.57	\$ -	\$ 2,912.59	\$ 656.52	\$ -	\$ 10,661.31
Total - 3rd Quarter (July - September 2019)	\$ 4,293.49	\$ 3,946.20	\$ 4,414.77	\$ 4,303.37	\$ 4,287.16	\$ 2,524.88	\$ 3,906.40	\$ 27,676.27
Total - 4th Quarter (October - December 2019)	\$ 2,269.64	\$ 1,668.67	\$ 1,209.83	\$ 273.67	\$ 497.85	\$ 273.67	\$ 273.67	\$ 6,467.00
TOTALS - Year-End 2019	\$ 15,550.66	\$ 9,125.66	\$ 6,783.22	\$ 4,684.90	\$ 10,661.45	\$ 4,059.35	\$ 4,180.07	\$ 55,045.31

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2020
For Management Purposes Only

	June	Budget	Variance	% Variance	Prior Year	Budget
GENERAL ADMINISTRATION						
Revenue						
011111	(23,390,884.46)	(23,390,939.00)	54.54	0.00%	(22,941,716.93)	(22,941,545.00)
011112	(211,637.16)	(211,671.00)	33.84	-0.02%	-211,657.96	(211,671.00)
011211	(10,713.88)	(12,000.00)	1,286.12	-10.72%	-10,859.17	(12,000.00)
011910	(742,795.19)	(695,000.00)	(47,795.19)	6.88%	-662,948.49	(694,941.00)
012110	-	(500.00)	500.00	-100.00%		(500.00)
012210	-	(2,000.00)	2,000.00	-100.00%		(2,000.00)
012310	-	(45,800.00)	45,800.00	-100.00%		(45,800.00)
012410	(110,326.19)	(111,000.00)	673.81	-0.61%	(104,421.27)	(111,000.00)
012411	-	(60,000.00)	60,000.00	-100.00%		(60,000.00)
012910	-	(200.00)	200.00	-100.00%	(212.00)	(200.00)
014120	(13,478.54)	(33,500.00)	20,021.46	-59.77%	(8,222.21)	(33,500.00)
014560	(510,000.00)	(521,833.00)	11,833.00	-2.27%	(125,566.00)	(126,300.00)
015110	(149,920.50)	(130,000.00)	(19,920.50)	15.32%	738.00	(130,000.00)
015160	(7,790.00)	(10,000.00)	2,210.00	-22.10%		(10,000.00)
015190	-	(1,000.00)	1,000.00	-100.00%		(1,000.00)
015210	(10,394.50)	(17,000.00)	6,605.50	-38.86%	(15,576.00)	(9,500.00)
015510	-	(240,000.00)	240,000.00	-100.00%		(235,000.00)
015590	(20,767.14)	(28,000.00)	7,232.86	-25.83%	(18,471.55)	(28,000.00)
015611	461.23	(118,000.00)	118,461.23	-100.39%	(24.89)	(118,000.00)
015621	(14,212.63)	(45,100.00)	30,887.37	-68.49%	(14,646.14)	(45,100.00)
015930	(253,982.48)	(94,500.00)	(159,482.48)	168.76%	(26,966.53)	(94,500.00)
015940	-	(28,275.00)	28,275.00	-100.00%	(14,137.50)	(23,800.00)
016212	(275,363.00)	(288,700.00)	13,337.00	-4.62%	(280,144.00)	(288,700.00)
016214	(93,580.00)	(302,800.00)	209,220.00	-69.10%	(312,700.00)	(302,800.00)
016215	(88,976.51)	(334,380.00)	245,403.49	-73.39%		(445,840.00)
018121	-	(70,000.00)	70,000.00	-100.00%		(70,000.00)
	(25,904,360.95)	(26,792,198.00)	887,837.05	-3.31%	(24,747,532.64)	(26,041,697.00)
Expenses						
021110	20,347.20	46,456.00	(26,108.80)	-56.20%	23,576.17	45,546.00
021130	54,806.07	123,540.00	(68,733.93)	-55.64%	62,669.67	121,118.00
021190	13,969.64	39,000.00	(25,030.36)	-64.18%	12,723.62	39,000.00
021191	5,502.16	-	5,502.16	#DIV/0!	1,955.27	
021211	90,239.30	210,479.00	(120,239.70)	-57.13%	100,945.15	206,362.00
021212	186,742.86	553,660.00	(366,917.14)	-66.27%	211,493.90	418,994.70
021215	46,045.60	41,600.00	4,445.60	10.69%	13,796.06	40,000.00
021216	200,258.26	357,075.00	(156,816.74)	-43.92%	140,869.74	336,554.00
021217	7,170.21	14,452.00	(7,281.79)	-50.39%	3,936.07	14,106.00
021221	380,732.43	802,000.00	(421,267.57)	-52.53%	430,837.35	783,744.00
021222	3,532.86	9,643.00	(6,110.14)	-63.36%	1,721.84	9,377.00
021225	5,250.00	31,000.00	(25,750.00)	-83.06%	41,000.00	31,200.00
021226	67,738.75	124,000.00	(56,261.25)	-45.37%	65,647.53	122,500.00
021229	19,530.01	2,250.00	17,280.01	768.00%		22,250.00
021252	63,830.81	143,342.00	(79,511.19)	-55.47%	58,531.02	156,700.00
021259	205,602.05	443,031.00	(237,428.95)	-53.59%	300,584.34	494,382.00
021260	-	56,200.00	(56,200.00)	-100.00%	49,125.00	56,200.00

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2020
For Management Purposes Only

	June	Budget	Variance	% Variance	Prior Year	Budget
021261 Information Systems Admin.	424,971.59	696,957.00	(271,985.41)	-39.02%	410,563.92	674,590.62
021283 Human Resources	116,721.83	284,632.00	(167,910.17)	-58.99%	122,350.59	277,688.00
021285 Employee & Family Assist.Prog.	8,506.64	15,336.00	(6,829.36)	-44.53%	8,761.98	15,318.00
021290 Admin./Acc't Services Recovery	(249,000.00)	(474,000.00)	225,000.00	-47.47%	(244,500.00)	(465,000.00)
021911 Election/Referendum Expenses		-	-	0.00%	(734.31)	
021920 Training & Development	43,029.49	94,953.00	(51,923.51)	-54.68%	36,412.36	147,865.00
021925 Council Travel & Development	20,258.69	29,940.00	(9,681.31)	-32.34%	17,477.02	51,005.00
021930 Public Liability Insurance	507,983.02	483,041.00	24,942.02	5.16%	269,842.62	262,700.00
021931 Damage Claims		21,649.00	(21,649.00)	-100.00%	6,382.67	21,224.00
021950 Grants in Aid	9,400.00	11,000.00	(1,600.00)	-14.55%	26,630.05	36,350.00
021990 Other General Services	441.30	-	441.30	0.00%		2,000.00
022510 Emergency Prog. Administration	247.58	500.00	(252.42)	-50.48%	241.16	500.00
022931 Animal Pound Operation	74,184.64	151,289.00	(77,104.36)	-50.96%	86,155.39	151,250.00
026234 Business Development	50,000.00	80,000.00	(30,000.00)	-37.50%	66,488.72	80,000.00
026235 Economic Development	712,807.50	902,604.00	(189,796.50)	-21.03%	398,866.37	751,525.29
026237 Community Investment Plan	34,748.50	37,200.00	(2,451.50)	-6.59%	44,317.57	39,200.00
026238 Sustainability & Community Engagement	-	500.00	(500.00)	-100.00%		500.00
026810 Security Lighting Incentive	2,250.00	-	2,250.00	0.00%		25,000.00
026800 Green Home Renovation Program	-	-	-	0.00%	(500.00)	
026911 Chamber of Commerce	42,844.00	87,411.00	(44,567.00)	-50.99%	42,844.00	86,545.00
028115 Interest On Prepaid Taxes	7,249.40	1,500.00	5,749.40	383.29%	11,381.64	1,500.00
028121 interest On Own Debentures	45,601.31	91,203.00	(45,601.69)	-50.00%	45,601.31	91,203.00
028131 Principal Install On Own Deb.	113,291.21	120,468.00	(7,176.79)	-5.96%	113,291.21	120,468.00
028193 Banking Service Charges	3,678.15	6,500.00	(2,821.85)	-43.41%	3,492.11	6,500.00
Total General Administration Expenses	3,340,513.06	5,640,411.00	(2,299,897.94)	-40.78%	2,984,779.11	5,275,965.61
Net General Administration	(22,563,847.89)	(21,151,787.00)	(1,412,060.89)	6.68%	(21,762,753.53)	(20,765,731.39)
POLICE PROTECTION						
Revenue						
013121 Detention of Prisoners	(21,207.30)	(167,000.00)	145,792.70	-87.30%	(11,687.66)	(167,000.00)
014221 RCMP Building Rental	(18,498.73)	(192,181.00)	173,682.27	-90.37%	(149,148.49)	(128,973.36)
Total Police Protection Revenue	(39,706.03)	(359,181.00)	319,474.97	-88.95%	(160,836.15)	(295,973.36)
Expenses						
022121 R.C.M.P. Contract	1,478,985.00	5,550,410.00	(4,071,425.00)	-73.35%	1,431,008.00	5,606,453.00
022122 Police Service Administration	537,238.45	919,183.00	(381,944.55)	-41.55%	513,694.45	901,653.38
022123 RCMP DNA Lab Fees	-	24,970.00	(24,970.00)	-100.00%		24,480.00
022130 Community Policing	16,834.96	286,061.00	(269,226.04)	-94.11%	3,337.76	83,530.20
022140 Commissionaire Services	2,388.96	25,000.00	(22,611.04)	-90.44%	13,493.16	25,000.00
022160 Police Building Maintenance	79,935.08	159,815.00	(79,879.92)	-49.98%	86,891.45	167,500.00
022180 Detention/Custody Of Prisoners	251,892.80	527,722.00	(275,829.20)	-52.27%	110,446.35	517,374.60
Total Police Protection Expenses	2,367,275.25	7,493,161.00	(5,125,885.75)	-68.41%	2,158,871.17	7,325,991.18
Net Police Protection	2,327,569.22	7,030,017.82	(4,702,448.60)	-66.89%	1,998,035.02	7,030,017.82

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2020
For Management Purposes Only

	June	Budget	Variance	% Variance	Prior Year	Budget
FIRE PROTECTION						
Revenue						
014241	(1,000.00)	(192,181.00)	(191,181.00)	99.48%	(5,691.76)	(188,723.00)
Expenses						
022411	117,792.39	345,347.00	(227,554.61)	-65.89%	143,225.12	338,771.00
022421	1,345,415.45	2,732,025.00	(1,386,609.55)	-50.75%	1,586,331.60	2,683,921.00
022422	32,336.82	56,740.00	(24,403.18)	-43.01%	9,900.93	48,257.00
022431	2,666.24	11,837.00	(9,170.76)	-77.48%	2,910.19	11,720.00
022440	-	1,005.00	(1,005.00)	-100.00%	-	995.00
022441	75,401.51	159,473.00	(84,071.49)	-52.72%	78,114.68	155,833.00
022471	41,979.12	61,367.00	(19,387.88)	-31.59%	23,343.44	65,760.00
022472	44.33	-	44.33	0.00%	43.74	-
022473	-	1,674.00	(1,674.00)	-100.00%	-	1,657.00
022480	117,764.38	233,912.00	(116,147.62)	-49.65%	77,380.23	228,767.00
022481	269,340.05	26,467.00	242,873.05	917.64%	5,817.25	26,205.00
022482	3,477.50	27,642.00	(24,164.50)	-87.42%	4,943.10	27,368.00
	2,006,217.79	3,657,489.00	(1,651,271.21)	-45.15%	1,932,010.28	3,589,254.00
	Net Fire Protection	3,465,308.00	(1,460,090.21)	-42.13%	983,467.29	3,400,531.00
ENGINEERING & PUBLIC WORKS						
Revenue						
014310	(701.91)	(77,600.00)	76,898.09	-99.10%	(9,346.20)	(65,600.00)
Expenses						
023110	282,751.01	590,948.00	(475,667.63)	-80.49%	275,817.16	593,113.00
023121	(20,043.32)	30,000.00	(25,774.50)	-85.92%	10,110.65	31,000.00
023129	75,735.69	113,647.00	(84,452.74)	-74.31%	54,458.07	110,824.32
023130	209,287.35	322,732.00	(258,949.75)	-80.24%	243,599.47	379,784.76
023134	19,973.82	44,478.00	(42,418.42)	-95.37%	14,268.22	46,643.00
023136	46,389.27	61,000.00	(14,610.73)	-23.95%	38,949.62	59,000.00
023137	56,128.51	106,921.00	(50,792.49)	-47.50%	48,056.35	103,720.00
023138	36,144.86	95,307.00	(59,162.14)	-62.08%	49,214.01	93,539.76
023160	303,509.56	717,731.00	(414,221.44)	-57.71%	316,201.78	704,729.00
023161	5,666.69	14,071.00	(8,404.31)	-59.73%	4,609.70	10,909.12
023162	14,665.80	27,535.00	(12,869.20)	-46.74%	9,888.55	29,629.26
023205	9,741.72	32,700.00	(22,958.28)	-70.21%	18,132.20	48,147.36
023210	13,427.97	9,700.00	3,727.97	38.43%	7,974.67	3,907.12
023220	44,938.77	56,600.00	(11,661.23)	-20.60%	44,089.33	55,747.50
023231	185,854.65	630,248.00	(444,393.35)	-70.51%	183,923.21	624,018.00
023233	151,251.80	21,882.00	129,369.80	591.22%	147,333.02	259,953.60
023234	33,632.01	152,940.00	(119,307.99)	-78.01%	21,220.64	21,600.48
023236	96,279.40	187,231.00	(90,951.60)	-48.58%	108,472.15	144,365.50
023237	86,774.30	187,231.00	(100,456.70)	-53.65%	85,401.76	199,545.00
023241	10,492.81	43,592.00	(33,099.19)	-75.93%	92.18	43,529.36
023250	132,104.51	306,412.00	(174,307.49)	-56.89%	121,136.64	302,400.00

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	June	Budget	Variance	% Variance	Prior Year	Budget
023261 Signs And Traffic Marking	95,250.18	223,151.00	(127,900.82)	-57.32%	83,641.22	220,795.00
023264 Traffic And Railroad Signals	2,460.27	12,671.00	(10,210.73)	-80.58%	4,889.12	12,557.12
023272 Off-Street Parking	1,822.74	11,759.00	(9,936.26)	-84.50%	2,424.65	7,880.90
023291 Gravel, Sand, Rock & Salt	103,847.06	204,441.00	(100,593.94)	-49.20%	101,996.30	202,647.50
023311 Ditch/Creek & Dyke Maintenance	32,611.16	99,000.00	(66,388.84)	-67.06%	25,305.23	118,221.76
023331 Storm Sewer Maintenance	47,335.99	114,840.00	(67,504.01)	-58.78%	76,848.84	115,500.00
023333 Storm Sewer Pump Station	4,657.17	8,814.00	(4,156.83)	-47.16%	3,471.01	10,520.00
023335 Storm Sewer Connections	22,383.66	88,000.00	(65,616.34)	-74.56%	76,546.85	63,000.00
023881 Training Program	11,813.39	29,120.00	(17,306.61)	-59.43%	22,798.82	64,933.26
023882 Safety	8,826.75	41,959.00	(33,132.25)	-78.96%	18,209.39	41,300.00
023884 Special Streets Work Orders	2,186.32	8,012.00	(5,825.68)	-72.71%	264.18	8,100.00
023951 General Overhead Recovery	(375,153.59)	(858,000.00)	482,846.41	-56.28%	(356,011.42)	(841,500.00)
023952 Wrks Yard Purchasing Recovery	(12,000.00)	(24,400.00)	12,400.00	-50.82%	(10,000.00)	(24,000.00)
023953 Shop Overhead Recovery	(49,880.76)	(103,600.00)	53,719.24	-51.85%	(43,166.00)	(101,600.00)
023958 Equipment Charges Recovery	(210,959.92)	(565,000.00)	354,040.08	-62.66%	(217,627.28)	(554,000.00)
023959 Gravel Cost Recovery	(183,401.47)	(108,000.00)	(75,401.47)	69.82%	(187,150.54)	(106,000.00)
Total Engineering & Public Works Expenses	1,296,506.13	2,935,673.00	(1,639,166.87)	-55.84%	1,405,389.75	3,104,461.68
Net Engineering & Public Works	1,295,804.22	2,858,073.00	(1,562,268.78)	-54.66%	1,396,043.55	3,038,861.68
PUBLIC TRANSIT						
014400 Public Transit Revenue	(59,620.09)	(335,113.00)	275,492.91	-82.21%	(153,944.59)	(342,122.00)
Total Public Transit Revenue	(59,620.09)	(335,113.00)	275,492.91	(82.21%)	(153,944.59)	(342,122.00)
023510 Public Transit	484,506.00	1,090,133.00	(605,627.00)	(55.56%)	446,021.91	1,093,646.00
Net Public Transit	424,885.91	755,020.00	(605,627.00)	(75.58%)	292,077.32	751,524.00
GARBAGE AND WASTE COLLECTION						
Revenue						
014433 Comm. Garbage Collection Fees	(5,105.64)	(13,000.00)	7,894.36	-60.73%	(8,590.13)	(13,000.00)
014434 Res. Garbage Collection Fees	(228,181.39)	(766,396.00)	538,214.61	-70.23%	(224,528.15)	(709,626.00)
015625 Residential Garbage Penalty	3.01	-	3.01	0.00%	(2,057.75)	(11,400.00)
Total Garbage & Waste Collection Revenue	(233,284.02)	(779,396.00)	546,111.98	-99.96%	(235,176.03)	(734,026.00)
Expenses						
024320 Residential Waste Collection	244,664.78	475,983.00	(231,318.22)	-48.60%	243,795.79	437,548.78
024321 Commercial Waste Collection	-	-	-	0.00%	140.68	-
024322 Solid Waste Cont Purch/Maint	-	7,706.00	(7,706.00)	-100.00%	3,744.52	3,720.00
024323 Solid Waste Disposal	170,558.70	390,370.00	(219,811.30)	-56.31%	152,062.00	255,025.00
024324 Special Solid Waste-Recycling	7,778.47	47,431.00	(39,652.53)	-83.60%	5,874.53	46,374.40
Total Garbage & Waste Collection Expense	423,001.95	921,490.00	(498,488.05)	-74.13%	405,617.52	742,668.18
Net Garbage & Waste Collection	189,717.93	142,094.00	47,623.93	33.52%	170,441.49	8,642.18

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	June	Budget	Variance	% Variance	Prior Year	Budget
CEMETERY						
Revenue						
014516	(25,940.50)	(61,200.00)	35,259.50	(57.61%)	(38,779.75)	(61,200.00)
Expenses						
025161	7,410.97	15,690.00	(8,279.03)	(52.77%)	5,497.64	15,432.00
025162	15,981.08	39,345.00	(23,363.92)	(59.38%)	21,076.18	31,574.09
025163	6,424.42	14,828.00	(8,403.58)	(56.67%)	11,114.18	14,536.62
	<u>29,816.47</u>	<u>69,863.00</u>	<u>(40,046.53)</u>	<u>(57.32%)</u>	<u>37,688.00</u>	<u>61,542.71</u>
	<u>3,875.97</u>	<u>342.71</u>	<u>3,533.26</u>	<u>1030.98%</u>	<u>(1,091.75)</u>	<u>342.71</u>
PLANNING SERVICES						
Revenue						
014550	(10,300.00)	(24,500.00)	14,200.00	(57.96%)	(30,984.07)	(23,500.00)
Expenses						
026129	67,545.08	369,290.00	(301,744.92)	(81.71%)	185,358.18	267,080.00
	<u>67,545.08</u>	<u>369,290.00</u>	<u>(301,744.92)</u>	<u>(81.71%)</u>	<u>185,358.18</u>	<u>267,080.00</u>
	<u>57,245.08</u>	<u>243,580.00</u>	<u>(186,334.92)</u>	<u>(76.50%)</u>	<u>154,374.11</u>	<u>243,580.00</u>
BUILDING INSPECTION						
Revenue						
015170	(9,877.52)	(79,000.00)	69,122.48	-87.50%	(29,475.97)	(78,000.00)
015181	(20.00)	(140.00)	120.00	-85.71%		(140.00)
	<u>(9,897.52)</u>	<u>(79,140.00)</u>	<u>69,242.48</u>	<u>-87.49%</u>	<u>(22,164.37)</u>	<u>(78,140.00)</u>
Expenses						
022921	57,035.57	107,140.00	(50,104.43)	-46.77%	56,838.76	105,030.00
022926	1,717.40	3,770.00	(2,052.60)	-54.45%	1,545.48	3,633.00
	<u>58,752.97</u>	<u>110,910.00</u>	<u>(52,157.03)</u>	<u>-47.03%</u>	<u>58,384.24</u>	<u>108,663.00</u>
	<u>48,855.45</u>	<u>31,770.00</u>	<u>17,085.45</u>	<u>53.78%</u>	<u>36,219.87</u>	<u>30,523.00</u>
PARKS, RECREATION & HERITAGE						
Parks & Recreation						
Revenue						
014710	(2,060.00)	(8,160.00)	6,100.00	-74.75%	(3,587.46)	(8,000.00)
014712	(88,230.11)	(226,490.00)	138,259.89	-61.04%	(91,261.41)	(222,035.00)
014714	(13,396.36)	(42,015.00)	28,618.64	-68.12%	(18,623.01)	(42,470.00)
014716	(6,682.35)	(41,142.00)	34,459.65	-83.76%	(18,577.44)	(39,444.00)
014718	(179,657.14)	(444,883.00)	265,225.86	-59.62%	(262,484.13)	(557,441.00)
014720	(7,736.18)	(29,100.00)	21,363.82	-73.42%	(13,202.80)	(37,567.00)
014730	(716.50)	(3,020.00)	2,303.50	-76.27%	(874.00)	(4,272.00)
014732	(76,443.92)	(132,198.00)	55,754.08	-42.17%	(97,708.46)	(258,417.00)

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		June	Budget	Variance	% Variance	Prior Year	Budget
014734	AV Multiplex	(18,533.42)	(25,260.00)	6,726.58	-26.63%	(19,219.50)	(22,062.00)
014738	Children's Programs	(3,067.86)	(58,000.00)	54,932.14	-94.71%	(6,653.98)	(76,500.00)
014740	Youth Programs & Services	(1,666.70)	(4,422.00)	2,755.30	-62.31%	(225.00)	(4,335.00)
014742	Adult Programs	(21,529.93)	(67,626.00)	46,096.07	-68.16%	(28,181.88)	(66,300.00)
014750	Special Events	(490.00)	(1,353.00)	863.00	-63.78%	(551.00)	(1,326.00)
014760	Community Serv. Misc. Revenue	(666.14)	(3,500.00)	2,833.86	-80.97%	(1,635.03)	(3,500.00)
014770	Contributions & Grants	(12,500.00)	(163,380.00)	150,880.00	-92.35%	(19,600.00)	(159,117.00)
	Total Parks & Recreation Revenue	(433,376.61)	(1,250,549.00)	817,172.39	-65.35%	(582,385.10)	(1,502,786.00)
	Expenses						
027110	Pks & Rec Management Services	194,104.68	565,046.00	(370,941.32)	-65.65%	242,984.18	555,459.00
027120	Gyro Youth Centre Maintenance	34,727.95	172,339.00	(137,611.05)	-79.85%	42,692.66	43,872.00
027124	Glenwood Concessions	1,151.58	4,127.00	(2,975.42)	-72.10%	2,203.42	4,072.00
027126	Glenwood Skate Shop	554.11	3,399.00	(2,844.89)	-83.70%	293.22	3,362.00
027128	Glenwood Centre Maintenance	25,394.23	77,044.00	(51,649.77)	-67.04%	23,915.06	75,923.00
027129	Bob Dailey Stadium	5,478.02	9,523.00	(4,044.98)	-42.48%	9,436.65	9,369.00
027130	Echo Activity Centre Maint.	142,921.83	427,808.00	(284,886.17)	-66.59%	173,499.62	388,351.00
027134	Echo Aquatic Maintenance	189,834.70	506,149.00	(316,314.30)	-62.49%	185,145.04	540,087.00
027140	AV Multiplex Concessions	66,988.76	139,038.00	(72,049.24)	-51.82%	44,442.04	155,122.00
027142	AV Multiplex Skate Shop	3,505.40	8,798.00	(5,292.60)	-60.16%	2,911.91	11,040.00
027144	AV Multiplex Maintenance	408,054.95	786,960.00	(378,905.05)	-48.15%	470,180.03	784,103.00
027146	Parks Buildings & Fieldhouses	52,452.03	96,913.00	(44,460.97)	-45.88%	61,654.68	95,606.00
027148	Echo Park Complex	13,945.93	63,407.00	(49,461.07)	-78.01%	14,514.06	47,853.00
027156	Glenwood Centre Programs	633.47	1,748.00	(1,114.53)	-63.76%	268.00	1,724.00
027160	Echo Aquatic Programs	254,133.50	510,306.00	(256,172.50)	-50.20%	395,493.02	772,930.00
027163	AV Multiplex Programs	73,849.51	148,866.00	(75,016.49)	-50.39%	96,531.26	186,223.00
027166	Leisure Services	95,950.09	184,625.00	(88,674.91)	-48.03%	117,077.75	291,811.00
027170	Youth Services And Programs	6,219.99	15,971.00	(9,751.01)	-61.05%	12,020.64	23,565.00
027173	Children's Programs	4,782.97	80,049.00	(75,266.03)	-94.02%	20,065.34	132,500.00
027180	Adult Programs	22,394.85	50,407.00	(28,012.15)	-55.57%	34,476.63	70,700.00
027190	Special Events	2,372.25	17,103.00	(14,730.75)	-86.13%	1,401.52	18,081.00
027193	Community Services & Programs	78,972.16	-	78,972.16	#DIV/0!		
027198	Vans Maintenance & Repair	4,171.54	10,779.00	(6,607.46)	-61.30%	2,985.53	10,581.00
027210	Parks & Facility Mngmnt Serv.	85,331.99	261,889.00	(176,557.01)	-67.42%	148,402.09	257,055.00
027215	Parks Maintenance	336,090.75	720,202.00	(384,111.25)	-53.33%	304,315.06	643,628.00
027220	Horticultural Services	174,077.98	301,688.00	(127,610.02)	-42.30%	130,674.08	306,679.00
027225	Parks Veh & Equip Mtce & Rep	70,902.30	172,717.00	(101,814.70)	-58.95%	65,610.66	169,978.00
027230	Parks Upgrading	27,905.01	83,333.00	(55,427.99)	-66.51%	3,649.69	87,014.00
027499	Equipment Recovery Parks	(33,099.73)	(88,326.00)	55,226.27	-62.53%	(23,161.67)	(86,595.00)
	Total Parks & Recreation Expenses	2,343,802.80	5,331,908.00	(2,988,105.20)	-56.04%	2,583,682.17	5,600,093.00
	Net Parks & Recreation Expenses	1,910,426.19	4,081,359.00	(2,170,932.81)	-53.19%	2,001,297.07	4,097,307.00
	Heritage & Cultural Services Revenue						
014810	Museum - Sales & Service	(11,141.08)	(32,100.00)	20,958.92	-65.29%	(35,173.72)	(32,550.00)
014820	Museum - Federal Grants		-	-	0.00%	(15,000.00)	(3,400.00)
014830	Museum - Provincial Grants	(71,500.00)	(65,000.00)	(6,500.00)	10.00%	(76,700.00)	(80,000.00)

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014910	McLean Mill - Sales & Service		-	0.00%	2,070.42	-	
	Total Heritage & Cultural Services Revenue	(82,641.08)	(115,950.00)	20,915.59	-18.04%	(124,803.30)	(115,950.00)
	Expenses						
027510	Museum Services	89,097.61	230,458.00	(259,295.10)	-112.51%	154,046.05	313,596.00
027515	Museum Programs - Curatorial	18,518.62	18,183.00	(13,191.52)	-72.55%	11,767.81	17,876.00
027516	Museum Prog. Permanent Exhibit	6,719.35	6,724.00	(6,618.00)	-98.42%		6,618.00
027517	Museum Prog. Temp Exhibits	10,814.87	37,397.00	(35,301.98)	-94.40%	12,524.96	38,566.00
027530	Industrial Collections	33,722.44	30,935.00	(12,322.37)	-39.83%	25,819.06	34,935.00
027550	Museum Maintenance		62,874.00	(52,145.04)	-82.94%	33,441.89	61,702.00
027555	McLean Mill		-	1,053.75	0.00%	475.00	
027700	McLean Mill -CoC	75,000.00	150,000.00	(51,300.00)	-34.20%	75,375.00	126,300.00
027710	McLean Mill Society City Expenses	27,845.43	40,000.00	61,404.94	0.00%	91,002.31	
	Total Heritage & Cultural Services Expenses	261,718.32	599,593.00	(367,715.32)	-61.33%	404,452.08	599,593.00
	Net Heritage & Cultural Services	179,077.24	483,643.00	(346,799.73)	-71.71%	279,648.78	483,643.00
	LIBRARY						
027600	Library Services	396,230.00	792,460.00	(396,230.00)	-50.00%	351,606.00	703,211.00
	ALBERNI HARBOUR QUAY						
	Revenue						
014600	Marine Commercial Building	(36,266.04)	(75,415.00)	39,148.96	-51.91%	(40,755.60)	(74,668.00)
014601	Port Building	(11,993.52)	(23,017.00)	11,023.48	-47.89%	(11,735.34)	(22,789.00)
014602	Market Square	(9,544.18)	(30,088.00)	20,543.82	-68.28%	(13,903.62)	(35,731.00)
014690	A.H.Q. Miscellaneous Revenue	-	(2,500.00)	2,500.00	-100.00%		(2,500.00)
	Total Alberni Harbour Quay Revenue	(57,803.74)	(131,020.00)	73,216.26	-55.88%	(66,394.56)	(135,688.00)
	Expenses						
026701	A.H.Q. Administration	14,075.81	19,741.00	(18,514.89)	-93.79%	2,930.13	19,741.00
026770	Harbour Quay-Buildings Mtce	50,378.11	104,856.00	(91,775.89)	-87.53%	36,124.49	104,856.00
	Total Alberni Harbour Quay Expenses	64,453.92	124,597.00	(110,290.78)	-88.52%	39,054.62	124,597.00
	Net Alberni Harbour Quay	6,650.18	(6,423.00)	13,073.18	-203.54%	(27,339.94)	(11,091.00)
	LAND & BUILDING RENTALS						
	Revenue						
015320	Land & Building Rentals	(65,962.04)	(144,300.00)	78,337.96	(54.29%)	-64,221.48	-143,200.00
	Expenses						
021253	Other City Buildings & Lands	230.96	2,564.00	(2,333.04)	(90.99%)	767.30	12,420.00
	Total Land & Building Rentals Expense	230.96	2,564.00	(2,333.04)	(97.80%)		2,845.00
	Net Land & Building Rentals	(65,731.08)	(130,780.00)	76,004.92	(76.04%)	-63,454.18	-130,780.00
	TRANSFERS TO OTHER AGENCIES						
	Collections for Other Agencies						

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2020
For Management Purposes Only

	June	Budget	Variance	% Variance	Prior Year	Budget
011212 Parcel Tax	(123,254.19)	(134,000.00)	10,745.81	(8.02%)	(134,857.13)	(134,000.00)
019811 Non-Residential School	(731,133.56)	(1,800,000.00)	1,068,866.44	(59.38%)	(1,792,267.02)	(2,100,000.00)
019812 Residential School	(4,226,806.05)	(3,000,000.00)	(1,226,806.05)	40.89%	(3,786,395.81)	(3,000,000.00)
019820 Regional Hospital District	(667,291.90)	(760,000.00)	92,708.10	(12.20%)	(692,225.25)	(760,000.00)
019821 Regional District Of Alb-Clay	(1,372,550.09)	(1,170,000.00)	(202,550.09)	17.31%	(1,329,564.34)	(1,170,000.00)
019830 Municipal Finance Authority	(675.68)	(500.00)	(175.68)	35.14%	(631.60)	(500.00)
019831 B.C. Assessment Authority	(180,501.12)	(160,000.00)	(20,501.12)	12.81%	(162,727.16)	(160,000.00)
Total Collections for Other Agencies	(7,302,212.59)	(7,024,500.00)	(277,712.59)	(100.00%)	(7,898,668.31)	(7,324,500.00)
Transfers To Other Agencies						
028410 Regional District Alberni-Clay	-	1,304,000.00	(1,304,000.00)	(100.00%)		1,304,000.00
028811 Non-Residential School Levy	-	1,800,000.00	(1,800,000.00)	(100.00%)		2,100,000.00
028812 Residential School Levy	-	3,000,000.00	(3,071,767.60)	(100.00%)	(74,847.60)	3,000,000.00
028820 Hospital District	-	760,000.00	(760,000.00)	(100.00%)		707,600.00
028830 Municipal Finance Authority	-	500.00	(500.00)	(100.00%)	554	500.00
028831 B.C. Assessment Authority	-	160,000.00	(160,000.00)	(100.00%)		160,000.00
Total Transfers to Other Agencies	-	7,024,500.00	(7,096,267.60)	(100.98%)	(74,293.60)	7,172,100.00
Net Transfers to Other Agencies	(7,302,212.59)	-	6,818,555.01	(76.04%)		
TRANSFERS & RESERVES						
Transfers From Reserve Funds						
019110 Cemetery Trust Fund		(2,000.00)	2,000.00	(100.00%)		(2,000.00)
019114 Surplus From Previous Years		(772,009.00)	507,069.00	(100.00%)		(507,069.00)
19115 Transfer from RCMP Surplus Reserve		(286,061.00)	286,061.00	(100.00%)		-
Total Transfers From Reserve Funds		(774,009.00)	509,069.00	(100.00%)		(509,069.00)
Transfers To Reserve Funds						
028211 Transfer To Res. & Allowances	48,000.00	772,009.00	(724,009.00)	(100.00%)		457,000.00
028220 Transfer To Gen Capital Fund		577,097.00	(577,097.00)	(100.00%)		757,788.00
028222 Transfer To Reserve Funds		64,000.00	(64,000.00)	(100.00%)		64,000.00
028230 Transfer To Capital Works Res		70,000.00	(70,000.00)	(100.00%)		70,000.00
028910 Debt Reserve Transfer		15,000.00	(15,000.00)	(100.00%)		15,000.00
029911 Contingency Funds	11,677.69	500,000.00	(488,322.31)	(100.00%)		264,700.00
Total Transfers To Reserve Funds	59,677.69	1,998,106.00	(1,938,428.31)	(100.00%)		1,628,488.00
Net Transfers To (From) Reserve Funds	2,571.23	1,224,097.00	(1,429,359.31)	(100.00%)	-	1,119,419.00
Total Revenue (Over) Under Expense	(21,479,895.15)		(6,900,046.50)	0.00%	-21,191,281.27	

CITY OF PORT ALBERNI
WATER REVENUE FUND
For the Six Months Ending June 30, 2020
For Management Purposes Only

	June	Budget	Variance	% Variance	Prior Year	Budget	
Water Revenue Fund							
Revenue From Operations							
Sales of Service							
054421	Metered Sales	(\$1,013,711.67)	(\$3,763,660.00)	\$2,749,948.33	-73.07%	(\$1,007,656.16)	(\$3,763,660.00)
54431	Connections	\$0.00	(\$42,599.00)	\$42,599.00	-100.00%	\$0.00	(\$40,571.00)
054432	Turn-On Charges	(\$427.00)	(\$401.00)	(\$26.00)	6.48%	(\$760.00)	(\$382.00)
054433	Service Charges Sundry	(\$1,388.16)	(\$10,712.00)	\$9,323.84	-87.04%	(\$1,354.05)	(\$10,202.00)
	Total Sales of Service	(\$1,015,526.83)	(\$3,817,372.00)	\$2,801,845.17	-73.40%	(\$1,009,770.21)	(\$3,814,815.00)
Other Revenue							
055590	Other Interest	(\$22,439.54)	\$0.00	(\$22,439.54)	0.00%	(\$14,413.77)	(\$13,300.00)
055611	Water Penalty	\$45.80	\$0.00	\$45.80	0.00%	(\$7,204.38)	(\$28,000.00)
	Total Other Revenue	(\$22,393.74)	\$0.00	(\$22,393.74)	0.00%	(\$21,618.15)	(\$41,300.00)
	Total Revenue From Operations	(\$1,037,920.57)	(\$3,817,372.00)	\$2,779,451.43	(72.81%)	(\$1,031,388.36)	(\$3,856,115.00)
Water Supply System							
Administration							
064110	Water Administration & Other	133,323.67	349,147.00	133,323.67	38.19%	137,222.39	264,793.00
064121	Engineering Consulting Service	7,928.94	30,000.00	7,928.94	26.43%	-	30,000.00
064133	Customer Service Requests	54,351.88	97,434.00	54,351.88	55.78%	50,214.17	93,942.00
064136	Small Tools/Equipment/Supplies	3,161.58	12,133.00	3,161.58	26.06%	2,019.94	12,008.00
064141	Supply Inspection & Operation	58,946.75	116,844.00	58,946.75	50.45%	47,594.32	121,951.00
064161	Pumping Inspection & Operation	154,356.41	292,263.00	154,356.41	52.81%	103,839.77	272,513.00
064181	Transmission/Distribution Sys.	143,397.07	303,936.00	143,397.07	47.18%	159,149.19	263,131.00
064183	Connections	84,056.28	208,000.00	84,056.28	40.41%	161,326.78	144,366.00
064185	Meters	68,708.46	216,500.00	68,708.46	31.74%	73,731.75	187,265.00
064187	Hydrants	54,909.18	44,287.00	54,909.18	123.98%	41,035.20	39,703.00
	Total Water Supply System	763,140.22	1,670,544.00	763,140.22	45.68%	776,133.51	1,429,672.00
Fiscal Services							
068120	Interest On Own Debentures	22,000.00	44,000.00	22,000.00	50.00%	-	44,000
068130	Principal Install.On Own Deb.	38,742.66	38,743.00	38,742.66	100.00%	-	38,743
		60,742.66	82,743.00	60,742.66	73.41%		82,743
Transfers to Funds and Reserves							
68220	Transfers To Water Capital Fund	-	935,000	935,000	-100.00%	-	2,340,500
68230	Transfer to Infrastructure Capital Reserve	-	1,125,785	1,125,785	-100.00%	-	100
68910	Debt Reserve Fund Transfer	-	3,300	3,300	-100.00%	-	3,300
			2,064,085	2,064,085	(100.00%)		2,343,700
	Total Fiscal Services	60,742.66	2,146,828	2,003,342	(93.32%)		2,426,443
	Total Expenses	823,882.88	3,817,372	337,613	0.00%	776,134	3,856,115
	Revenue (Over) Under Expense	-214,037.69	-	321,758	0.00%	255,255	-

CITY OF PORT ALBERNI
SEWER REVENUE FUND
For the Six Months Ending June 30, 2020
For Management Purposes Only

	June	Budget	Variance	% Variance	Prior Year	Budget	
Sewer Revenue Fund							
Revenue From Operations							
Sales of Service							
94421	Sewer Fees	(\$883,030.90)	(\$2,997,544.00)	\$2,114,513.10	-70.54%	(\$887,137.50)	(\$2,997,544.00)
94431	Sewer Connections		(\$39,267.00)	\$39,267.00	-100.00%	(\$43,531.40)	(\$38,497.00)
94432	Service Charges Sundry		(\$3,898.00)	\$3,898.00	-100.00%		(\$3,822.00)
94433	User Charges		(\$17,934.00)	\$17,934.00	-100.00%		(\$17,583.00)
94441	Sewage Disposal Fees	(\$24,948.00)	(\$12,726.00)	(\$12,222.00)	96.04%	(\$21,802.50)	(\$12,477.00)
	Total Sales of Service	(\$907,978.90)	(\$3,071,369.00)	\$2,163,390.10	-70.44%	(\$952,471.40)	(\$3,069,923.00)
Other Revenue							
95590	M.F.A. Debt Reserve Income	(\$29,145.34)	\$0.00	(\$29,145.34)	0.00%	(\$953.50)	(\$19,487.16)
95611	Sewer Penalty Charges	\$39.08	\$0.00	\$39.08	0.00%	\$118.77	(\$6,680.28)
91210	Sewer Local Improvement Charges	\$0.00	(\$3,200.00)	\$3,200.00	-100.00%	\$0.00	\$0.00
	Total Other Revenue	(\$24,964.14)	(\$3,200.00)	(\$24,964.14)	0.00%	(\$834.73)	(\$26,167.44)
	Total Revenue From Operations	(\$32,543.65)	(\$3,074,569.00)	\$3,042,025.35	0.00%	(\$953,306.13)	(\$3,096,090.44)
Transfers							
99110	Transfer from Capital Reserve-Gas Tax	\$0.00	(\$46,000.00)	\$46,000.00	100.00%	\$0.00	(\$6,000.00)
99111	Transfers from Reserves & Allowances	\$0.00	(\$660,000.00)	\$660,000.00	100.00%	\$0.00	
	Total Transfers	\$0.00	(\$706,000.00)	\$706,000.00	100.00%	\$0.00	(\$6,000.00)
	Total Revenue	(\$940,522.55)	(\$3,780,569.00)	\$2,138,425.96	-56.56%	(\$953,306.13)	(\$3,102,090.44)
Expenses							
Administration							
104210	Sewer Administration & Other	\$174,412.17	\$373,811.00	\$199,398.83	53.34%	\$175,131.88	\$291,900.00
104221	Contract Services	\$5,460.78	\$31,000.00	\$25,539.22	82.38%		\$31,000.00
104233	Customer Service Requests	\$43,190.98	\$127,840.00	\$84,649.02	66.21%	\$41,060.02	\$125,281.00
104236	Small Tools/Equipment/Supplies	\$3,812.14	\$8,800.00	\$4,987.86	56.68%	\$3,106.10	\$14,049.00
	Total Administrative Expenses	\$226,876.07	\$541,451.00	\$314,574.93	58.10%	\$219,298.00	\$462,230.00
Collection and Treatment							
104240	Sewage Collection System Maint	\$39,321.89	\$124,600.00	\$85,278.11	68.44%	\$64,800.34	\$119,500.00
104241	Sewer Service Connections	\$70,680.67	\$213,020.00	\$142,339.33	66.82%	\$117,282.90	\$195,725.00
104260	Sewage Lift Stations	\$102,771.82	\$167,605.00	\$64,833.18	38.68%	\$86,015.80	\$163,987.00
104280	Sewage Treatment	\$139,531.58	\$314,000.00	\$174,468.42	55.56%	\$142,899.93	\$299,787.00
104294	Cost Of Sales - Sewer	\$246.00	\$2,000.00	\$1,754.00	87.70%	\$0.00	\$2,000.00
	Total Collection and Treatment Expenses	\$352,551.96	\$821,225.00	\$468,673.04	0.00%	\$410,998.97	\$780,999.00
	Total Expenses	\$579,428.03	\$1,362,676.00	\$783,247.97	57.48%	\$630,296.97	\$1,243,229.00
Debt							
108120	Interest On Own Debentures	\$80,212.50	\$344,613.00	(\$264,400.50)	-100.00%	\$80,212.50	\$252,925.00
108130	Principal Install On Own Deb.	\$0.00	\$317,423.00	(\$317,423.00)	-100.00%	\$0.00	\$187,932.00
		\$80,212.50	\$662,036.00	(\$581,823.50)	-100.00%	\$80,212.50	\$440,857.00
Transfers							
108220	Transfer To Sewer Capital Fund		\$1,045,000.00	(\$1,045,000.00)	-100.00%		\$815,000.00
108910	Debt Reserve Transfer		\$2,000.00	(\$2,000.00)	-100.00%		\$2,000.00
108920	Transfer to Infrastructure Capital Reserve		\$708,857.00	(\$708,857.00)	-100.00%		\$610,037.00
			\$1,755,857.00	(\$1,755,857.00)	-100.00%		\$1,427,037.00
	Total Debt and Transfers		\$2,417,893.00	(\$2,337,680.50)	-100.00%	\$80,212.50	\$1,867,894.00
	Total Expenses, Debt & Transfers	\$659,640.53	\$3,780,569.00	(\$3,120,928.47)	(89.68%)	\$355,118.15	\$3,111,123.00
	Revenue (Over) Under Expenses	(\$280,882.02)	\$0.00	(\$199,254.54)	0.00%	\$340,281.55	\$9,032.56

CITY OF PORT ALBERNI
GENERAL CAPITAL FUND
For the Six Months Ending June 30, 2020
For Management Purposes Only

Projects

Capital Purchases

		June	Budget	Variance	% Variance	Prior year	Budget
04-485310	Alberni Harbour Quay	69,907.29	250,000.00	180,092.71	72.04%	28,575.48	
04-485320	P&R Facilities Capital Purchases			0.00	#DIV/0!	37,900.91	
04-485325	P&R-Parks & Playgrounds Cap	7,315.50	25,000.00	17,684.50	70.74%	175,742.82	
04-485330	General Government	202,765.74		-202,765.74	#DIV/0!		
04-485334	Computer Equipment replacement	0.00	66,900.00	66,900.00	100.00%		
04-485335	SCBA gear	0.00	264,655.00	264,655.00	100.00%		
04-485336	6th Ave -Argyle to Angus	0.00	50,000.00	50,000.00	100.00%		
04-485337	4th Ave -Bruce to Melrose	0.00	80,000.00	80,000.00	100.00%		
04-485519	Burde Street - Anderson to 17th Water main replacement	0.00	110,000.00	110,000.00	100.00%		
04-485339	10th Ave & Roger Traffic Signal Controller	0.00	31,000.00	31,000.00	100.00%		
04-485351	Fire Hall	22,055.82		-22,055.82	#DIV/0!		
04-485352	Fire Hall Radio Equipment	25,164.25	35,000.00	9,835.75	28.10%		35,000.00
04-485353	Fire Hall Pager Equipment	15,607.98	20,000.00	4,392.02	21.96%		20,000.00
04-485354	Firehall Generator	54,245.38	60,000.00	5,754.62	9.59%		60,000.00
04-485360	General Capital Fund, Museum Capital Purchases	53,710.82	233,000.00	179,289.18	76.95%	4,248.04	60,000.00
04-485361	6th Ave Argyle to Melrose to Bruce	-170.00	-	170.00	#DIV/0!	43,669.76	400,000.00
04-485363	Parks & Rec Paper Mill Dam Stairs			0.00	#DIV/0!	8,710.00	10,000.00
04-485364	Parks & Rec Blair Park Spray	7,878.81		-7,878.81	#DIV/0!		
04-485366	Parks & Rec 16th Ave Park	10,636.12		-10,636.12	#DIV/0!		
04-485367	Parks & Rec Victoria Quay Shelter	34,221.89		-34,221.89	#DIV/0!	1,216.00	30,000.00
04-485368	General Capital Fund	53,671.41		-53,671.41	#DIV/0!		
04-485370	Transportation Services	74,669.37	80,000.00	5,330.63	6.66%		80,000.00
04-485371	Multiplex Ice Plant Chiller			0.00	#DIV/0!	89,670.00	
04-485372	Multiplex Condenser	205,950.00		-205,950.00	#DIV/0!		
04-485373	Multiplex Roof			0.00	#DIV/0!	39,744.01	
04-485376	Multiplex PRH Genie Lift			0.00	#DIV/0!	39,161.85	
04-485377	PRH Fitness Studio Equipment			0.00	#DIV/0!	6,372.90	
04-485379	Glenwood Floor Scrubber			0.00	#DIV/0!	16,166.57	
04-485381	Johnston Rd Planter Boxes	20,347.50	20,000.00	-347.50	(1.74%)	4,652.75	20,000.00
04-485400	Parks Capital Construction	700.23		-700.23	#DIV/0!	700.23	
04-485401	17401 Recreation Park Revit.			0.00	#DIV/0!	236,716.71	275,000.00
04-485402	Gyro Youth Centre Drains & Walkway			0.00	#DIV/0!	1,687.78	
04-485404	17-Coal Crk Storm Phase 2			0.00	#DIV/0!	11,267.54	130,000.00
04-485406	17-Athol St,3rd to 4th Ave			0.00	#DIV/0!	35,646.61	35,000.00
04-485409	17 Harbour Rd Argyle to Dunbar	8,789.05	50,000.00	41,210.95	82.42%	8,789.05	
04-485415	Small Capital Storm Replacements			0.00	#DIV/0!	71.44	100,000.00
04-485417	17 Storm Athol 3rd to 4th			0.00	#DIV/0!	45,722.52	55,000.00
04-485425	17 Coal Creek Storm Phase 2	315.42		-315.42	#DIV/0!	20,000.00	60,000.00
04-485426	17 Stamp Ave Multi Use Path			0.00	#DIV/0!	778.99	
04-485428	17 Solar Installation FSCDC			0.00	#DIV/0!	14,549.00	
04-485429	17 Roger Creek Trail Dev			0.00	#DIV/0!	161,379.59	
04-485432	16-Beaver Crk Rd Widening	1,455.98	80,000.00	78,544.02	98.18%	1,455.98	80,000.00
04-485435	GC-Paving & Road Construction	110,242.13	150,000.00	39,757.87	26.51%	66,856.55	150,000.00
04-485439	11 David St - Lathom to Arrowsm			0.00	#DIV/0!	49,008.05	
04-485447	18 6th Ave Argyle to Melrose to Bruce			0.00	#DIV/0!	18,549.85	-
04-485451	16th Ave Burde St Storm	112,379.24	110,000.00	-2,379.24	(2.16%)		
04-485452	19 Montrose 6th to 9th	89.92		-89.92	#DIV/0!	5,300.86	75,000.00
04-485453	19 8th Ave Dogwood to Cedar	618.89		-618.89	#DIV/0!	53,325.91	65,000.00
04-485480	19 Grandview Walkway	1,160.65		-1,160.65	#DIV/0!	-	125,000.00
04-485483	19 Gertrude St Bridge RC	108,641.35		-108,641.35	#DIV/0!	-	
04-485484	19 Line Painting Machine & Trailer			0.00	#DIV/0!	10,913.27	12,000.00
04-485486	Traffic Upgrades	17,204.21	30,000.00	12,795.79	42.65%	-	30,000.00
04-485499	GC Misc Capital	103.23	6,000.00	5,896.77	98.28%	425.60	6,000.00
04-485507	2018 Vehicle Replacement #168			0.00	#DIV/0!	39,204.66	
04-485508	18 GC-#169 Vehicle Replacement			0.00	#DIV/0!	93,204.49	
04-485509	18 GC-#170 Vehicle Replacement			0.00	#DIV/0!	3.00	
04-485510	18 GC-#518 Vehicle Replacement			0.00	#DIV/0!	96,418.41	

CITY OF PORT ALBERNI
GENERAL CAPITAL FUND
For the Six Months Ending June 30, 2020
For Management Purposes Only

04-485517	19 Replace Dump Truck #262	231,358.61		-231,358.61	#DIV/0!	184,700.00
	Replace 2007 Ford Ranger #171	-	33,600.00	33,600.00	100.00%	
	Replace 2007 John Deere Backhoe #302	-	151,800.00	151,800.00	100.00%	
04-485522	4th Ave-Bruce St to Melrose	-	125,000.00	125,000.00	100.00%	
04-485523	6th Ave-Argyle to Angus - Storm	-	100,000.00	100,000.00	100.00%	
04-485524	Relining program - 6th Ave-Montrose-Melrose - Storm	-	300,000.00	300,000.00	100.00%	
04-485525	6th Ave - Argyle to Angus - Storm	-	60,000.00	60,000.00	100.00%	
04-485526	Melrose St. - 6th Ave to 8th Ave - new main	-	370,000.00	370,000.00	100.00%	
04-485520	3rd Ave-Argyle to Mar St	-	150,000.00	150,000.00	100.00%	
04-485518	19 Purch Hybrid Veh PW/Eng	-	-	-	#DIV/0!	36,919.14
						38,000.00
		<u>1,451,036.79</u>	<u>3,041,955.00</u>	<u>1,590,918.21</u>	<u>#DIV/0!</u>	<u>1,504,726.32</u>
						<u>2,135,700.00</u>
	Transfers					
					0.00%	

CITY OF PORT ALBERNI
WATER CAPITAL FUND
For the Six Months Ending June 30, 2020
For Management Purposes Only

		June	Budget	Variance	% Variance	Prior Year	Budget
Projects							
Capital Construction							
05-525400	19 Dead Ends & Distribution Upgrades	38,977.69	100,000.00	38,977.69	0.00%	1,151.00	100,000.00
525403	Argyle St-17th to 21st	16.60		16.60	0.00%	726,815.70	800,000.00
525405	Dead End Water Main Upgrades				0.00%	1,502.82	
525407	Athol St-3rd to 4th Apt Bldg Dev				0.00%	67,050.60	
525410	19 Morton 9th to 10th	50.66		50.66	0.00%		75,000.00
525413	19 6th Argyle to Melrose	4.82		4.82	0.00%	4,722.38	200,000.00
525414	19 21st Ave Cowichan Reservoir	1,033,316.97	1,600,000.00	1,033,316.97	0.00%	55,924.30	1,600,000.00
525415	19 Bainbridge Raw Flush Valve	3,192.70		3,192.70	0.00%		
525416	Water Main Renewals & Upgrades	51,881.45		51,881.45	0.00%	48,241.52	30,000.00
525417	19 China Crk Dam Surface & Rotork	14,497.00	50,000.00	14,497.00	0.00%		250,000.00
Total Capital Construction		<u>1,141,937.89</u>	<u>1,750,000.00</u>	<u>1,141,937.89</u>	<u>0.00%</u>	<u>905,408.32</u>	<u>3,055,000.00</u>
Treatment, Pumping & Metering							
525408	Water Meter Replacement Program	134,113.86	400,000.00	134,113.86	0.00%	53,950.60	
525409	Bainbridge Pump Station Pumps	120,645.03	165,000.00	120,645.03	0.00%		165,000.00
525420	Treatment, Pumping & Metering	37,971.24	460,000.00	37,971.24	0.00%	1,775.30	
525418	19 Water Meter Replacement Program	10,872.52		10,872.52	0.00%	548.53	400,000.00
525425	10 SCADA Communications Upgrade				0.00%	348,419.89	
525429	21st Ave Cowichan Reservoir to Burde St				0.00%	358.68	
525431	6th Ave Argyle St to Melrose to Bruce	72.00	100,000.00	72.00	0.00%	7,973.60	13,000.00
525419	19 China Crk Dam Surface & Rotork	32,733.02	500,000.00	32,733.02	0.00%	9,517.41	
Total Treatment, Pumping & Metering		<u>336,407.67</u>	<u>1,625,000.00</u>	<u>336,407.67</u>	<u>0.00%</u>	<u>422,544.01</u>	<u>578,000.00</u>
Total Capital Projects		<u>1,478,345.56</u>	<u>3,375,000.00</u>	<u>1,478,345.56</u>	<u>0.00%</u>	<u>1,327,952.33</u>	<u>3,633,000.00</u>
Transfers							
Total Expenses		<u>1,478,345.56</u>	<u>3,375,000.00</u>	<u>1,478,345.56</u>	<u>0.00%</u>	<u>1,327,952.33</u>	<u>3,633,000.00</u>
Source of Funds (Over) Under Expenses		<u>1,478,345.56</u>	<u>3,375,000.00</u>	<u>1,478,345.56</u>	<u>0.00%</u>	<u>1,327,952.33</u>	<u>3,633,000.00</u>

CITY OF PORT ALBERNI
SEWER CAPITAL FUND
For the Six Months Ending June 30, 2020
For Management Purposes Only

		June	Budget	Variance	% Variance	Prior Year	Budget
Projects							
Main Renewals and Relines							
565403	Coal Creek Phase 2	258.01	-	258.01	0.00%	102,426.50	
565405	Somass Estuary Env Stewardship	10,187,766.06	-	10,187,766.06	0.00%	4,269,343.76	-
565406	18-North Pk Sewer 7-10th			-	0.00%	-625.80	
565408	Small Capital Main Replacement	19.40	100,000.00	99,980.60	0.00%	99,627.75	100,000.00
565411	19 Montrose 6th to 9th	418.50	75,000.00	74,581.50	0.00%	192.54	75,000.00
565412	19 16th Burde St South	162,930.27	225,000.00	62,069.73	0.00%		225,000.00
565413	19 8th Ave Dogwood/Cedarwood	- 418.50	150,000.00	150,418.50	0.00%	64,094.89	150,000.00
565414	19 China Crk to Church St Alley	28,092.79	40,000.00	11,907.21	0.00%		40,000.00
565415	19 Neill to Durant St Lane	842.87	25,000.00	24,157.13	0.00%		25,000.00
565417	19 Sewer Main Video Prog	6,990.00	100,000.00	93,010.00	0.00%		100,000.00
565418	08 Leslie to Merrifield Sewer M	307,965.24		- 307,965.24	0.00%		
565420	6th Ave Argyle to Melrose to Bruce			-	0.00%	105,400.11	
	Total Renewals and Relines	10,694,864.64	715,000.00	-9,979,864.64	0.00%	4,640,459.75	715,000.00
Treatment and Pumping							
565431	12 Sewer Treatment Upgrade	12,987,411.69		12,987,411.69	0.00%	3,554,012.37	
	Total Treatment and Pumping	12,987,411.69		12,987,411.69	0.00%	3,554,012.37	
	Total Capital Projects	23,682,276.33		23,682,276.33	0.00%	8,194,472.12	
Transfers							
	Total Expenses	23,682,276.33		23,682,276.33	0.00%	8,194,472.12	
	Source of Funds (Over) Under Expenses	23,234,176.33		23,234,176.33	0.00%	4,479,702.14	

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 5/13/2020 8/4/2020
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
146196	206151	BAKKEN, CINDY-LEIGH	5/13/2020	BMO1	PMCHQ00001365	\$96.00
146197	206008	LACROIX, MARK	5/13/2020	BMO1	PMCHQ00001365	\$6,009.97
146198	205913	PRECISION SERVICE & PUMPS INC	5/13/2020	BMO1	PMCHQ00001365	\$76,642.35
146199	206086	REYNOLDS, BRANDY	5/13/2020	BMO1	PMCHQ00001365	\$242.00
146200	52450	SHAW CABLE	5/13/2020	BMO1	PMCHQ00001365	\$402.09
146201	10868	TELUS MOBILITY CELLULAR INC	5/13/2020	BMO1	PMCHQ00001365	\$4,985.19
146202	34311	KRANEVELDT, ROB	5/19/2020	BMO1	PMCHQ00001366	\$1,722.06
146203	22410	DUKE, LAWRENCE	5/20/2020	BMO1	PMCHQ00001368	\$600.00
146204	16501	FORTIS BC - NATURAL GAS	5/20/2020	BMO1	PMCHQ00001368	\$10,416.96
146205	52450	SHAW CABLE	5/20/2020	BMO1	PMCHQ00001368	\$362.14
146206	10920	TELUS	5/20/2020	BMO1	PMCHQ00001368	\$5,370.29
146207	559	0946982 BC LTD	5/22/2020	BMO1	PMCHQ00001370	\$3,794.81
146208	560	ACKLANDS - GRAINGER INC	5/22/2020	BMO1	PMCHQ00001370	\$297.15
146209	1765	ALBERNI CHRYSLER LTD.	5/22/2020	BMO1	PMCHQ00001370	\$75.11
146210	29104	ALBERNI COLOUR CORNER	5/22/2020	BMO1	PMCHQ00001370	\$141.10
146211	1800	ALBERNI COMMUNICATIONS & ELECT	5/22/2020	BMO1	PMCHQ00001370	\$268.80
146212	2870	ALBERNI PAVING & CONTRACTING L	5/22/2020	BMO1	PMCHQ00001370	\$4,624.88
146213	204035	ALBERNI TOYOTA	5/22/2020	BMO1	PMCHQ00001370	\$63.30
146214	203076	ALBERNI VALLEY VACUUMS	5/22/2020	BMO1	PMCHQ00001370	\$838.88
146215	52570	ANDREW SHERET LIMITED	5/22/2020	BMO1	PMCHQ00001370	\$33.70
146216	203977	APPLIED INDUSTRIAL TECHNOLOGIE	5/22/2020	BMO1	PMCHQ00001370	\$15.10
146217	6801	B PLETTI CONTRACTING, INC.	5/22/2020	BMO1	PMCHQ00001370	\$603.75
146218	203484	CAMLOCK HOLDINGS LTD	5/22/2020	BMO1	PMCHQ00001370	\$6,599.64
146219	15301	CANADIAN TIRE #488	5/22/2020	BMO1	PMCHQ00001370	\$74.34
146220	17550	CIRCLE DAIRY 1987 LTD	5/22/2020	BMO1	PMCHQ00001370	\$106.30
146221	17640	CITY OF PORT ALBERNI	5/22/2020	BMO1	PMCHQ00001370	\$152.52
146222	203788	CLOVERDALE PAINT INC	5/22/2020	BMO1	PMCHQ00001370	\$67.38
146223	205015	ELECTRON METALWORKS LTD	5/22/2020	BMO1	PMCHQ00001370	\$1,836.80
146224	23960	FENCELINE PRODUCTS LTD	5/22/2020	BMO1	PMCHQ00001370	\$1,399.45
146225	55160	FRED SURRIDGE LTD	5/22/2020	BMO1	PMCHQ00001370	\$604.27
146226	25436	GIRISON LAUNDROMAT	5/22/2020	BMO1	PMCHQ00001370	\$168.00
146227	29260	HYLAND PRECAST INC	5/22/2020	BMO1	PMCHQ00001370	\$1,609.44
146228	205963	ITEL NETWORKS INC	5/22/2020	BMO1	PMCHQ00001370	\$4,588.75
146229	203777	KLITSA DOORS (2012) LTD	5/22/2020	BMO1	PMCHQ00001370	\$1,274.50
146230	203600	LOOMIS EXPRESS	5/22/2020	BMO1	PMCHQ00001370	\$9.02
146231	206154	MATTHEWS, ROSS	5/22/2020	BMO1	PMCHQ00001370	\$126.00
146232	203389	MINISTER OF GOVERNMENT SERVICE	5/22/2020	BMO1	PMCHQ00001370	\$162.30
146233	205536	NANAIMO MITSUBISHI	5/22/2020	BMO1	PMCHQ00001370	\$33.60
146234	205038	NAUTILUS ENVIRONMENTAL COMPANY	5/22/2020	BMO1	PMCHQ00001370	\$735.00
146235	205857	OCEANSIDE SALES & PACKAGING	5/22/2020	BMO1	PMCHQ00001370	\$355.98
146236	205082	ONLINE LEARNING CENTRE	5/22/2020	BMO1	PMCHQ00001370	\$1,050.00
146237	205559	PETER B KEY ENTERPRISES LTD	5/22/2020	BMO1	PMCHQ00001370	\$1,377.60
146238	205662	PROTELEC ALARMS	5/22/2020	BMO1	PMCHQ00001370	\$71.40
146239	46845	PSYCHOMETRICS	5/22/2020	BMO1	PMCHQ00001370	\$656.25
146240	206152	RIPLEY, JOSIE	5/22/2020	BMO1	PMCHQ00001370	\$171.20
146241	206153	SAWATZKY, BRIAN	5/22/2020	BMO1	PMCHQ00001370	\$130.20
146242	53910	SOUTHSIDE AUTO SUPPLY LTD	5/22/2020	BMO1	PMCHQ00001370	\$2,753.89
146243	203124	STAPLES ADVANTAGE	5/22/2020	BMO1	PMCHQ00001370	\$229.25
146244	202288	STAPLES/ BD# 321 PORT ALBERNI	5/22/2020	BMO1	PMCHQ00001370	\$497.57
146245	205016	SUPERIOR FARMS LTD	5/22/2020	BMO1	PMCHQ00001370	\$7,816.20
146246	203420	SUPREMEX INC	5/22/2020	BMO1	PMCHQ00001370	\$1,052.05
146247	205501	TOTEM TREE OPERATIONS	5/22/2020	BMO1	PMCHQ00001370	\$2,674.87
146248	57050	UBCM - Union of BC Municipalit	5/22/2020	BMO1	PMCHQ00001370	\$336.53
146249	203581	UPS CANADA	5/22/2020	BMO1	PMCHQ00001370	\$16.82
146250	16659	VANCOUVER ISLAND HEALTH AUTHOR	5/22/2020	BMO1	PMCHQ00001370	\$250.00
146251	60613	WESTCOAST HOME HARDWARE	5/22/2020	BMO1	PMCHQ00001370	\$172.24

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
146252	206149	WESTERN OIL SERVICES	5/22/2020	BMO1	PMCHQ00001370	\$2,456.81
146253	62751	WISHBONE INDUSTRIES LTD.	5/22/2020	BMO1	PMCHQ00001370	\$8,284.16
146254	559	0946982 BC LTD	5/27/2020	BMO1	PMCHQ00001372	\$1,816.61
146255	205759	CHRISTOPHER POUGET	5/27/2020	BMO1	PMCHQ00001372	\$525.00
146256	206020	CORAL SAWKINS, CPA, CGA	5/27/2020	BMO1	PMCHQ00001372	\$5,223.09
146257	37125	VANCOUVER ISLAND UNIVERSITY	5/27/2020	BMO1	PMCHQ00001372	\$2,625.00
146258	205871	WAYMARK	5/27/2020	BMO1	PMCHQ00001372	\$535.50
146259	206456	WERNER, GYSI	5/27/2020	BMO1	PMCHQ00001372	\$57.60
146260	250	A C E COURIER SERVICES	6/4/2020	BMO1	PMCHQ00001373	\$580.52
146261	205019	ECOLLABORATE NOW	6/4/2020	BMO1	PMCHQ00001373	\$1,897.50
146262	204278	GUY, BRIAN	6/4/2020	BMO1	PMCHQ00001373	\$28.00
146263	206157	MILLER, RICHARD	6/4/2020	BMO1	PMCHQ00001373	\$88.20
146264	206158	MURPHY, WENDY	6/4/2020	BMO1	PMCHQ00001373	\$927.97
146265	53650	S P C A	6/4/2020	BMO1	PMCHQ00001373	\$12,294.96
146266	52450	SHAW CABLE	6/4/2020	BMO1	PMCHQ00001373	\$1,574.89
146267	10920	TELUS	6/4/2020	BMO1	PMCHQ00001373	\$2,387.00
146268	16659	VANCOUVER ISLAND HEALTH AUTHOR	6/4/2020	BMO1	PMCHQ00001373	\$700.00
146269	559	0946982 BC LTD	6/5/2020	BMO1	PMCHQ00001375	\$796.32
146270	250	A C E COURIER SERVICES	6/5/2020	BMO1	PMCHQ00001375	\$74.83
146271	560	ACKLANDS - GRAINGER INC	6/5/2020	BMO1	PMCHQ00001375	\$368.18
146272	201833	ADDY POWER LTD	6/5/2020	BMO1	PMCHQ00001375	\$866.25
146273	205170	ADELHARDT CONCRETE PLUS	6/5/2020	BMO1	PMCHQ00001375	\$9,747.55
146274	1800	ALBERNI COMMUNICATIONS & ELECT	6/5/2020	BMO1	PMCHQ00001375	\$217.28
146275	52571	ANDREW SHERET LIMITED - PARKSV	6/5/2020	BMO1	PMCHQ00001375	\$1,095.05
146276	203794	ANIXTER CANADA INC	6/5/2020	BMO1	PMCHQ00001375	\$1,449.27
146277	204128	APW ENGINEERING INC.	6/5/2020	BMO1	PMCHQ00001375	\$1,039.50
146278	5743	ASSOCIATED FIRE & SAFETY INC.	6/5/2020	BMO1	PMCHQ00001375	\$3,047.19
146279	206082	BOURGAIN, SHAWN	6/5/2020	BMO1	PMCHQ00001375	\$91.74
146280	206161	C G MECHANICAL SERVICE LTD	6/5/2020	BMO1	PMCHQ00001375	\$4,431.53
146281	15301	CANADIAN TIRE #488	6/5/2020	BMO1	PMCHQ00001375	\$233.41
146282	17550	CIRCLE DAIRY 1987 LTD	6/5/2020	BMO1	PMCHQ00001375	\$37.17
146283	18735	COFFEE FUND	6/5/2020	BMO1	PMCHQ00001375	\$81.00
146284	19263	COMMUNITY FUTURES DEVELOPMENT	6/5/2020	BMO1	PMCHQ00001375	\$52,999.90
146285	200718	D'SIGN GUY	6/5/2020	BMO1	PMCHQ00001375	\$252.00
146286	203480	ENVIROSMART BIODEGRADABLES	6/5/2020	BMO1	PMCHQ00001375	\$2,427.00
146287	55160	FRED SURRIDGE LTD	6/5/2020	BMO1	PMCHQ00001375	\$1,276.47
146288	204783	GILCHRIST, JESSICA	6/5/2020	BMO1	PMCHQ00001375	\$111.06
146289	25436	GIRISON LAUNDROMAT	6/5/2020	BMO1	PMCHQ00001375	\$1,014.30
146290	203117	GUILLEVIN INTERNATIONAL CO	6/5/2020	BMO1	PMCHQ00001375	\$266,565.77
146291	27300	HANDY ANDY MAINTENANCE LTD	6/5/2020	BMO1	PMCHQ00001375	\$121.17
146292	206159	HICKS MORLEY HAMILTON STEWART	6/5/2020	BMO1	PMCHQ00001375	\$2,516.51
146293	31750	ISLAND OVERHEAD DOOR 1979 LTD	6/5/2020	BMO1	PMCHQ00001375	\$147.16
146294	203693	LADYBIRD ENGRAVING & WEB CREAT	6/5/2020	BMO1	PMCHQ00001375	\$50.63
146295	36890	M B LABORATORIES LTD	6/5/2020	BMO1	PMCHQ00001375	\$3,637.20
146296	203991	MCLEOD, TINA	6/5/2020	BMO1	PMCHQ00001375	\$7.15
146297	204164	ORKIN CANADA	6/5/2020	BMO1	PMCHQ00001375	\$351.76
146298	43435	P & R WESTERN STAR TRUCKS	6/5/2020	BMO1	PMCHQ00001375	\$5,337.85
146299	204572	RAIDER HANSEN	6/5/2020	BMO1	PMCHQ00001375	\$174.58
146300	205749	REVOLUTION ENVIRONMENTAL SOLUT	6/5/2020	BMO1	PMCHQ00001375	\$218.40
146301	50265	ROTO-ROOTER	6/5/2020	BMO1	PMCHQ00001375	\$1,028.95
146302	52733	SHRED-IT INTERNATIONAL ULC	6/5/2020	BMO1	PMCHQ00001375	\$259.26
146303	202267	SMITH, AUDREY	6/5/2020	BMO1	PMCHQ00001375	\$110.62
146304	206009	SPEEDY GLASS	6/5/2020	BMO1	PMCHQ00001375	\$540.46
146305	54170	STAFF FUND	6/5/2020	BMO1	PMCHQ00001375	\$61.00
146306	203124	STAPLES ADVANTAGE	6/5/2020	BMO1	PMCHQ00001375	\$1,510.65
146307	205016	SUPERIOR FARMS LTD	6/5/2020	BMO1	PMCHQ00001375	\$15,750.19
146308	205501	TOTEM TREE OPERATIONS	6/5/2020	BMO1	PMCHQ00001375	\$5,635.88
146309	206120	VISSERS SALES CORP	6/5/2020	BMO1	PMCHQ00001375	\$3,521.70
146310	59750	WALCO INDUSTRIES LTD	6/5/2020	BMO1	PMCHQ00001375	\$1,278.90
146311	60794	WEST VAN ISLE CONTRACTING CO.	6/5/2020	BMO1	PMCHQ00001375	\$336.00
146312	200530	YELLOW PAGES GROUP	6/5/2020	BMO1	PMCHQ00001375	\$48.52
146313	10360	B C HYDRO & POWER AUTHORITY	6/10/2020	BMO1	PMCHQ00001377	\$70,151.13
146314	206176	CARROLL, JENNIFER	6/10/2020	BMO1	PMCHQ00001377	\$205.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
146315	206164	CHRETIEN, SUSAN	6/10/2020	BMO1	PMCHQ00001377	\$126.00
146316	206170	CREBER, CAREY	6/10/2020	BMO1	PMCHQ00001377	\$136.50
146317	206172	DBA SILENCING	6/10/2020	BMO1	PMCHQ00001377	\$1,000.00
146318	206171	EDGAR, ANNA	6/10/2020	BMO1	PMCHQ00001377	\$126.00
146319	206175	FISH, ROBERT	6/10/2020	BMO1	PMCHQ00001377	\$126.00
146320	206163	GOORTS, SARA	6/10/2020	BMO1	PMCHQ00001377	\$119.70
146321	205354	HAMILTON, DEBRA	6/10/2020	BMO1	PMCHQ00001377	\$434.95
146322	27300	HANDY ANDY MAINTENANCE LTD	6/10/2020	BMO1	PMCHQ00001377	\$800.00
146323	206169	LOYD, RICK	6/10/2020	BMO1	PMCHQ00001377	\$105.00
146324	206173	NISA INTERNET SOLUTIONS	6/10/2020	BMO1	PMCHQ00001377	\$1,186.50
146325	206165	OLDFIELD, MARILYN	6/10/2020	BMO1	PMCHQ00001377	\$63.00
146326	205073	P I FINANCIAL CORP	6/10/2020	BMO1	PMCHQ00001377	\$14,356.00
146327	45850	PORT ALBERNI PORT AUTHORITY	6/10/2020	BMO1	PMCHQ00001377	\$262,500.00
146328	46530	PORTTILA, LINDA	6/10/2020	BMO1	PMCHQ00001377	\$216.85
146329	205676	PROJECT 529, INC	6/10/2020	BMO1	PMCHQ00001377	\$1,500.00
146330	200900	RECEIVER GENERAL FOR CANADA -	6/10/2020	BMO1	PMCHQ00001377	\$25.00
146331	206086	REYNOLDS, BRANDY	6/10/2020	BMO1	PMCHQ00001377	\$374.00
146332	203689	RICOH CANADA	6/10/2020	BMO1	PMCHQ00001377	\$5,849.73
146333	206168	ROGERS, LINDA	6/10/2020	BMO1	PMCHQ00001377	\$252.00
146334	206167	SAIGLE, DON	6/10/2020	BMO1	PMCHQ00001377	\$63.00
146335	52450	SHAW CABLE	6/10/2020	BMO1	PMCHQ00001377	\$469.51
146336	206174	SLAMMERS GYM	6/10/2020	BMO1	PMCHQ00001377	\$450.00
146337	203503	SWAIN, DEB	6/10/2020	BMO1	PMCHQ00001377	\$1,238.59
146338	10920	TELUS	6/10/2020	BMO1	PMCHQ00001377	\$479.63
146339	205138	THORPE, WILLA	6/10/2020	BMO1	PMCHQ00001377	\$84.00
146340	206166	TILLEY, JESSICA M	6/10/2020	BMO1	PMCHQ00001377	\$139.65
146341	202165	WALKER, DAN	6/10/2020	BMO1	PMCHQ00001377	\$350.00
146342	200530	YELLOW PAGES GROUP	6/10/2020	BMO1	PMCHQ00001377	\$6.30
146343	17640	CITY OF PORT ALBERNI	6/17/2020	BMO1	PMCHQ00001379	\$200.00
146344	206180	HUSTED, THOMAS	6/17/2020	BMO1	PMCHQ00001379	\$30.00
146345	47000	PURULATOR INC	6/17/2020	BMO1	PMCHQ00001379	\$78.76
146346	206179	ROYENDYK, COURTNEY	6/17/2020	BMO1	PMCHQ00001379	\$42.00
146347	10920	TELUS	6/17/2020	BMO1	PMCHQ00001379	\$4,962.73
146348	559	0946982 BC LTD	6/19/2020	BMO1	PMCHQ00001381	\$2,153.87
146349	1400	AL BROWN ROOFING	6/19/2020	BMO1	PMCHQ00001381	\$120.75
146350	5743	ASSOCIATED FIRE & SAFETY INC.	6/19/2020	BMO1	PMCHQ00001381	\$1,013.25
146351	204852	BURWOOD'S MOTOR SERVICE	6/19/2020	BMO1	PMCHQ00001381	\$74.81
146352	203484	CAMLOCK HOLDINGS LTD	6/19/2020	BMO1	PMCHQ00001381	\$201.92
146353	15301	CANADIAN TIRE #488	6/19/2020	BMO1	PMCHQ00001381	\$111.44
146354	205686	CHANDER RESTAURANT LTD	6/19/2020	BMO1	PMCHQ00001381	\$221.41
146355	203765	CHEETHAM, DAN	6/19/2020	BMO1	PMCHQ00001381	\$5.83
146356	205759	CHRISTOPHER POUGET	6/19/2020	BMO1	PMCHQ00001381	\$577.50
146357	17550	CIRCLE DAIRY 1987 LTD	6/19/2020	BMO1	PMCHQ00001381	\$62.28
146358	206081	CLARK'S HOUSEHOLD MOVING	6/19/2020	BMO1	PMCHQ00001381	\$6,825.00
146359	203788	CLOVERDALE PAINT INC	6/19/2020	BMO1	PMCHQ00001381	\$1,773.07
146360	205019	ECOLLABORATE NOW	6/19/2020	BMO1	PMCHQ00001381	\$750.00
146361	204832	FLAG OUTLET LTD.	6/19/2020	BMO1	PMCHQ00001381	\$5,312.33
146362	16501	FORTIS BC - NATURAL GAS	6/19/2020	BMO1	PMCHQ00001381	\$5,965.47
146363	205687	HANDICARE CANADA, LTD	6/19/2020	BMO1	PMCHQ00001381	\$540.00
146364	27300	HANDY ANDY MAINTENANCE LTD	6/19/2020	BMO1	PMCHQ00001381	\$213.90
146365	206181	JENSEN, ELLEN & PETER	6/19/2020	BMO1	PMCHQ00001381	\$347.89
146366	202219	JOSEPH, MARVIN	6/19/2020	BMO1	PMCHQ00001381	\$353.65
146367	203600	LOOMIS EXPRESS	6/19/2020	BMO1	PMCHQ00001381	\$45.79
146368	36890	M B LABORATORIES LTD	6/19/2020	BMO1	PMCHQ00001381	\$205.80
146369	206177	NEILSON STRATEGIES INC	6/19/2020	BMO1	PMCHQ00001381	\$6,665.93
146370	43530	PACIFIC CUSTOMS BROKERS	6/19/2020	BMO1	PMCHQ00001381	\$412.28
146371	47000	PURULATOR INC	6/19/2020	BMO1	PMCHQ00001381	\$81.16
146372	204764	REVOLUTION ENVIRONMENTAL SOLUT	6/19/2020	BMO1	PMCHQ00001381	\$99.75
146373	205040	RICHMOND ELEVATOR	6/19/2020	BMO1	PMCHQ00001381	\$273.00
146374	205031	SECURTEK MONITORING SOLUTIONS	6/19/2020	BMO1	PMCHQ00001381	\$472.50
146375	52450	SHAW CABLE	6/19/2020	BMO1	PMCHQ00001381	\$113.05
146376	52733	SHRED IT INTERNATIONAL LLC	6/19/2020	BMO1	PMCHQ00001381	\$178.49
146377	53910	SOUTHSIDE AUTO SUPPLY LTD	6/19/2020	BMO1	PMCHQ00001381	\$1,779.76

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
146378	203124	STAPLES ADVANTAGE	6/19/2020	BMO1	PMCHQ00001381	\$561.31
146379	202394	STRATHCON INDUSTRIES	6/19/2020	BMO1	PMCHQ00001381	\$653.17
146380	10868	TELUS MOBILITY CELLULAR INC	6/19/2020	BMO1	PMCHQ00001381	\$4,292.54
146381	205596	THE VALLEY VIBE	6/19/2020	BMO1	PMCHQ00001381	\$1,575.00
146382	60613	WESTCOAST HOME HARDWARE	6/19/2020	BMO1	PMCHQ00001381	\$291.30
146383	203688	CDW CANADA	6/24/2020	BMO1	PMCHQ00001383	\$597.72
146384	205759	CHRISTOPHER POUGET	6/24/2020	BMO1	PMCHQ00001383	\$2,100.00
146385	206184	COLYN, YVONNE	6/24/2020	BMO1	PMCHQ00001383	\$126.00
146386	200282	DR G E DEPAPE	6/24/2020	BMO1	PMCHQ00001383	\$40.00
146387	203958	GAGNON, MICHELLE	6/24/2020	BMO1	PMCHQ00001383	\$22.31
146388	206182	ISLAND TROPICS TANNING STUDIO	6/24/2020	BMO1	PMCHQ00001383	\$132.00
146389	205975	MNP LLP	6/24/2020	BMO1	PMCHQ00001383	\$5,512.50
146390	205662	PROTELEC ALARMS	6/24/2020	BMO1	PMCHQ00001383	\$344.40
146391	52450	SHAW CABLE	6/24/2020	BMO1	PMCHQ00001383	\$1,018.92
146392	206183	TESSIER, TIFFANY	6/24/2020	BMO1	PMCHQ00001383	\$126.00
146393	205894	THE GO-TO GUYS	6/24/2020	BMO1	PMCHQ00001383	\$252.00
146394	62751	WISHBONE INDUSTRIES LTD.	6/24/2020	BMO1	PMCHQ00001383	\$1,753.92
146395	206160	ZOOM VIDEO COMMUNICATIONS INC	6/24/2020	BMO1	PMCHQ00001383	\$12,000.00
146396	201833	ADDY POWER LTD	6/30/2020	BMO1	PMCHQ00001385	\$14,485.23
146397	205170	ADELHARDT CONCRETE PLUS	6/30/2020	BMO1	PMCHQ00001385	\$3,150.00
146398	10530	ENVIRONMENTAL OPERATORS	6/30/2020	BMO1	PMCHQ00001385	\$52.50
146399	202959	FORT GARRY FIRE TRUCKS	6/30/2020	BMO1	PMCHQ00001385	\$546.06
146400	206090	HADDON	6/30/2020	BMO1	PMCHQ00001385	\$698.88
146401	206178	KEY FOOD EQUIPMENT SERVICES	6/30/2020	BMO1	PMCHQ00001385	\$383.04
146402	205981	MINISTRY OF FORESTS, LANDS, NATU	6/30/2020	BMO1	PMCHQ00001385	\$688.62
146403	202727	NORTH ISLAND 9-1-1 CORPORATION	6/30/2020	BMO1	PMCHQ00001385	\$2,700.00
146404	204578	ONSITE ENGINEERING LTD	6/30/2020	BMO1	PMCHQ00001385	\$3,572.63
146405	206188	PORT ALBERNI BALLEHOCKEY LEAGUE	6/30/2020	BMO1	PMCHQ00001385	\$764.40
146406	53650	S P C A	6/30/2020	BMO1	PMCHQ00001385	\$12,294.96
146407	206187	STELMACHER, JAMES	6/30/2020	BMO1	PMCHQ00001385	\$20.00
146408	202394	STRATHCON INDUSTRIES	6/30/2020	BMO1	PMCHQ00001385	\$38.17
146409	205501	TOTEM TREE OPERATIONS	6/30/2020	BMO1	PMCHQ00001385	\$2,444.93
146410	203499	WESTVAC INDUSTRIAL LTD	6/30/2020	BMO1	PMCHQ00001385	\$1,745.47
146411	63140	WYNANS FURNITURE & UPHOLSTERY	6/30/2020	BMO1	PMCHQ00001385	\$224.00
146412	203576	JAMIESON, MICHELE	7/3/2020	BMO1	PMCHQ00001386	\$89,242.85
146413	205906	ALEXANDER'S CONTRACT SERVICES	7/8/2020	BMO1	PMCHQ00001388	\$819.42
146414	10360	B C HYDRO & POWER AUTHORITY	7/8/2020	BMO1	PMCHQ00001388	\$72,596.36
146415	203729	CANADIAN MENTAL HEALTH - PORT	7/8/2020	BMO1	PMCHQ00001388	\$950.00
146416	17640	CITY OF PORT ALBERNI	7/8/2020	BMO1	PMCHQ00001388	\$21,889.18
146417	204361	CUSSON, DAVE	7/8/2020	BMO1	PMCHQ00001388	\$130.41
146418	206191	JACKSON, CLINON R	7/8/2020	BMO1	PMCHQ00001388	\$1,238.77
146419	915744	SCHWARZ, MIKI	7/8/2020	BMO1	PMCHQ00001388	\$110.00
146420	52450	SHAW CABLE	7/8/2020	BMO1	PMCHQ00001388	\$439.57
146421	202288	STAPLES/ BD# 321 PORT ALBERNI	7/8/2020	BMO1	PMCHQ00001388	\$3,046.40
146422	205138	THORPE, WILLA	7/8/2020	BMO1	PMCHQ00001388	\$600.00
146423	17640	CITY OF PORT ALBERNI	7/8/2020	BMO1	PMCHQ00001389	\$630.00
146424	250	A C E COURIER SERVICES	7/9/2020	BMO1	PMCHQ00001391	\$74.87
146425	560	ACKLANDS - GRAINGER INC	7/9/2020	BMO1	PMCHQ00001391	\$994.74
146426	205842	AGGRESSIVE TRUCK REPAIR	7/9/2020	BMO1	PMCHQ00001391	\$748.43
146427	205522	BANG THE TABLE	7/9/2020	BMO1	PMCHQ00001391	\$11,200.00
146428	37050	BLACK MAGIC DESIGN LTD	7/9/2020	BMO1	PMCHQ00001391	\$228.48
146429	205079	BRITTON, SHAYLA	7/9/2020	BMO1	PMCHQ00001391	\$86.02
146430	206161	C G MECHANICAL SERVICE LTD	7/9/2020	BMO1	PMCHQ00001391	\$1,777.12
146431	203484	CAMLOCK HOLDINGS LTD	7/9/2020	BMO1	PMCHQ00001391	\$2,516.16
146432	15301	CANADIAN TIRE #488	7/9/2020	BMO1	PMCHQ00001391	\$279.36
146433	17550	CIRCLE DAIRY 1987 LTD	7/9/2020	BMO1	PMCHQ00001391	\$121.84
146434	203788	CLOVERDALE PAINT INC	7/9/2020	BMO1	PMCHQ00001391	\$3,024.45
146435	18735	COFFEE FUND	7/9/2020	BMO1	PMCHQ00001391	\$58.50
146436	19263	COMMUNITY FUTURES DEVELOPMENT	7/9/2020	BMO1	PMCHQ00001391	\$17,100.10
146437	206190	FRANKLIN FOREST PRODUCTS LTD	7/9/2020	BMO1	PMCHQ00001391	\$5,600.00
146438	55160	FRED SURRIDGE LTD	7/9/2020	BMO1	PMCHQ00001391	\$3,528.61
146439	204783	GILCHRIST, JESSICA	7/9/2020	BMO1	PMCHQ00001391	\$195.65
146440	202624	GORTAN, JUDY	7/9/2020	BMO1	PMCHQ00001391	\$36.75

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
146441	37255	GREAT WEST EQUIPMENT	7/9/2020	BMO1	PMCHQ00001391	\$1,535.53
146442	203117	GUILLEVIN INTERNATIONAL CO	7/9/2020	BMO1	PMCHQ00001391	\$732.62
146443	27300	HANDY ANDY MAINTENANCE LTD	7/9/2020	BMO1	PMCHQ00001391	\$77.30
146444	200497	HENGSPERGER, ZSOLT	7/9/2020	BMO1	PMCHQ00001391	\$158.95
146445	206186	HIGH, CHRISTOPHER	7/9/2020	BMO1	PMCHQ00001391	\$84.00
146446	55523	IRWIN AIR LTD	7/9/2020	BMO1	PMCHQ00001391	\$292.27
146447	206193	LOVER, DYAN	7/9/2020	BMO1	PMCHQ00001391	\$55.00
146448	36890	M B LABORATORIES LTD	7/9/2020	BMO1	PMCHQ00001391	\$751.12
146449	38079	MERIT FURNITURE	7/9/2020	BMO1	PMCHQ00001391	\$2,588.88
146450	38560	MINISTER OF FINANCE - Product	7/9/2020	BMO1	PMCHQ00001391	\$85.00
146451	204164	ORKIN CANADA	7/9/2020	BMO1	PMCHQ00001391	\$175.88
146452	206189	PACIFIC WEST HOME APPLIANCE	7/9/2020	BMO1	PMCHQ00001391	\$89.25
146453	44660	PEARSON TIRE LTD	7/9/2020	BMO1	PMCHQ00001391	\$417.74
146454	45850	PORT ALBERNI PORT AUTHORITY	7/9/2020	BMO1	PMCHQ00001391	\$945.00
146455	46620	PRICE'S ALARM SYSTEMS	7/9/2020	BMO1	PMCHQ00001391	\$157.34
146456	205662	PROTELEC ALARMS	7/9/2020	BMO1	PMCHQ00001391	\$357.00
146457	204572	RAIDER HANSEN	7/9/2020	BMO1	PMCHQ00001391	\$139.78
146458	205031	SECURTEK MONITORING SOLUTIONS	7/9/2020	BMO1	PMCHQ00001391	\$283.50
146459	53726	SOFTCHOICE CORP	7/9/2020	BMO1	PMCHQ00001391	\$1,915.20
146460	53910	SOUTHSIDE AUTO SUPPLY LTD	7/9/2020	BMO1	PMCHQ00001391	\$412.78
146461	54170	STAFF FUND	7/9/2020	BMO1	PMCHQ00001391	\$61.00
146462	203124	STAPLES ADVANTAGE	7/9/2020	BMO1	PMCHQ00001391	\$1,633.32
146463	205501	TOTEM TREE OPERATIONS	7/9/2020	BMO1	PMCHQ00001391	\$8,573.25
146464	60613	WESTCOAST HOME HARDWARE	7/9/2020	BMO1	PMCHQ00001391	\$176.46
146465	250	A C E COURIER SERVICES	7/16/2020	BMO1	PMCHQ00001393	\$1,169.08
146466	204827	ATS TRAFFIC BRITISH COLUMBIA	7/16/2020	BMO1	PMCHQ00001393	\$527.23
146467	204251	COLCLOUGH, BRANDON	7/16/2020	BMO1	PMCHQ00001393	\$90.00
146468	16501	FORTIS BC - NATURAL GAS	7/16/2020	BMO1	PMCHQ00001393	\$3,095.36
146469	99851	FUDGE, NORM	7/16/2020	BMO1	PMCHQ00001393	\$219.00
146470	31360	ISLAND BUSINESS PRINT GROUP LT	7/16/2020	BMO1	PMCHQ00001393	\$369.60
146471	205963	ITEL NETWORKS INC	7/16/2020	BMO1	PMCHQ00001393	\$8,912.90
146472	38860	MINISTER OF FINANCE	7/16/2020	BMO1	PMCHQ00001393	\$2,567.31
146473	25322	PORT ALBERNI FIRE DEPARTMENT P	7/16/2020	BMO1	PMCHQ00001393	\$183.75
146474	205913	PRECISION SERVICE & PUMPS INC	7/16/2020	BMO1	PMCHQ00001393	\$194,272.34
146475	206196	RDM LAWYERS LLP	7/16/2020	BMO1	PMCHQ00001393	\$113.32
146476	52450	SHAW CABLE	7/16/2020	BMO1	PMCHQ00001393	\$362.14
146477	202288	STAPLES/ BD# 321 PORT ALBERNI	7/16/2020	BMO1	PMCHQ00001393	\$20.34
146478	204218	STEPHEN, JOHN	7/16/2020	BMO1	PMCHQ00001393	\$90.00
146479	10920	TELUS	7/16/2020	BMO1	PMCHQ00001393	\$6,823.61
146480	10868	TELUS MOBILITY CELLULAR INC	7/16/2020	BMO1	PMCHQ00001393	\$4,636.29
146481	206200	ALLAN, ANNA J	7/22/2020	BMO1	PMCHQ00001395	\$1,316.37
146482	7400	BANK OF NOVA SCOTIA	7/22/2020	BMO1	PMCHQ00001395	\$1,985.69
146483	206192	CALANCIE, BRADY	7/22/2020	BMO1	PMCHQ00001395	\$840.00
146484	205574	CIBC	7/22/2020	BMO1	PMCHQ00001395	\$1,045.00
146485	204361	CUSSON, DAVE	7/22/2020	BMO1	PMCHQ00001395	\$168.81
146486	16501	FORTIS BC - NATURAL GAS	7/22/2020	BMO1	PMCHQ00001395	\$1,454.79
146487	203384	MAY, COLLEEN	7/22/2020	BMO1	PMCHQ00001395	\$856.87
146488	35574	MCAP SERVICE CORP.	7/22/2020	BMO1	PMCHQ00001395	\$1,540.00
146489	205822	OWENS, MIKE	7/22/2020	BMO1	PMCHQ00001395	\$486.68
146490	205662	PROTELEC ALARMS	7/22/2020	BMO1	PMCHQ00001395	\$37.80
146491	50351	RBC ROYAL BANK OF CANADA	7/22/2020	BMO1	PMCHQ00001395	\$3,342.04
146492	206201	ST JACQUES, MARIE C	7/22/2020	BMO1	PMCHQ00001395	\$142.50
146493	206203	STODDARD, SUSAN	7/22/2020	BMO1	PMCHQ00001395	\$2,700.58
146494	206202	STUART, KAREN	7/22/2020	BMO1	PMCHQ00001395	\$275.01
146495	56398	TD CANADA TRUST	7/22/2020	BMO1	PMCHQ00001395	\$825.00
146496	206204	THIBEAU, NADINE	7/22/2020	BMO1	PMCHQ00001395	\$18.06
146497	206199	WOODTHORPE, TARJA	7/22/2020	BMO1	PMCHQ00001395	\$3,247.99
146498	206160	ZOOM VIDEO COMMUNICATIONS INC	7/22/2020	BMO1	PMCHQ00001395	\$185.00
146499	559	0946982 BC LTD	7/23/2020	BMO1	PMCHQ00001397	\$2,257.93
146500	560	ACKLANDS - GRAINGER INC	7/23/2020	BMO1	PMCHQ00001397	\$2,214.88
146501	205842	AGGRESSIVE TRUCK REPAIR	7/23/2020	BMO1	PMCHQ00001397	\$559.70
146502	205943	ALBERNI AQUATIC ASSOCIATION	7/23/2020	BMO1	PMCHQ00001397	\$79.80
146503	2870	ALBERNI PAVING & CONTRACTING L	7/23/2020	BMO1	PMCHQ00001397	\$8,387.25

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
146504	5743	ASSOCIATED FIRE & SAFETY INC.	7/23/2020	BMO1	PMCHQ00001397	\$2,150.84
146505	204852	BURWOOD'S MOTOR SERVICE	7/23/2020	BMO1	PMCHQ00001397	\$617.29
146506	203484	CAMLOCK HOLDINGS LTD	7/23/2020	BMO1	PMCHQ00001397	\$443.18
146507	15301	CANADIAN TIRE #488	7/23/2020	BMO1	PMCHQ00001397	\$242.28
146508	205927	CINNABAR VALLEY FARMS LTD	7/23/2020	BMO1	PMCHQ00001397	\$317.14
146509	17550	CIRCLE DAIRY 1987 LTD	7/23/2020	BMO1	PMCHQ00001397	\$196.28
146510	203788	CLOVERDALE PAINT INC	7/23/2020	BMO1	PMCHQ00001397	\$795.09
146511	19263	COMMUNITY FUTURES DEVELOPMENT	7/23/2020	BMO1	PMCHQ00001397	\$6,000.00
146512	204129	DAST WELDING INC	7/23/2020	BMO1	PMCHQ00001397	\$80.89
146513	23960	FENCELINE PRODUCTS LTD	7/23/2020	BMO1	PMCHQ00001397	\$50.20
146514	55160	FRED SURRIDGE LTD	7/23/2020	BMO1	PMCHQ00001397	\$13,034.14
146515	206090	HADDON	7/23/2020	BMO1	PMCHQ00001397	\$1,510.88
146516	27366	HARBOURVIEW COLLISION LTD	7/23/2020	BMO1	PMCHQ00001397	\$719.25
146517	202134	LEAVITT MACHINERY	7/23/2020	BMO1	PMCHQ00001397	\$471.50
146518	203600	LOOMIS EXPRESS	7/23/2020	BMO1	PMCHQ00001397	\$38.36
146519	36890	M B LABORATORIES LTD	7/23/2020	BMO1	PMCHQ00001397	\$70.01
146520	35585	MCCOY LAKE EXCAVATING LTD	7/23/2020	BMO1	PMCHQ00001397	\$537.60
146521	38101	MICHELIN NORTH AMERICA (CANADA	7/23/2020	BMO1	PMCHQ00001397	\$2,633.43
146522	203389	MINISTER OF GOVERNMENT SERVICE	7/23/2020	BMO1	PMCHQ00001397	\$158.87
146523	44660	PEARSON TIRE LTD	7/23/2020	BMO1	PMCHQ00001397	\$78.40
146524	204792	PIANO FORTE AND TUNING SERVICE	7/23/2020	BMO1	PMCHQ00001397	\$585.09
146525	206195	POIRIER PAINTING	7/23/2020	BMO1	PMCHQ00001397	\$4,500.00
146526	45850	PORT ALBERNI PORT AUTHORITY	7/23/2020	BMO1	PMCHQ00001397	\$125,000.00
146527	205554	PUBLIMEDIA COMMUNICATIONS INC	7/23/2020	BMO1	PMCHQ00001397	\$3,150.00
146528	205877	RECYCLE MATTERS	7/23/2020	BMO1	PMCHQ00001397	\$40.00
146529	53650	S P C A	7/23/2020	BMO1	PMCHQ00001397	\$12,294.96
146530	52450	SHAW CABLE	7/23/2020	BMO1	PMCHQ00001397	\$110.83
146531	52733	SHRED-IT INTERNATIONAL ULC	7/23/2020	BMO1	PMCHQ00001397	\$86.42
146532	53910	SOUTHSIDE AUTO SUPPLY LTD	7/23/2020	BMO1	PMCHQ00001397	\$1,512.95
146533	203124	STAPLES ADVANTAGE	7/23/2020	BMO1	PMCHQ00001397	\$1,034.52
146534	202394	STRATHCON INDUSTRIES	7/23/2020	BMO1	PMCHQ00001397	\$91.01
146535	55250	SYBERTECH WASTE REDUCTION	7/23/2020	BMO1	PMCHQ00001397	\$3,571.27
146536	56340	TOMKO SPORTS SYSTEMS INC	7/23/2020	BMO1	PMCHQ00001397	\$200.02
146537	205501	TOTEM TREE OPERATIONS	7/23/2020	BMO1	PMCHQ00001397	\$8,701.88
146538	203230	TRANSWORLD IMPORTS INC	7/23/2020	BMO1	PMCHQ00001397	\$3,079.39
146539	206194	VICTORIA LAKE	7/23/2020	BMO1	PMCHQ00001397	\$1,500.00
146540	60613	WESTCOAST HOME HARDWARE	7/23/2020	BMO1	PMCHQ00001397	\$190.39
146541	63140	WYNANS FURNITURE & UPHOLSTERY	7/23/2020	BMO1	PMCHQ00001397	\$224.00
146542	1750	ALBERNI CLAYOQUOT REGIONAL HOS	7/29/2020	BMO1	PMCHQ00001402	\$667,300.00
146543	206082	BOURGAIN, SHAWN	7/29/2020	BMO1	PMCHQ00001402	\$44.91
146544	205759	CHRISTOPHER POUGET	7/29/2020	BMO1	PMCHQ00001402	\$3,675.00
146545	204361	CUSSON, DAVE	7/29/2020	BMO1	PMCHQ00001402	\$132.59
146546	290067	NORTH ISLAND TRACTOR	7/29/2020	BMO1	PMCHQ00001402	\$1,351.80
146547	44450	PARKS RECREATION & HERITAGE	7/29/2020	BMO1	PMCHQ00001402	\$150.00
146548	915744	SCHWARZ, MIKI	7/29/2020	BMO1	PMCHQ00001402	\$32.00
146549	202394	STRATHCON INDUSTRIES	7/29/2020	BMO1	PMCHQ00001402	\$317.08
146550	205894	THE GO-TO GUYS	7/29/2020	BMO1	PMCHQ00001402	\$441.00
146551	205138	THORPE, WILLA	7/29/2020	BMO1	PMCHQ00001402	\$73.84
146552	203049	VANCOUVER ISLAND HEALTH AUTHOR	7/29/2020	BMO1	PMCHQ00001402	\$150.00
146553	206207	Vickie Barr	7/29/2020	BMO1	PMCHQ00001402	\$588.84
146554	204648	WEST COAST AQUATIC MANAGEMENT	7/29/2020	BMO1	PMCHQ00001402	\$71.40
EFT0004386	52570	ANDREW SHERET LIMITED	5/13/2020	BMO1	PMCHQ00001364	\$1,718.72
EFT0004387	42374	ENEX FUELS LTD.	5/13/2020	BMO1	PMCHQ00001364	\$518.65
EFT0004388	915759	FORMAN, SANDI	5/13/2020	BMO1	PMCHQ00001364	\$94.00
EFT0004389	31675	ISLAND KEY COMPUTER LTD	5/13/2020	BMO1	PMCHQ00001364	\$2,182.55
EFT0004390	203674	MYRA SYSTEMS CORP	5/13/2020	BMO1	PMCHQ00001364	\$13,851.07
EFT0004391	203043	PELECH, JEFF	5/13/2020	BMO1	PMCHQ00001364	\$214.73
EFT0004392	205691	TRITECH GROUP LTD	5/13/2020	BMO1	PMCHQ00001364	\$438,164.44
EFT0004393	8600	BERK'S INTERTRUCK LTD	5/20/2020	BMO1	PMCHQ00001367	\$3,566.39
EFT0004394	9065	BLACK PRESS GROUP	5/20/2020	BMO1	PMCHQ00001367	\$593.15
EFT0004395	42374	ENEX FUELS LTD.	5/20/2020	BMO1	PMCHQ00001367	\$13,776.39
EFT0004396	203043	PELECH, JEFF	5/20/2020	BMO1	PMCHQ00001367	\$149.44
EFT0004397	49140	REGIONAL DISTRICT OF ALBERNI-C	5/20/2020	BMO1	PMCHQ00001367	\$299,847.68

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0004398	24937	A J FORSYTH, A DIVISION OF RUS	5/22/2020	BMO1	PMCHQ00001369	\$306.88
EFT0004399	203796	ACCENT REFRIGERATION SYSTEMS	5/22/2020	BMO1	PMCHQ00001369	\$2,311.00
EFT0004400	640	ACME SUPPLIES LTD	5/22/2020	BMO1	PMCHQ00001369	\$1,138.59
EFT0004401	1000	AGO INDUSTRIES INC	5/22/2020	BMO1	PMCHQ00001369	\$618.01
EFT0004402	27020	AIR LIQUIDE CANADA INC	5/22/2020	BMO1	PMCHQ00001369	\$140.38
EFT0004403	1960	ALBERNI DISTRICT CO-OP ASSOC	5/22/2020	BMO1	PMCHQ00001369	\$184.72
EFT0004404	45585	ALBERNI ECO DRY CLEANERS	5/22/2020	BMO1	PMCHQ00001369	\$933.45
EFT0004405	3150	ALBERNI VALLEY CHAMBER OF COMM	5/22/2020	BMO1	PMCHQ00001369	\$21.00
EFT0004406	9900	B C AIR FILTER LTD	5/22/2020	BMO1	PMCHQ00001369	\$1,222.37
EFT0004407	7000	BAILEY ELECTRIC CO LTD	5/22/2020	BMO1	PMCHQ00001369	\$4,948.74
EFT0004408	7860	BEAVER CREEK HOME CENTRE	5/22/2020	BMO1	PMCHQ00001369	\$139.67
EFT0004409	8600	BERK'S INTERTRUCK LTD	5/22/2020	BMO1	PMCHQ00001369	\$332.68
EFT0004410	14380	CANADIAN LINEN AND UNIFORM SER	5/22/2020	BMO1	PMCHQ00001369	\$130.21
EFT0004411	204107	CANADIAN MARITIME ENGINEERING	5/22/2020	BMO1	PMCHQ00001369	\$1,195.26
EFT0004412	201803	CO-OPERATORS, THE	5/22/2020	BMO1	PMCHQ00001369	\$15,798.08
EFT0004413	22200	DOLANS CONCRETE LTD	5/22/2020	BMO1	PMCHQ00001369	\$5,714.09
EFT0004414	24890	FLOORING DEPOT	5/22/2020	BMO1	PMCHQ00001369	\$2,233.78
EFT0004415	26710	GUILLEVIN INT. INC. IND/SAFETY	5/22/2020	BMO1	PMCHQ00001369	\$166.33
EFT0004416	27009	HACH SALES & SERVICE CANADA	5/22/2020	BMO1	PMCHQ00001369	\$585.54
EFT0004417	202319	INDUSTRIAL ALLIANCE INSURANCE	5/22/2020	BMO1	PMCHQ00001369	\$479.48
EFT0004418	31290	ISLAND BLUE PRINT CO LTD	5/22/2020	BMO1	PMCHQ00001369	\$844.66
EFT0004419	8680	J W BERRY TRUCKING LTD.	5/22/2020	BMO1	PMCHQ00001369	\$462.01
EFT0004420	34000	KGC FIRE RESCUE INC.	5/22/2020	BMO1	PMCHQ00001369	\$474.84
EFT0004421	34215	KOERS & ASSOCIATES ENGINEERING	5/22/2020	BMO1	PMCHQ00001369	\$5,040.01
EFT0004422	34420	L B WOODCHOPPERS LTD	5/22/2020	BMO1	PMCHQ00001369	\$3,359.13
EFT0004423	35105	LEWKOWICH ENGINEERING ASSOCIAT	5/22/2020	BMO1	PMCHQ00001369	\$607.53
EFT0004424	202355	LORDCO PARTS LTD	5/22/2020	BMO1	PMCHQ00001369	\$175.77
EFT0004425	36260	MCLEAN & HIGGINS LTD	5/22/2020	BMO1	PMCHQ00001369	\$63.64
EFT0004426	200307	MICROSERVE	5/22/2020	BMO1	PMCHQ00001369	\$4,371.36
EFT0004427	32500	PLANETCLEAN (NANAIMO) LTD	5/22/2020	BMO1	PMCHQ00001369	\$666.52
EFT0004428	45995	PORT ALBERNI ONLINE	5/22/2020	BMO1	PMCHQ00001369	\$787.50
EFT0004429	46595	PRAXAIR DISTRIBUTION	5/22/2020	BMO1	PMCHQ00001369	\$56.18
EFT0004430	201071	QUADIENT	5/22/2020	BMO1	PMCHQ00001369	\$4,011.98
EFT0004431	47950	RAYNER BRACHT CONSTRUCTION	5/22/2020	BMO1	PMCHQ00001369	\$1,820.97
EFT0004432	50199	ROCKY MOUNTAIN PHOENIX	5/22/2020	BMO1	PMCHQ00001369	\$2,794.47
EFT0004433	206015	SET SAFETY	5/22/2020	BMO1	PMCHQ00001369	\$367.50
EFT0004434	202207	SHERINE INDUSTRIES LTD	5/22/2020	BMO1	PMCHQ00001369	\$594.72
EFT0004435	9868	TECHNICAL SAFETY BC	5/22/2020	BMO1	PMCHQ00001369	\$583.00
EFT0004436	203495	THINQ TECHNOLOGIES LTD	5/22/2020	BMO1	PMCHQ00001369	\$3,612.00
EFT0004437	203234	VAN ISLE FORD	5/22/2020	BMO1	PMCHQ00001369	\$477.28
EFT0004438	58660	VANCOUVER ISLAND REGIONAL LIBR	5/22/2020	BMO1	PMCHQ00001369	\$198,115.00
EFT0004439	60030	WATSON, KENNETH	5/22/2020	BMO1	PMCHQ00001369	\$424.75
EFT0004440	204597	WESTERN EQUIPMENT LTD	5/22/2020	BMO1	PMCHQ00001369	\$127.54
EFT0004441	62740	WINDSOR PLYWOOD	5/22/2020	BMO1	PMCHQ00001369	\$629.93
EFT0004442	52570	ANDREW SHERET LIMITED	5/27/2020	BMO1	PMCHQ00001371	\$78.66
EFT0004443	27850	HAYLOCK BROS PAVING LTD	5/27/2020	BMO1	PMCHQ00001371	\$5,012.01
EFT0004444	32270	JACK'S TIRE SALES & SERVICES L	5/27/2020	BMO1	PMCHQ00001371	\$9,902.60
EFT0004445	203796	ACCENT REFRIGERATION SYSTEMS	6/5/2020	BMO1	PMCHQ00001374	\$64,874.25
EFT0004446	27020	AIR LIQUIDE CANADA INC	6/5/2020	BMO1	PMCHQ00001374	\$87.77
EFT0004447	45585	ALBERNI ECO DRY CLEANERS	6/5/2020	BMO1	PMCHQ00001374	\$742.35
EFT0004448	2540	ALBERNI INDUSTRIAL MARINE SUPP	6/5/2020	BMO1	PMCHQ00001374	\$382.96
EFT0004449	52570	ANDREW SHERET LIMITED	6/5/2020	BMO1	PMCHQ00001374	\$2,126.50
EFT0004450	5740	ASSOCIATED ENGINEERING (BC) LT	6/5/2020	BMO1	PMCHQ00001374	\$3,992.15
EFT0004451	7860	BEAVER CREEK HOME CENTRE	6/5/2020	BMO1	PMCHQ00001374	\$1,467.39
EFT0004452	8600	BERK'S INTERTRUCK LTD	6/5/2020	BMO1	PMCHQ00001374	\$309.25
EFT0004453	10997	BRANDT TRACTOR LTD.	6/5/2020	BMO1	PMCHQ00001374	\$952.76
EFT0004454	14380	CANADIAN LINEN AND UNIFORM SER	6/5/2020	BMO1	PMCHQ00001374	\$130.21
EFT0004455	15580	CANADIAN UNION OF PUBLIC EMPLO	6/5/2020	BMO1	PMCHQ00001374	\$11,047.29
EFT0004456	203565	CAP-IT PORT ALBERNI	6/5/2020	BMO1	PMCHQ00001374	\$52.63
EFT0004457	18740	COKELY WIRE ROPE LTD	6/5/2020	BMO1	PMCHQ00001374	\$20.18
EFT0004458	44880	DB PERKS & ASSOCIATES LTD.	6/5/2020	BMO1	PMCHQ00001374	\$2,432.63
EFT0004459	22200	DOLANS CONCRETE LTD	6/5/2020	BMO1	PMCHQ00001374	\$1,459.85
EFT0004460	23450	EVITT ELECTRIC CO LTD	6/5/2020	BMO1	PMCHQ00001374	\$225.59

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0004461	204276	GARDAWORLD	6/5/2020	BMO1	PMCHQ00001374	\$1,397.40
EFT0004462	26070	GRAPHICS FACTORY	6/5/2020	BMO1	PMCHQ00001374	\$358.40
EFT0004463	205009	GREGG DISTRIBUTORS (BC) LTD	6/5/2020	BMO1	PMCHQ00001374	\$350.03
EFT0004464	28877	HOULE PRINTING	6/5/2020	BMO1	PMCHQ00001374	\$246.40
EFT0004465	204033	INTER-MOUNTAIN TESTING	6/5/2020	BMO1	PMCHQ00001374	\$2,814.00
EFT0004466	203782	I-open Technologies	6/5/2020	BMO1	PMCHQ00001374	\$12,600.00
EFT0004467	33777	KENDRICK EQUIPMENT 2003 LTD.	6/5/2020	BMO1	PMCHQ00001374	\$7,952.00
EFT0004468	34420	L B WOODCHOPPERS LTD	6/5/2020	BMO1	PMCHQ00001374	\$447.10
EFT0004469	202355	LORDCO PARTS LTD	6/5/2020	BMO1	PMCHQ00001374	\$152.28
EFT0004470	35900	MCGILL & ASSOCIATES	6/5/2020	BMO1	PMCHQ00001374	\$459.38
EFT0004471	36260	MCLEAN & HIGGINS LTD	6/5/2020	BMO1	PMCHQ00001374	\$23.33
EFT0004472	204000	PACIFIC CHEVROLET BUICK GMC	6/5/2020	BMO1	PMCHQ00001374	\$104.20
EFT0004473	203043	PELECH, JEFF	6/5/2020	BMO1	PMCHQ00001374	\$55.97
EFT0004474	32500	PLANETCLEAN (NANAIMO) LTD	6/5/2020	BMO1	PMCHQ00001374	\$118.68
EFT0004475	45725	PORT ALBERNI CIVIC MANAGERS AS	6/5/2020	BMO1	PMCHQ00001374	\$465.00
EFT0004476	47333	QUALITY FOODS	6/5/2020	BMO1	PMCHQ00001374	\$1,454.88
EFT0004477	47950	RAYNER BRACHT CONSTRUCTION	6/5/2020	BMO1	PMCHQ00001374	\$4,307.77
EFT0004478	50260	ROLLINS MACHINERY LTD	6/5/2020	BMO1	PMCHQ00001374	\$408.14
EFT0004479	52375	SHARE CANADA	6/5/2020	BMO1	PMCHQ00001374	\$3,499.60
EFT0004480	203495	THINQ TECHNOLOGIES LTD	6/5/2020	BMO1	PMCHQ00001374	\$4,188.80
EFT0004481	915751	THYSSENKRUPP ELEVATOR	6/5/2020	BMO1	PMCHQ00001374	\$279.20
EFT0004482	203234	VAN ISLE FORD	6/5/2020	BMO1	PMCHQ00001374	\$51.46
EFT0004483	203759	VICTORIA BOX & PAPER	6/5/2020	BMO1	PMCHQ00001374	\$390.90
EFT0004484	204597	WESTERN EQUIPMENT LTD	6/5/2020	BMO1	PMCHQ00001374	\$268.53
EFT0004485	59700	WL SOLUTIONS LTD	6/5/2020	BMO1	PMCHQ00001374	\$1,039.50
EFT0004486	5740	ASSOCIATED ENGINEERING (BC) LT	6/10/2020	BMO1	PMCHQ00001376	\$8,846.25
EFT0004487	205728	XYLEM WATER SOLUTIONS	6/10/2020	BMO1	PMCHQ00001376	\$628.67
EFT0004488	205999	KELSEY PIPELINES LTD	6/17/2020	BMO1	PMCHQ00001378	\$343,015.71
EFT0004489	47950	RAYNER BRACHT CONSTRUCTION	6/17/2020	BMO1	PMCHQ00001378	\$95,294.47
EFT0004490	205691	TRITECH GROUP LTD	6/17/2020	BMO1	PMCHQ00001378	\$414,389.16
EFT0004491	205825	ABELL PEST CONTROL INC	6/19/2020	BMO1	PMCHQ00001380	\$259.38
EFT0004492	203796	ACCENT REFRIGERATION SYSTEMS	6/19/2020	BMO1	PMCHQ00001380	\$64,874.25
EFT0004493	203082	ADVANCED AUTOMATIC DOORS	6/19/2020	BMO1	PMCHQ00001380	\$2,514.83
EFT0004494	27020	AIR LIQUIDE CANADA INC	6/19/2020	BMO1	PMCHQ00001380	\$231.50
EFT0004495	200877	ALBERNI GLASS & MIRROR 2003 LT	6/19/2020	BMO1	PMCHQ00001380	\$441.62
EFT0004496	3120	ALBERNI TOWING	6/19/2020	BMO1	PMCHQ00001380	\$193.20
EFT0004497	3665	ALBERNI VALLEY REFRIGERATION	6/19/2020	BMO1	PMCHQ00001380	\$6,531.70
EFT0004498	52570	ANDREW SHERET LIMITED	6/19/2020	BMO1	PMCHQ00001380	\$2,993.00
EFT0004499	9900	B C AIR FILTER LTD	6/19/2020	BMO1	PMCHQ00001380	\$349.18
EFT0004500	7000	BAILEY ELECTRIC CO LTD	6/19/2020	BMO1	PMCHQ00001380	\$13,004.87
EFT0004501	7860	BEAVER CREEK HOME CENTRE	6/19/2020	BMO1	PMCHQ00001380	\$344.80
EFT0004502	8600	BERK'S INTERTRUCK LTD	6/19/2020	BMO1	PMCHQ00001380	\$231.91
EFT0004503	9065	BLACK PRESS GROUP	6/19/2020	BMO1	PMCHQ00001380	\$3,000.36
EFT0004504	14380	CANADIAN LINEN AND UNIFORM SER	6/19/2020	BMO1	PMCHQ00001380	\$264.27
EFT0004505	204107	CANADIAN MARITIME ENGINEERING	6/19/2020	BMO1	PMCHQ00001380	\$51.74
EFT0004506	23250	COASTAL PEST MANAGEMENT	6/19/2020	BMO1	PMCHQ00001380	\$404.25
EFT0004507	204614	COMMUNICATION CONNECTION	6/19/2020	BMO1	PMCHQ00001380	\$7,216.78
EFT0004508	201803	CO-OPERATORS, THE	6/19/2020	BMO1	PMCHQ00001380	\$15,522.86
EFT0004509	28173	DANN HIGGINS GAS SERVICES	6/19/2020	BMO1	PMCHQ00001380	\$313.43
EFT0004510	44880	DB PERKS & ASSOCIATES LTD.	6/19/2020	BMO1	PMCHQ00001380	\$553.10
EFT0004511	22200	DOLANS CONCRETE LTD	6/19/2020	BMO1	PMCHQ00001380	\$3,990.61
EFT0004512	201054	E-CARD ID PRODUCTS	6/19/2020	BMO1	PMCHQ00001380	\$588.56
EFT0004513	42374	ENEX FUELS LTD.	6/19/2020	BMO1	PMCHQ00001380	\$18,849.55
EFT0004514	23660	FALCON EQUIPMENT	6/19/2020	BMO1	PMCHQ00001380	\$2,896.58
EFT0004515	24890	FLOORING DEPOT	6/19/2020	BMO1	PMCHQ00001380	\$2,598.15
EFT0004516	204276	GARDAWORLD	6/19/2020	BMO1	PMCHQ00001380	\$1,397.40
EFT0004517	25368	GENESIS FIRE PROTECTION	6/19/2020	BMO1	PMCHQ00001380	\$3,351.39
EFT0004518	27009	HACH SALES & SERVICE CANADA	6/19/2020	BMO1	PMCHQ00001380	\$292.77
EFT0004519	27850	HAYLOCK BROS PAVING LTD	6/19/2020	BMO1	PMCHQ00001380	\$5,418.79
EFT0004520	202319	INDUSTRIAL ALLIANCE INSURANCE	6/19/2020	BMO1	PMCHQ00001380	\$467.31
EFT0004521	30194	INLAND KENWORTH/PARKER PACIFIC	6/19/2020	BMO1	PMCHQ00001380	\$167.53
EFT0004522	32270	JACK'S TIRE SALES & SERVICES I	6/19/2020	BMO1	PMCHQ00001380	\$770.56
EFT0004523	53777	KENDRICK EQUIPMENT 2003 LTD.	6/19/2020	BMO1	PMCHQ00001380	\$1,439.20

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0004524	34420	L B WOODCHOPPERS LTD	6/19/2020	BMO1	PMCHQ00001380	\$66.98
EFT0004525	36260	MCLEAN & HIGGINS LTD	6/19/2020	BMO1	PMCHQ00001380	\$883.99
EFT0004526	32500	PLANETCLEAN (NANAIMO) LTD	6/19/2020	BMO1	PMCHQ00001380	\$282.53
EFT0004527	45593	PLEY, TIM	6/19/2020	BMO1	PMCHQ00001380	\$502.50
EFT0004528	201071	QUADIENT	6/19/2020	BMO1	PMCHQ00001380	\$238.51
EFT0004529	47333	QUALITY FOODS	6/19/2020	BMO1	PMCHQ00001380	\$685.89
EFT0004530	47950	RAYNER BRACHT CONSTRUCTION	6/19/2020	BMO1	PMCHQ00001380	\$6,248.00
EFT0004531	49140	REGIONAL DISTRICT OF ALBERNI C	6/19/2020	BMO1	PMCHQ00001380	\$35,523.10
EFT0004532	49150	REGIONAL DISTRICT OF ALBERNI C	6/19/2020	BMO1	PMCHQ00001380	\$1,440.00
EFT0004533	50260	ROLLINS MACHINERY LTD	6/19/2020	BMO1	PMCHQ00001380	\$3,936.80
EFT0004534	203661	SCHAFFERS' EQUIPMENT	6/19/2020	BMO1	PMCHQ00001380	\$219.55
EFT0004535	200217	VOYSEY, SHANE	6/19/2020	BMO1	PMCHQ00001380	\$1,141.53
EFT0004536	62740	WINDSOR PLYWOOD	6/19/2020	BMO1	PMCHQ00001380	\$1,500.60
EFT0004537	34215	KOERS & ASSOCIATES ENGINEERING	6/24/2020	BMO1	PMCHQ00001382	\$16,722.93
EFT0004538	48370	RECEIVER GENERAL FOR CANADA -	6/24/2020	BMO1	PMCHQ00001382	\$1,478,985.00
EFT0004539	205691	TRITECH GROUP LTD	6/24/2020	BMO1	PMCHQ00001382	\$326,536.20
EFT0004540	60030	WATSON, KENNETH	6/24/2020	BMO1	PMCHQ00001382	\$41.25
EFT0004541	52570	ANDREW SHERET LIMITED	6/30/2020	BMO1	PMCHQ00001384	\$45,927.74
EFT0004542	5740	ASSOCIATED ENGINEERING (BC) LT	6/30/2020	BMO1	PMCHQ00001384	\$21,330.62
EFT0004543	203047	CASCADE WEAR LTD	6/30/2020	BMO1	PMCHQ00001384	\$761.60
EFT0004544	23181	EMCO LIMITED	6/30/2020	BMO1	PMCHQ00001384	\$274.29
EFT0004545	33500	JUSTICE INSTITUTE OF BC	6/30/2020	BMO1	PMCHQ00001384	\$1,242.60
EFT0004546	203674	MYRA SYSTEMS CORP	6/30/2020	BMO1	PMCHQ00001384	\$850.50
EFT0004547	15580	CANADIAN UNION OF PUBLIC EMPLO	7/8/2020	BMO1	PMCHQ00001387	\$11,214.21
EFT0004548	201803	CO-OPERATORS, THE	7/8/2020	BMO1	PMCHQ00001387	\$15,556.09
EFT0004549	204191	FOOTPRINTS SECURITY PATROL INC	7/8/2020	BMO1	PMCHQ00001387	\$7,471.80
EFT0004550	202319	INDUSTRIAL ALLIANCE INSURANCE	7/8/2020	BMO1	PMCHQ00001387	\$473.76
EFT0004551	45725	PORT ALBERNI CIVIC MANAGERS AS	7/8/2020	BMO1	PMCHQ00001387	\$450.00
EFT0004552	45800	PORT ALBERNI FIRE FIGHTERS ASS	7/8/2020	BMO1	PMCHQ00001387	\$5,358.00
EFT0004553	59700	WL SOLUTIONS LTD	7/8/2020	BMO1	PMCHQ00001387	\$693.00
EFT0004554	205825	ABELL PEST CONTROL INC	7/9/2020	BMO1	PMCHQ00001390	\$259.38
EFT0004555	203796	ACCENT REFRIGERATION SYSTEMS	7/9/2020	BMO1	PMCHQ00001390	\$21,624.75
EFT0004556	555	ACHINBACK FOUNDRY	7/9/2020	BMO1	PMCHQ00001390	\$271.99
EFT0004557	680	ACRYLCO MFG LTD	7/9/2020	BMO1	PMCHQ00001390	\$1,433.60
EFT0004558	45585	ALBERNI ECO DRY CLEANERS	7/9/2020	BMO1	PMCHQ00001390	\$739.72
EFT0004559	200877	ALBERNI GLASS & MIRROR 2003 LT	7/9/2020	BMO1	PMCHQ00001390	\$392.15
EFT0004560	2540	ALBERNI INDUSTRIAL MARINE SUPP	7/9/2020	BMO1	PMCHQ00001390	\$0.30
EFT0004561	3120	ALBERNI TOWING	7/9/2020	BMO1	PMCHQ00001390	\$193.20
EFT0004562	3665	ALBERNI VALLEY REFRIGERATION	7/9/2020	BMO1	PMCHQ00001390	\$3,145.45
EFT0004563	5740	ASSOCIATED ENGINEERING (BC) LT	7/9/2020	BMO1	PMCHQ00001390	\$243,365.10
EFT0004564	9900	B C AIR FILTER LTD	7/9/2020	BMO1	PMCHQ00001390	\$1,720.44
EFT0004565	7000	BAILEY ELECTRIC CO LTD	7/9/2020	BMO1	PMCHQ00001390	\$41,385.60
EFT0004566	7860	BEAVER CREEK HOME CENTRE	7/9/2020	BMO1	PMCHQ00001390	\$512.11
EFT0004567	8600	BERK'S INTERTRUCK LTD	7/9/2020	BMO1	PMCHQ00001390	\$407.70
EFT0004568	10997	BRANDT TRACTOR LTD.	7/9/2020	BMO1	PMCHQ00001390	\$272.49
EFT0004569	14380	CANADIAN LINEN AND UNIFORM SER	7/9/2020	BMO1	PMCHQ00001390	\$160.58
EFT0004570	23250	COASTAL PEST MANAGEMENT	7/9/2020	BMO1	PMCHQ00001390	\$94.50
EFT0004571	19300	COMOX PACIFIC EXPRESS LTD	7/9/2020	BMO1	PMCHQ00001390	\$331.96
EFT0004572	44880	DB PERKS & ASSOCIATES LTD.	7/9/2020	BMO1	PMCHQ00001390	\$1,644.85
EFT0004573	22200	DOLANS CONCRETE LTD	7/9/2020	BMO1	PMCHQ00001390	\$8,031.71
EFT0004574	203978	ENCORE BUSINESS SOLUTIONS INC	7/9/2020	BMO1	PMCHQ00001390	\$1,323.00
EFT0004575	26070	GRAPHICS FACTORY	7/9/2020	BMO1	PMCHQ00001390	\$848.96
EFT0004576	205009	GREGG DISTRIBUTORS (BC) LTD	7/9/2020	BMO1	PMCHQ00001390	\$384.06
EFT0004577	27009	HACH SALES & SERVICE CANADA	7/9/2020	BMO1	PMCHQ00001390	\$292.77
EFT0004578	12530	ISLAND RADIO LTD.	7/9/2020	BMO1	PMCHQ00001390	\$3,483.90
EFT0004579	33500	JUSTICE INSTITUTE OF BC	7/9/2020	BMO1	PMCHQ00001390	\$530.67
EFT0004580	34420	L B WOODCHOPPERS LTD	7/9/2020	BMO1	PMCHQ00001390	\$2,132.39
EFT0004581	35260	LOMBARD PRE-CAST LIMITED PARTN	7/9/2020	BMO1	PMCHQ00001390	\$1,097.74
EFT0004582	202355	LORDCO PARTS LTD	7/9/2020	BMO1	PMCHQ00001390	\$144.68
EFT0004583	32500	PLANETCLEAN (NANAIMO) LTD	7/9/2020	BMO1	PMCHQ00001390	\$915.02
EFT0004584	45995	PORT ALBERNI ONLINE	7/9/2020	BMO1	PMCHQ00001390	\$787.50
EFT0004585	46595	PRAXAIR DISTRIBUTION	7/9/2020	BMO1	PMCHQ00001390	\$69.56
EFT0004586	48940	REC TEC INDUSTRIES	7/9/2020	BMO1	PMCHQ00001390	\$1,223.85

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0004587	9868	TECHNICAL SAFETY BC	7/9/2020	BMO1	PMCHQ00001390	\$5,185.49
EFT0004588	915751	THYSSENKRUPP ELEVATOR	7/9/2020	BMO1	PMCHQ00001390	\$279.20
EFT0004589	203499	WESTVAC INDUSTRIAL LTD	7/9/2020	BMO1	PMCHQ00001390	\$450.35
EFT0004590	62740	WINDSOR PLYWOOD	7/9/2020	BMO1	PMCHQ00001390	\$1,260.94
EFT0004591	35130	YOUNG, ANDERSON	7/9/2020	BMO1	PMCHQ00001390	\$18,286.00
EFT0004592	20208	ZONE WEST LTD	7/9/2020	BMO1	PMCHQ00001390	\$9,167.34
EFT0004593	1960	ALBERNI DISTRICT CO-OP ASSOC	7/16/2020	BMO1	PMCHQ00001392	\$102.56
EFT0004594	5190	ARMTech INC	7/16/2020	BMO1	PMCHQ00001392	\$3,731.84
EFT0004595	34215	KOERS & ASSOCIATES ENGINEERING	7/16/2020	BMO1	PMCHQ00001392	\$5,331.17
EFT0004596	47950	RAYNER BRACHT CONSTRUCTION	7/16/2020	BMO1	PMCHQ00001392	\$18,294.27
EFT0004597	205691	TRITECH GROUP LTD	7/16/2020	BMO1	PMCHQ00001392	\$484,099.89
EFT0004598	2003100	GIBSON, MARILYN	7/22/2020	BMO1	PMCHQ00001394	\$157.50
EFT0004599	9325	SHANKS, RONDI	7/22/2020	BMO1	PMCHQ00001394	\$144.43
EFT0004600	640	ACME SUPPLIES LTD	7/23/2020	BMO1	PMCHQ00001396	\$66.14
EFT0004601	1000	AGO INDUSTRIES INC	7/23/2020	BMO1	PMCHQ00001396	\$458.44
EFT0004602	27020	AIR LIQUIDE CANADA INC	7/23/2020	BMO1	PMCHQ00001396	\$230.45
EFT0004603	45585	ALBERNI ECO DRY CLEANERS	7/23/2020	BMO1	PMCHQ00001396	\$39.00
EFT0004604	200877	ALBERNI GLASS & MIRROR 2003 LT	7/23/2020	BMO1	PMCHQ00001396	\$468.14
EFT0004605	3120	ALBERNI TOWING	7/23/2020	BMO1	PMCHQ00001396	\$338.10
EFT0004606	3665	ALBERNI VALLEY REFRIGERATION	7/23/2020	BMO1	PMCHQ00001396	\$1,433.29
EFT0004607	52570	ANDREW SHERET LIMITED	7/23/2020	BMO1	PMCHQ00001396	\$1,646.20
EFT0004608	5740	ASSOCIATED ENGINEERING (BC) LT	7/23/2020	BMO1	PMCHQ00001396	\$157,546.40
EFT0004609	7000	BAILEY ELECTRIC CO LTD	7/23/2020	BMO1	PMCHQ00001396	\$7,808.17
EFT0004610	7860	BEAVER CREEK HOME CENTRE	7/23/2020	BMO1	PMCHQ00001396	\$2,959.40
EFT0004611	9065	BLACK PRESS GROUP	7/23/2020	BMO1	PMCHQ00001396	\$1,910.05
EFT0004613	14380	CANADIAN LINEN AND UNIFORM SER	7/23/2020	BMO1	PMCHQ00001396	\$294.69
EFT0004614	204107	CANADIAN MARITIME ENGINEERING	7/23/2020	BMO1	PMCHQ00001396	\$208.43
EFT0004615	18740	COKELY WIRE ROPE LTD	7/23/2020	BMO1	PMCHQ00001396	\$6.66
EFT0004616	204614	COMMUNICATION CONNECTION	7/23/2020	BMO1	PMCHQ00001396	\$7,181.07
EFT0004617	22200	DOLANS CONCRETE LTD	7/23/2020	BMO1	PMCHQ00001396	\$1,968.38
EFT0004618	42374	ENEX FUELS LTD.	7/23/2020	BMO1	PMCHQ00001396	\$1,368.26
EFT0004619	24890	FLOORING DEPOT	7/23/2020	BMO1	PMCHQ00001396	\$8,869.94
EFT0004620	204191	FOOTPRINTS SECURITY PATROL INC	7/23/2020	BMO1	PMCHQ00001396	\$57.75
EFT0004621	26070	GRAPHICS FACTORY	7/23/2020	BMO1	PMCHQ00001396	\$420.00
EFT0004622	26710	GUILLEVIN INT. INC. IND/SAFETY	7/23/2020	BMO1	PMCHQ00001396	\$3,098.34
EFT0004623	27009	HACH SALES & SERVICE CANADA	7/23/2020	BMO1	PMCHQ00001396	\$2,111.44
EFT0004624	27850	HAYLOCK BROS PAVING LTD	7/23/2020	BMO1	PMCHQ00001396	\$2,378.10
EFT0004625	28223	HI-PRO SPORTING GOODS	7/23/2020	BMO1	PMCHQ00001396	\$2,375.68
EFT0004626	31675	ISLAND KEY COMPUTER LTD	7/23/2020	BMO1	PMCHQ00001396	\$3,754.24
EFT0004627	32270	JACK'S TIRE SALES & SERVICES L	7/23/2020	BMO1	PMCHQ00001396	\$3,830.14
EFT0004628	34420	L B WOODCHOPPERS LTD	7/23/2020	BMO1	PMCHQ00001396	\$2,334.34
EFT0004629	35260	LOMBARD PRE-CAST LIMITED PARTN	7/23/2020	BMO1	PMCHQ00001396	\$8,585.55
EFT0004630	202355	LORDCO PARTS LTD	7/23/2020	BMO1	PMCHQ00001396	\$477.03
EFT0004631	36260	MCLEAN & HIGGINS LTD	7/23/2020	BMO1	PMCHQ00001396	\$16.47
EFT0004632	204527	NUTRIEN AG SOLUTIONS INC	7/23/2020	BMO1	PMCHQ00001396	\$1,750.63
EFT0004633	42905	OAK CREEK GOLF & TURF INC.	7/23/2020	BMO1	PMCHQ00001396	\$61.58
EFT0004634	32500	PLANETCLEAN (NANAIMO) LTD	7/23/2020	BMO1	PMCHQ00001396	\$187.94
EFT0004635	46595	PRAXAIR DISTRIBUTION	7/23/2020	BMO1	PMCHQ00001396	\$1,143.58
EFT0004636	47333	QUALITY FOODS	7/23/2020	BMO1	PMCHQ00001396	\$389.22
EFT0004637	49140	REGIONAL DISTRICT OF ALBERNI C	7/23/2020	BMO1	PMCHQ00001396	\$39,756.00
EFT0004638	49150	REGIONAL DISTRICT OF ALBERNI C	7/23/2020	BMO1	PMCHQ00001396	\$720.00
EFT0004639	50199	ROCKY MOUNTAIN PHOENIX	7/23/2020	BMO1	PMCHQ00001396	\$1,892.80
EFT0004640	50260	ROLLINS MACHINERY LTD	7/23/2020	BMO1	PMCHQ00001396	\$721.85
EFT0004641	206015	SET SAFETY	7/23/2020	BMO1	PMCHQ00001396	\$367.50
EFT0004642	9325	SHANKS, RONDI	7/23/2020	BMO1	PMCHQ00001396	\$96.92
EFT0004643	203234	VAN ISLE FORD	7/23/2020	BMO1	PMCHQ00001396	\$118.52
EFT0004644	203499	WESTVAC INDUSTRIAL LTD	7/23/2020	BMO1	PMCHQ00001396	\$2,278.45
EFT0004645	62740	WINDSOR PLYWOOD	7/23/2020	BMO1	PMCHQ00001396	\$928.04
EFT0004646	5740	ASSOCIATED ENGINEERING (BC) LT	7/23/2020	BMO1	PMCHQ00001398	\$7,717.50
EFT0004647	9475	BOWERMAN EXCAVATING LTD.	7/23/2020	BMO1	PMCHQ00001399	\$102,512.60
EFT0004648	45800	PORT ALBERNI FIRE FIGHTERS ASS	7/28/2020	BMO1	PMCHQ00001400	\$7,667.04
EFT0004649	9980	R.C. ASSESSMENT AUTHORITY	7/29/2020	BMO1	PMCHQ00001401	\$182,328.14
EFT0004650	22200	DOLANS CONCRETE LTD	7/29/2020	BMO1	PMCHQ00001401	\$4,026.57

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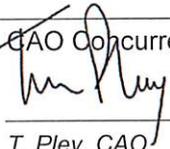
City of Port Alberni
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 11
User ID: GONG_AE

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0004651	204137	ISLAND EQUIPMENT RENTALS	7/29/2020	BMO1	PMCHQ00001401	\$369.60
EFT0004652	204821	REGIONAL DISTRICT OF ALBERNI C	7/29/2020	BMO1	PMCHQ00001401	\$1,495,840.00
EFT0004653	203980	SOGGE, PAULA	7/29/2020	BMO1	PMCHQ00001401	\$232.43
Total Cheques: 626						Total Amount of Cheques: \$9,622,766.41

Date: September 4, 2020
 File No: 0360-20-AUDIT
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Audit Committee – Draft Terms of Reference for Council Approval

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
Director of Finance	CAO	T. Pley, CAO

RECOMMENDATION

THAT Council receives, reviews, and provides approval of the recommended Audit Committee – Terms of Reference [ToR] dated for reference September 4, 2020 and attached to this report.

PURPOSE

To establish a Terms of Reference (ToR) for the Audit Committee [the Committee] that speaks to the committee's mandate/scope of work and to obtain Council's approval of same.

BACKGROUND

The Audit Committee has been a long-standing committee of the Council for the City of Port Alberni and historically has been comprised of three members of Council [appointed by Council] and meets on a quarterly basis for the purpose of reviewing the City's financial operations. Following an Audit Committee meeting, minutes of the meeting are prepared and received by Council at a future Regular meeting.

It was at Council's Regular meeting held January 13, 2020 where Council resolved as follows:

"That staff be directed to prepare a draft Terms of Reference for the Audit Committee with said draft to be reviewed and approved by Council at a subsequent meeting". [Resolution No. R20-4]

In light of Council's direction, staff have prepared a draft Terms of Reference for review and input from the Committee and now for Council for review and approval.

ALTERNATIVES/OPTIONS

Option 1: Review the attached Terms of Reference and provide input, suggest any changes prior to approval.

Option 2: Accept the draft ToR as presented.

ANALYSIS

The draft ToR address the following items and align with the current practice and areas to improve the role that the Committee performs.

ENTERED

-
- Purpose - to provide oversight and responsibilities to start reviewing the audited annual financial statements and other financial information, and the City staff's governance of internal controls and auditing processes prior to bringing forward to Council.
 - Composition - currently implied based on past practice, three members of Council as appointed.
 - Meetings - Currently every quarter, recommended we shift to semi-annually and align first meeting (flexible date and target mid April) with the issuance of the draft audited Financial Statements.
 - Authority - currently implied through the past practice of the Committee and Council.
 - Communications - Stronger link to the external auditor to ensure any issues are directly brought to the committee to consider prior to sending to Council.
 - Duties and responsibilities - Clearly set out the Committee's role. Currently the scope of the Committee seems narrow and focused on past events with little detail or analysis prior to issuance of materials. The draft ToR is intended to provide the Committee with a forward-thinking outlook to address risk and process improvement, and continue to oversee financial governance.
 - Reporting - Currently the reports are cumbersome and provide limited opportunity for the Committee to govern and oversee the financial operations of the City of Port Alberni. Staff have heard that there is a desire to scale back the volume of information and bring forward information that has been reviewed by staff and highlights the areas where the Committee should focus and be provided in a summary format. The committee considered changes and recommended that reporting includes:
 - A summary report prepared by the Director or designate to highlight variances within the Financial Plan and any other information that requires additional details to be shared within the scope of the committee.
 - Summary report by department and project where there are variances or other items of interest.
 - A year to date report versus budget that is in the same format as the annual five-year Financial Plan.
 - Continued cheque register details as provided in the past, look to provide additional details related to expense to support reason for expenses.
 - Mayor and Council expense report.
 - Investment report.
 - Risks, process improvements and controls reporting-these may need to be considered within a in camera session of the Audit committee.

IMPLICATIONS

Not applicable.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

Not applicable.

SUMMARY

In January of this year, Council directed that staff prepare a Terms of Reference for the Audit Committee. The ToR provide both staff and committee members the mandate and scope of work and allows structure for the Committee and staff to operate. The draft ToR are provided to Council for their review and approval.

ATTACHMENTS/REFERENCE MATERIALS

- Draft Audit Committee Terms of Reference

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AUDIT COMMITTEE

DRAFT TERMS OF REFERENCE

Dated for Reference – September 4, 2020

1. PURPOSE

The primary function of the Audit Committee is to assist Council in fulfilling its oversight responsibilities by reviewing the audited annual financial statements and other financial information, and the City staff's governance of internal controls and auditing processes.

2. COMPOSITION

- a) The Audit Committee shall be composed of a maximum of three Council members to be appointed annually by Council.
- b) The Chair will be determined yearly by Council.
- c) A quorum shall be two members of the Committee.

3. MEETINGS

The Audit Committee shall meet at least twice annually in the spring and in the fall. Additional meetings shall be held as deemed necessary by the Chair. The CAO and Director Finance, or their designate shall attend all meetings to provide input and answer questions.

4. AUTHORITY

The Audit Committee is established in accordance with Section 170 of the Community Charter, whereby a council may only delegate its audit powers, duties and functions to a committee comprised of council members. The Audit Committee has the authority to request a review and/or investigate any activity of the City, and the Committee shall ensure internal and external auditors receive the co-operation of all City employees and have unrestricted access to records.

5. COMMUNICATIONS

- a) Minutes of Audit Committee meetings and any recommendations shall be forwarded to and approved by City Council prior to implementation.
- b) Supporting information and schedules reviewed by the Audit Committee shall be made available for review by any Council member upon request.
- c) The Audit Committee shall receive a copy of all reports issued to the City by the independent external auditor.
- d) The Audit Committee shall receive a copy of all internal audit reports issued by Finance Department and addressed to the CAO, and further any other reports as selected by the Director of Finance.

6. DUTIES AND RESPONSIBILITIES

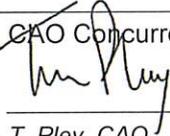
The duties and responsibilities of the Audit Committee include the following:

- a) Documents and Reports Review
 - i. To review and periodically update the Audit Committee's Terms of Reference and propose amendments/updates the ToR, for review/approval by Council;
 - ii. To review and accept the City's annual audited financial statements;
 - iii. To approve the date and format for the Council or public meeting (prior to June 30th) to present the audited financial statements and Council remuneration reports;
 - iv. To review internal audit and management reports submitted to the Committee.
- b) Independent External Auditors
 - i. To recommend to Council the appointment or termination of the external auditor;
 - ii. To consult with the external auditor concerning internal controls and risk management.
- c) Financial Reporting Principles and Processes
 - i. To review the integrity of the City's internal and external financial reporting processes;
 - ii. To review the appropriateness of the City's accounting principles and reasonableness of its estimates;
 - iii. To consider significant changes to auditing and accounting principles and practices.
- d) Process Improvement
 - i. To review any significant issues identified during the course of audits;
 - ii. To resolve restrictions limiting the scope of an audit or access to City records;
 - iii. To review internal control and risk management improvements, as appropriate;
 - iv. To review the extent to which recommendations have subsequently been implemented;
 - v. To deal with matters referred to the Audit Committee by City Council.
- e) Risk Management
 - i. To satisfy itself that the City has implemented appropriate systems to identify, monitor and mitigate significant business risks.
- f) Investment portfolio
 - i. The Audit Committee will ensure the adherence to the Investment policy and review semi annual reporting;

7. REPORTING REQUIRED

- a) The committee considered changes and recommended that reporting includes:
 - i. Semi-annually summary report prepared by the Director or designate:
 - Year to date report versus budget that is in the same format as the annual five-year Financial Plan, highlight variances within the Financial Plan;
 - Any other information that requires additional details to be shared within the scope of the committee;
 - Summary report by department and project with variances reporting and areas of importance.
 - ii. Quarterly Mayor and Council expense report;
 - iii. Cheque register details with improved detail (where possible);
 - iv. Investment report;
 - v. Risks, process improvements and controls reporting.

Date: September 8, 2020
 File No: 1970-03
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Permissive Tax Exemption 2021 – Amendment Requests

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
Director of Finance	CAO	T. Pley, CAO

RECOMMENDATION

THAT Council direct staff to proceed with amendments to the City’s Permissive Tax Exemption Bylaw for organizations whose revenue streams from food and/or liquor sales have been impacted by COVID-19 as outlined in the September 8, 2020 report.

PURPOSE

To provide Council with the requests received for amendments to “Bylaw No. 4997 – Permissive Tax Exemption a Bylaw to Exempt Certain Lands and Improvements from Taxation” and the “Permissive Tax Exemption” policy and seek direction prior to bringing the bylaw forward for the Permissive Tax exemptions [PTE] for 2021 property taxation year.

BACKGROUND

In 2020 administrative changes were made to the policy and set criteria to allow the PTE within certain parameters, some of the changes included:

- A cap of the overall value of PTE issued of 1.15% of the current years’ total budgeted property tax requisition;
- Applications to be submitted to the Finance department for review and summary recommendations to Council for consideration;
- Eligibility criteria 3(b) has been amended to be more in line with Council’s vision and goals for the community, this includes:
 - Moving “facilities for youth” and combining it with “athletic or recreational programs or facilities for youth” and removing “public use”;
 - Removing “services for special needs groups” and replacing with “mental health and addiction services and facilities”;
 - Removing “facilities” and leaving “programming for seniors”;
 - Removing “seniors care facility”. This is covered in the Community Charter Section 224 (j) and (k);
 - Removal of “emergency and rescue services”;
- The inclusion of wording that may exclude those applying for PTE if they participate in a commercial activity such as the sale of food and/or liquor;

ENTERED

- The organization must be seen as working towards self-sufficiency 3(d) and must publicly acknowledge the exemption;

ALTERNATIVES/OPTIONS

With the administrative changes to the PTE policy in 2019, staff would bring forward only those that met the policy based on the criteria set out. The PTE policy reduced for the property tax exemption inclusion based on a formula if there is participation in a commercial activity such as the sale of food and/or liquor. A few organizations have requested that the City consider amending their reduction based on the impacts of COVID-19 to their revenue streams from food and /or liquor.

Option one: Provide a recalculation of the reduced PTE exemption based on the sales for the first six months of 2020. The following calculation results in the following:

Table 1: Possible changes for PTE estimates for 2021

Organization	Current PTE (est.)	Amended PTE due to COVID (est.)	Possible PTE reduction due to COVID (est.)
Port Alberni Black Sheep Rugby Club	\$9,519.65	\$11,147.09	\$1,341.85
Community Arts Council of the Alberni Valley	\$3,334.99	\$3,923.85	\$588.86
Port Alberni Lawn Bowling Club	\$2,974.37	\$3,616.09	\$641.72

Table 2: Possible percentage for PTE reduction for 2021

Organization	Current PTE %	Amended PTE %	Possible PTE % reduction due to COVID
Port Alberni Black Sheep Rugby Club	79.43%	90.30%	10.87%
Community Arts Council of the Alberni Valley	80.57%	97.64%	17.07%
Port Alberni Lawn Bowling Club	73.65%	89.64%	15.99%

Council could consider all or none of the above PTE requests and amend the bylaw to reflect the changes for 2021-2023. These increases would still be within the 1.15% of the current years’ total budgeted property tax requisition cap.

Option two: Make no changes and proceed with the financial data submitted in the prior year to set PTE reduction for the remaining years of the bylaw for the three listed organizations.

ANALYSIS

Council would be required to consider first reading of the amended PTE bylaw no later than September 28, 2020 in order to provide notice in accordance with Section 227 of the *Community Charter* and adopt the bylaw by the October 31, 2020 deadline.

IMPLICATIONS

Council has the ability to amend the PTE bylaw within the parameters of the policy and consider the amendment in light of impacts on organizations that have seen their annual income diminish due to COVID-19.

COMMUNICATIONS

PTE bylaw for 2021-2023 to be introduced and considered at Council's September 28, 2020 Regular meeting. Public notice will then be provided in accordance with legislation.

BYLAWS/PLANS/POLICIES

ATTACHMENTS:

- *"Permissive Tax Exemption" policy*
- *"Bylaw No. 4997 – Permissive Tax Exemption a Bylaw to Exempt Certain Lands and Improvements from Taxation"*

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TITLE: PERMISSIVE TAX EXEMPTION				
EFFECTIVE DATE: June 10, 2019	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: June 25/13 May 25/04	PAGE 1 OF 3

PREAMBLE

Permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and not for profit services for the benefit of the residents of the City of Port Alberni. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. This policy guides identification of organizations meeting Council's objectives

POLICY

1. Overall Amount

The total amount of revenue to be foregone by permissive tax exemptions will be set by Council during the development of the Five Year Financial Plan. Permissive tax exemptions approved in the current year for the subsequent tax year will not exceed 1.15% of the current year's total budgeted property tax requisition. The permissive exemption values will be calculated by using the current year's assessment multiplied by the current year's tax rates. In the case where the calculated permissive exemption values for the subsequent year exceed 1.15 % of the current year's tax requisition, all permissive exemptions will be proportionately reduced.

2. Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in the local newspaper and letters will be mailed to organizations having an exemption which will expire at the end of the current year so that they may apply for renewal.

Applications must be submitted on prescribed forms available from City Hall, to the Deputy Director of Finance, before August 1st of each year. The Deputy Director of Finance (or their designate) will review the applications for completeness, and arrange contact with applicants for addition information as necessary.

Application forms must be accompanied by:

- Copy of most current Notice to Reader financial statements prepared by an Accountant, or if a new applicant 3 years is required
- A copy of the most current Budget for the organization;
- Copy of state of title certificate or lease agreement, as applicable; and
- Site plan of subject property.

The Deputy Director of Finance will present a summary report of the applications, relative to the eligibility criteria, to Council for consideration.

3. Eligibility Criteria

- a. Application of this permissive tax exemption policy is subject to applicable provincial legislation. Applicants are encouraged to familiarize themselves with the legislation.
- b. In assessing the application of permissive tax exemption to the land or buildings occupied by a qualifying organization, Council will consider the following priorities for granting an exemption:

The land or buildings shall provide for at least one of the following:

- athletic or recreational programs or facilities for youth;
 - services and facilities for persons requiring additional supports; mental wellness and addictions;
 - programming for seniors;
 - protection and maintenance of important community heritage;
 - arts, cultural or educational programs or facilities;
 - emergency and rescue services
 - services for the public in a formal partnership with the City or;
 - preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.
- c. The organization must be a Non-Profit or Registered Charity. Only that part of the property used for non-profit or charitable activities will be considered for exemption. Non-profit or Charitable organizations conducting retail and/or commercial activity including the sale of food and/or liquor, may not be eligible for tax exemption.
 - d. The organization must be seen to be working towards self-sufficiency by seeking funding from other sources, including grants from other levels of Government.
 - e. The organization may be required to show evidence of ongoing, active volunteer involvement
 - f. Applicants must show evidence of a clear mandate and competent administration.
 - g. All recipients of tax exemptions from the City of Port Alberni will be required to publicly acknowledge the exemption.
 - h. Where the land was provided by the City, consideration will be given whether the land was granted or otherwise provided by the City to the organization on the understanding that taxes would continue to be paid.
 - i. Exemptions will not be granted for land held for future development or land greater than normally required for off street parking, buffer zones or to make a reasonable shaped parcel. This includes all exemptions, including Places of Public Worship.

4. Duration of Exemption

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of four years) where it is demonstrated that the services/benefits they offer to the community are of a duration equal or greater than the period of tax exemption.

Groups receiving a permissive tax exemption greater than one year in duration will be required to confirm their continued qualification for the exemption annually. It is not guaranteed that the exemption will continue for the term. An exemption can be adjusted based on new information.

For permissive tax exemptions exceeding one year in duration, the permissive tax exemption will be reconsidered if the status of the group or benefit to the community changes, with the intent of revoking the permissive tax exemption and/or requiring repayment of the taxes forgone.

5. Extent and Conditions

Council may at its discretion, reject any or all applications brought forward for consideration in any given year.

Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:

- A portion of the land /improvements is used by the private sector and/or organizations not meeting Council's criteria;
- the applicant already receives a grant-in-aid or other benefit from the City;
- the area does not contribute to the community benefit; budget constraints as indicated in Section 1 of this policy.

PLACES OF PUBLIC WORSHIP EXEMPTIONS

Statutory exemptions are provided to buildings used for public worship, and land beneath the building.

All other land and buildings ancillary to the place of public worship are taxable unless a permissive tax exemption is granted by Council.

Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings shall be assessed and taxed as residential property.

Where the property on which a church is located exceeds .5 acres, the area of land exempt from taxation, including the statutory exemption, shall be .5 acres.

The Places of Public Worship Exemption Bylaw will be reviewed every four (4) years in conjunction with the term of the Permissive Tax Exemption Bylaw to ensure that the relevant exemptions remain applicable and if necessary to make recommendations to Council in regards to potential Bylaw amendments.

CITY OF PORT ALBERNI

BYLAW NO. 4997

**PERMISSIVE TAX EXEMPTION
A BYLAW TO EXEMPT CERTAIN LANDS AND
IMPROVEMENTS FROM TAXATION**

Whereas Section 224 of the *Community Charter*, RSBC 2003 provides that the Council may by bylaw, in accordance with the section, exempt land or improvements or both from taxation under Section 197 (1) (a) of the *Community Charter* to the extent, for the period and subject to the conditions provided in the bylaw, and;

Whereas Council deems it appropriate to exempt certain properties from taxation.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. Title

This Bylaw may be known and cited for all purposes as "**Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997**".

2. Exempted Properties

The lands, and all improvements thereon unless otherwise indicated, as set out in Schedule "A" are exempted from taxation for the period prescribed in Schedule "A" in accordance with Section 224 (2) of the *Community Charter*.

READ A FIRST TIME THIS 16TH DAY OF SEPTEMBER, 2019

READ A SECOND TIME THIS 16TH DAY OF SEPTEMBER, 2019.

READ A THIRD TIME THIS 15TH DAY OF OCTOBER, 2019.

PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER*.

FINALLY ADOPTED BY COUNCIL THIS 28TH DAY OF OCTOBER, 2019.



Mayor



Clerk

**BYLAW NO. 4997
SCHEDULE A
DESCRIPTION OF PERMISSIVE TAX EXEMPTIONS 2020-2023 (UNLESS OTHERWISE NOTED)**

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
666082 BC Ltd (dba Alberni Valley Bulldogs) <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot 1, DL 92, Plan 27429 (3737 Roger Street) Folio 092-0691-15	January 1, 2020 - December 31, 2023
Alberni Athletic Association <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 92, Alberni District, Plan EPP6009 (3727 Roger Street) Folio 092-0691-04	January 1, 2020 - December 31, 2023
Alberni Clayoquot Continuing Care Society – Fir Park Village <i>224 (2) (h) land surrounding a seniors' home 224 (2) (j) licenced community care facility</i>	100%	Lot B, DL 1, AD, Plan 32448 (4411 Wallace Street) Folio 001-3931-00	January 1, 2020 - December 31, 2023
Alberni Clayoquot Continuing Care Society – Echo Village <i>224 (2) (h) land surrounding a hospital</i>	100%	Lot A, DL 1, Plan VIS5964 (4200 10th Avenue) Folio 001-3556-10	January 1, 2020 - December 31, 2023
Alberni Clayoquot Continuing Care Society – Echo Village <i>224 (2) (h) land surrounding a hospital</i>	66.67%	Lot 1, Plan VIP5330, DL 1 (under power lines adjacent to Wallace St) Folio 990-0511-40	January 1, 2020 - December 31, 2023
Alberni Community & Women's Services Society <i>224 (2) (a) charitable or not for profit organization</i>	100% of Folio 013-0399-01 61% of Folio 001-0874-00	Lot A, DL 13, Plan 64605, Folio 013-0399-01 Portion of Lot 1, DL 1, Plan VIP56667 Folio 001-0874-00	January 1, 2020 - December 31, 2023

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
Alberni District Fall Fair <i>224 (2) (a) charitable or not for profit organization</i>	As outlined on schedule A-2.1 and A-2.2	Portion of Lot 2, DL 92, Plan 29389 (4102 Hollywood Street) Folios 092-0691-10,092-0694-00,092-0696-10, 990-0511-10	January 1, 2020 - December 31, 2023
Alberni Valley Alnon Club <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot B Block 86 DL 1, Plan VIP33737 (3028 2nd Avenue) Folio 001-3941-00	January 1, 2020 - December 31, 2023
Alberni Valley Childcare Society <i>224 (2) (a) charitable or not for profit organization</i>	100%	Portion of Lot 15, Block 5, DL 1, Plan 11410 (4222 Cedarwood Street) - Stepping Stones Too Folio 001-3107-02	January 1, 2020 - December 31, 2023
Alberni Valley Curling Club <i>224 (2) (i) public athletic or recreational organization</i>	100%	Portion of Lot 1, DL 1, Plan 14814 Folio 001-3380-01	January 1, 2020 - December 31, 2023
Alberni Valley Hospice Society (Ty Watson House) <i>224 (2) (j) organization operating & licensed under the Community Care and Assisted Living Act;</i> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lots 23-24, Block 67, DL 1, Plan 197B (2649 2nd Avenue) - Ty Watson House Folio 001-0821-00	January 1, 2020 - December 31, 2023
Alberni Valley Junior Baseball Association <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 13, Plan 29927, (4000 Compton Road) Folio 013-0434-13	January 1, 2020 - December 31, 2023

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
Alberni Valley Minor Hockey Association <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Office within Multiplex Portion of Lot 1, Plan 5330 (3737 Roger Street) Folio 092-0691-03	January 1, 2020 - December 31, 2023
Alberni Valley Minor Softball Association <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 92, Plan 31446 (4200 Wood Avenue) Folio 092-0696-01	January 1, 2020 - December 31, 2023
Alberni Valley Rescue Squad <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 2, DL 137, Plan 52779 (4790 Tebo Avenue) Folio 014-0511-00	January 1, 2020 - December 31, 2023
Alberni Valley Senior Citizens' Homes (Wallace St.) <i>224 (2) (h) land surrounding a senior's home under Sec 220 (1) (i)</i>	100%	Lot A, District Lot 1, Plan 32448 (4467 Wallace Street) - Pioneer Towers Folio 001-3930-00	January 1, 2020 - December 31, 2023
Alberni Valley Youth Soccer Association <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 92, Plan 31446 (4200 Wood Avenue) Folio 092-0696-02	January 1, 2020 - December 31, 2023
BC SPCA <i>224 (2) (e) Partnering agreement providing a municipal service; 224 (2) (a) charitable or not for profit organization</i>	100%	Part of Lot B, DL 14, Plan 31798, Part of Lot A, DL 137, Plan 62423, Part of DL 143 (4936 Broughton Street) Folio 014-0506-10	January 1, 2020 - December 31, 2023
Bread of Life Centre <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot A, DL 1, Plan 30733 (3130 3 rd Avenue) Folio 001-3910-00	January 1, 2020 - December 31, 2023

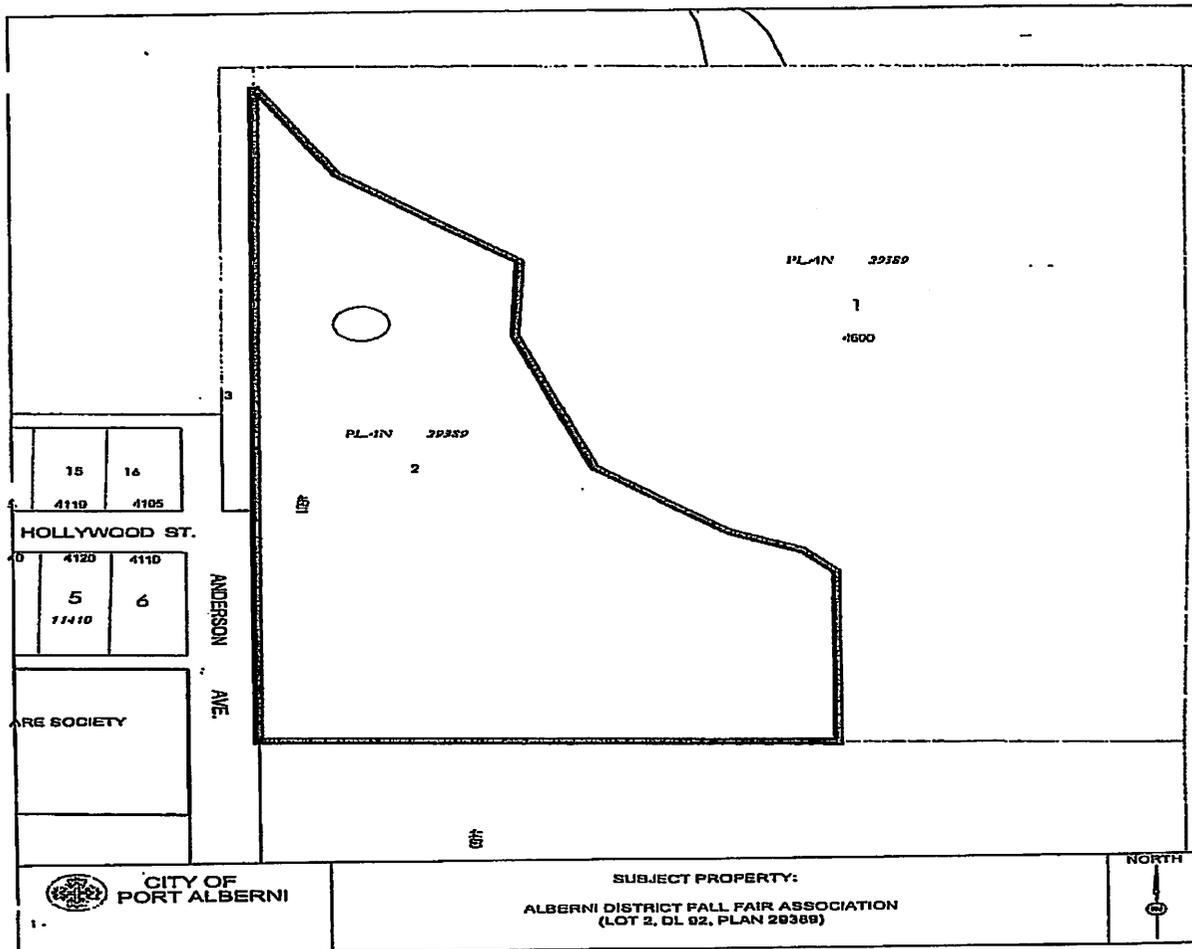
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
CTH Management Association <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lots 5 & 6, DL 1, Plan 15331 (4325 Neill Street) - (Kiwans Hilton Children's Centre & Kaleidoscope Park) Folio 001-3409-00,001-3410-00	January 1, 2020 - December 31, 2023
Canadian Mental Health Association, Port Alberni Branch <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1-3, Block 85, DL 1, Plan 197 (3174 & 3178 2nd Avenue) Folio 001-0943-00, 001-0944-00	January 1, 2020 - December 31, 2023
Canadian Mental Health Association, Port Alberni Branch(King George Apartments) <i>224 (2) (a) charitable or not for profit organization</i>	68.29%	Lot 1, DL 1, Plan VIP33433 (3131 5th Avenue) Folio 001-3939-00	January 1, 2020 - December 31, 2023
Central Park – Gaiga Square <i>224 (2) (e) Partnering agreement providing a municipal service</i>	100%	Lot A, DL 1, Plan VIP32610 (3009 3rd Avenue) Folio 001-3932-00	January 1, 2020 - December 31, 2023
Community Arts Council of the Alberni Valley <i>224 (2) (a) charitable or not for profit organization</i>	80.57%	Lots 20 to 22, Block 150, DL 1, Plan 197B (3061 to 3098 8 th Avenue) Folios 001-1562-00,001-1563-00,001-1564-00	January 1, 2020 - December 31, 2023
Echo Sunshine Club <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-02	January 1, 2020 - December 31, 2023
Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wil Society) <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 11, AD Plan VIP1285 (4890 Beaver Crk Rd) Folio 011-0159-00	January 1, 2020 - December 31, 2023

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
Island Corridor Foundation <i>224 (2) (a) charitable or not for profit organization</i>	100%	Part of District Lot 12, AD on Plan annexed to DD79581 - Folio 990-0301-00 Lot A, DL 12, Plan 67727 -Folio 990-0311-03 Lot A, DL 1, Plan 67726 -Folio 990-0311-04 Part of DL 1, AD on Plan attached to DD18162 included in Plan 67961 - Folio 990-0311-05 Lot 2, DL 1, Plan 10780 except Part in Plan 32280 and 67137 - Folio 001-2976-00	January 1, 2020 - December 31, 2021
Mount Arrowsmith Skating Club <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Office within Multiplex Portion of Lot 1, Plan 27429 (3737 Roger Street) Folio 092-0691-02	January 1, 2020 - December 31, 2023
Port Alberni Aquatic - Tsunami Swim Club <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-03	January 1, 2020 - December 31, 2023
Port Alberni Association for Community Living <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 13, Block 86, DL 1, Plan 197 (3009 1st Avenue) - Folio 001-0971-00 Lot 15, Blk 86, DL 1, Plan 197 (3008 2nd Avenue) - Folio 001-3703-00 Lot 57, District Lot 92, Plan 39317 (3585 Huff Drive) - Folio 092-0417-00 Lot 2, Block 45, DL 1, Plan 197 (4471 Margaret Street) - Folio 001-0034-00 Lot 14-15, Block 2, DL 1, Plan VIP11410 (4521 Dogwood Street) - Folio 001-3048-00	January 1, 2020 - December 31, 2023

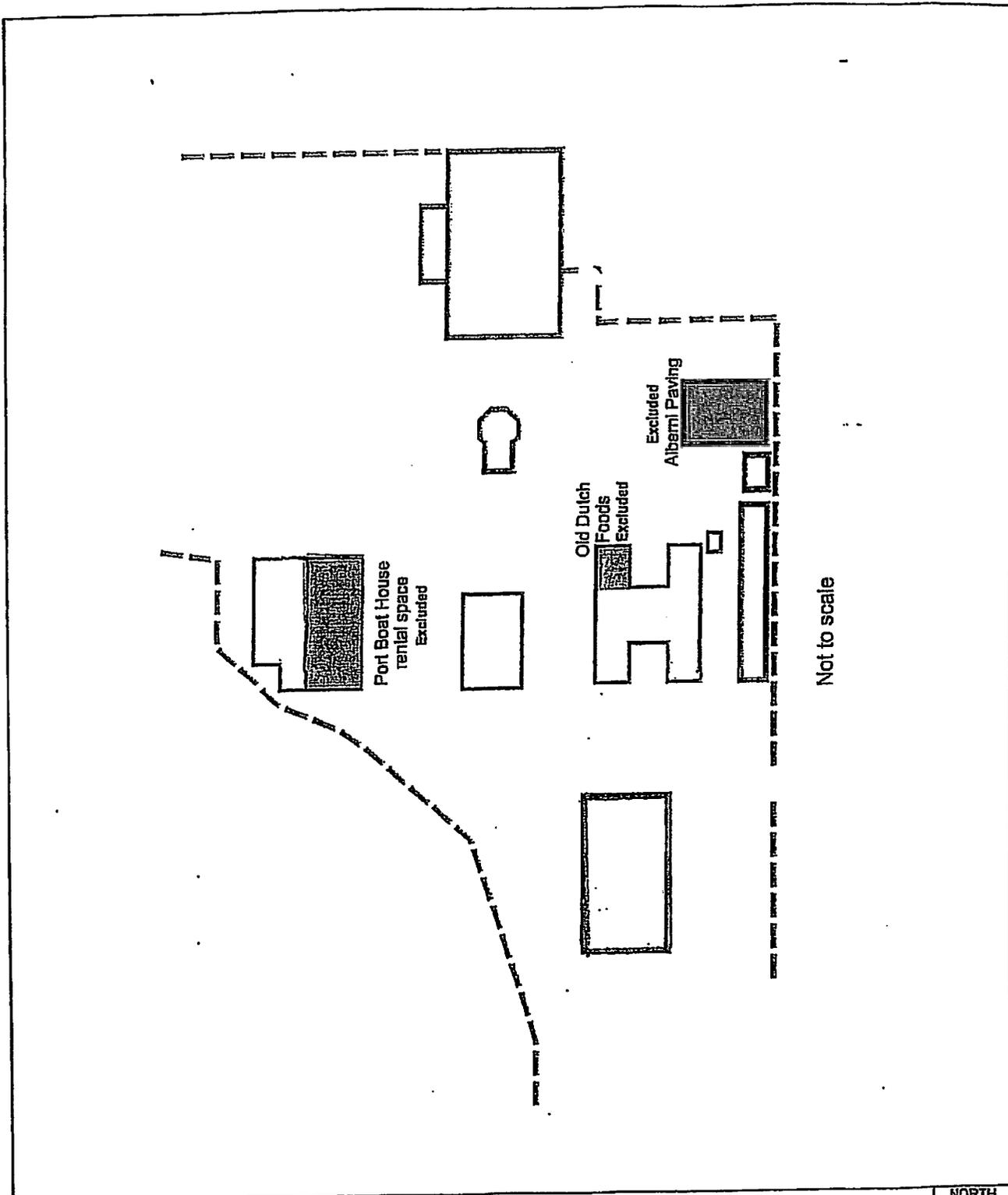
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
Port Alberni Black Sheep Rugby Club 224 (2) (i) public athletic or recreational purposes	79.43% of Class 6 and Class 8 Caretakers suite not exempt (Class 1)	Lot A, DL 91, Plan 63503 (3420 Argyle Street) Folio 091-0077-05	January 1, 2020 - December 31, 2023
Port Alberni Gymnastics Association 224 (2) (i) public athletic or recreational purposes	100%	Lot 1, DL 91, Plan 60758 (3450 Argyle Street) Folio 091-0077-10	January 1, 2020 - December 31, 2023
Port Alberni Lawn Bowling Club 224 (2) (i) public athletic or recreational purposes	73.65% of Class 6 and Class 8	Portion of Lot 1, DL 1, Plan 5330 (4255 A Wallace Street) Folio 990-0513-01	January 1, 2020 - December 31, 2023
Port Alberni Maritime Heritage Society (Marine Interpretive/Discovery Centre/Lighthouse) 224 (2) (a) charitable or not for profit organization	100%	Portion of DL 1 adjacent to Plan 11583, Block 112A - located on the Pier at Harbour Quay Marina (2900 Harbour Road) 2908 sq. ft. (Maritime Interpretive Centre/Lighthouse) Folio 001-3167-02	January 1, 2020 - December 31, 2023
Port Alberni Maritime Heritage Society (Banfield LifeBoat) 224 (2) (a) charitable or not for profit organization	As outlined on schedule A-3	Lot A, DL 1 and 118, Plan 73300 (5425 Argyle Street) (Banfield Lifeboat and Canopy Structure) Folio 001-1168-10	January 1, 2020 - December 31, 2023
Port Alberni Men's Slowpitch League 224 (2) (i) public athletic or recreational purposes	100% of Concession - 168 sq.ft of Class 6 Improvement.	Part of Lot 1, District Lot 1, Plan 14814 (Concession - part of 3250 9th) Folio 001-3380-00	January 1, 2020 - December 31, 2023
Portal Players Dramatic Society 224 (2) (a) charitable or not for profit organization	94%	Amended Lot 3, Block 55, DL 1, Plan 197B (4904 Argyle Street) Folio 001-0726-00	January 1, 2020 - December 31, 2023

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
Pot Luck Ceramics/PA Fundraising Coop 224 (2) (a) charitable or not for profit organization	100%	Lot 2, Block 9, District Lot 1, Plan 197 (4473 Gertrude Street) Folio 001-0100-00	January 1, 2020 - December 31, 2023
Royal Canadian Legion Branch #293 224 (2) (a) charitable or not for profit organization	100% - Class 8	Lot A, District Lot 1, Plan 56012 (4680 Victoria Quay) Folio 001-3579-00	January 1, 2020 - December 31, 2023
Uchucklesaht Capital Assets Inc. 224 (2) (e) Partnering agreement providing a municipal service (Park)	outlined in bold on Schedule A-4	Lot A, Block 104, District Lot 1, Alberni District, Plan VIP197D (DD 375781) of Lots 9, 10, 11 and 12 (Easterly 72') and Block 104, District Lot 1, Alberni District, Plan VIP197D Westerly 53' of Lots 9, 10, 11 and 12 of Block 104, Plan 197D (5201 and 5231 Argyle Street) Part of Folios 001-1145-00 & 001-0144-00	January 1, 2020 - December 31, 2023
Western Vancouver Island Industrial Heritage Society (Portion of old Arena - 9th Ave.) 224 (2) (a) charitable or not for profit organization	100%	Lot 1, DL 1, Plan 14815 (3250 - 9 th Avenue - Portion of Old Arena) Folio 001-3380-03 As outlined on schedule A-18	January 1, 2020 - December 31, 2023

SCHEDULE A - 2.1



SCHEDULE A - 2.2

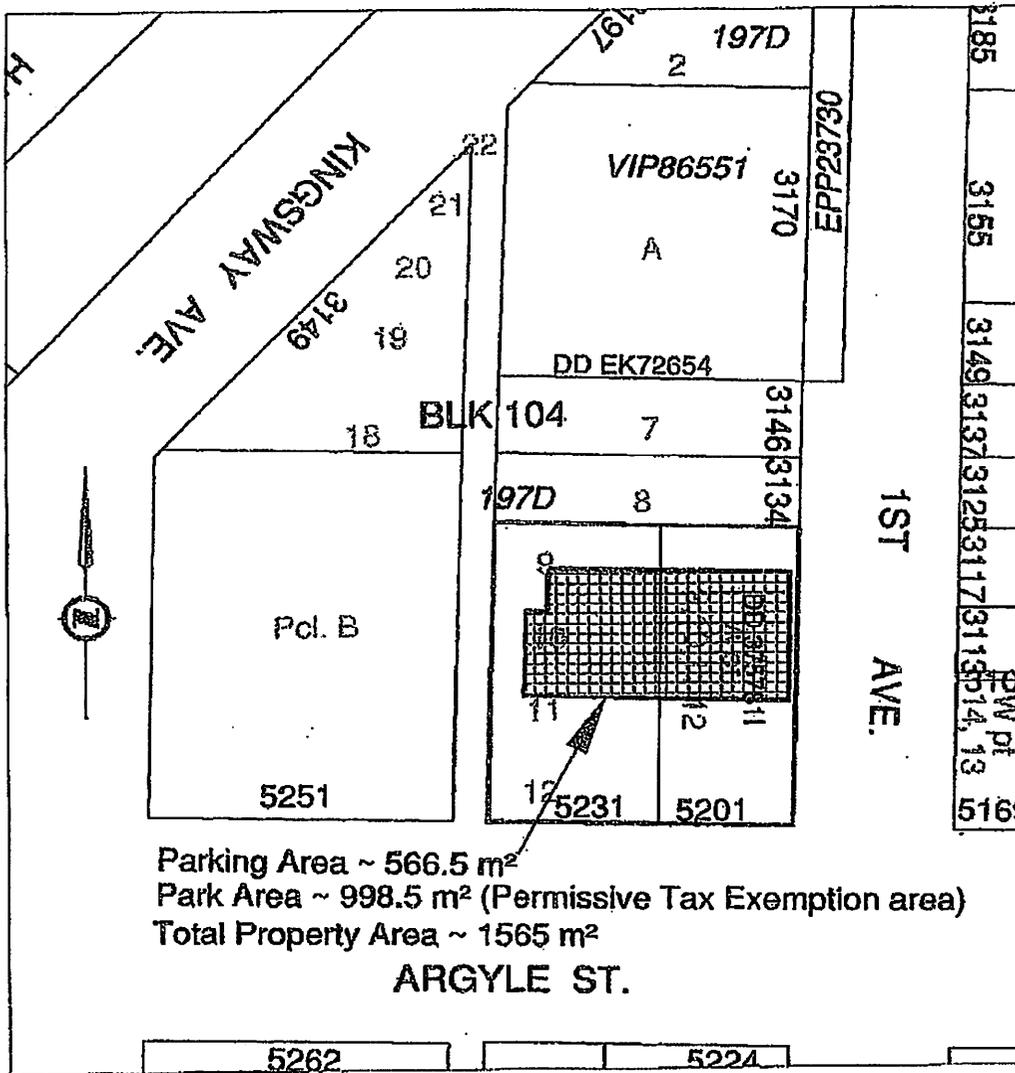


CITY OF
PORT ALBERNI

Alberni District Fall Fair Areas Excluded
from Permissive Tax Exemption



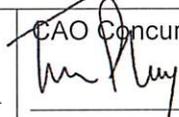
SCHEDULE A - 4



Lease Area - Parking Portion

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Date: September 7, 2020
 File No: 1700-20
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Accounts Receivables Interest and Bylaw Ticketing Collection

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
Director of Finance	CAO	T. Pley, CAO

RECOMMENDATION

1. THAT Council authorize staff to extend the authorization to waive the interest provisions within all lease agreements held by the City until the end of October 2020 and direct staff to establish a reasonable payment schedule by the end of November.
2. THAT Council amend the direction to cease all transfers of outstanding amounts to collections until the end of 2020, by adding the exclusion of bylaw ticketing offences.

PURPOSE

To consider extending financial relief for the City of Port Alberni lease accounts impacted by COVID-19 and allow bylaw enforcement staff access to all available processes to ensure compliance with City bylaws.

BACKGROUND

The impacts from the response to COVID-19 resulted in temporary closures of businesses that hold leases with the City. Businesses have adapted the way that they normally provide services and have been operational over the last few months, including changes permitted to utilize additional outdoor spaces at Harbour Quay.

Senior levels of government have announced funding programs to support individuals and business, but the property leased by the City was not eligible for the rent waiver subsidy though the federal government program. Council wrote a letter to encourage our MP to identify the gaps in the rent subsidy program, but have yet to see a change in the program that would allow the inclusion of municipal owned properties. The Community Charter states that Council must not provide a grant, benefit, advantage or other form of assistance to a business, therefore are limited in certain forms of support that are not applicable for all businesses.

The City of Port Alberni would normally send outstanding bylaw ticket accounts receivables to collections once deemed uncollectable. Ticketing offences slowed in the initial months of the pandemic but have been returning to normal levels over the past few months. Bylaw enforcement staff have requested a return to collection method to enable the utilization of all the tools available to reach compliance. The inability to send to collections may have limited the enforcement measures available to our bylaw officers to gain compliance.

ALTERNATIVES/OPTIONS

Option One: Provide all accounts receivable accounts an interest free period until the end of October 2020 and provide an option to work out a reasonable repayment plan. Reinstate transfer to collections provisions on bylaw enforcement ticketing to encourage compliance with City bylaws.

Option Two: Take no additional action and begin accruing interest on accounts effective August 2020 per lease agreements [original Council direction (April 14, 2020) to waive interest for four months, then reassess]. Wait until January 2021 before sending bylaw enforcement tickets to collections.

ANALYSIS

- No changes to expected revenue collected from interest in 2020.
- If the recommendation is supported by Council the financial plan will not require a Financial Plan amendment.
- The additional interest would increase the financial burden and would impair the businesses ability to recover from the pandemic event.

IMPLICATIONS

The impact on the anticipated interest revenue from our lease accounts is not included within the Financial Plan. Many of the leases that the City of Port Alberni has would require a 2% per month interest charged on overdue balances; the annual compounded rate would 26.82%. To use this provision would further harm our leaseholders during this difficult time and there is a mutual benefit to see our leaseholders succeed in the recovery phase. Overall, with the exception of the initial few months these accounts have seen regular payments received.

The second component of the recommendation is flexible, and would allow a payment plan that is reasonable. At this time, it is not possible to set these timelines, once we move to the recovery from COVID-19 staff can provide an update to Council.

The return of collections for bylaw ticketing will support enforcement of City bylaws. The contractor is persistent and would often collect outstanding amount efficiently on behalf of the City.

COMMUNICATIONS

- If recommendation is supported, staff would reach out to leaseholders and begin the planned repayment options.
- Feedback from these discussions may need to be brought back to Council for consideration.

BYLAWS/PLANS/POLICIES

- Chapter 26, s.25 of the *Community Charter* - General prohibition against assistance to business and exceptions.

SUMMARY

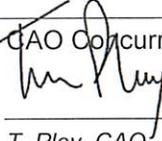
- The COVID -19 pandemic has created financial hardship on many; Council has limited options when compared to senior levels of government.

- Waiving interest on our accounts is a reasonable option available to local government.
- The financial impact to the City of Port Alberni is not material within the accounts impacted and are not in the financial plan as a revenue source.
- Bylaw enforcement staff require all available tools to support compliance with the City's bylaws.

ATTACHMENTS/REFERENCE MATERIALS

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Date: September 4, 2020
 File No: 5360-01
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Three-Stream Solid Waste Collection Service

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
Director of Finance	CAO	T. Pley, CAO

RECOMMENDATION

THAT Council supports a three-stream solid waste collection service to include recycling, organics and garbage by the City's automated trucks, and direct staff to work with the Alberni-Clayoquot Regional District to negotiate the required contract(s) for the service delivery.

PURPOSE

To ensure that the City of Port Alberni will provide the required solid waste collection services at the lowest cost possible, while lowering the greenhouse gas emissions generated by waste collection and disposal within the City of Port Alberni.

BACKGROUND

Currently the City collects solid waste (garbage) from single family households weekly. The waste is collected at the curb utilizing a cart-based automatic arm collection system. The material is hauled to the Alberni Valley Landfill located approximately 10 km west of Port Alberni. The average home owner currently pays approximately \$100 annually for the service. It costs approximately \$135 per year for the City to provide the service. The average fees for service have not increased since 2012. At this time the City utilizes taxation to cover the \$35 per household gap between fees received and costs incurred for the service. The City utilizes a fleet of three 2019 Freightliner fully automated 60/40 split compartment waste collection trucks. The split compartment trucks enable the collection of multiple solid waste streams.

Curbside recycling service in the City is provided by the Alberni-Clayoquot Regional District (ACRD) through Recycle BC. Recyclables are collected bi-weekly by Waste Management under contract to ACRD. Recyclable collection service is manual. The driver dismounts from the truck and lifts the recycle containers from the ground to the truck hopper to tip the material into the truck. Recyclables are currently hauled to a consolidation centre in Parksville which is approximately 50 km from Port Alberni. The material is then transferred to another location for processing. Recycle BC provides a financial incentive for collection on a cost per household basis which is dependent on collection methodology. Currently there is no fee charged to City residents. The incentive received by ACRD from Recycle BC is used to cover the cost of the recycling collection contract.

The ACRD has a mandate to reduce the amount of organic material currently being landfilled in their Solid Waste Management Plan and targets set by the provincial movement. The ACRD was awarded a \$6 Million grant to strategically reduce the amount of organic waste currently being disposed of in both their landfills.

ALTERNATIVES/OPTIONS

Option 1: - Three stream City delivered service collection - collects organics weekly, recycling and residual waste bi weekly. Possible benefits include:

- Maintaining increased control of collection service delivery across all streams and control over collection schedules and frequencies;
- Current trucks have split truck capabilities allowing for organics to be picked up weekly with garbage and recycling alternating on a bi-weekly basis;
- Single operator for all waste and creates an increase in operational efficiencies, eliminating the extra truck visit every second week and reduced greenhouse gases;
- Similar level of service seen in other communities throughout BC;
- Level of service required to meet Provincial regulations related to waste diversion from landfills which the ACRD must comply with; and
- Grant funding available through ACRD will provide cost avoidance of approximately \$500,000 for garbage cart replacement planned in 2022 and residents receive new organic and recycling carts fully funded by the strategic grant program;
- Co-mingled organic yard and kitchen waste pick up should lessen the dumping of yard waste in alleys and wooded areas in the city.

Some possible disadvantages:

- Labour costs to increase and may require additional resourcing;
- Increased fleet maintenance required;
- Possible cost for recycling transfer (looking at potential for local consolidation center);
- May increase trips to landfill to empty during daily route;
- May result in increased contamination of recycling, and associated costs;
- Retrofitting of trucks (ex. waterproof liners) to prevent recyclable contamination (organic leachate).

Option 2: City of Port Alberni Collection of Waste bi weekly and Organics weekly – Contractor for collection of recycling only. Possible benefits include:

- Recycling could continue as a manually collection which typically have the lowest contamination rates for recycling.
- Multi-stream options could provide an increased incentive (cost per household).

Some possible disadvantages:

- Uneven collection schedule organics is collected weekly and garbage bi-weekly there will be an offset in labor required with collection frequency on alternating weeks;
- May not have the opportunity for a consistent 3-stream centralized operation
- Manual collection has been a growing safety concern as the primary sources of injury can stem from repetitive motion, slips and trips and exposure to sharp objects.
- Lower cost effective than option 1
- Additional collection vehicles result in higher GHG production.

ANALYSIS

There are operational efficiencies with the uniform collection containers and the elimination of manual collection containers. The split trucks also result in more pickups in the same timeframe, therefore City trucks can cover the same area and reduce the overall number of trucks and reduced emissions. Each curbside visit will add costs to provide the service, while the volume of waste does not increase. The reduction of curbside visits will be the most cost efficient and environmentally friendly waste collection delivery method within the options available.

The City may be able to include Radio Frequency Identification (RFID) technology and provide better coordination, and real-time tracking to streamline customer inquiries, complaints and compliance issues. Other collection efficiency options that are being explored are fleet software that can link to RFID technology to help provide monitoring and communication, including:

- route efficiencies;
- detailed records for cart set out rates for each container to measure compliance;
- container status (requires repair/replacement);
- contamination records for non-compliance containers;
- refused pickup records (blocked containers, open lids, access issues); and
- Real-time video footage of contamination for feedback to residents to be used for targeted education.

The City’s equipment replacement reserve fund (ERRF) has been funded in anticipation of the replacement of carts in 2021 at an estimated cost of \$570,709. This expenditure can be avoided given that the ACRD will provide the funding for new carts, utilizing Strategic Priorities Grant funding received.

- Option one has an anticipated per household cost of \$180 per year. At this time the cost charged per household is approximately \$100, although the actual cost to provide the service is about \$135.
- Option two has an anticipated per household cost of approximately \$192 per year.

Once the costing details have been finalized and confirmed with the ACRD, staff will provide the details and associated bylaw changes to Council for consideration. The bylaw will ensure full cost recovery for solid waste services moving forward, including correct allocations for ERRF contributions.

Across the island waste collection costs are as follows:

Location	Service level	Annual Cost
Courtenay	Bi weekly Recycling, yard waste & weekly garbage	\$165.00
Nanaimo	Bi weekly Recycling and garbage, weekly organics	\$165.00
Campbell River	Weekly Recycling, yard waste (partial year) and weekly garbage	\$211.00
Comox	Bi weekly recycling and organics, and weekly garbage	\$215.00

IMPLICATIONS

- Once the start date for the service is confirmed the associated bylaws will need to be updated and a full cost recovery model (approximately \$180 per household per year) will be presented to Council for consideration.

-
- Schedule adjustments may be required, affecting both residents and City operations in order to enable the collection of all three waste streams with City staff and equipment.

COMMUNICATIONS

The ACRD will lead the communications program and support compliance through the anticipated changes. The City will support the ACRD communication efforts. The ACRD has expressed an understanding of the importance of a need to develop a strong engagement strategy to communicate with the community and create opportunities that provide education and outreach.

Recycle BC has cautioned that cart-based recycling programs can lead to higher contamination rates as opposed to blue box programs, because in the blue box model the collector has the ability to screen materials placed at the curb. An automated model limits the ability to monitor for contamination. However, the Regional District of Nanaimo (RDN) which has recently moved from bins to carts, and has not experienced a significant increase in contamination through the use of good public education. The ACRD is also exploring fleet software with camera footage to capture contaminants in order to help identify education needs in conjunction with a strong engagement strategy.

Minimizing recycling contamination is a key priority when transitioning to an automated service. Recycle BC requires that the transition is planned and the plan will need to be submitted to Recycle BC for approval. ACRD staff will support the City staff and look to recent transitions undertaken in other jurisdictions including RDN, and learn how to best roll out a new automated service for recycling.

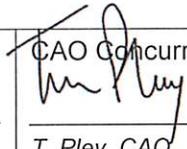
BYLAWS/PLANS/POLICIES

- *“Solid Waste Collection and Disposal 2015, Bylaw No. 4885”*
- *“2019 – 2023 Corporate Strategic Plan” Strategic Priorities - Champion environmental leadership - 4.1 Continuous improvements are made in terms of reducing the amount of solid waste generated within the City that is landfilled.*

SUMMARY

- The ACRD has a mandate set by the province to lower the amount of organic waste currently being landfilled and must take steps to undertake this.
- The ACRD received a grant to support the removal of organic waste and will provide funding to support the shift for the City of Port Alberni.
- The average fees for service have not increased since 2012, and are currently approximately \$100. At this time, it requires taxation to cover a \$35 gap between fees received and costs incurred for the service delivery. The estimated cost for a new three-stream collection service is \$180 per household.
- The recommendation represents the lowest cost option available in order to meet the requirements for organic waste reduction for the ACRD.
- A strong communications plan led by the ACRD will support this transition and increased level of service.
- This initiative will support the City’s Strategic Plan Goal - Champion environmental leadership - 4.1 Continuous improvements are made in terms of reducing the amount of solid waste generated within the City that is landfilled.

Date: September 4, 2020
 File No: 4020-30-NR_3118 3rd Ave
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: 3118 3rd Avenue [Harbourview Apartments] – Remedial Action

Prepared by: <i>G. THOROGOOD</i>	Supervisor: <i>D. HARTWELL</i>	CAO Concurrence: 
<i>G. Thorogood, Manager of Community Safety</i>	<i>D. HARTWELL, CLERK</i>	<i>T. Pley, CAO</i>

RECOMMENDATION

WHEREAS

Remedial Action:

1. THAT Council, pursuant Sections 72 and 73 of the *Community Charter*, considers that the property at 3118 3rd Avenue and having a legal description of: LT 9 BLK 73 DL 1 ALD PL VIP197 & LT 8 BLK 73 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;
2. THAT Council, pursuant to Sections 72 and 74 of the *Community Charter*, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;
3. AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the *Community Charter*, resolves that:
 - a. Folded Hills Farms, being the registered owner of the Property (the "Owner"), is hereby required to:
 - i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:
 1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:
 - a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;
 - b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;

ENTERED

2. Repair downspouts in such a manner as to control drainage so that runoff to neighbouring properties and access ways is eliminated;
3. Replace all broken or missing handrailings on staircases;
4. Remove or permanently cover all graffiti from the exterior of the Structure;
5. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;
6. Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;
7. Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;
8. Replace or repair all interior entrance doors and door frames for each unit and provide locking door knobs.
9. Replace or repair the roof of the Structure to a watertight condition with no leaks;
10. Replace or repair all fire escapes, stairs, balconies and porches to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; and
11. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;
12. Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;
13. Empty, clean and repair the garbage disposal bins on the Property;
14. Eliminate all rodents, vermin and insects from the Structure;
15. Permanently remove all objects placed, stored, or maintained upon any balcony, hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency; and
16. Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.

Compliance & Reconsideration Notice Time Limit Recommendations:

4. AND FURTHER THAT Council, pursuant to Section 78 of the *Community Charter*, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.

Municipal Action at Defaulter's Expense:

5. AND FURTHER THAT Council, pursuant to Section 17 of the *Community Charter*, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.

PURPOSE

This report provides Council with information pertaining to the compliance and nuisance issues related to the Property and recommends that Council impose remedial action requirements on the Property to compel the Owner to bring the Property into compliance with City bylaws, provincial building legislation, and to remedy its status as a nuisance, in addition to obtaining Council direction to proceed with direct action on the Property if compliance is not achieved within the required time limit set by Council.

BACKGROUND

Community Charter Remedial Action Authority and Process

Sections 72 through 80 of the *Community Charter* outline the process for remedial action requirements. Remedial action requirements are imposed by Council resolution and do not require enacting a bylaw.

Section 72 of the *Community Charter* provides the authority for Council to impose remedial action requirements on property owners, lessees or occupiers of land in relation to hazardous conditions or declared nuisances. Section 2(b)(i-iv) also stipulates the actions that Council may require the person to:

- i. Remove or demolish the matter or thing;
- ii. Fill it in, cover it over or alter it;
- iii. Bring it up to standard specified by bylaw; or
- iv. Otherwise deal with it in accordance with the directions of Council or a person authorized by Council.

Section 73 details Council's authority to impose a "hazardous condition" remedial action requirement on a property. Council may only impose a remedial action requirement in relation to a hazardous condition if:

- a) Council considers that the matter or thing is in or creates an unsafe condition; or
- b) The matter or thing contravenes the Provincial building regulations.

Section 74 details Council's authority to impose a "declared nuisance" remedial action requirement on a property. This section affords Council significant latitude with regards to determining what "matters or things" in relation to a property can be declared a nuisance. This includes the ability for Council to make directions in relation to a thing that is so dilapidated or unclean as to be offensive to the community.

Section 76 stipulates the minimum time period that Council can set for compliance, which is at least 30 days after notice is sent to the person subject to the remedial action requirement.

Section 77 outlines the process the City must follow to notify the property owner or their representatives of Council's decision to impose a remedial action requirement on the property. It also references the ability for the City to exercise its authority under Section 17 of the *Community Charter* [municipal action at defaulter's expense] if the remedial action requirement is not completed by the compliance date. Furthermore, Section 17 authorizes the City to collect all related costs as a debt owed to the City which, if unpaid, can be transferred to the property's taxes as arrears at the end of the year, in accordance with Division 14 [Recovery of Special Fees] of Part 7 [Municipal Revenue] of the *Community Charter*.

Section 78 allows a person affected by the remedial action requirement to request Council reconsider their decision and an opportunity to make a representation directly to Council. This section states the default time period for an affected person to request reconsideration 14 days from the date the notice was sent to the affected persons; Council may extend this time period by resolution, but may only shorten it in cases of emergency.

The Property and the Structure are currently in contravention of the below listed provisions of the following City of Port Alberni Bylaws.

City of Port Alberni Property Maintenance Bylaw No. 4712

Relevant Provisions:

The definition of "unsightly" means *an untidy or otherwise non-aesthetic accumulation of filth, discarded materials or refuse on any real property, and includes graffiti.*

Section 4(a) *requires all real property to be maintained by the property owner or their designate.*

Section 4(b) *no property owner shall cause or permit the accumulation of refuse on his or her property.*

Section 4(k) *No property owner shall permit graffiti in a place visible from adjacent public or private property.*

City of Port Alberni Building Standards Bylaw No. 4975

Relevant Provisions

Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out forming part of this Bylaw.

Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.

SCHEDULE "A"

The Owner of a Building or Vacant Building must comply with the following maintenance standards of this Schedule.

PART 1: EXTERIOR WALLS

1.1 The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.

1.2 Without restricting the general obligation set out in subsection 1.1:

- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
- (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
- (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
- (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
- (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
- (g) the exterior of every building must be free of graffiti;
- (h) loose material must be removed from exterior walls, doors, and window openings;
- (i) all windows must be in good repair and properly glazed; and
- (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:

- (a) rainwater or melting snow falling on the roof from entering the Building;
- (b) rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
- (c) objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:

- (a) Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;
- (b) Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
 - (i) accumulates or causes ground erosion;
 - (ii) causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
 - (iii) accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

2.3 Loose or unsecured objects and materials, including accumulations of snow or ice or both that are likely to fall on passersby or are likely to result in the collapse of the roof, must be removed from the roof of a building or an accessory building.

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES

3.1 Fire escapes, stairs, balconies, and porches shall be maintained:

- (a) In a safe and clean condition;

- (b) In good repair; and
- (c) Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS

4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.

4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION

5.1 An owner shall ensure that residential and commercial premises are kept free of rodents, vermin, and insects at all times, and appropriate extermination measures shall be taken, as necessary.

PART 6: FLOORS

6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS

7.1 Existing doors and frames shall be maintained in good repair and weather tight.

7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS

8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

Section 13 of this bylaw permits City Staff to carry out work required on a property if the owner fails to comply with a formal notice/order to remediate. Costs incurred by the City can be recovered through the real property tax roll and collected in the same manner as property taxes.

Section 14 of this bylaw reiterates Council's authority to impose a remedial action requirement under Division 12, Part 3 of the *Community Charter*. Remedial action can include, but is not limited to, requiring a property to be fully compliant with City bylaws and regulations within 30 days.

Section 15, Recovery of City Costs through the Sale of Property. In accordance with Section 80 of the *Community Charter*, if remedial action requirements have not been satisfied by the date specified for compliance, the City may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

BC Building Code

Relevant Provisions:

Section 1.1 General

- 1.1.1.1. Application of this Code
- 1.1.1.2. Application of this Code
 - h) the correction of an *unsafe condition* in or about any *building*.

- j) the work necessary to ensure safety in parts of a building
 - i) that remain after a demolition,
 - ii) that are affected by but that are not directly involved in alterations, or
 - iii) that are affected by but not directly involved in additions,
- k) except as permitted by the British Columbia Fire Code, the installation, replacement, or alteration of materials or equipment regulated by this Code,

1.1.1.2.

Application to Existing Buildings

- 1) Where a building is altered, rehabilitated, renovated or repaired, or there is a change in occupancy, the level of life safety and building performance shall not be decreased below a level that already exists. (See Note A-1.1.1.2.(1).)

Section 1.1. General

1.1.4. Fire Safety Plan

1.1.1.4.1. Fire Safety Plan

- 1) Fire safety plans shall conform to the British Columbia Fire Code.

Section 1.2. Compliance

1.2.1. Compliance with this Code

1.2.1.1. Compliance with this Code

- 1) Compliance with this Code shall be achieved by
 - a) complying with the applicable acceptable solutions in Division B (see Note A-1.2.1.1.(1)(a)), or
 - b) except as required by Sentence (3), using alternative solutions, accepted by the authority having jurisdiction under Section 2.3 of Division C, that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions (see Note A-1.2.1.1.(1)(b)).
- 2) For the purposes of compliance with this Code as required in Clause 1.2.1.1.(1)(b), the objectives and functional statements attributed to the acceptable solutions in Division B shall be the objectives and functional statements referred to in Subsection 1.1.2. of Division B.
- 3) An alternative solution shall not be used in place of an acceptable solution if the acceptable solution expressly requires conformance to a provincial enactment other than Book I (General) or Book II (Plumbing Systems) of the British Columbia Building Code.

1.2.1.2.

Responsibility of Owner

- 1) Unless otherwise specified in this Code, the owner of a building shall be the person responsible for carrying out the provisions of this Code in relation to that building.
- 2) The owner of a building is in no way relieved of full responsibility for complying with this Code by the authority having jurisdiction
 - a) granting a building permit,
 - b) approving drawings or specifications, or
 - c) carrying out inspections.

Section 3.3 Fire Protection, Occupant Safety and Accessibility

Section 3.3 Safety within Floor Areas

3.3.1.5. Egress Doorways

1) Except for dwelling units, a minimum of 2 egress doorways located so that one doorway could provide egress from the room or suite as required by Article 3.3.1.3. if the other doorway becomes inaccessible to the occupants due to a fire which originates in the room or suite, shall be provided for every room and every suite

c) in a floor area that is not sprinklered throughout, and

i) the area of a room or suite is more than the value in Table 3.3.1.5.-A, or

ii) the travel distance within the room or suite to the nearest egress doorway is more than the value in Table 3.3.1.5.-A

3.3.1.23.

Obstructions

1) No obstruction shall be permitted in any occupancy that would restrict the width of a normal means of egress from any part of a floor area to less than 750 mm unless an alternative means of egress is provided adjacent to, accessible from, and plainly visible from the obstructed means of egress. (See Note A-3.3.1.23.(1).)

3.3.4.7.

Stairs, Ramps, Landings, Handrails and Guards for Dwelling Units

1) Except as required in Article 3.3.4.8., stairs, ramps, landings, handrails and guards within a dwelling unit shall conform to the appropriate requirements in Section 9.8.

3.3.4.8.

Protection of Openable Windows

3.3.4.9.

Resistance to Forced Entry

1) Dwelling units shall conform to Article 9.7.2.1. and Subsection 9.7.5

Section 7.1.

General

7.1.1.

Scope

7.1.1.1.

Scope

1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.

7.1.1.2.

Application

1) This Part applies to the design, construction, extension, alteration, renewal or repair of plumbing systems.

7.1.2.

Design and Installation

7.1.2.1.

Conformance

1) Every plumbing system shall be designed and installed in conformance with Book II (Plumbing Systems) of this Code.

7.1.3.

Required Facilities

7.1.3.1.

All Buildings Except Dwelling Units

1) Buildings shall be equipped with plumbing facilities as required in Subsection 3.7.2. and Article 3.8.2.8.

7.1.3.2.

Dwelling Units

1) Dwelling units shall be equipped with plumbing facilities as required in Section 9.31.

7.1.4.

Definitions

7.1.4.1.

Defined Terms

1) Words that appear in italics are defined in Article 1.4.1.2. of Division A.

City of Port Alberni Fire Control Bylaw No. 4876

Relevant Provisions:

Section 16; Fire Protection Equipment

-
- (a) Every owner of premises must ensure that all *Fire Protection Equipment* required under the *Building Code* or *Fire Code* is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the *Building Code*, the *Building Bylaw*, the *Fire Code*, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.

Section 19; Activation of a Fire Alarm System

- (b) A person must not activate a *Fire Alarm System* unless:
- (i) there is a fire;
 - (ii) the person reasonably believes that a fire or other *Incident* is occurring or is imminent; or
 - (iii) the activation is carried out for testing purposes by persons authorized by the *Fire Chief*.

Section 21; No Obstructions

- (c) A person must not cause to be placed, stored, or maintained upon any roof or balcony any material or object which may interfere with access or egress or *Fire Department* operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the *Fire Chief* or any *Member*.
- (d) A person must not obstruct access passageways on a roof surface required by the *Fire Code* or *Building Code*.
- (e) Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the *Building Code*, *Fire Services Act*, *Fire Code* or the *Building Bylaw* or the *Building Standards Bylaw* are properly maintained and remain unobstructed at all times.

BC Fire Code

Relevant Provisions

Section 2.1. General

2.1.1. Scope

2.1.1.1. Application

1) This Part provides for the safety of the occupants in existing buildings, the elimination or control of fire hazards in and around buildings, the installation and maintenance of certain life safety systems in buildings, the installation and maintenance of posted signs and information, and the establishing of a fire safety plan in those occupancies where it is considered necessary.

2.1.3.3. Smoke Alarms

(See Note A-2.1.3.3.)

- 1) Smoke alarms shall be installed in each dwelling unit and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.
- 2) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.
- 3) Smoke alarms shall be installed in conformance with CAN/ULC-S553, "Installation of Smoke Alarms."

4) Smoke alarms are permitted to be battery operated in a) a building that is not supplied with electrical power, or b) locations within a dwelling unit where smoke alarms were not required by the British Columbia Building Code at the time of construction or alteration of the dwelling unit.

2.1.3.6. Inspection, Maintenance and Testing of Fire Safety Devices
(See Note A-2.1.3.6.)

1) Where specific references to the inspection, maintenance and testing of fire safety devices and building fire safety features are not made in this Code, such devices and features shall be maintained to ensure they operate as per their design or function according to their original intent.

2.1.4. Posted Information

2.1.4.1. Posting

- 1) Where a sign, notice, placard or information is required to be posted, it shall be
 - a) clearly legible, and
 - b) except as provided in Sentence (2), permanently mounted in a conspicuous or prominent location in proximity to the situation to which it refers.
- 2) Where the situation for which posting is required is of a temporary nature, permanent mounting need not be provided.

2.1.4.2. Maintenance

1) Every sign, notice, placard or information that is required to be posted shall be maintained in conformance with Article 2.1.4.1.

2.1.5. Portable Extinguishers

2.1.5.1. Selection and Installation

- 1) Portable extinguishers shall be installed in all buildings except dwelling units.
- 2) Except as otherwise required by this Code, portable extinguishers shall be selected and installed in accordance with NFPA 10, "Portable Fire Extinguishers."
- 5) Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk. (See Note A-2.1.5.1.(5).)

2.1.3. Fire Safety Installations

Section 2.7. Safety to Life

2.7.1. Means of Egress 2.7.1.1. Means of Egress

1) Means of egress shall be provided in buildings in conformance with the British Columbia Building Code.

2.7.1.6. Maintenance

1) Means of egress shall be maintained in good repair and free of obstructions.

2.7.3. Exit Lighting, Exit Signs and Emergency Lighting

-
- 2.7.3.1. Installation and Maintenance 1) Means of egress lighting, emergency lighting, exit signs and the location of exit signs in buildings shall conform to the British Columbia Building Code. (See Note A-2.7.3.1.(1).)
2) Exit lighting and exit signs shall be illuminated during times when the building is occupied. 3) Emergency lighting and exit signs shall be maintained in operating condition, in conformance with Section 6.5.
- 2.8.2.7. Posting of Fire Emergency Procedures 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.
- Section 2.8. Emergency Planning
- 2.8.1. General
- 2.8.1.1. Application
- 1) Fire emergency procedures conforming to this Section shall be provided for a) every building containing an assembly, care, treatment or detention occupancy,
 - b) every building required by the British Columbia Building Code to have a fire alarm system,
 - c) demolition and construction sites regulated under Section 5.6.,
 - d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
 - e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and
 - f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.
- 2.8.1.2. Training of Supervisory Staff
- 1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)
- 2.8.1.3. Keys and Special Devices
- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.
- 2.8.2. Fire Safety Plan
- 2.8.2.1. Measures in a Fire Safety Plan
- 1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
- a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i)),
 - ii) notifying the fire department,
 - iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(1)(a)(iv)),
 - v) confining, controlling and extinguishing the fire,
 - b) the appointment and organization of designated supervisory staff to carry out fire safety duties,

- c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
 - d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
 - e) the holding of fire drills,
 - f) the control of fire hazards in the building, and g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Note A-2.8.2.1.(1).)
- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Site History/Issues:

The registered owner on title for the Property is Folded Hills Farm Ltd. (the “Owner”).

The Bylaw Department has expended significant resources to no avail in an attempt to gain voluntary compliance. The Property has one of the highest call volumes in Port Alberni, requiring a fair amount of resources. These resources include Police, Fire, Building and Bylaw Services.

Appendix 1 contains correspondence seeking compliance and photographs demonstrating the continued building safety and nuisance issues upon the Property over the past 6 months. During this time, the Bylaw Department has repeatedly advised the Property managers of the outstanding Bylaw violations and the actions required to correct them. The Property is periodically or currently in violation of the following Bylaws:

- Anti-litter Bylaw No. 4874
- Building Bylaw No. 4577
- Building Standards Bylaw No. 4975
- Fire Control Bylaw No. 4876
- Noise Control Bylaw No. 4718
- Property Maintenance Bylaw No. 4712
- Solid Waste Collection and Disposal Bylaw No. 4885
- Sewer Connection and Regulation Bylaw No. 3224

Specifics of these building bylaw breaches and nuisance issues are as follows. The interior and exterior of walls of the Structure are full of holes, the emergency lighting is not working, expired fire extinguishers, exposed wires, missing/broken lights, obstructions in the hallways and the welding shut of emergency exits resulting in limited means of egress, people asleep in the stairwell, broken hand rails, illegal activities, including discarded drug paraphernalia, garbage and litter throughout.

The exterior of the Property is unsightly with discarded appliances, scrap metal, scattered litter, graffiti, discarded drug paraphernalia, bike and automotive parts, shopping carts, possible stolen items, derelict vehicles, overflowing garbage bins, discarded furniture. Downspouts are directed into the laneway creating hazardous conditions in colder months, second floor deck appears to be rotting and exposing electrical wires.

The Building Department visited the site August 26th 2020, when onsite observed many code infractions that would need corrections on the exterior and interior of the building at 3118 3rd Ave for the safety of the residents, such as broken windows as a main means of egress, broken or repairable unit main entry doors and

door knobs missing or broken, holes in walls used as Fire separations between units on main hallways, missing or broken handrails for main staircases, missing siding or penetrations through Exterior finishes, rotten Fascia boards needing to be replaced. (*Appendix 2, Building Inspector correspondence.*)

The RCMP have received 47 calls for service to 3118 3rd Avenue between January 1, 2020 and August 31, 2020. This is an increase from 38 calls over the same time period in 2019. Recent calls for service include mental health, assaults, substance abuse and mischief to property.

During routine patrols of the building and property, police have observed the tenants of the building to be living in deplorable conditions which include the excessive accumulation of human waste and refuse in the hallways and blocking exits and entrances. The building is in a general state of disrepair and no longer possesses the basic amenities required to provide a safe living environment for tenants.

Police routinely observe persons in their open rooms or in the hallways under the influence of opiates and other illicit drugs. Some of these persons have become subjects of medical overdose emergencies. (*Appendix 3, RCMP correspondence*)

The Fire Department, up to May 2020, have responded to numerous building alarms, though no fires have been found. These alarms appear have been activated due to causes including leaks in the roof a, smoking in the area of the alarm, and intentional setting off the alarm. The Fire Department has also observed during its inspections of the Building that emergency lights are broken and not working, fire extinguishers are expired or missing, hallways and stairwells are obstructed, and the emergency exits blocked or welded shut. As of June 2020, Mid Island Fire Protection no longer tests the Fire equipment at the property due to safety and cleanliness concerns. *Appendix 4* provides details of these issues.

ALTERNATIVES/OPTIONS

- 1) That Council declare the Property to be in a hazardous condition by virtue of its breaches of the Building Bylaw, Building Standards Bylaw and the Fire Bylaw, as well as being a nuisance and so dilapidated and unclean to be offensive to the community, and impose remedial action requirements as identified in the recommendations of this report.
- 2) That Council provide staff with alternate direction.
- 3) That Council take no action at this time.

ANALYSIS

The Property was declared a nuisance under the Nuisance Abatement Bylaw in 2018, and following some minor improvements, was removed from the City's Nuisance list in 2019 subject to a review in six months. The Property has gone into serious decline since 2019. Due the variety of bylaw infractions, calls requiring emergency response and impacts to public health and safety, staff are recommending that the subject property be declared to be in hazardous condition, a nuisance, so dilapidated and unclean as to be offensive to the community, and remedial actions be imposed.

IMPLICATIONS

The Property is in violation of many City bylaws, and has numerous outstanding violation tickets. Voluntary compliance, letters, orders, tickets, and site inspections continue to be ignored.

The continuing and sustained pattern of nuisance activity inside the Structure and on the Property is negatively impacting the community, and the building deficiencies are creating immense concern for safety. The safety of the residents, visitors, workers, City Staff and first responders are all jeopardized by these ongoing infractions. This is not in line with the City's Strategic Plan and the principal 'Fostering a complete community (safe, healthy and inclusive)'.

COMMUNICATIONS

The *Community Charter* requires formal notification be given to the Property's registered owner and to the holders of any charges listed on the Property's assessment roll should Council pass a remedial action requirement as outlined in this report, and requires providing for an opportunity for the owner to request Council's reconsideration of the matter. Specifically, a notice of the resolution imposing the remedial action requirement will be provided in accordance with sections 77(1) and (2) of the *Community Charter*, with section 77(3) setting out specific content that must also be included, to the Property owner and registered chargeholders

BYLAWS/PLANS/POLICIES

Please refer to the Background section of this report.

SUMMARY

The recommendations in this report meet the *Community Charter* requirements and outline the process by which the issues on this Property may be resolved.

ATTACHMENTS/REFERENCE MATERIALS

- *Appendix 1 – Bylaw Correspondence and Photos*
- *Appendix 2 – Building Inspector Correspondence*
- *Appendix 3 – RCMP Correspondence*
- *Appendix 4 – Chief Fire Prevention Officer Correspondence and Photos*

Copy: T. Pley, CAO
M. Owens, Fire Chief
E. Rochette, Inspector, RCMP
D. Hartwell, City Clerk
K. McDougall, Manager of Planning



CITY OF PORT ALBERNI

Bylaw Services
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

BYLAW VIOLATION NOTICE

November 28, 2019

FOLDED HILLS FARM LTD
208-1725 BEACH DR
VICTORIA BC V8R 6H9

Bylaw Enforcement File #19331

Dear Property Owner,

Re: 3118 3rd Ave (Harbourview Apartments)

You are hereby notified that on November 28, 2019 the above noted property was inspected for compliance with *Property Maintenance Bylaw #4712* in response to a complaint. The following violation was observed:

- There are accumulations of refuse* being stored outside on the second floor balconies including, but not limited to, discarded appliances, scrap metal, workout equipment, household garbage, mattresses, discarded materials and various other debris. All refuse is to be stored inside an enclosed structure or removed from the property and lawfully discarded.

Outside storage is not permitted. Not only is the stored items unsightly, they are causing concerns for safe egress in case of an emergency and exceeding the load rating for the deck. After discussing the issue with the property manager, we came to the conclusion to limit what goes on the deck to ensure compliance with the Bylaw and safety concerns. We ask that the residents of Harbourview Apartments reduce the items being stored on the deck to the following:

- Small items kept in totes, taking up no more space than 3' x 6' by 4' high
- Patio set (4 chairs, table and an umbrella)
- 1 pedal bicycle (not motorized or electric)

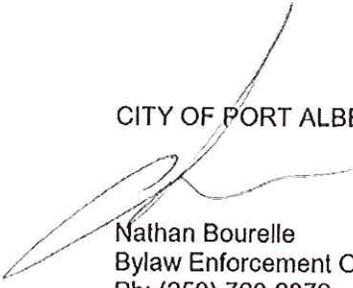
In the event that they wish to store more, a report would be required from a structural engineer to show that the deck is rated for more weight.

You are hereby directed to notify the tenants affected and take all steps necessary to bring the property into compliance with the Property Maintenance Bylaw no later than December 13, 2019.

As the owner of this property it is your responsibility to ensure compliance with the bylaws. The City of Port Alberni prefers voluntary compliance of its bylaws over enforcement action. Your prompt attention to this matter will ensure that enforcement action is not required. Please contact the undersigned if you have any questions or concerns.

You may appeal this Notice by notifying the Manager of Bylaw Services in writing prior to the compliance date. Enforcement action will not proceed while the matter is under appeal.

CITY OF PORT ALBERNI



Nathan Bourelle
Bylaw Enforcement Officer
Ph: (250) 720-2872

Failure to comply with the requirements of this Notice by the aforementioned date will result in a \$200 fine. Furthermore, the work may thereafter be undertaken by the City of Port Alberni at your expense as per Section 17 of the *Community Charter*. Prosecutions conducted under provisions of the *Offence Act* may result in a minimum fine of \$1000 up to a maximum fine of \$10,000 upon conviction. A property owner who has been subject to a Notice may be immediately charged or ticketed for violating a similar provision of the *Property Maintenance Bylaw* for the following twelve months.

*Refuse includes, but is not limited to; food waste; market waste; combustibles such as paper, cardboard, yard trimmings, leaves and brush, plastics, or leather; non combustibles such as metal, glass, crockery, dirt, ashes, and street sweepings; bulky wastes such as furniture, appliances, tires, or stumps; construction or trade waste; demolition waste; stripped or wrecked automobiles, trucks, trailers, boats, vessels, or machinery; parts or components of any of the aforementioned; structures, outbuildings, temporary buildings, tarps, fencing, furniture, ornaments, or ornamental structures that have fallen into an unsightly state of disrepair; and excludes an inhabitable dwelling house and contained and maintained residential compost.



CITY OF PORT ALBERNI

RECEIVED
MAY - 8 2020

Bylaw Services
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

BYLAW VIOLATION NOTICE

May 2, 2020

FOLDED HILLS FARM LTD
208-1725 BEACH DR
VICTORIA BC V8R 6H9

Bylaw Enforcement File #19480

Dear Property Owner,

Re: LOT 9 BLOCK 73 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 & LOT 8 BLOCK 73 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 (3118 3rd Ave, Port Alberni BC)

You are hereby notified that on April 30, 2020 the above noted property was inspected for compliance with the *Building Standards bylaw #4975*. The following violation was observed:

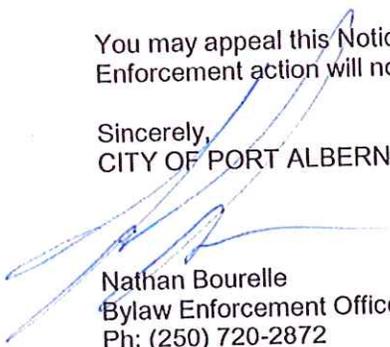
- Structure is not maintained in compliance with Schedule "A" of the bylaw.

You are hereby directed to take all steps necessary to bring the property into compliance with the *Building Standards Bylaw* no later than **May 16, 2020**. A copy of Schedule "A" of the *Building Standards Bylaw* has been attached highlighting the specific concerns.

As the owner of this property it is your responsibility to ensure compliance with the bylaws. The City of Port Alberni prefers voluntary compliance of its bylaws over enforcement action. Your prompt attention to this matter will ensure that enforcement action is not required. Please contact the undersigned if you have any questions or concerns.

You may appeal this Notice by notifying the Manager of Bylaw Services in writing prior to the compliance date. Enforcement action will not proceed while the matter is under appeal.

Sincerely,
CITY OF PORT ALBERNI


Nathan Bourelle
Bylaw Enforcement Officer
Ph: (250) 720-2872
Email: nathan_bourelle@portalberni.ca

Failure to comply with the requirements of this Notice by the aforementioned date may result in a \$200 fine for each and every day of the offence.

SCHEDULE "A"

The Owner of a Building or Vacant Building must comply with the following maintenance standards of this Schedule.

PART 1: EXTERIOR WALLS

1.1 The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.

1.2 Without restricting the general obligation set out in subsection 1.1:

- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
- (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
- (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
- (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
- (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
- (g) the exterior of every building must be free of graffiti;
- (h) loose material must be removed from exterior walls, doors, and window openings;
- (i) all windows must be in good repair and properly glazed; and
- (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:

- (a) rainwater or melting snow falling on the roof from entering the Building;
- (b) rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
- (c) objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:

- (a) Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;
- (b) Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
 - (i) accumulates or causes ground erosion;
 - (ii) causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
 - (iii) accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

2.3 Loose or unsecured objects and materials, including accumulations of snow or ice or both that are likely to fall on passersby or are likely to result in the collapse of the roof, must be removed from the roof of a building or an accessory building.

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES

3.1 Fire escapes, stairs, balconies, and porches shall be maintained:

- (a) In a safe and clean condition;
- (b) In good repair; and
- (c) Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS

4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.

4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION

5.1 An owner shall ensure that residential and commercial premises are kept free of rodents, vermin, and insects at all times, and appropriate extermination measures shall be taken, as necessary.

PART 6: FLOORS

6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS

7.1 Existing doors and frames shall be maintained in good repair and weather tight.

7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS

8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

**CITY OF PORT ALBERNI
BYLAW OFFENCE NOTICE
Local Government Bylaw Notice Enforcement Act**

BN 002585

ISSUED TO: YOUNG PERSON

SURNAME OR CORPORATE NAME: Falder Hills Farm Ltd. BIRTHDATE (YY/MM/DD)

GIVEN NAMES (OR CORPORATE NAME CONT'D)

ADDRESS: 208-1725 Beach Drive

CITY: Victoria PROVINCE: BC POSTAL CODE: V8R 6H9

VEHICLE INFORMATION (IF APPLICABLE)

MAKE: _____ MODEL: _____

COLOUR: _____ LICENCE NO.: _____ PROV.: _____

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT:

DATE OF OFFENCE	AT THE TIME OF
YY MM DD <u>2020 04 15</u>	24hr Clock HH MM <u>12 07</u>

AT OR NEAR: 3118 3rd Avenue, CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:
Fire Control Bylaw, 2015, Bylaw No. 4876

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<u>Obstruction of exits</u>	<u>21(E)</u>	<u>\$200</u>

EARLY PAYMENT TERMS
THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
4850 ARGYLE STREET
PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER: 1004

DATE OF ISSUE: April 18, 2020 SERVED MAILED

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

Bylaw 4876 19470

**CITY OF PORT ALBERNI
BYLAW OFFENCE NOTICE
Local Government Bylaw Notice Enforcement Act**

BN 002586

ISSUED TO:
 SURNAME OR CORPORATE NAME Folded Hills Farm Ltd. YOUNG PERSON
 GIVEN NAMES (OR CORPORATE NAME CONT'D) _____ BIRTHDATE (YY/MM/DD) _____
 ADDRESS 208-1725 Beach Drive
 CITY Victoria PROVINCE BC POSTAL CODE V8R 6H9

VEHICLE INFORMATION (IF APPLICABLE)
 MAKE _____ MODEL _____
 COLOUR _____ LICENCE NO. _____ PROV. _____

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT

DATE OF OFFENCE	AT THE TIME OF
YY MM DD <u>2020 05 02</u>	24hr Clock HH MM <u>15 20</u>

AT OR NEAR 3623 4th Avenue CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:
Property Maintenance Bylaws 2009, Bylaw No. 4712

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<u>Accumulate refuse</u>	<u>4(b)</u>	<u>\$200</u>

EARLY PAYMENT TERMS
 THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
 4850 ARGYLE STREET
 PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
 IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER 1004
 DATE OF ISSUE May 2, 2020

SERVED
 MAILED

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

File 19479

BYLAW OFFENCE NOTICE
Local Government Bylaw Notice Enforcement Act

BN 002607

ISSUED TO:

SURNAME OR CORPORATE NAME <i>Foldeed Hills Farm Ltd.</i>		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D)		BIRTHDATE (YY/MM/DD)
ADDRESS <i>208-1725 Beach Drive</i>		
CITY <i>Victoria</i>		PROVINCE <i>BC</i>
VEHICLE INFORMATION (IF APPLICABLE)		POSTAL CODE <i>V8R 6H9</i>
MAKE	MODEL	
COLOUR	LICENCE NO.	PROV.

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT

DATE OF OFFENCE		
YY	MM	DD
<i>20</i>	<i>05</i>	<i>16</i>

 AT THE TIME OF

24hr Clock		
HH	MM	SS
<i>15</i>	<i>44</i>	

AT OR NEAR *3623 4th Ave*
STREET ADDRESS

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW: *Property Maintenance Bylaw 2009, Bylaw #4712*
CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<i>Accumulate Refuse</i>	<i>4(b)</i>	<i>\$200</i>

EARLY PAYMENT TERMS
 THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
 4850 ARGYLE STREET
 PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.

IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER

1004

DATE OF ISSUE

May 16, 2020

SERVED
 MAILED

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

File 19479

BYLAW OFFENCE NOTICE
Local Government Bylaw Notice Enforcement Act

BN002871

ISSUED TO:

SURNAME OR CORPORATE NAME <i>Folded Hills Farm Ltd.</i>		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D)		BIRTHDATE (YY/MM/DD)
ADDRESS <i>208-1725 Beach Drive</i>		
CITY <i>Victoria</i>	PROVINCE <i>BC</i>	POSTAL CODE <i>V8R 6H9</i>

VEHICLE INFORMATION (IF APPLICABLE)

MAKE	MODEL
COLOUR	LICENCE NO.
	PROV.

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT

DATE OF OFFENCE	AT THE TIME OF
YY MM DD <i>2020 05 22</i>	24hr Clock HH MM <i>15 40</i>

AT OR NEAR *3118 3rd Ave*

STREET ADDRESS

CITY OF PORT ALBERNI,
PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:

BYLAW NAME *Building Standards Bylaw No. 4975, 2018*

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<i>Fail to maintain</i>	<i>3(1)</i>	<i>\$200</i>

EARLY PAYMENT TERMS

THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
4850 ARGYLE STREET
PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.

IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER

1004

DATE OF ISSUE

May 22, 2020

SERVED
 MAILED

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

File 19480

**CITY OF PORT ALBERNI
BYLAW OFFENCE NOTICE
Local Government Bylaw Notice Enforcement Act**

BN 002672

ISSUED TO:

SURNAME OR CORPORATE NAME <i>Folded Hills Farm Ltd.</i>		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D)		BIRTHDATE (YY/MM/DD)
ADDRESS <i>208-1725 Beach Drive</i>		
CITY <i>Victoria</i>	PROVINCE <i>BC</i>	POSTAL CODE <i>V8R 6H9</i>

VEHICLE INFORMATION (IF APPLICABLE)

MAKE	MODEL
COLOUR	LICENCE NO.
	PROV.

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT

DATE OF OFFENCE	AT THE TIME OF
YY MM DD <i>2020 05 22</i>	24hr Clock HH MM <i>15 58</i>

RECEIVED
MAY 29 2020

AT OR NEAR *3118 3rd Ave* STREET ADDRESS, CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:
Property Maintenance Bylaw No. 4712, 2009

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<i>Accumulate refuse</i>	<i>4(b)</i>	<i>\$200</i>

EARLY PAYMENT TERMS
THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
4850 ARGYLE STREET
PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER *1004*

DATE OF ISSUE *May 22, 2020*

SERVED
 MAILED

File 19480

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

**CITY OF PORT ALBERNI
BYLAW OFFENCE NOTICE
Local Government Bylaw Notice Enforcement Act**

BN012

ISSUED TO:

SURNAME OR CORPORATE NAME <i>Foldded Hill Farm Ltd.</i>		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D)		BIRTHDATE (YY/MM/DD)
ADDRESS <i>208-1725 Beach Drive</i>		
CITY <i>Victoria</i>		PROVINCE <i>BC</i>
VEHICLE INFORMATION (IF APPLICABLE)		POSTAL CODE <i>V8R 6H7</i>
MAKE	MODEL	
COLOUR	LICENCE NO.	PROV.

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT

DATE OF OFFENCE		
YY	MM	DD
<i>2020</i>	<i>06</i>	<i>26</i>

 AT THE TIME OF

24hr Clock	
HH	MM
<i>12</i>	<i>37</i>

RECEIVED
JUN 11 2020

AT OR NEAR *3629 4th Ave* STREET ADDRESS, CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:
Property Maintenance Bylaw 4712, 2009

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<i>Accumulate refuse</i>	<i>4(b)</i>	<i>\$200</i>

EARLY PAYMENT TERMS
THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
4850 ARGYLE STREET
PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER
1004

DATE OF ISSUE
June 6, 2020

SERVED
 MAILED

Deflaw File 19336

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

May 30, 2020 3:30:41 p.m
Port Alberni

**CITY OF PORT ALBERNI
BYLAW OFFENCE NOTICE** BN 002689
Local Government Bylaw Notice Enforcement Act

ISSUED TO:
SURNAME OR CORPORATE NAME: Folded Hills Farm Ltd. YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D): _____ BIRTHDATE (YY/MM/DD): _____
ADDRESS: 208-1725 Beach Drive
CITY: Victoria PROVINCE: BC POSTAL CODE: V8R6H9

VEHICLE INFORMATION (IF APPLICABLE):
MAKE: _____ MODEL: _____
COLOUR: _____ LICENCE NO.: _____ PROV: _____

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:
ON OR ABOUT 2200530 AT THE TIME OF 11:22
AT OR NEAR 3118 3rd Ave CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:
Fire Control Bylaw 2015, No. 4876

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<u>Failure to maintain fire protection equipment</u>	<u>16(a)</u>	<u>\$200</u>

EARLY PAYMENT TERMS
THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:
CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
4850 ARGYLE STREET
PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER: 1004
DATE OF ISSUE: May 30, 2020 SERVED MAILED

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

FILE 19480

**CITY OF PORT ALBERNI
BYLAW OFFENCE NOTICE** BN 002667
Local Government Bylaw Notice Enforcement Act

ISSUED TO:
SURNAME OR CORPORATE NAME: Folded Hills Farm Ltd. YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D): _____ BIRTHDATE (YY/MM/DD): _____
ADDRESS: 208-1725 Beach Drive
CITY: Victoria PROVINCE: BC POSTAL CODE: V8R6H9

VEHICLE INFORMATION (IF APPLICABLE):
MAKE: _____ MODEL: _____
COLOUR: _____ LICENCE NO.: _____ PROV: _____

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:
ON OR ABOUT 2200530 AT THE TIME OF 11:22
AT OR NEAR 3118 3rd Ave CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:
Building Standards Bylaw No. 4975, 2018

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<u>Fail to maintain</u>	<u>3(1)</u>	<u>\$200</u>

EARLY PAYMENT TERMS
THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:
CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
4850 ARGYLE STREET
PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER: 1004
DATE OF ISSUE: May 30, 2020 SERVED MAILED

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

FILE 19480

**CITY OF PORT ALBERNI
BYLAW OFFENCE NOTICE** BN 002689
Local Government Bylaw Notice Enforcement Act

ISSUED TO:
SURNAME OR CORPORATE NAME: Folded Hills Farm Ltd. YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D): _____ BIRTHDATE (YY/MM/DD): _____
ADDRESS: 208-1725 Beach Drive
CITY: Victoria PROVINCE: BC POSTAL CODE: V8R6H9

VEHICLE INFORMATION (IF APPLICABLE):
MAKE: _____ MODEL: _____
COLOUR: _____ LICENCE NO.: _____ PROV: _____

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:
ON OR ABOUT 2200530 AT THE TIME OF 11:21
AT OR NEAR 3118 3rd Ave CITY OF PORT ALBERNI, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:
Property Maintenance Bylaw 2009, No. 4712

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
<u>Accumulate refuse</u>	<u>4(b)</u>	<u>\$200</u>

EARLY PAYMENT TERMS
THE PENALTY WILL BE REDUCED BY 25% IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF 25% OF THE VALUE OF THE PENALTY WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

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CITY OF PORT ALBERNI BYLAW ADJUDICATION REGISTRY
4850 ARGYLE STREET
PORT ALBERNI, BC V9Y 1V8

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

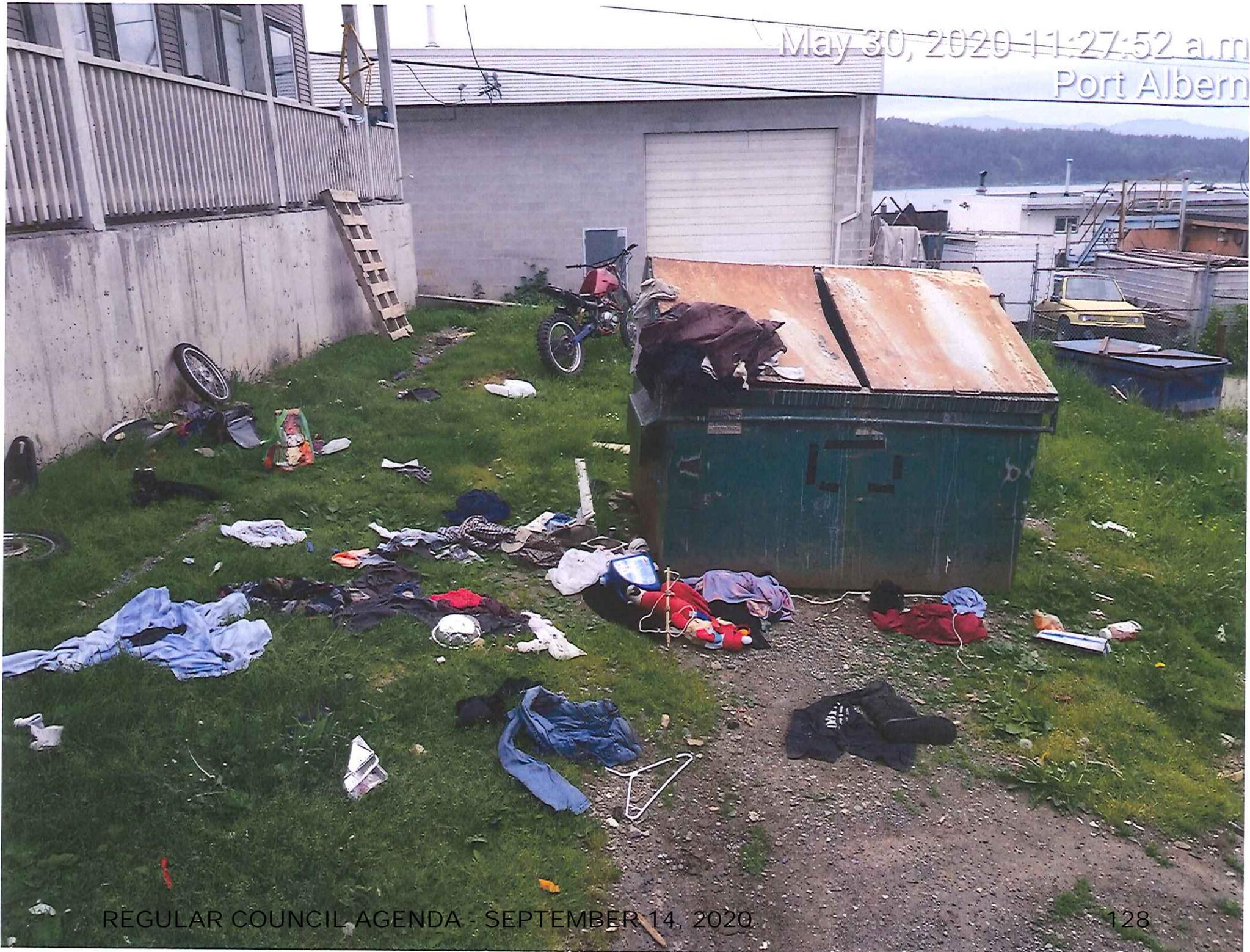
ISSUING OFFICER OR NUMBER: 1004
DATE OF ISSUE: May 30, 2020 SERVED MAILED

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

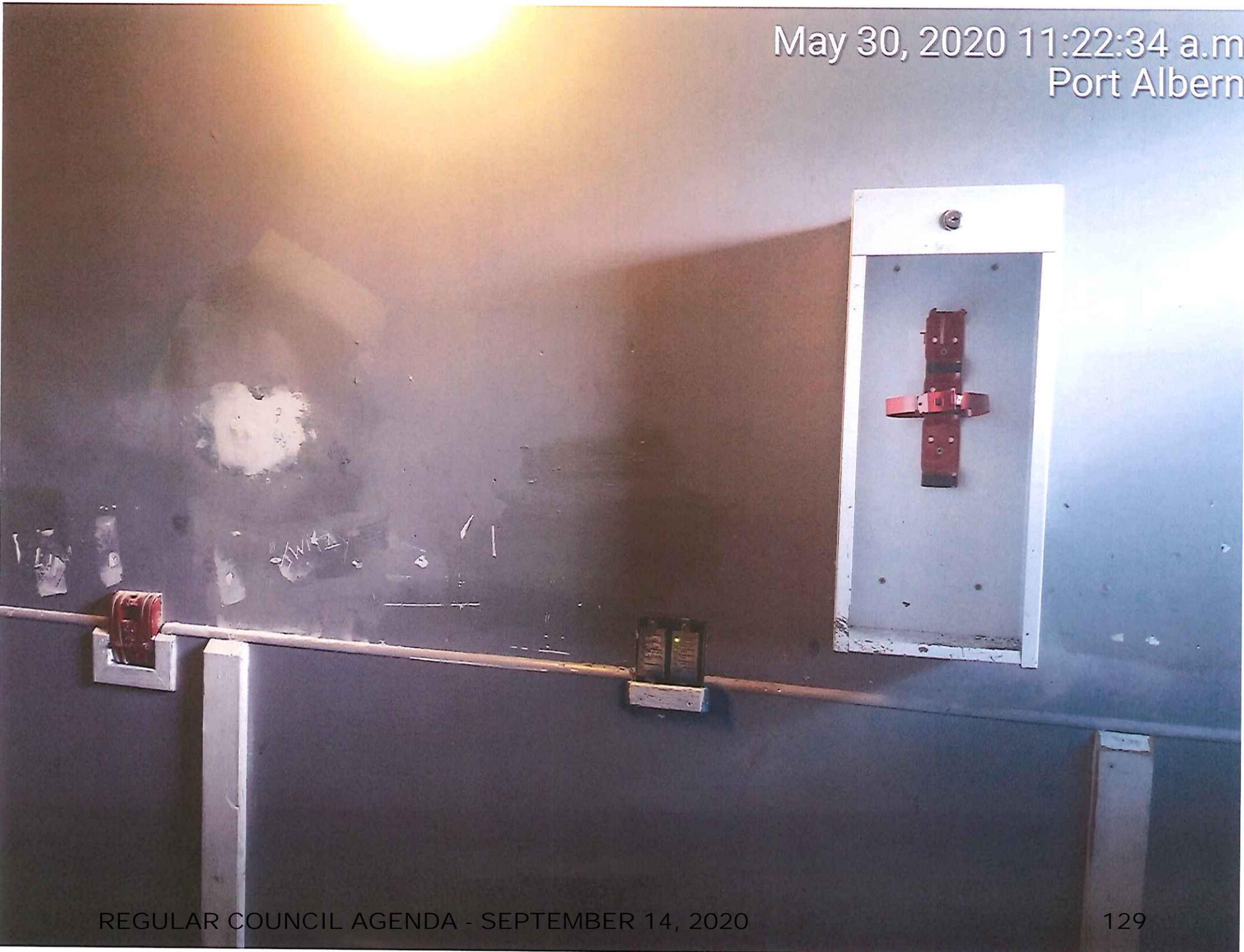
ALLEGED OFFENDER'S COPY

FILE 19480

May 30, 2020 11:27:52 a.m.
Port Alberni



May 30, 2020 11:22:34 a.m
Port Alberni



Gaylene Thorogood

From: Nathan Bouelle
Sent: August 19, 2020 11:10 AM
To: Gaylene Thorogood
Subject: FW: Bylaw File #19480 - 3118 3rd Ave, Port Alberni BC
Attachments: BON's.jpg; unsightly with scrap metal - 3118 3rd Ave.jpg; broken window - 3118 3rd Ave.jpg; broken lights and emergency exit signs - 3118 3rd Ave.jpg; no regular or emergency lighting - 3118 3rd Ave.jpg; no fire extinguishers throughout - 3118 3rd Ave.jpg; discarded materials - 3118 3rd Ave.jpg

From: Nathan Bouelle
Sent: May 30, 2020 4:31 PM
To: 'ianrayner2010@shaw.ca' <ianrayner2010@shaw.ca>
Cc: 'mgcc@foldedhillsfarm.ca' <mgcc@foldedhillsfarm.ca>
Subject: RE: Bylaw File #19480 - 3118 3rd Ave, Port Alberni BC

Good Afternoon Ian,

RE: Bylaw File #19480 - 3118 3rd Ave, Port Alberni BC

As you have requested, I will provide an email copy of the letters and tickets being sent to Folded Hills Farm Ltd in the mail going forward.

Please see attached tickets and a few supporting pictures of the ongoing violations at 3118 3rd Ave which have been brought to your attention in writing on November 28, 2019; March 27, 2020; May 2, 2020; May 12, 2020 and again on May 17, 2020... Plus several site inspections with Mr. Chambers and property managers over the past 6 months.

Bylaw Offence Notice #BN002686 – Accumulate Refuse
Bylaw Offence Notice #BN002687 – Fail to maintain
Bylaw Offence Notice #BN002689 – Failure to maintain fire protection equipment

Sincerely,

Nathan Bouelle
Bylaw Enforcement Officer
City of Port Alberni
nathan_bouelle@portalberni.ca
Tel: 250 - 720 - 2872



May 30, 2020 11:20:49 a.m.
Port Alberni



May 30, 2020 11:21:45 a.m.
Port Alberni



May 30, 2020 11:25:42 a.m.
Port Alberni



May 30, 2020 11:25:25 a.m
Port Alberni





**Appendix 2 - Bylaw
Violations**

Aug 19 2020 2:23:09 p.m.
Port Alberni



Aug. 19, 2020 2:38:37 p.m
Port Alberni











Aug. 19, 2020 2:26:38 p.m.
Port Alberni





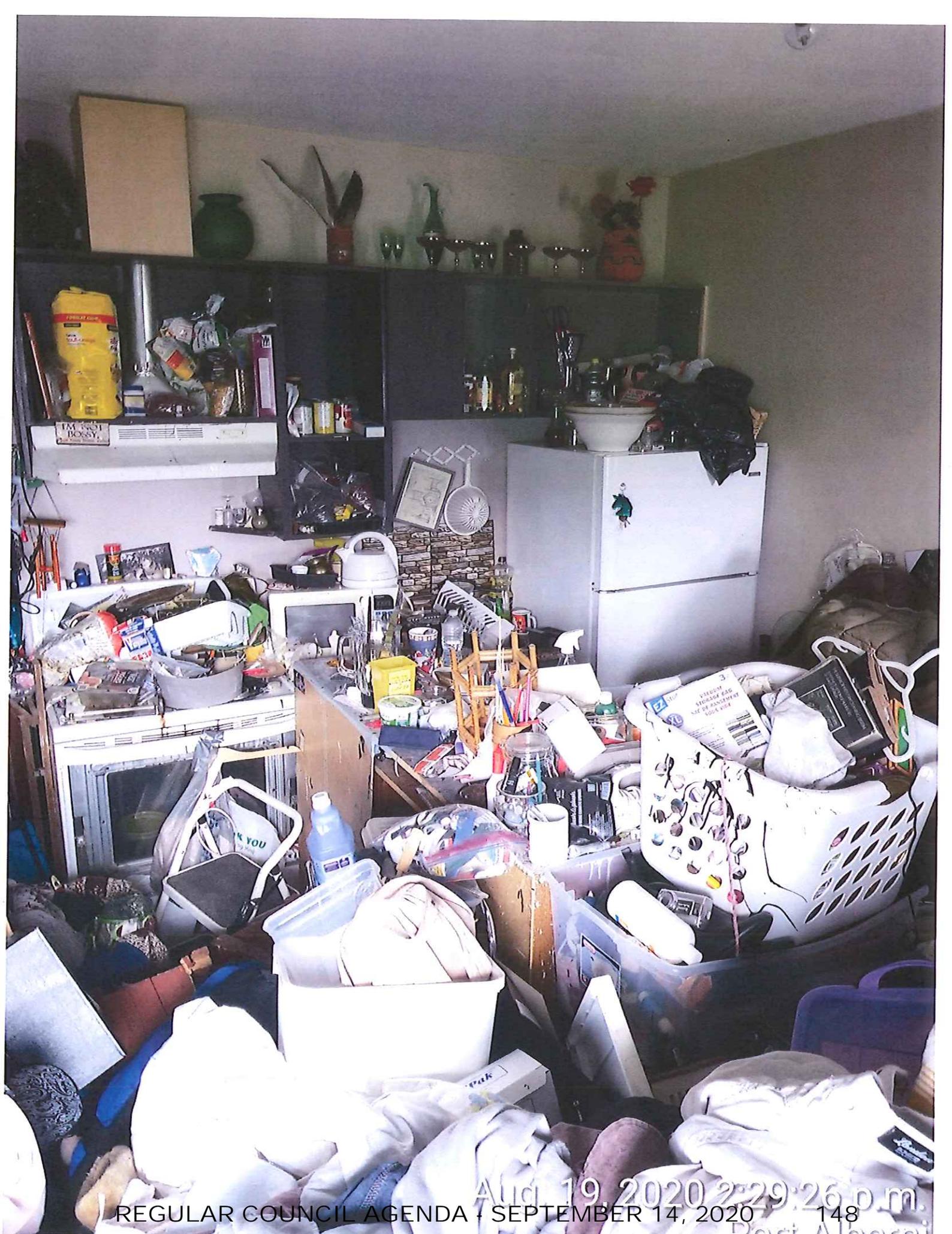


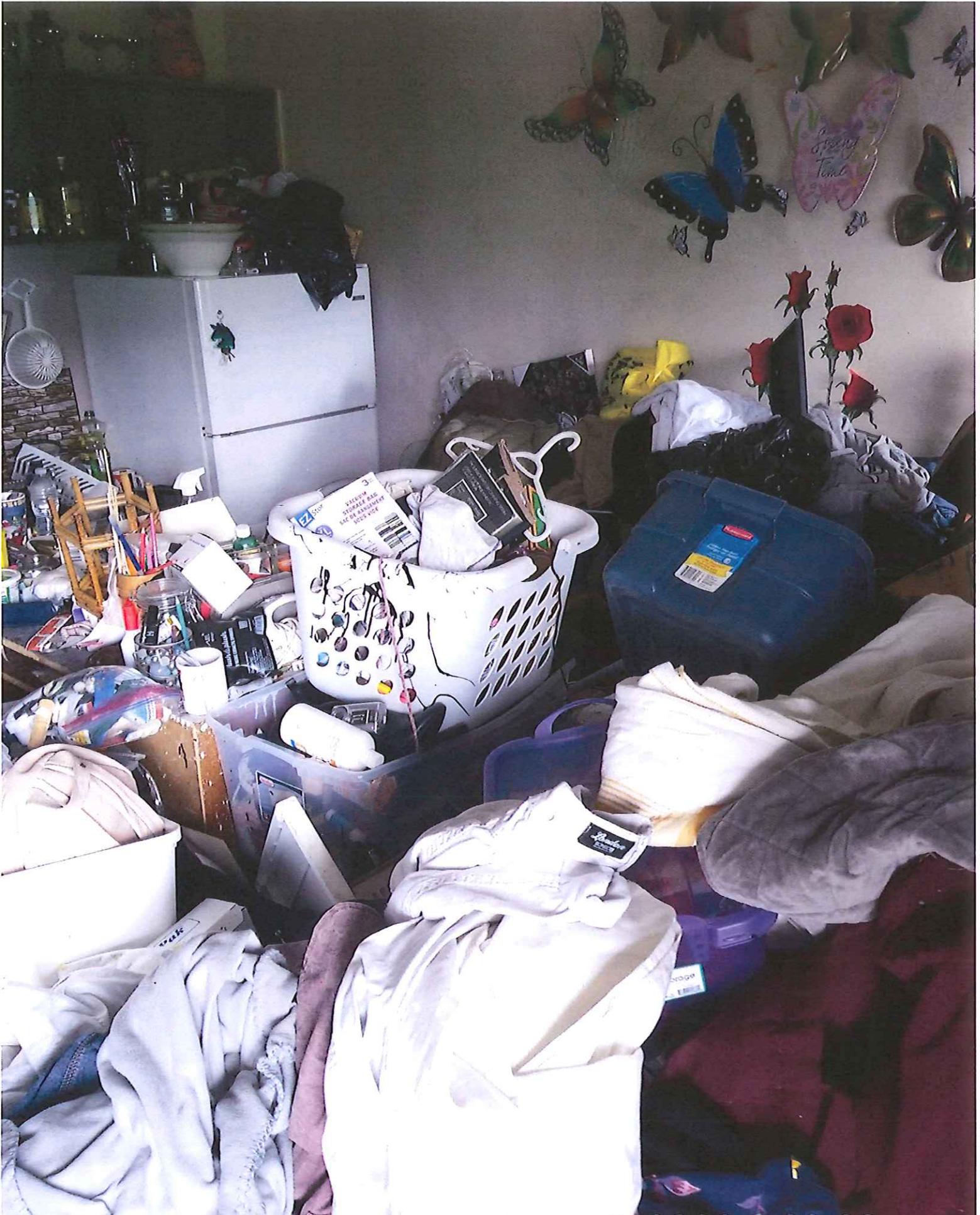






Aug 19 2020 2:29:23 p.m.
REGULAR COUNCIL AGENDA - SEPTEMBER 14, 2020
Port Alberni









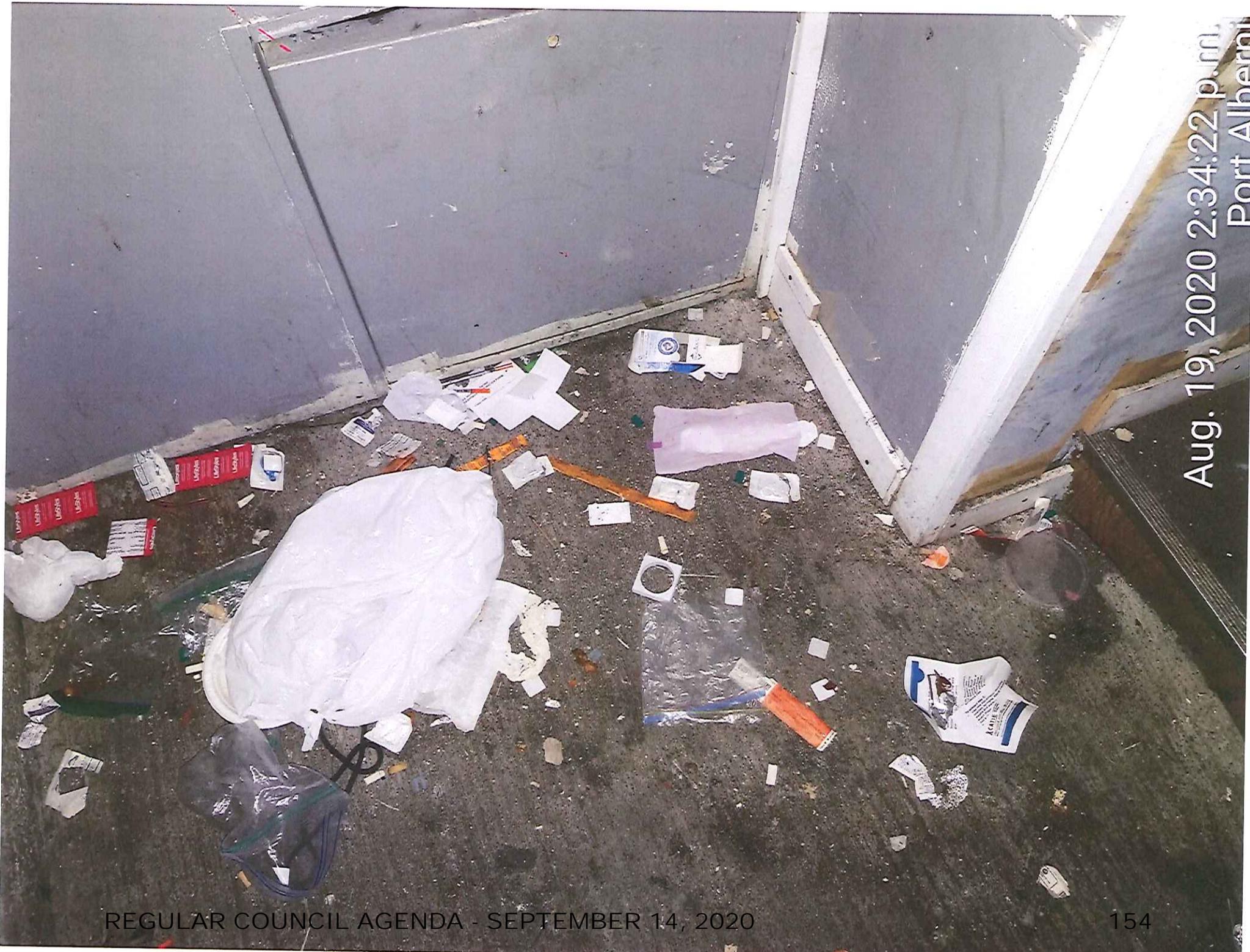


Anyone with information
Whoes pissin' + Shittin' here
Can watch!! Apt 208

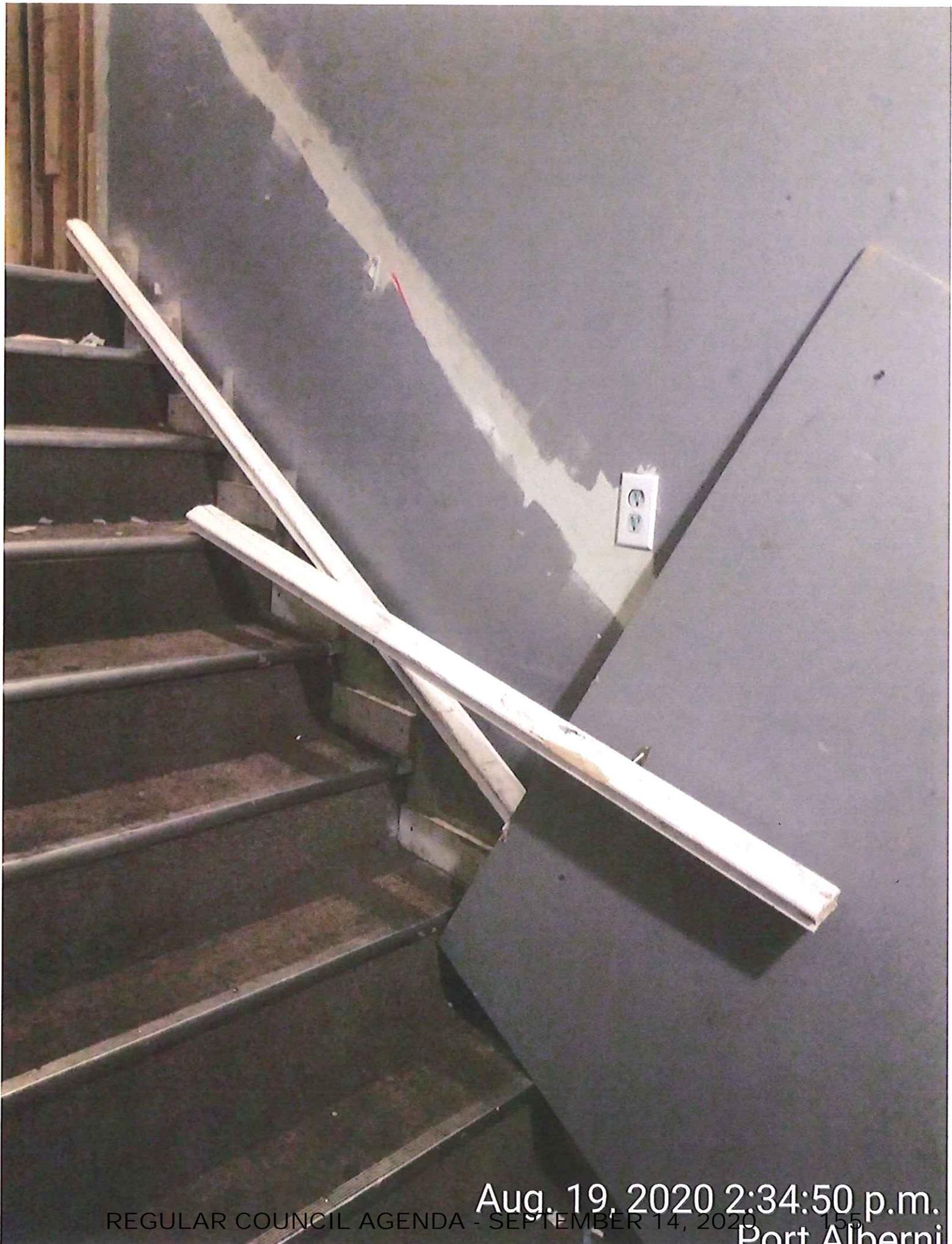
Aug. 19, 2020 2:34:06 p.m.

REGULAR COUNCIL AGENDA - SEPTEMBER 14, 2020

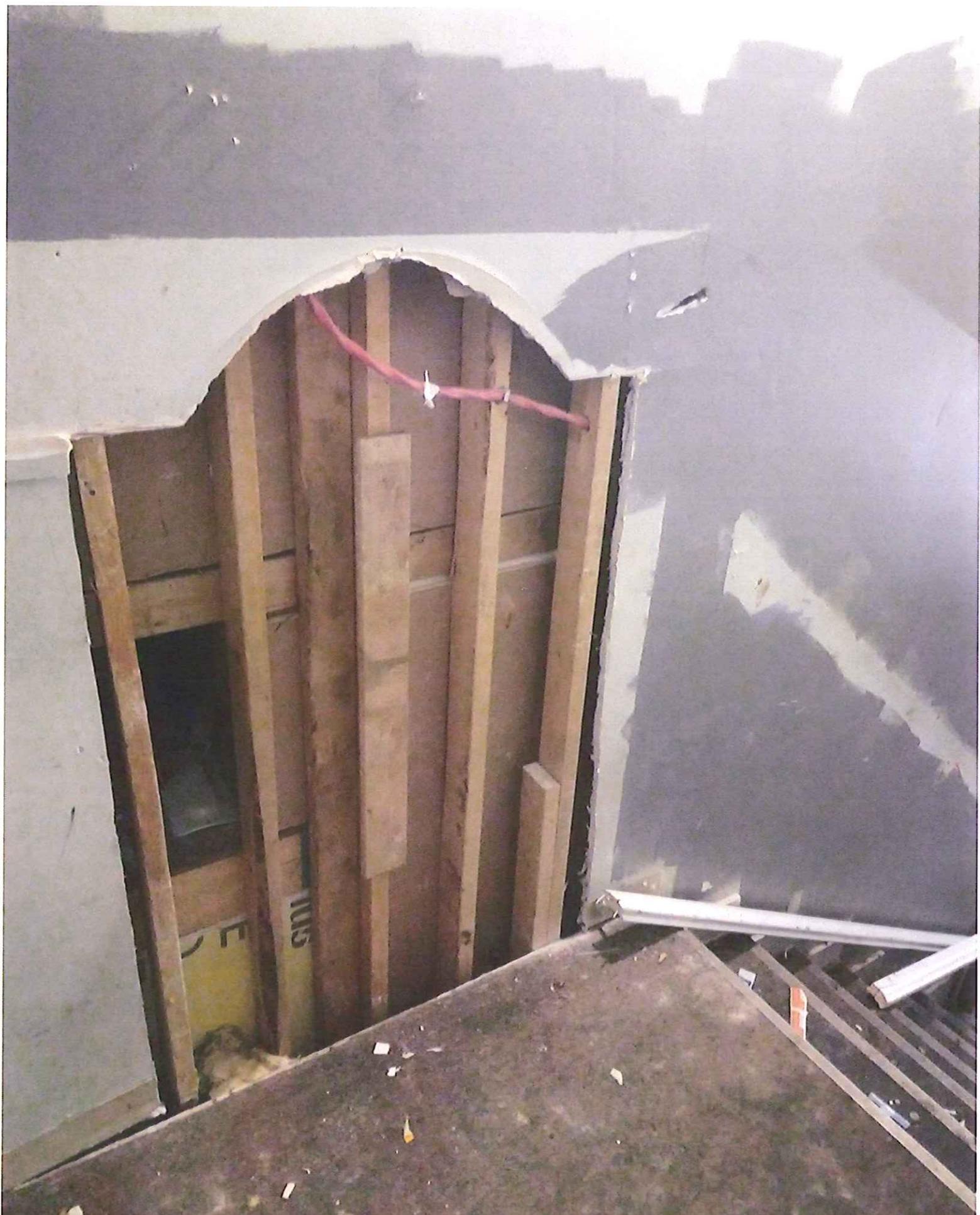
153
Port Alberni

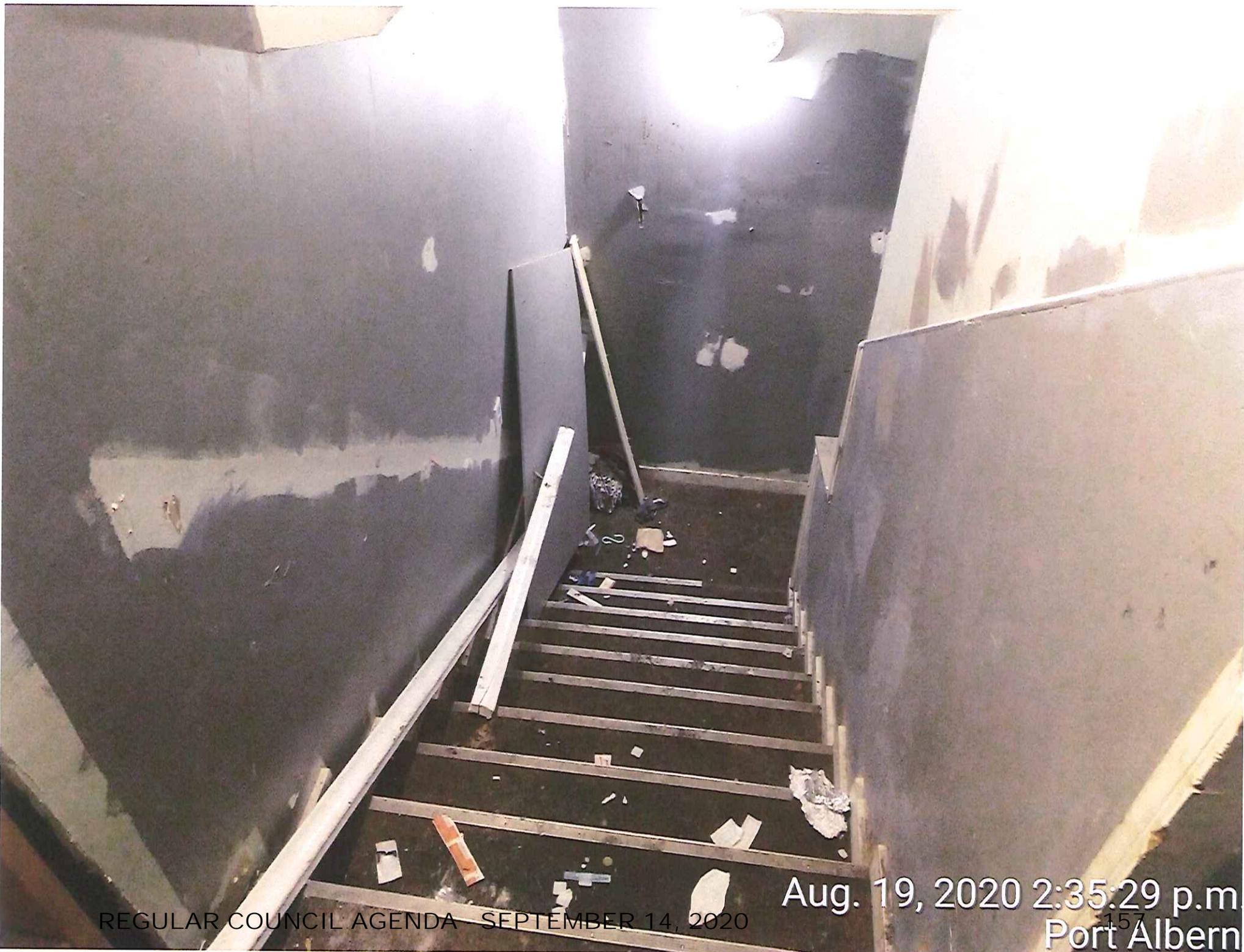


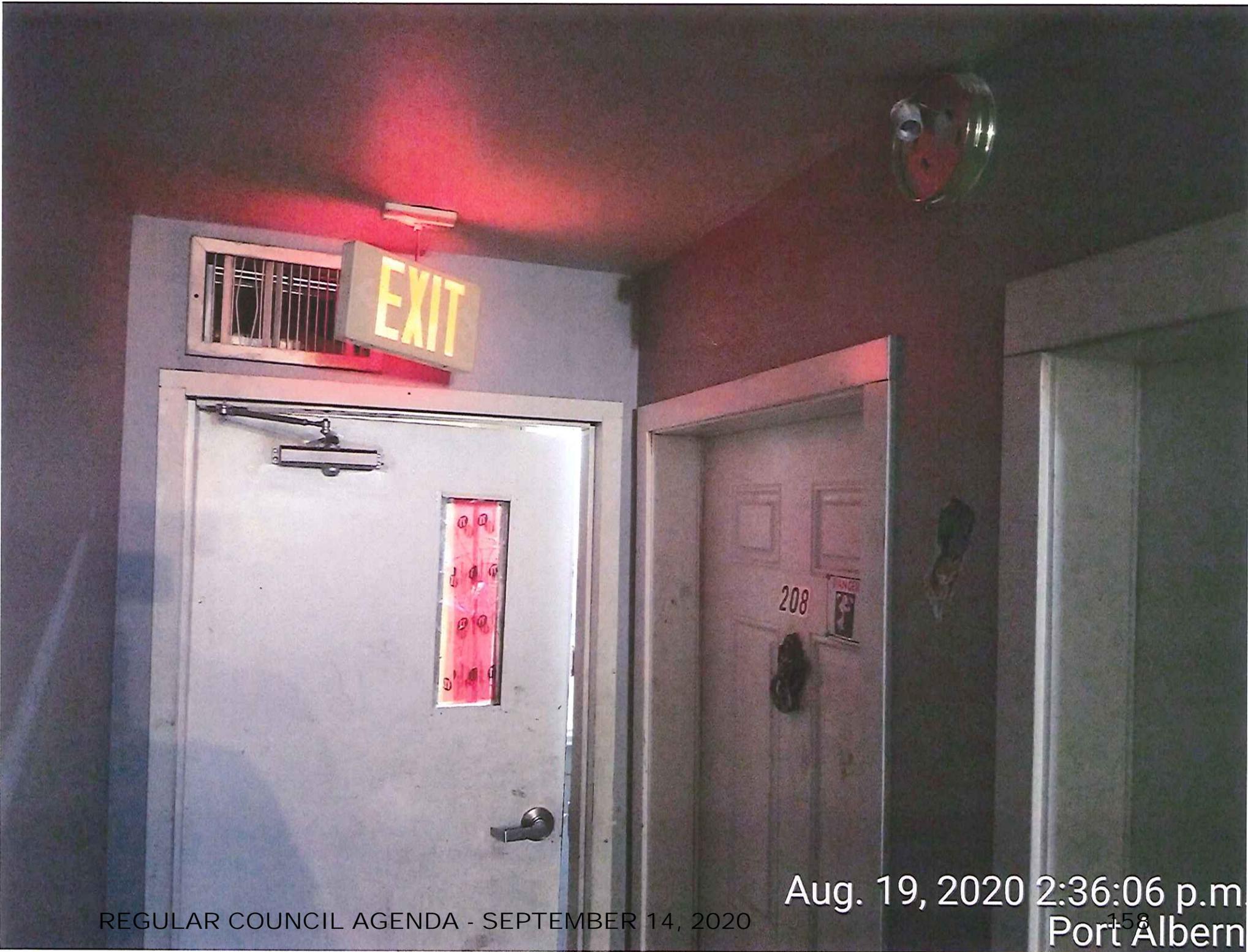
Aug. 19, 2020 2:34:22 p.m.
Port Alberni



Aug. 19, 2020 2:34:50 p.m.



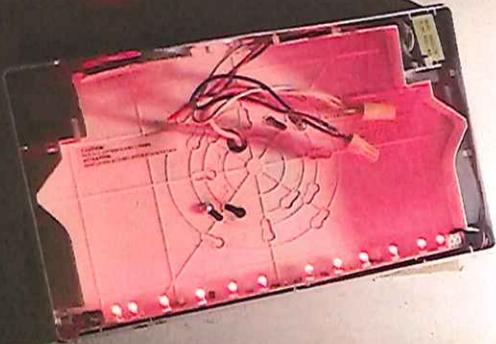


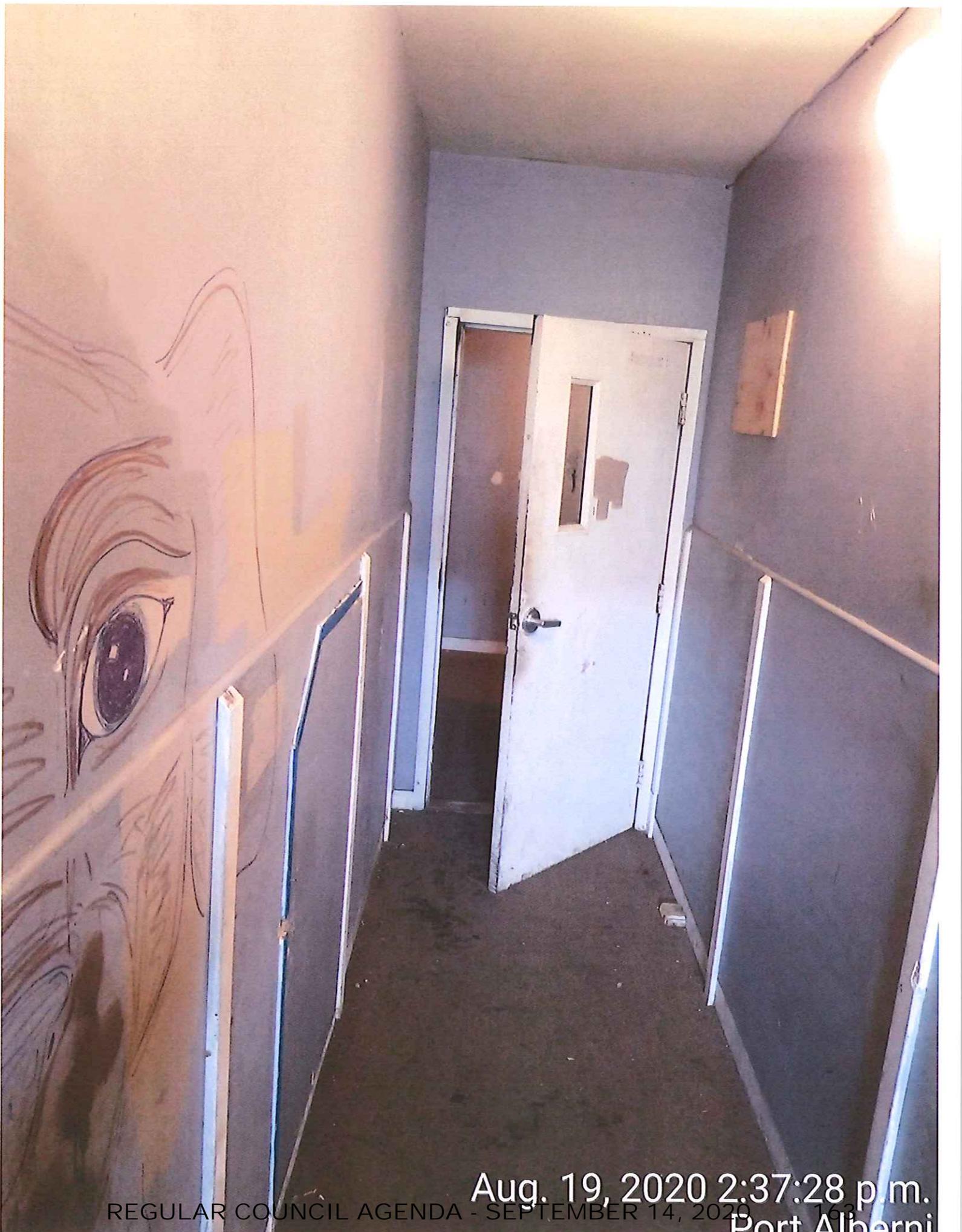












Aug. 19, 2020 2:37:28 p.m.





2009 - Prior to Folded Hills Farm Ltd.



2011 - Prior to Folded Hills Farm Ltd.



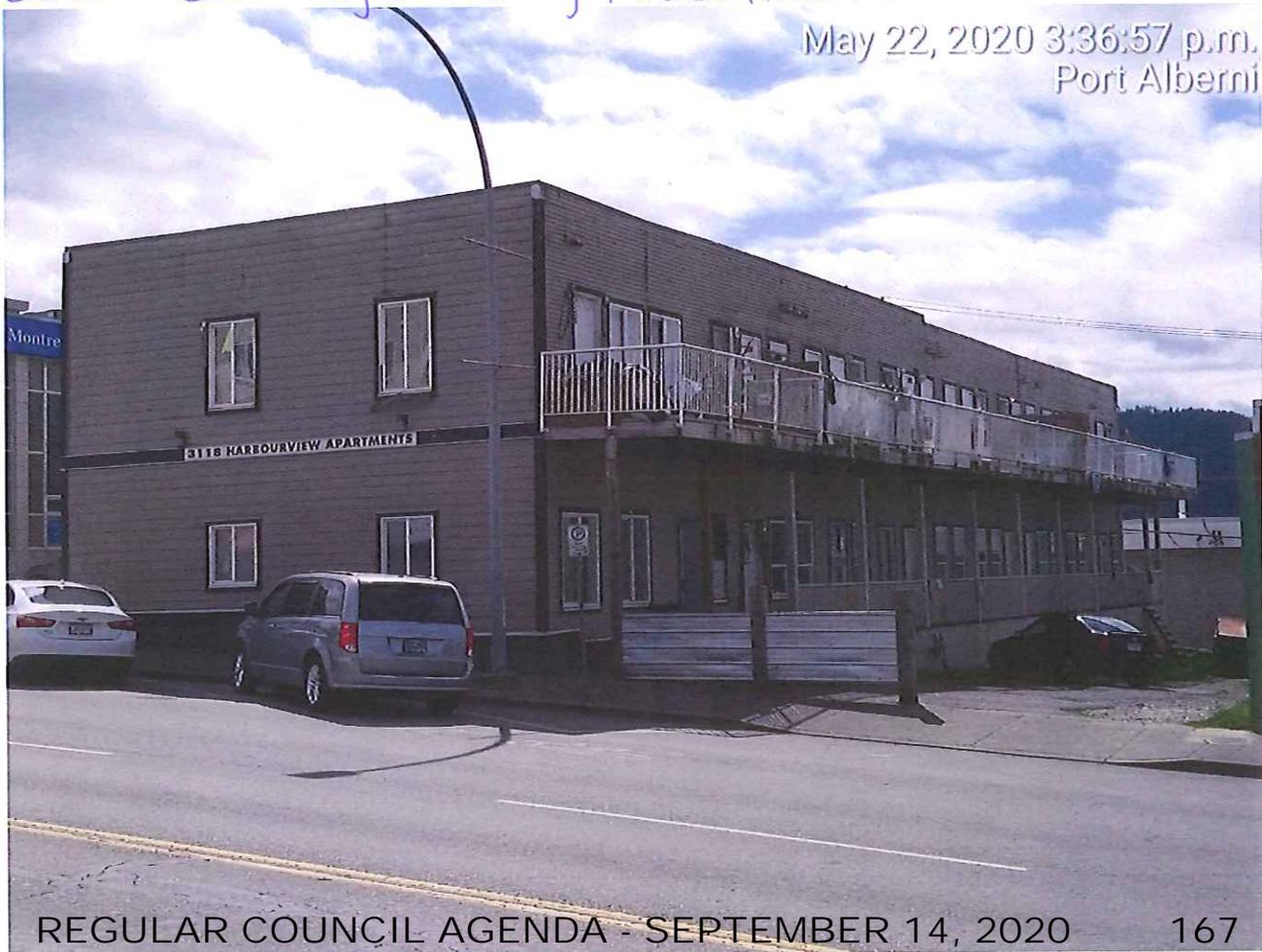
2015 - Now owned by Folded Hills Farm Ltd.



Google

2020 - Currently owned by Folded Hills Farm Ltd.

May 22, 2020 3:36:57 p.m.
Port Alberni





Dec. 13, 2019 11:50:43 a.m.
Port Alberni

Discarded materials and refuse discarded at the front of the property



Dec. 13, 2019 11:51:18 a.m.
Port Alberni



Discarded materials and refuse discarded at the front of the property



Dec. 13, 2019 11:50:53 a.m.
Port Alberni



Discarded materials and refuse discarded at the front of the property.

Dec. 13, 2019 11:50:39 a.m.
Port Alberni

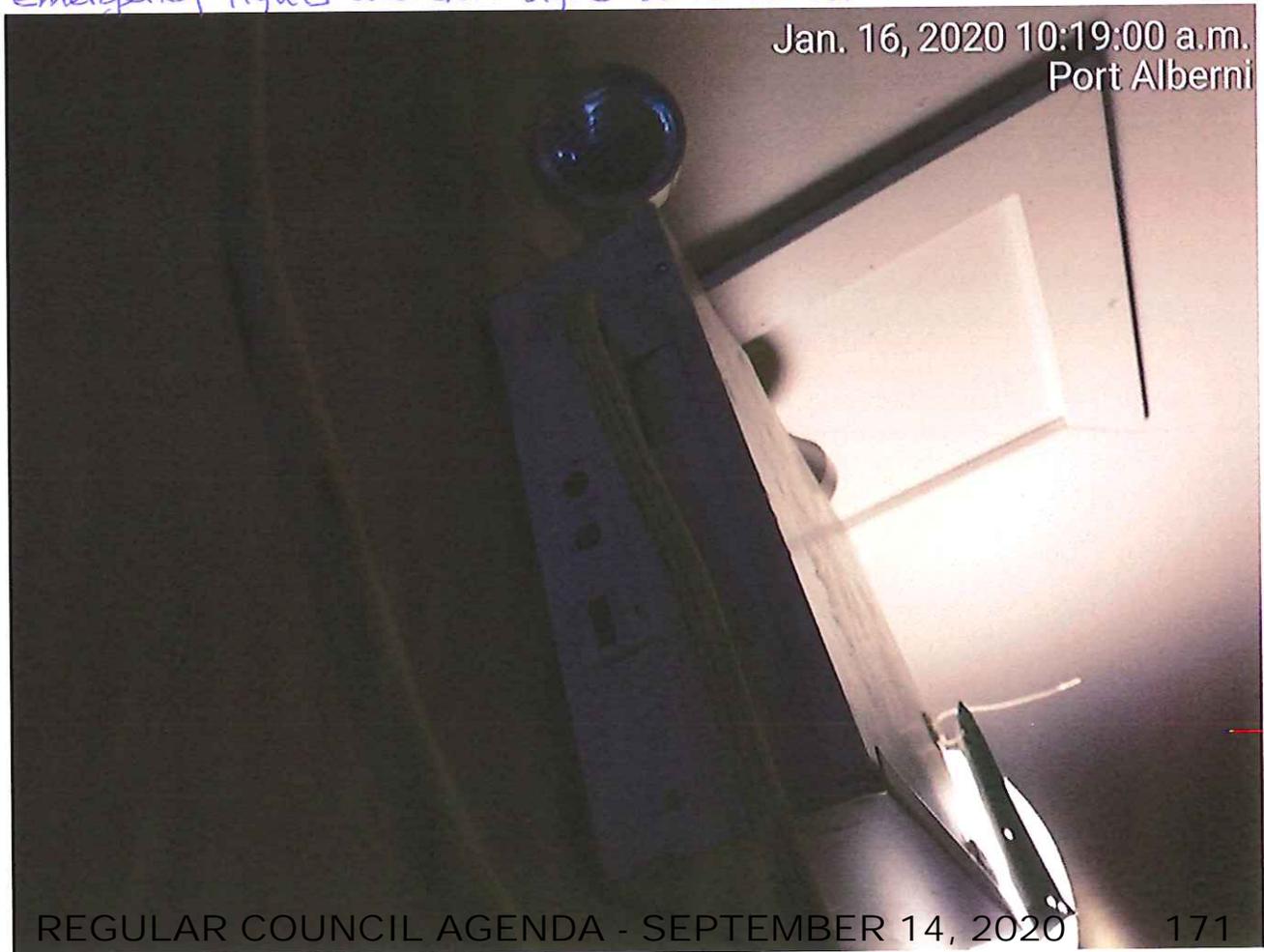


Jan. 16, 2020 10:18:00 a.m.
Port Alberni



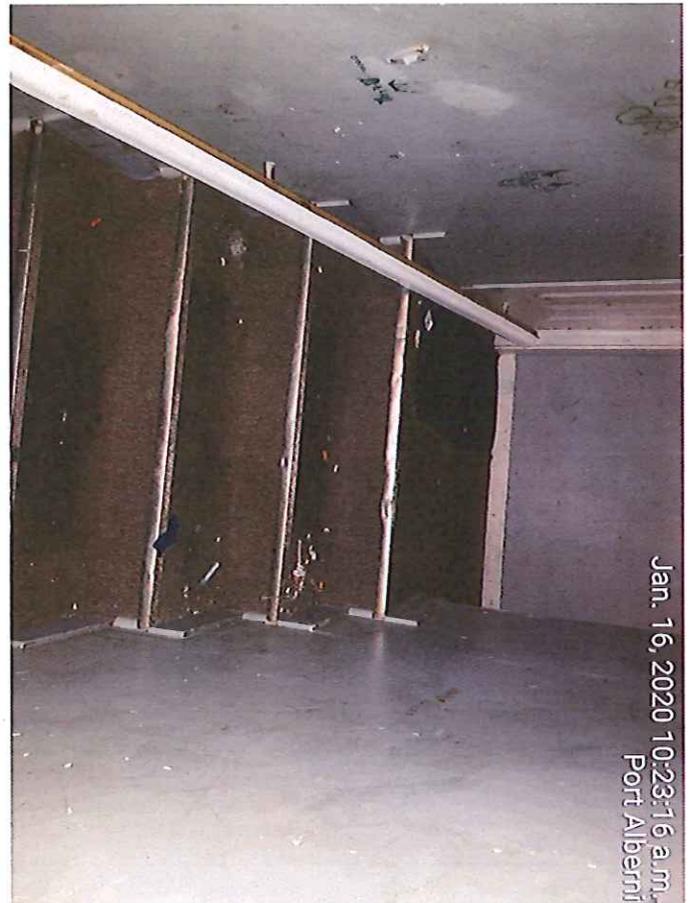
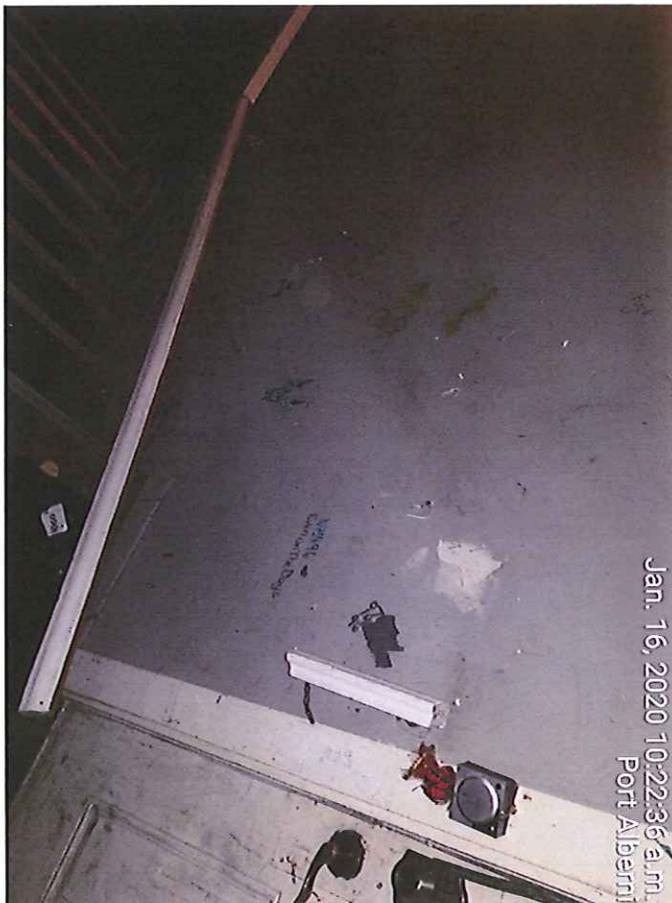
emergency lights and exit signs don't work

Jan. 16, 2020 10:19:00 a.m.
Port Alberni



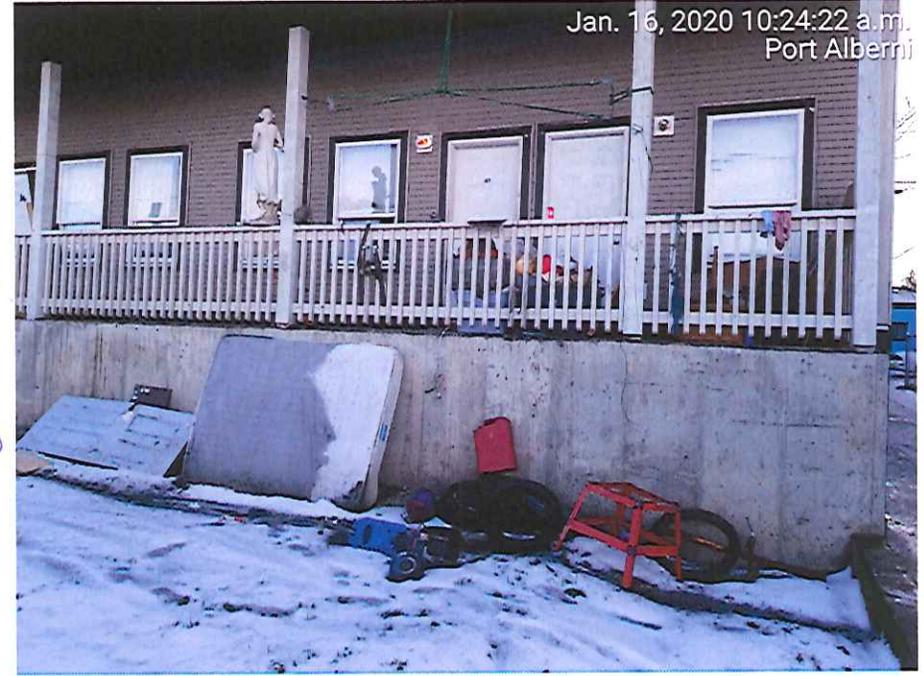


Broken hand rails and scattered litter throughout stairwells



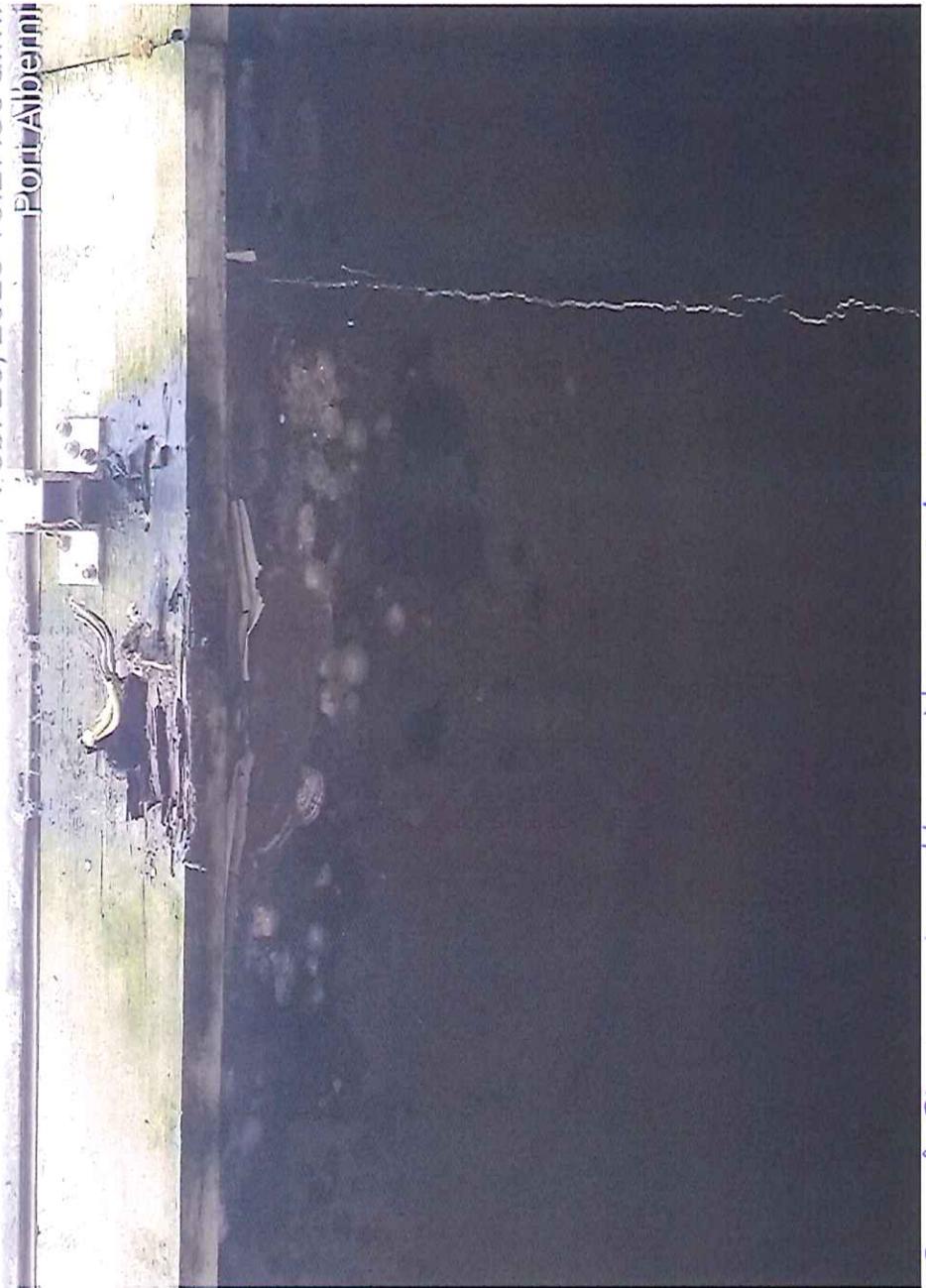


Unsecured garbage, scattered litter and various other debris



Feb. 26, 2020 10:27:35 a.m.

Port Alberni



Second floor deck rotting with exposed wires

Feb. 26, 2020 10:28:13 a.m.

Port Alberni



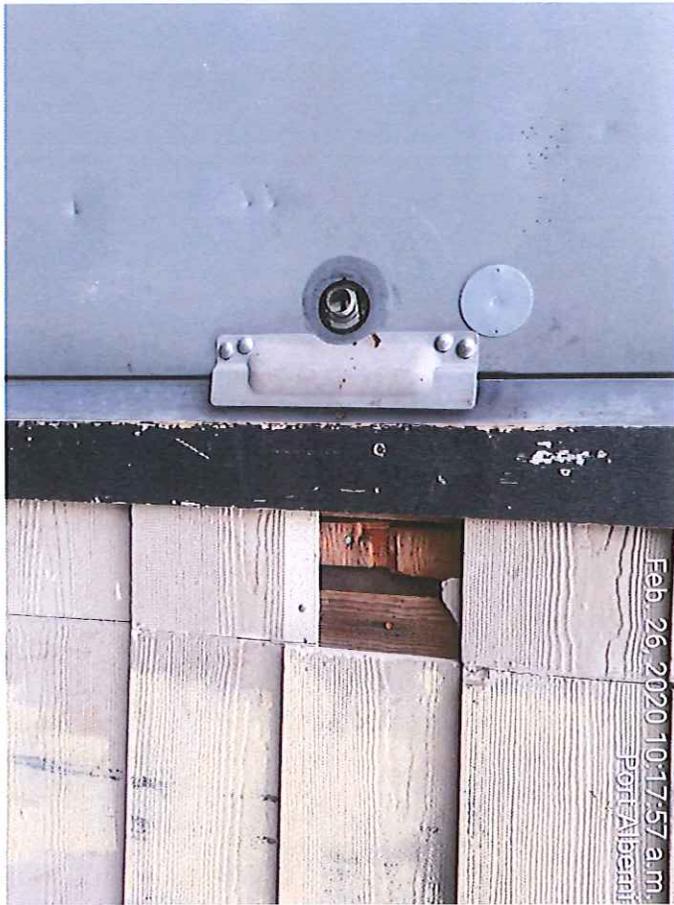
Feb. 26, 2020 10:14:51 a.m.
Port Alberni



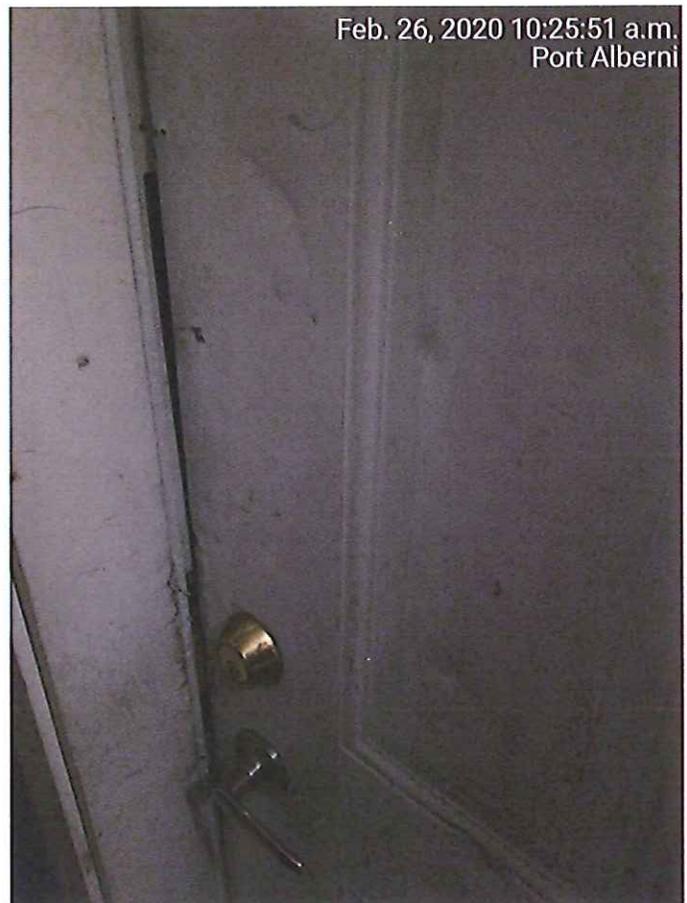
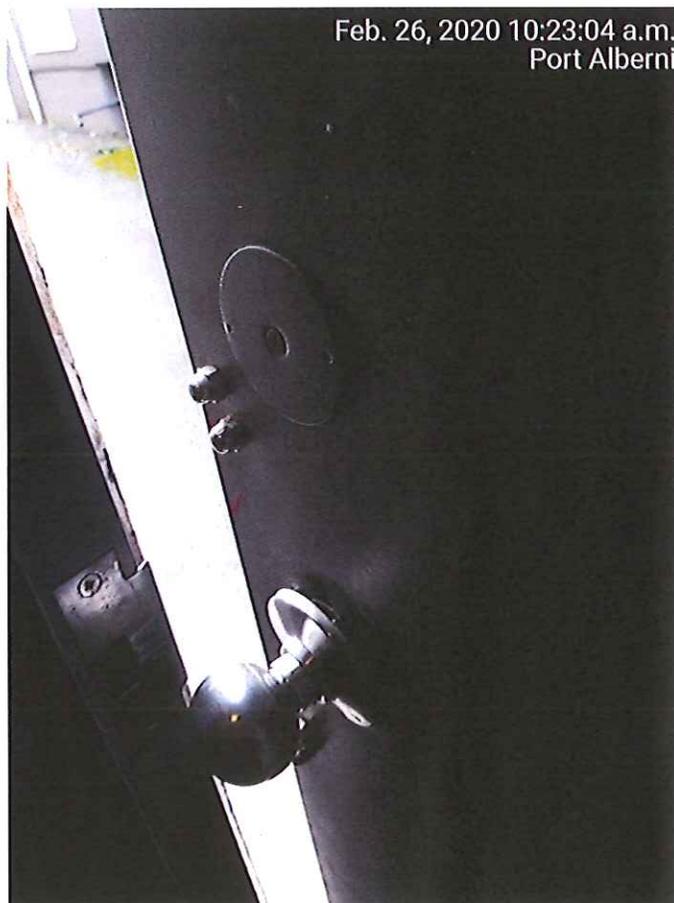
Building remains unsightly - lacking general maintenance

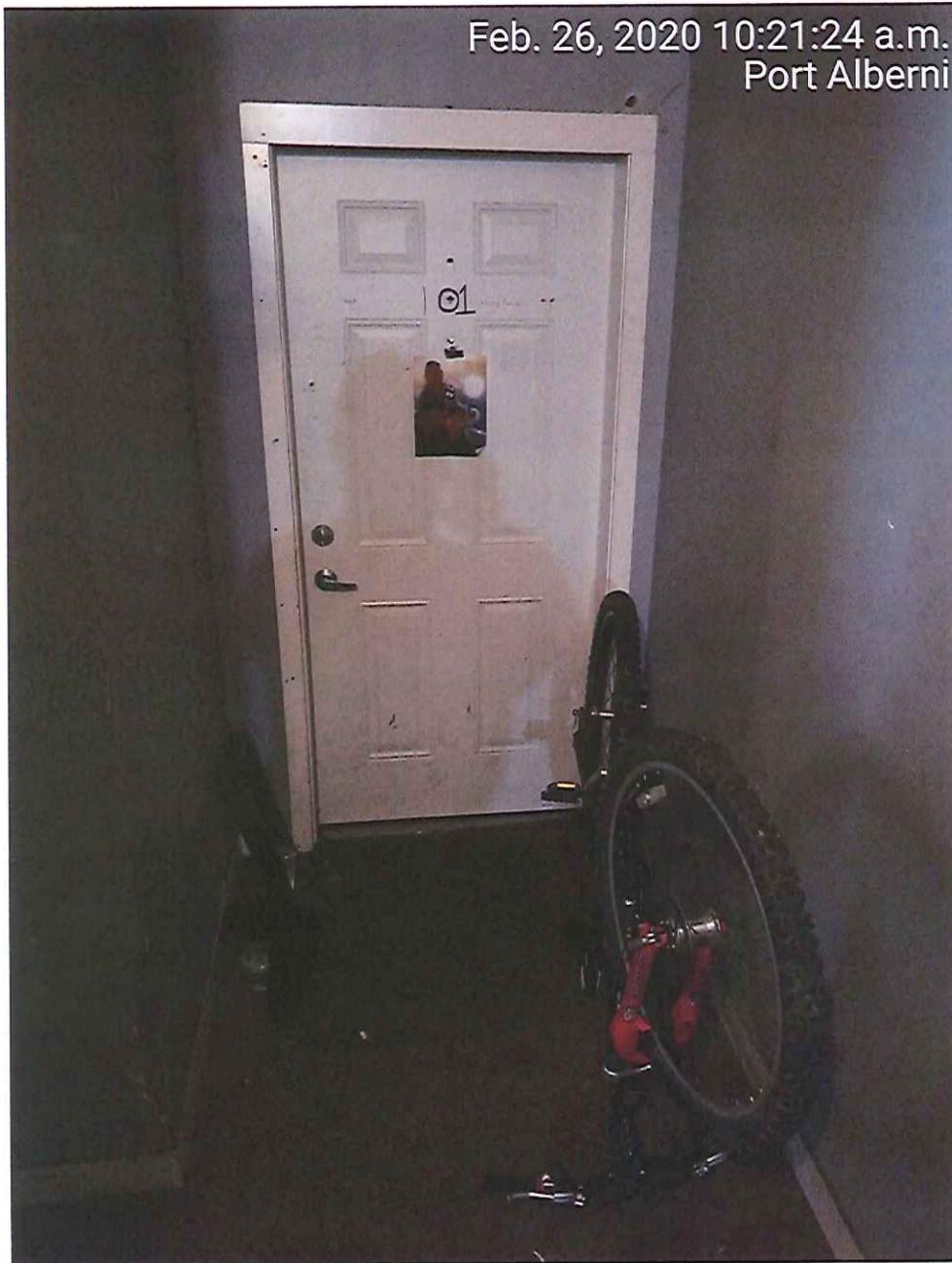
Feb. 26, 2020 10:16:47 a.m.
Port Alberni



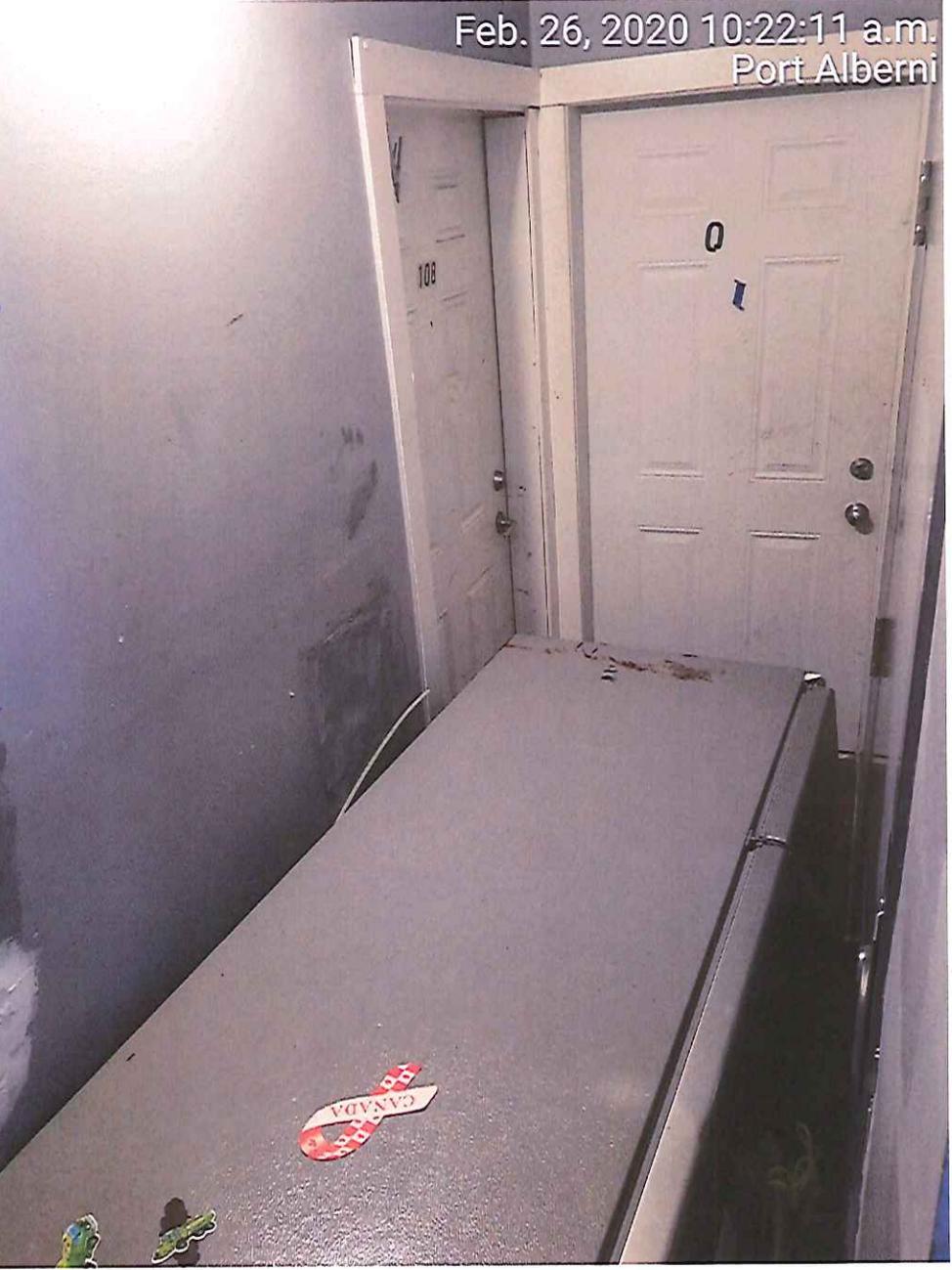


Broken doors, locks and handles throughout the building

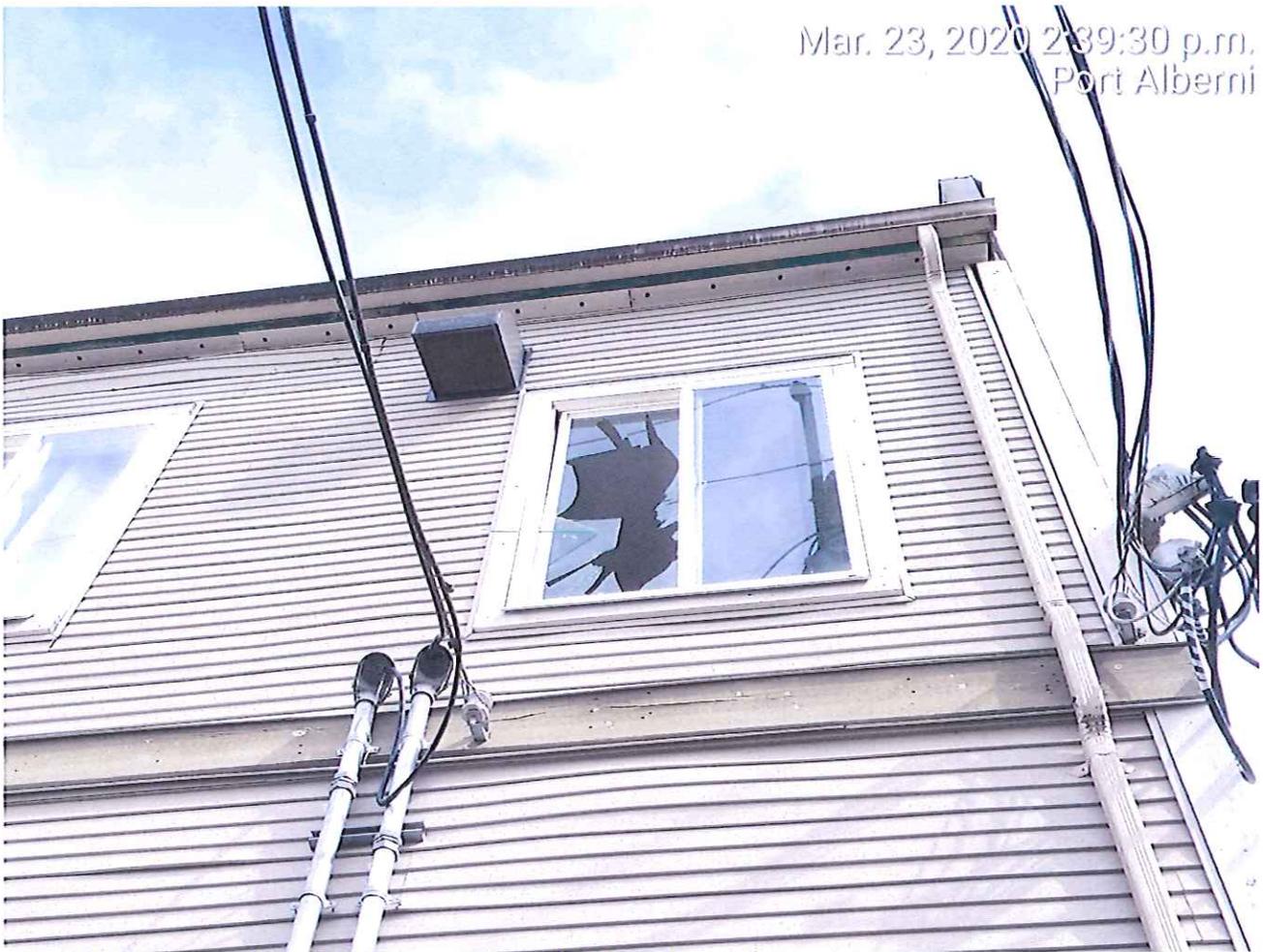




obstructions in hallways - compromised means of egress



Mar. 23, 2020 2:39:30 p.m.
Port Alberni



Broken windows throughout the building



Mar. 23, 2020 2:38:50 p.m.
Port Alberni



Apr. 17, 2020 3:13:01 p.m.
Port Alberni



Apr. 17, 2020 3:16:03 p.m.
Port Alberni

Broken windows covered up with plywood and paper



Apr. 17, 2020 3:17:17 p.m.
Port Alberni

Til Death Do Us Part... *sejt*

9-1-9

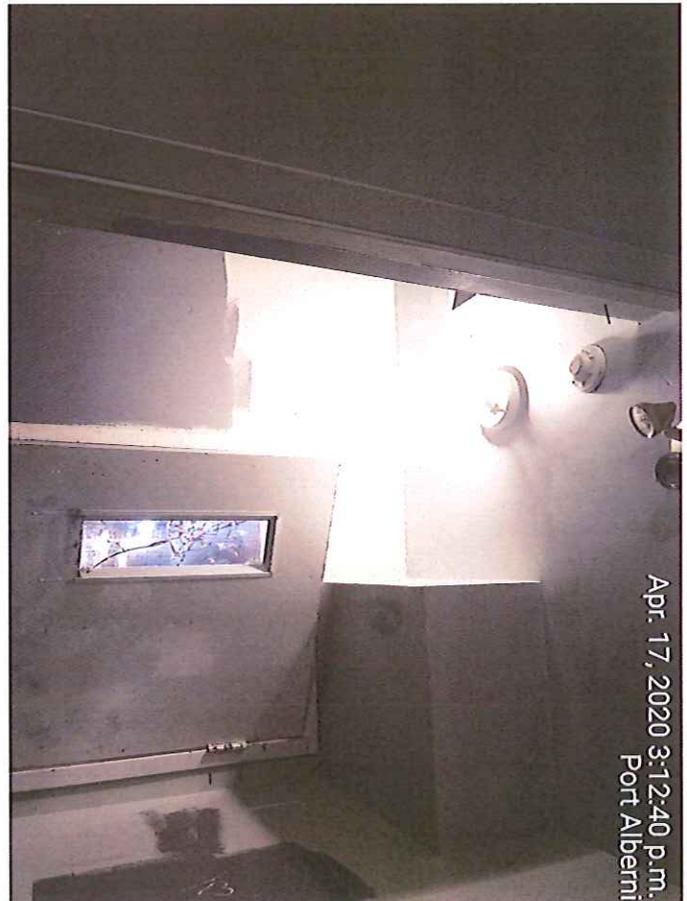
A
B



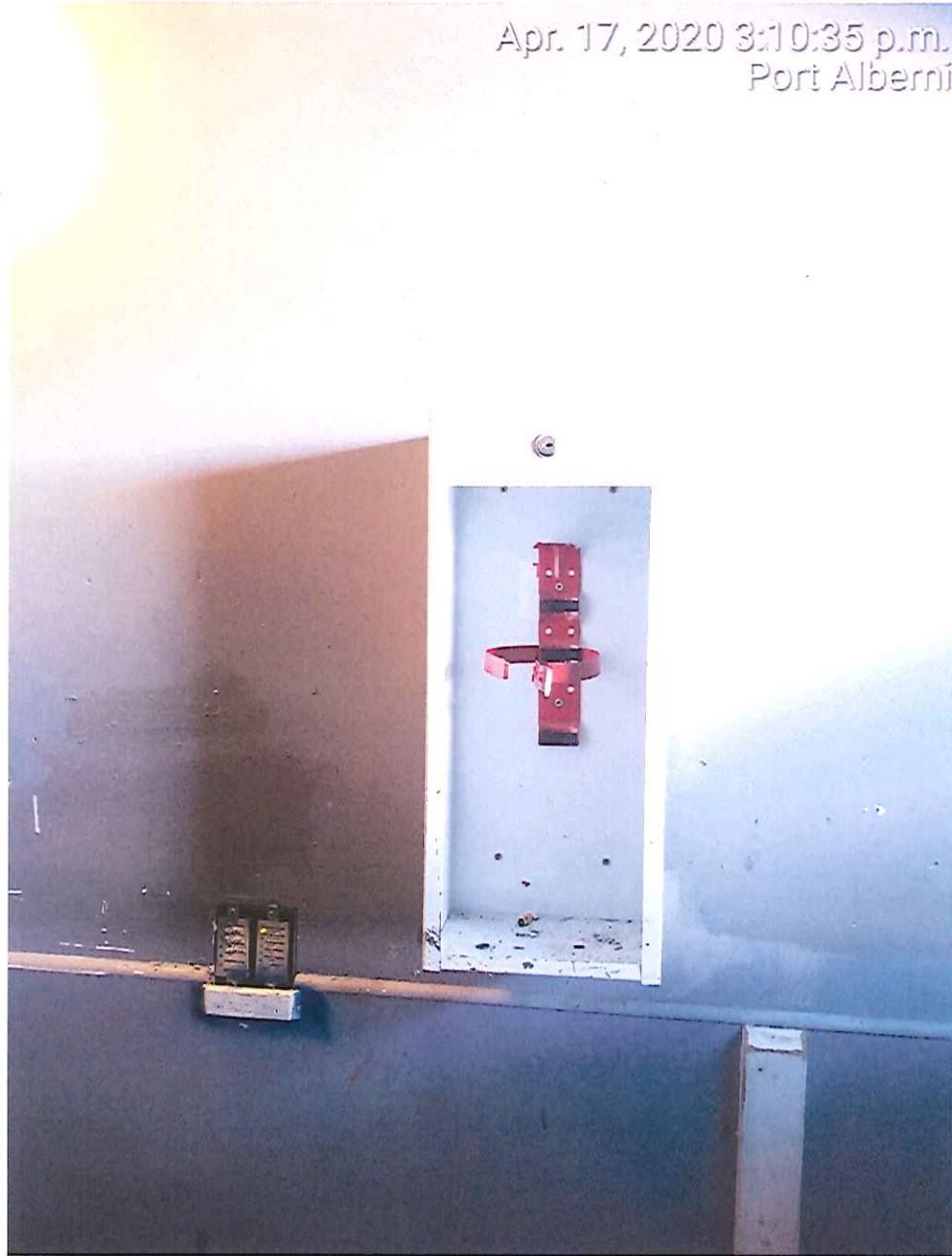
Apr. 17, 2020 3:19:14 p.m.
Port Alberni



Emergency and Fire doors not functioning properly

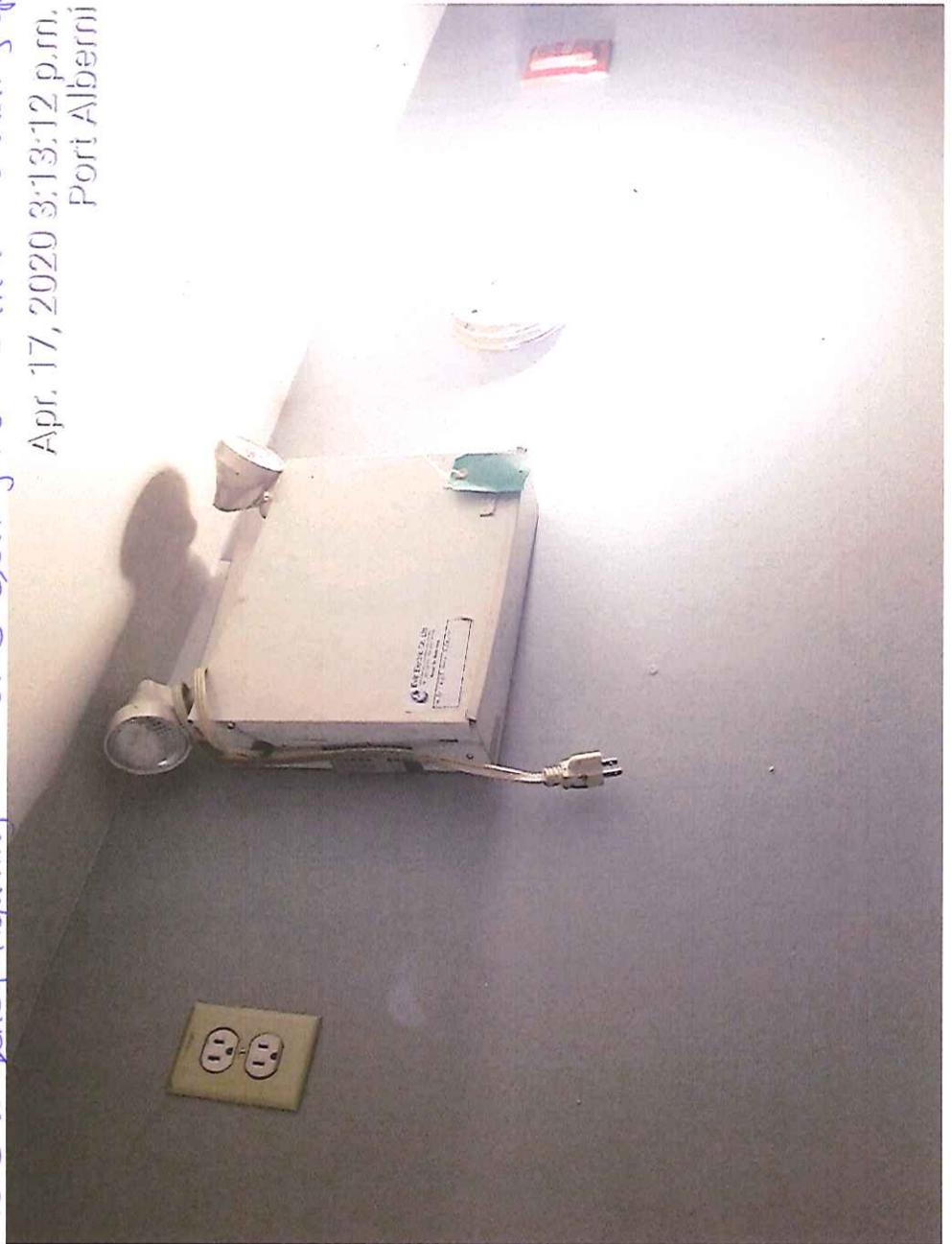


Apr. 17, 2020 3:10:35 p.m.
Port Alberni



No emergency lighting or fire extinguishers in the building operable

Apr. 17, 2020 3:13:12 p.m.
Port Alberni



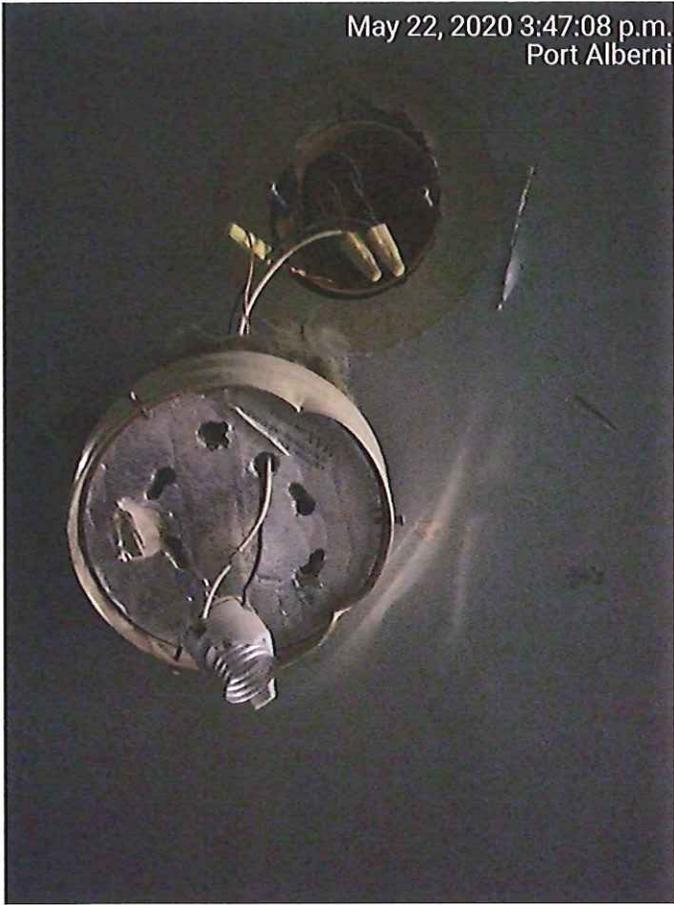


May 22, 2020 3:58:15 p.m.
Port Alberni

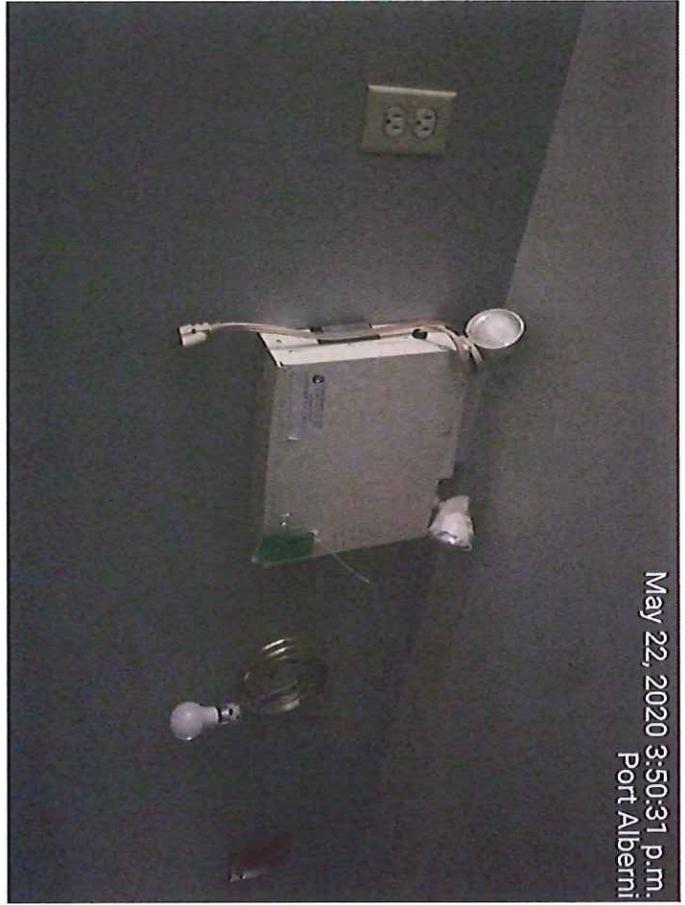
Second floor decks - unsightly and unsafe



May 22, 2020 3:58:23 p.m.
Port Alberni



May 22, 2020 3:47:08 p.m.
Port Alberni

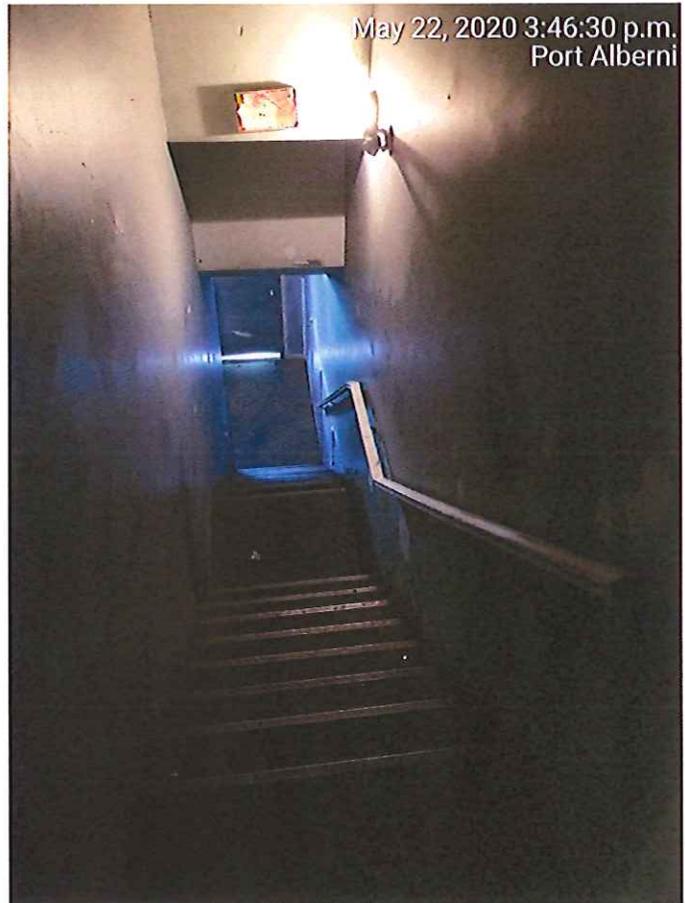


May 22, 2020 3:50:31 p.m.
Port Alberni

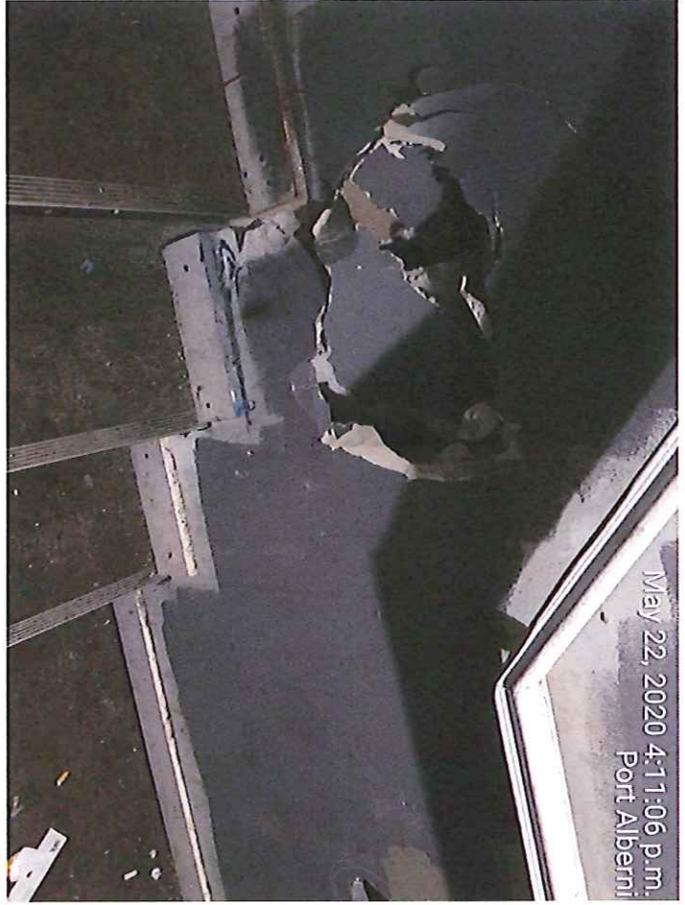
Exposed electrical, broken exit sign, no extinguishers or emergency lighting



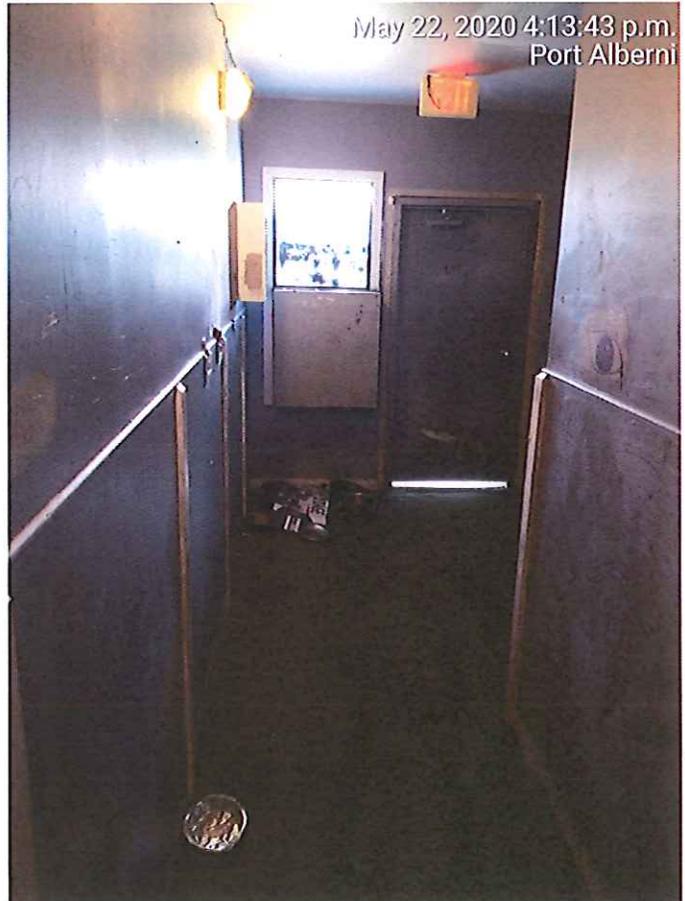
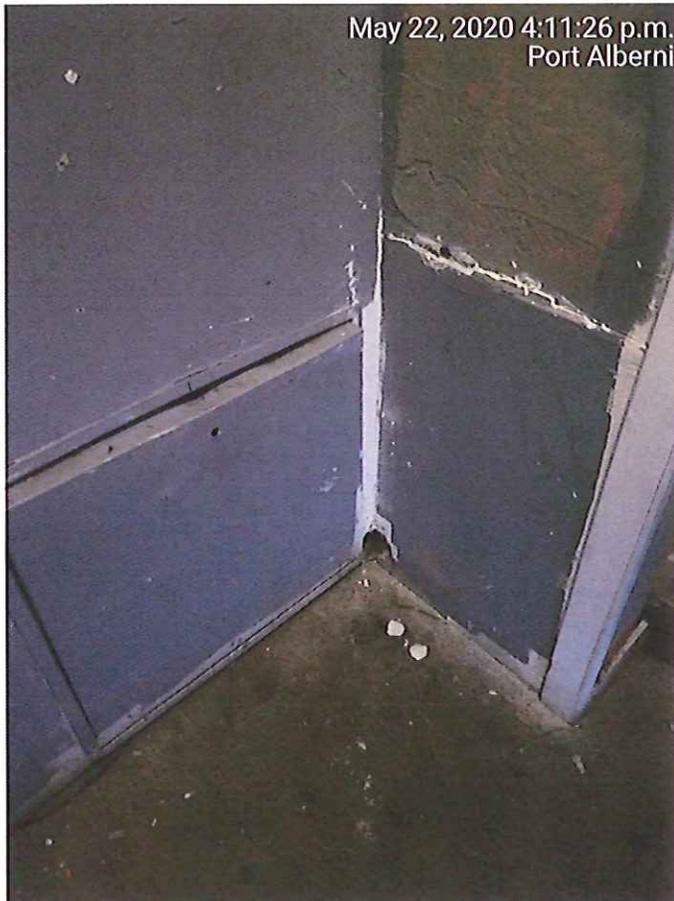
May 22, 2020 3:45:50 p.m.
Port Alberni

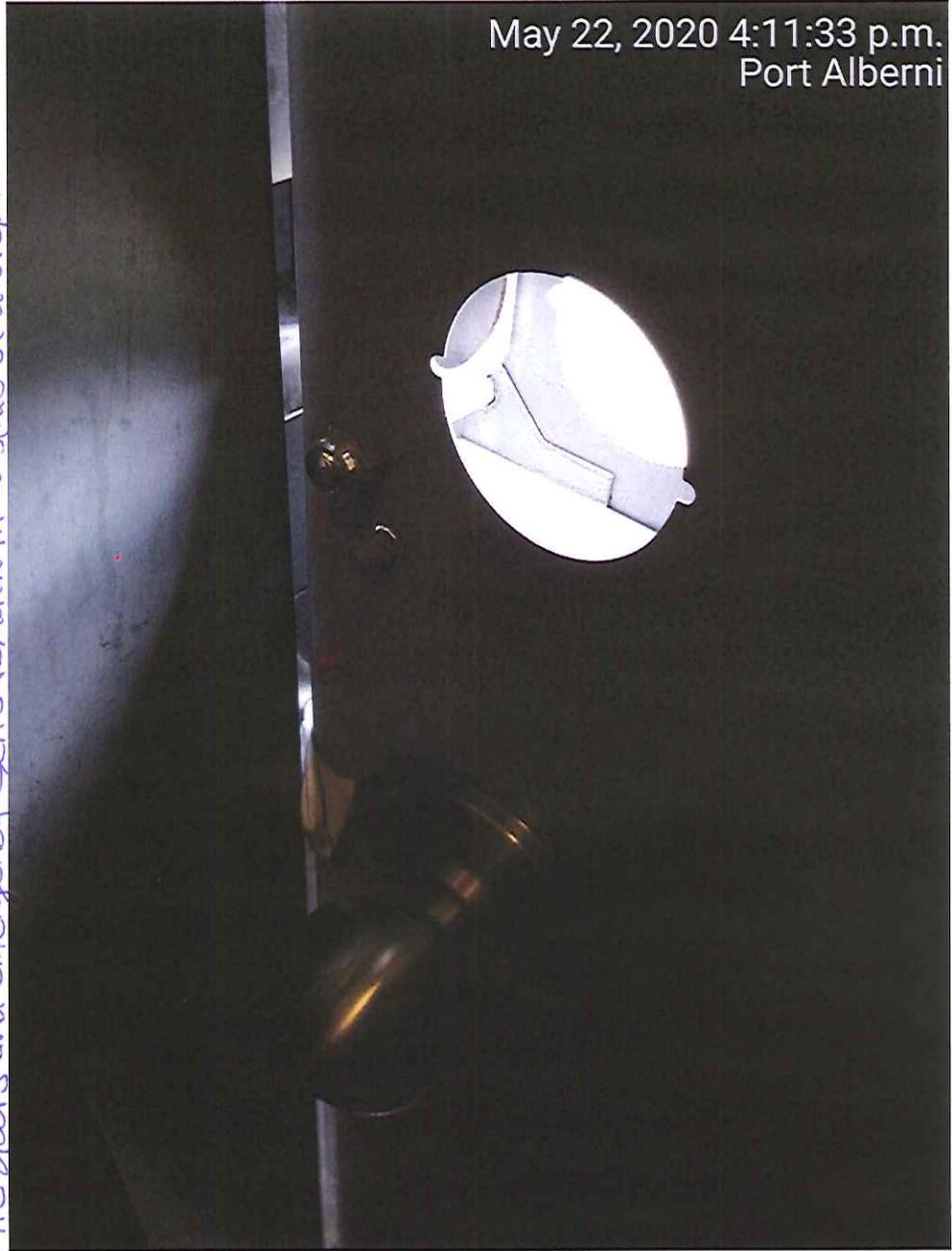


May 22, 2020 3:46:30 p.m.
Port Alberni

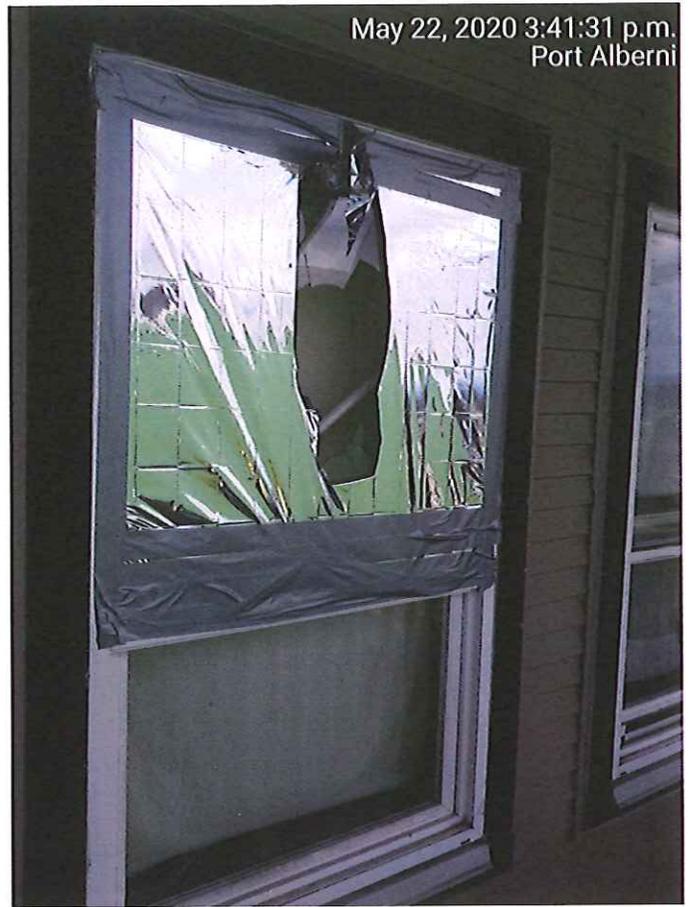
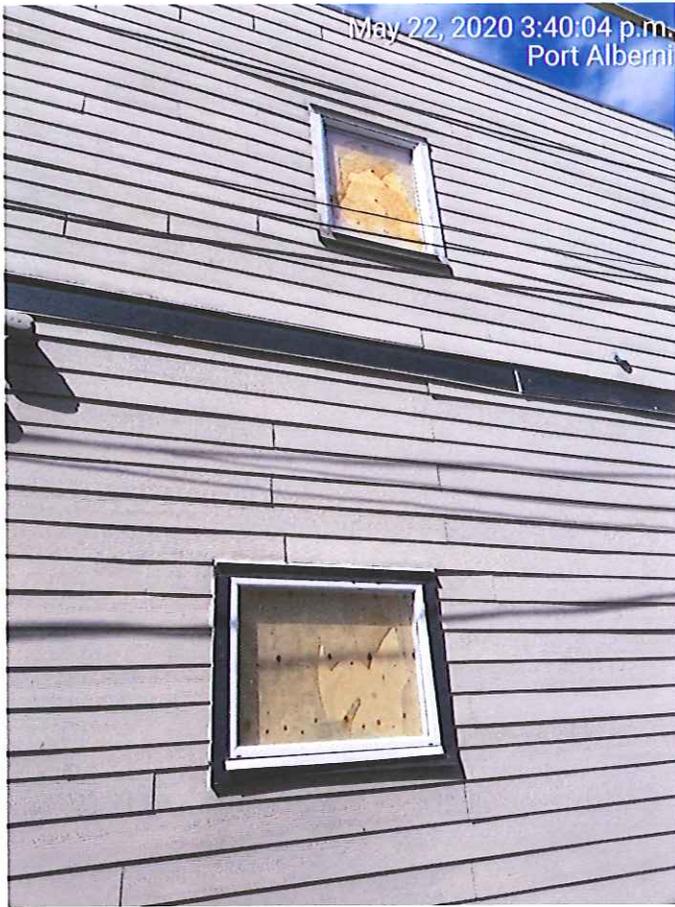


Interior lacks general maintenance and pest control

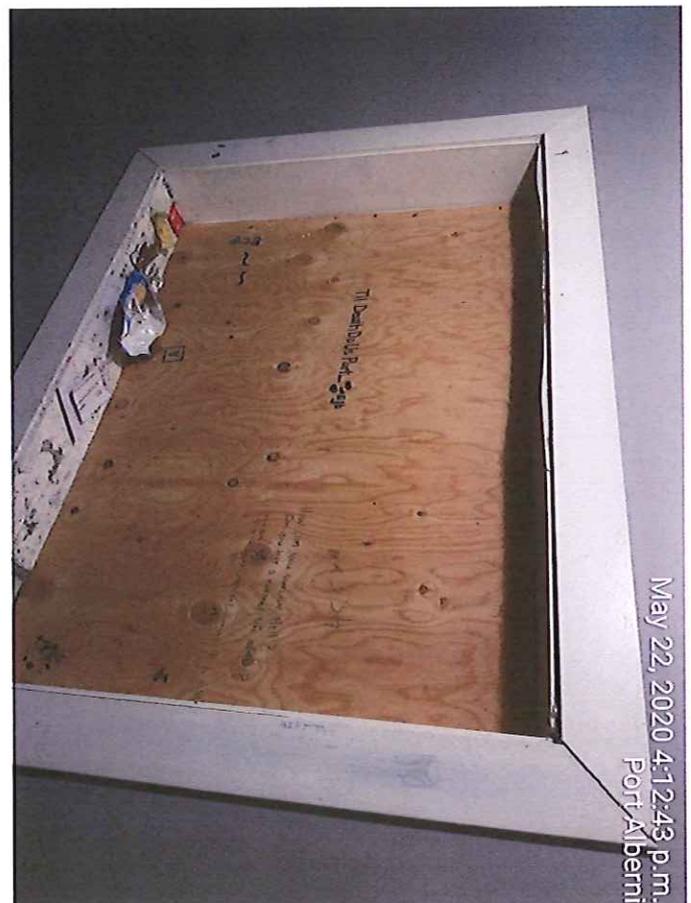
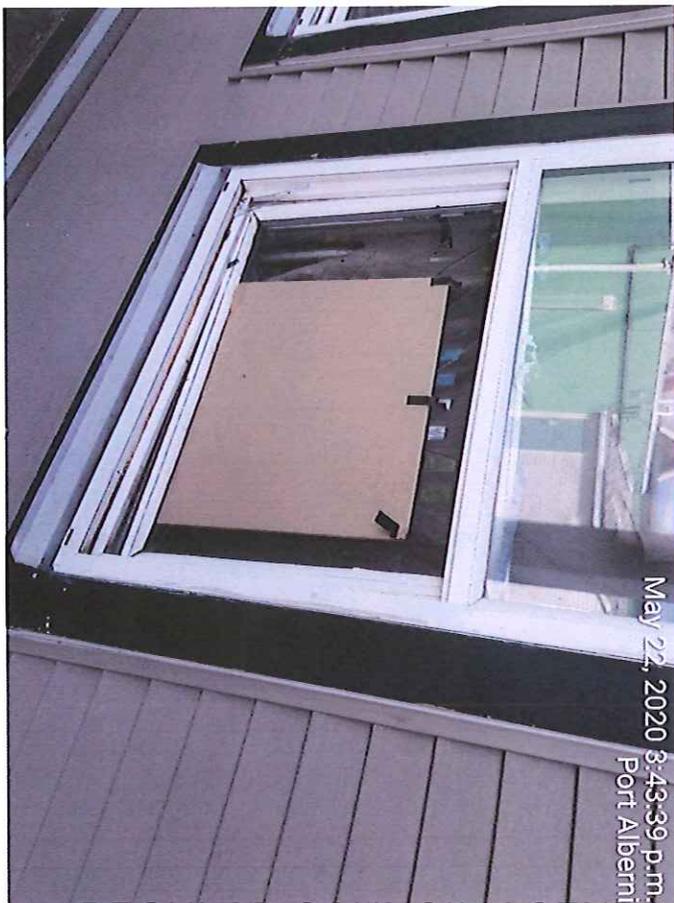




Fire doors and emergency exits remain in a state of disrepair.



Windows remain boarded up with plywood, paper and plastic



May 22, 2020 3:41:05 p.m.
Port Alberni



Property remains unkept and unsightly

May 22, 2020 3:39:22 p.m.
Port Alberni





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

Our File No. 4020-3-NR_3118 3rd Ave

2020-09-01

Gaylene Thorogood
Community Safety Manager
City of Port Alberni

**Re: 3118 3rd Ave, Port Alberni,
LOT 8-9 BLOCK 73 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197**

On August 26, 2020, I attended the Harbourview Apartments at 3118 3rd Ave, Port Alberni at 2:00 pm with Chief Fire Prevention Officer Rick Newberry and Bylaw Enforcement Officer Nathan Bourelle to inspect the Building to go over current deficiencies at the above property.

When onsite I observed many code infractions that would need corrections on the Exterior and Interior of the building at 3118 3rd Ave for the safety of the residents, such as broken windows as a main means of egress, broken or repairable unit main entry doors and door knobs missing of broken, holes in walls used as Fire separations between units on main hallways, missing or broken handrails for main staircases, missing siding or penetrations through Exterior finishes, rotten Fascia boards needing to be replaced.

Overall

- Repair all exterior walls and their components, including coping and flashing, siding and caulking.
- Repair downspouts, and drainage to connected to City Utilities
- Repair all exterior walls. Repair holes, breaks, loose or rotting siding
- Remove graffiti
- All the windows on in Unit 101 need replacement.
- Unit 101 needs a complete renovation. Damage to fire separation wall to hallway.
- 2 windows on second floor hallway need replacement
- Replace damaged, decayed and deteriorated window sashes, window frames and casings on all windows.
- Repair the exterior doors, and door frames to the building.
- Repair or replace all entrance doors and door frames to each apartment. Provide locking door knobs.
- Repair roof leak
- Remove all refuse on property, includes food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;
- All Fire exits to be clear of obstructions (bike).
- Stairwells to be clear of obstructions, lighting and hand rails to be repaired.
- Clean hallway walls, floors and stairwells from garbage, needles, and waste

- Exterminator to confirm any rodents and bedbugs that would need to be eliminated.
- Balconies and porches to be inspected for rot, holes, cracks, excessive wear and warping and repaired.
- Repair all exit signs, emergency lighting in hallways.
- Provide fire extinguishers
- Repair and replace smoke detectors in hallways.
- Need 3rd party inspection and repair for fire alarm system and security lighting. Last inspection was in 2019.

First Floor:

- Unit 101: All 4 windows broken and need replacing, door unsecured, hole in kitchen roof and needs new flooring, plus fire separation between unit and hallway.
- Unit 102: No access granted.
- Unit 103: Living room power outlet has been blown and needs to be replaced, broken window.
- Unit 104: Heater in the bedroom and bathroom not working.
- Unit 105: No access granted.
- Unit 106: Hoarder has filled suite with various items, door has been removed from property manager. Replace door.
- Unit 107: No access granted.
- Unit 108: No access granted.

Second Floor:

- Unit 201: Reported no hot water (water tank needs to be replaced or fixed), no working stove.
- Unit 202: Remove padlock on the front door and replace with proper lock.
- Unit 203: Railing rot and no brace on the balcony (wobbles and unsafe), kitchen sink leaks creating black mold under sink, heaters not working, needs new thermostat, new door knobs/handles.
- Unit 204: No access granted.
- Unit 205: No access granted.
- Unit 206: Cracked window, patio door knob, new door frame.
- Unit 207: New door required.
- Unit 208: New door, frame and locks required.

Thank you,



Rob Gaudreault
Acting Building Inspector
City of Port Alberni



Royal Gendarmerie
 Canadian royale
 Mounted du
 Police Canada

Security Classification/Designation
 Classification/désignation sécuritaire

Unclassified

OIC Port Alberni Detachment
 4444 Morton Street
 Port Alberni, BC
 V9Y 4M8

Your File Votre référence

City of Port Alberni

Our File Notre référence

2020-09-03

3118 3rd Avenue, Port Alberni

Harbour View Apartments

The RCMP have received 47 calls for service to 3118 3rd Avenue between January 1, 2020 and August 31, 2020. This is an increase from 38 calls over the same time period in 2019, while the overall number of police files in Port Alberni and surrounding area has seen a slight decrease. Recent calls for service include mental health, assaults, substance abuse and mischief to property. Police have responded to all of these calls within the past 8 months.

During routine patrols of the premise, police have observed the tenants of the building to be living in deplorable conditions which include the excessive accumulation of human waste and refuse in the hallways and blocking exits and entrances. The building is in a general state of disrepair and no longer possesses the basic amenities required to provide a safe living environment for tenants.

Police routinely observe persons in their open rooms or in the hallways under the influence of opiates and other illicit drugs. Some of these persons have become the subject of a medical overdose emergency.

Yours truly,

Inspector E. Rochette
 Officer in Charge
 Port Alberni Detachment

Gaylene Thorogood

From: Mike Owens
Sent: March 23, 2020 9:37 AM
To: Gaylene Thorogood
Cc: Wes Patterson
Subject: FW: 3118 3rd
Attachments: IMG_2031.JPG; IMG_2033.JPG; IMG_2034.JPG; IMG_2035.JPG; IMG_2036.JPG; IMG_2037.JPG; IMG_2029.JPG; IMG_2030.JPG

Good morning Gaylene,

Last night we had yet another call at 3118 3rd Ave. As you can see by the pictures there was significant vandalism in the structure.

Looking back through our records management system the following incidents in 2020 have already been filed as "Building Alarms – No Fire Found":

Jan 9, 2020: Detector found in lower hallway was activated with no apparent reason.

Jan 20, 2020: Building rep, Bill Gosse indicated that they had some leaks in the roof as a potential cause. Bill advised to get an Electrician in and have the system fixed. He agreed.

Jan 21, 2020: Building rep, Dan Best, advised that they would have to contact an Electrician to check the system. He agreed.

Feb 4, 2020: People seen smoking in the area of the smoke alarm prior to alarm activation.

Feb 11, 2020: Residents reported people smoking in the area prior to the alarm.

Feb 25, 2020: Alarm activation. Nothing found.

Mar 23, 2020: Intentional setting off of alarm. Dry chem extinguisher dispensed in 2nd floor hallway.

I believe that we need to start fining as per the Fire Control Bylaw Section 19(a) "Activation of Fire Alarm System" with regards to section 28(a) The owner or occupier of premises containing a Fire Alarm System shall, on the occurrence of a fourth False Alarm and for each subsequent False Alarm occurring in any 12 month period pay the City a fee for each such False Alarm in accordance with the Fees and Charges Bylaw.

If we are looking at the full 12 month period then the following incident may apply:

Dec 15, 2019: Property rep indicated that the alarm was from the water leak from earlier with the tradesman scheduled to come tomorrow to fix it and another to repair the fire alarm.

Dec 13, 2019: No reason found for alarm.

Dec 7, 2019: Potentially from washing machine flooding.

Dec 5, 2019: Cigarette or Vape smoke

Nov 24, 2019: No reason found for alarm.

Nov 22, 2019: No reason found for alarm.

Nov 20, 2019: No reason found for alarm.

Sept 23, 2019: Smoking in hallway.

Sept 15, 2019: No reason found for alarm.

Aug 19, 2019: Pellet gun shot at detector.

Aug 11, 2019: No reason found for alarm.

July 29, 2019: Slight odor in hallway.

July 11, 2019: No reason found for alarm.

Jun 27, 2019: Smoking in hallway.

Jun 24, 2019: No reason found for alarm.
May 31, 2019: No reason found for alarm.
May 8, 2019: No reason found for alarm.
Apr 4, 2019: Fireworks set off inside building.
Apr 3, 2019: No reason found for alarm.
Mar 27, 2019: No reason found for alarm.
Mar 26, 2019: Report details missing.

So that is 7 false alarms so far in 2020 and 27 in the last 365 days. Although the bylaw allows us to go back 365 days it makes it a bit confusing, does that restart the 1 year clock as of the date that you fine? I would say that we should use a calendar year and fine them for the past 4 false alarms.

In one of the pictures from last night you can see that there is bicycle storage in the hallways contrary to Section 21(c) NO OBSTRUCTIONS "Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the Building Code, Fire Services Act, Fire Code or the Building Bylaw or the Building Standards Bylaw are properly maintained and remain unobstructed at all times." I think that this could be a warning that if subsequent evidence is found it will be fined on.

Also the unplugged emergency exit light is contrary to Section 16(a) FIRE PROTECTION EQUIPMENT "Every owner of a premises must ensure that all Fire Protection Equipment required under the Building Code or Fire Code is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the Building Code, the Building Bylaw, the Fire Code, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments." Again, this could be a warning this time but it will be fined on in the future.

Also it is my recommendation that this building go back onto the nuisance building list.

Not sure who should get involved with the general disrepair of the building due to the latest vandalism.

Thanks,
Mike

From: John Haley
Sent: March 23, 2020 04:43
To: Rick Newberry <rick_newberry@portalberni.ca>
Cc: Wes Patterson <wes_patterson@portalberni.ca>; Mike Owens <mike_owens@portalberni.ca>
Subject: 3118 3rd

Rick;
FYI
This morning we attended 3118 3rd ave for an alarms call. It appears the building has suffered some vandalism. There is damage to the fire extinguishers, fire extinguisher mounting systems, lower floor fire door, hand rail in the back stair well, windows, emergency lighting and some storage in the hallway.

John Haley



Fire Prevention Office
Port Alberni Fire Department
3699 10th Avenue Port Alberni, BC V9Y 4W3
Ph: 250.724.1351 Fax: 250.723.5652

March 25, 2020

Re: **Harbourview Apartments**
3118 3rd Avenue
Port Alberni

To: Folded Hills Farm

This letter is sent to you regarding the potential fees that will be incurred to you as a result of the number of "false alarm calls" the City of Port Alberni Fire Department has responded to at the property noted above. The fees are in accordance with City of Port Alberni Bylaw #4876 "*Fire Control Bylaw*". The fees for this will be \$200.00 for the next and each additional false alarm according to Schedule A, Section F, line 8.

Bylaw #4876 "*Fire Control Bylaw*" Section 28

FALSE ALARM INCIDENT FEES

- (a) The owner or occupier of premises containing a *Fire Alarm System* shall, on the occurrence of a fourth *False Alarm* and for each subsequent *False Alarm* occurring in any 12 month period, pay the *City* a fee for each such *False Alarm* in accordance with the *Fees and Charges Bylaw*.
- (b) Where an owner or occupier makes documented improvements to a *Fire Alarm System* through a fire protection technician, or takes other steps acceptable to the *Fire Chief*, to reduce or eliminate future *False Alarms*, then, upon receipt of an application in writing within thirty days of the most recent *False Alarm*, the *Fire Chief* may deem for the purposes of the above subsection (a) that, until another *False Alarm* occurs, no *False Alarm* of the *Fire Alarm System* has occurred.
- (c) Where a person fails to notify the monitoring company or the *Fire Department* when carrying out testing, repair, maintenance, adjustments or alterations to a *Fire Alarm System*, as required by this Bylaw, and such failure results in the activation of the *Fire Alarm System* resulting in a response by the *Fire Department*, that occurrence will be deemed to be a *False Alarm* for the purposes of this Bylaw.

For more information please contact me directly or to get a copy on this Bylaw, please see:

http://www.portalberni.ca/sites/default/files/bylaws/4876_FireControlBylaw2015.pdf

Rick Newberry,

Chief Fire Prevention Officer
Port Alberni Fire Department
Direct: 250.720.2542 | Email: rick_newberry@portalberni.ca



Memorandum

Fire Prevention Office - Port Alberni Fire Department

3699 10th Avenue
Ph:250.724.1351

Port Alberni, BC
Fax:250.723.5652

V9Y 4W3

To: Ashley Gong

DATE: April 22, 2020

SUBJECT: False Alarm Incident Fees

Hi Ashley,

Please invoice:

Folded Farms
1725 Beach Drive, # 208
Victoria, BC
V8R 6H9

\$200.00.00 plus applicable taxes, as per **Fire Control Bylaw 4876, 28 (a) False Alarm Incident Fees**. This was for an Alarms call at 3118 3rd Avenue, Port Alberni, BC, with no fire that occurred on April 15, 2020 at 12:07. Please find attached a letter that was sent to the property owner on March 25th,2020 to advise him of the number of calls and the consequences. The previous calls were on Jan 9, 20, 21, Feb 11, 25, and Mar 23rd.

Thank you,

Rick Newberry,
Fire Prevention Division

Gaylene Thorogood

From: Rick Newberry
Sent: April 17, 2020 2:45 PM
To: Nathan Bourelle
Subject: Harbourview Apartments Bylaw Infractions
Attachments: 20200325 3118 3rd Ave. False Alarm Notice.pdf; IMG_2048.JPG; IMG_2049.JPG; IMG_2050.JPG; IMG_2051.JPG; IMG_2053.JPG

Hi Nathan,

Chief Owens has requested that you ticket Harbourview Apartments for the following Bylaw Infractions.

1) Bylaw # 4876 " Fire control Bylaw" section 28 FALSE ALARM INCIDENT FEES (a) .

This was for an Alarms call with no fire that occurred on April 15, 2020 at 12:07. Please find attached a letter that was sent to the property owner on March 25th,2020 to advise him of the number of calls and the consequences. The previous calls were on Jan 9, 20, 21, Feb 11, 25, and Mar 23rd.

2) Bylaw # 4876 " Fire Control Bylaw" section 21 NO OBSTRUCTIONS (c). Schedule D Obstruction of Exits. This is a result of a Fire Exit Door found welded shut while at the alarms call on April 15, 2020. Please see attached Pictures.

If you have any questions feel free to call me.



Rick Newberry

Chief Fire Prevention Officer

A Port Alberni Fire Department, 3699 10th Avenue, Port Alberni, BC V9Y 4W3

O 250.720.2542 **W** portalberni.ca





Fire Prevention Office
Port Alberni Fire Department
3699 10th Avenue
Port Alberni, B.C.,
V9Y 4W3
Ph: (250) 724-1351
Direct: (250) 720-2542
Fax: (250) 723-5652
e-mail: randy_thoen@portalberni.ca

August 25, 2020

Gaylene Thorogood

Re: 3118 3rd Avenue, Port Alberni, BC.
Lot 8-9, Block 73, District Lot 1, Alberni District, Plan 197

The following are calls that the Fire Department responded to this address,

May – 1 First Responder, 2 Alarms no Fire
June 1 Assistance call
July – 3 Alarms no Fire
August – 1 First Responder, 2 Alarms no Fire

CFPO walk through with By-law on August 19th 2020 and the photos are attached.

The violations noted below are the most urgent of the current violations of the British Columbia Fire Code.

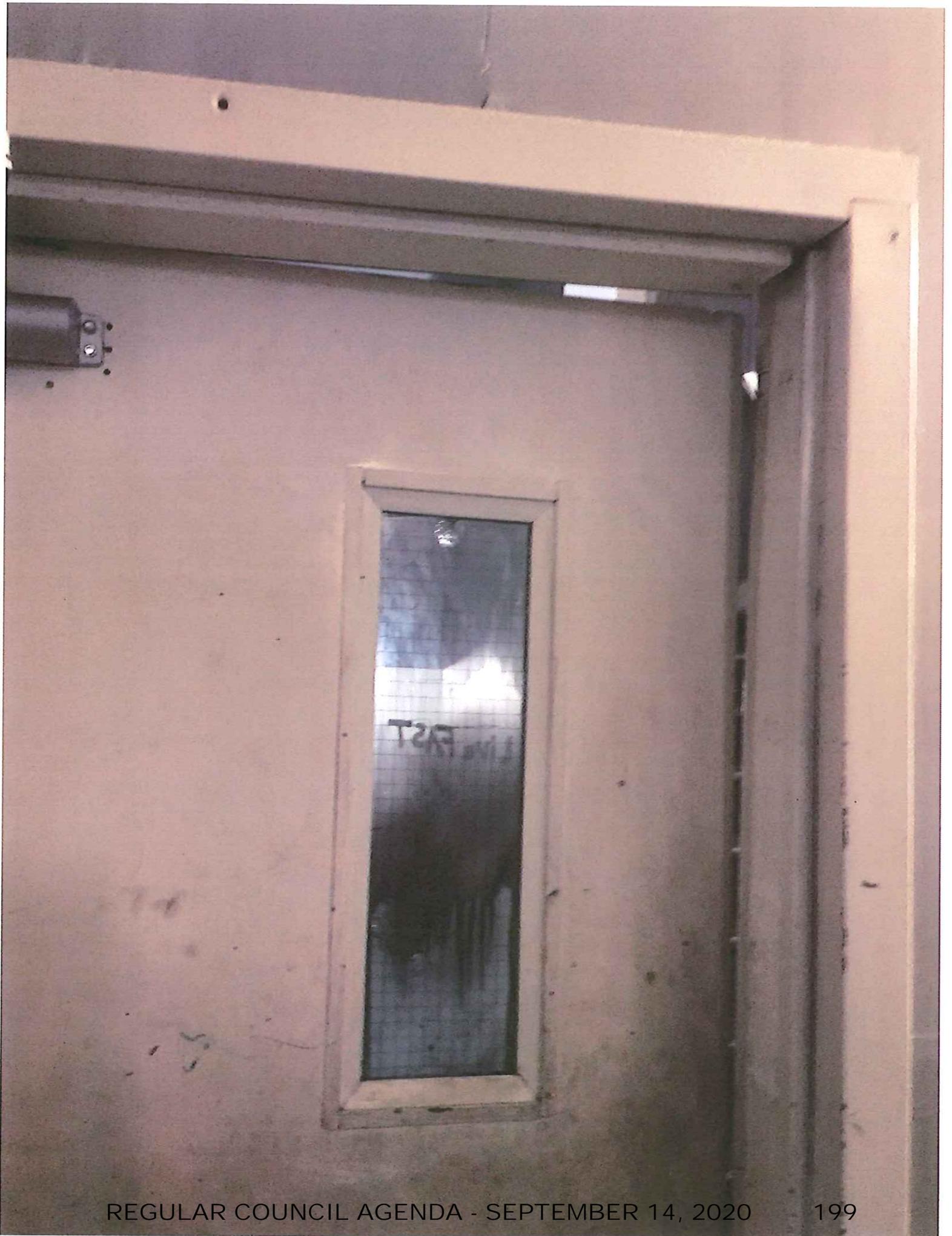
The violations are as follows:

- 1) Fire alarm – 1 pull stations are missing glass bars, and the alarm annunciator panel at the front entrance is missing a cover
- 2) Fire separations – there are several holes in the drywall at both entrance/exits as well as along both 1st and 2nd floor hallways.
- 3) Fire closures – the main entrance to the building and the door at the top of the west stairwell do not close and latch properly.
- 4) Emergency lighting – missing or not working.
- 5) Exit Signs – all broken
- 6) Fire Extinguishers – all missing

Rick Newberry
Chief Fire Prevention Officer
LAFC #1957







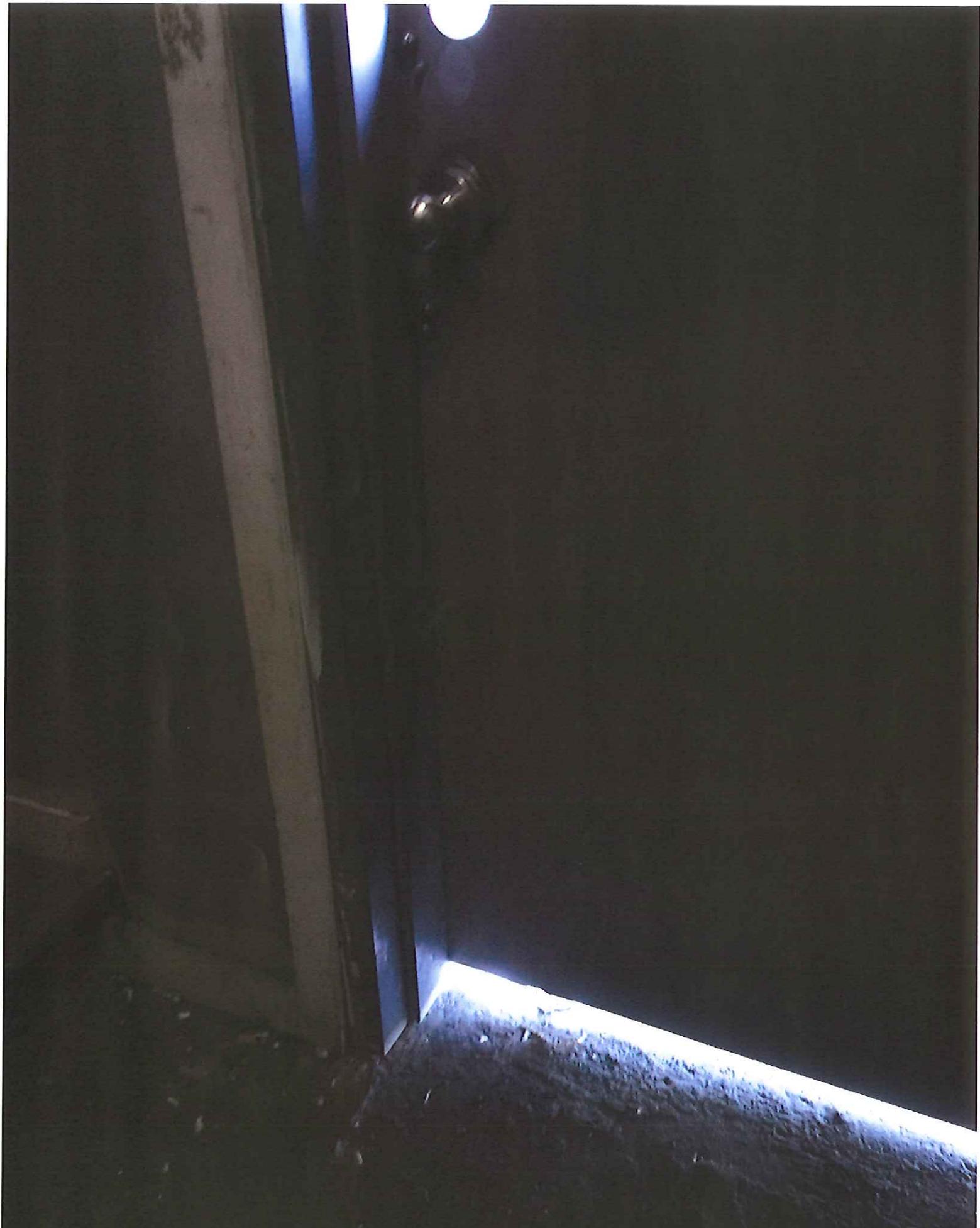


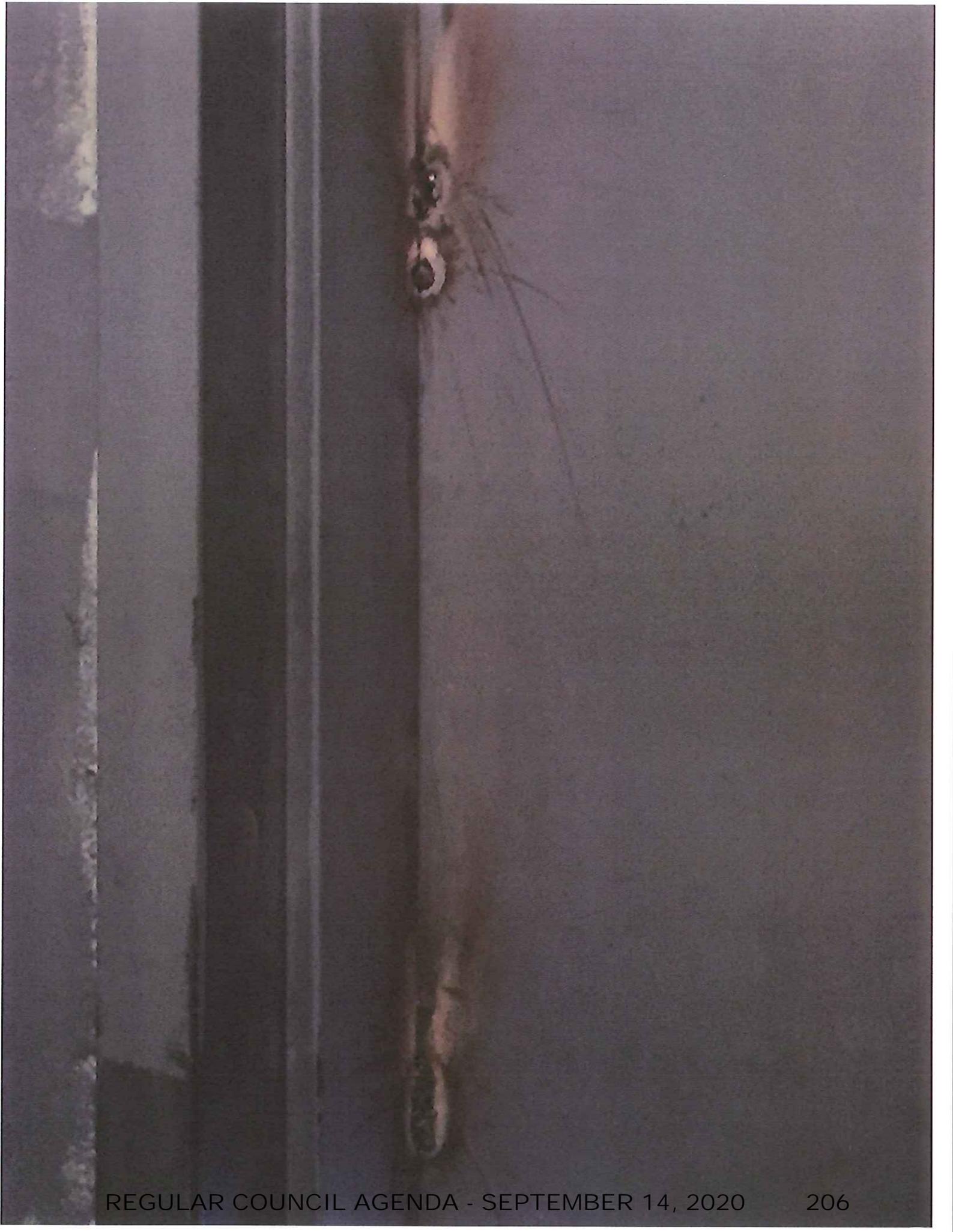


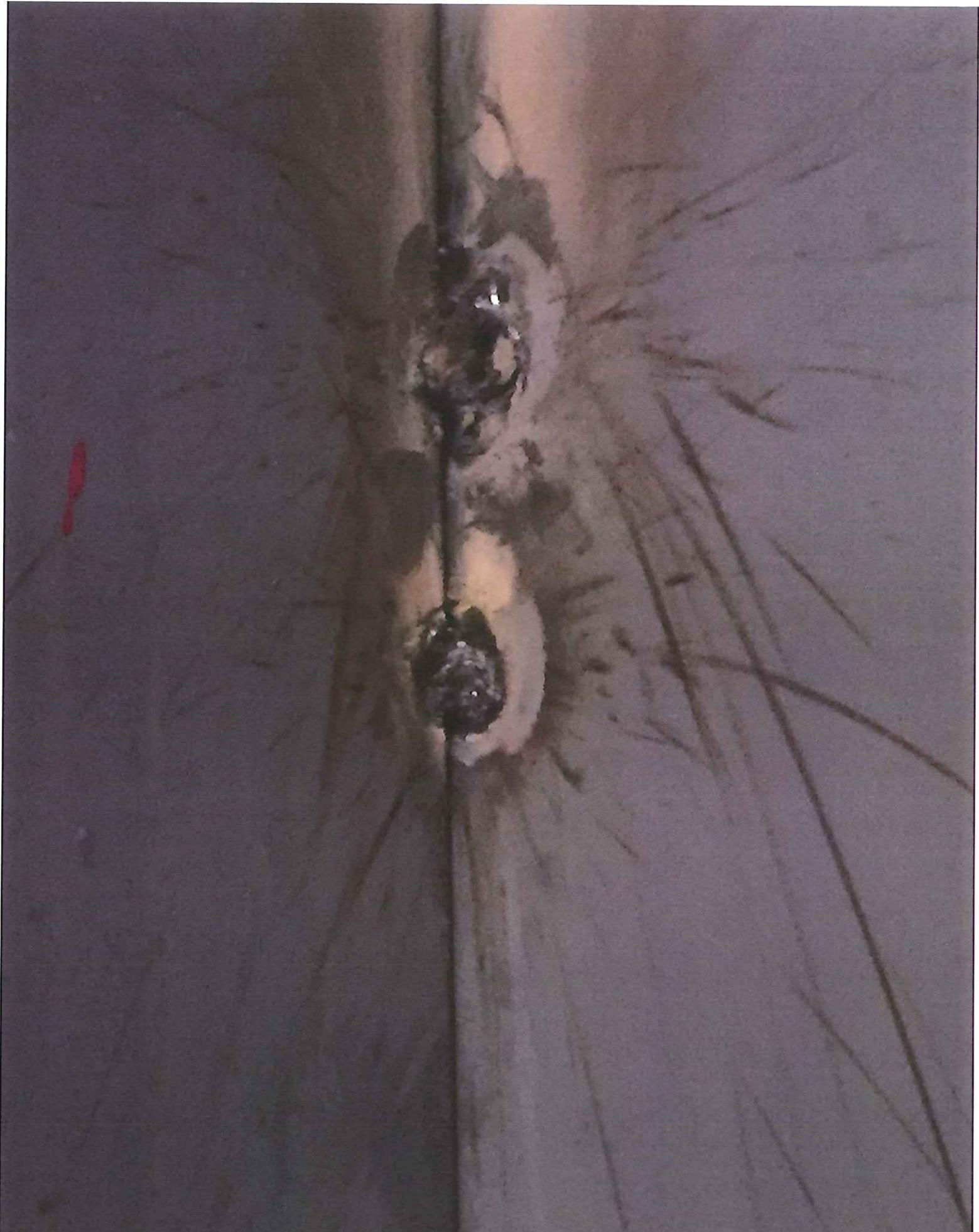










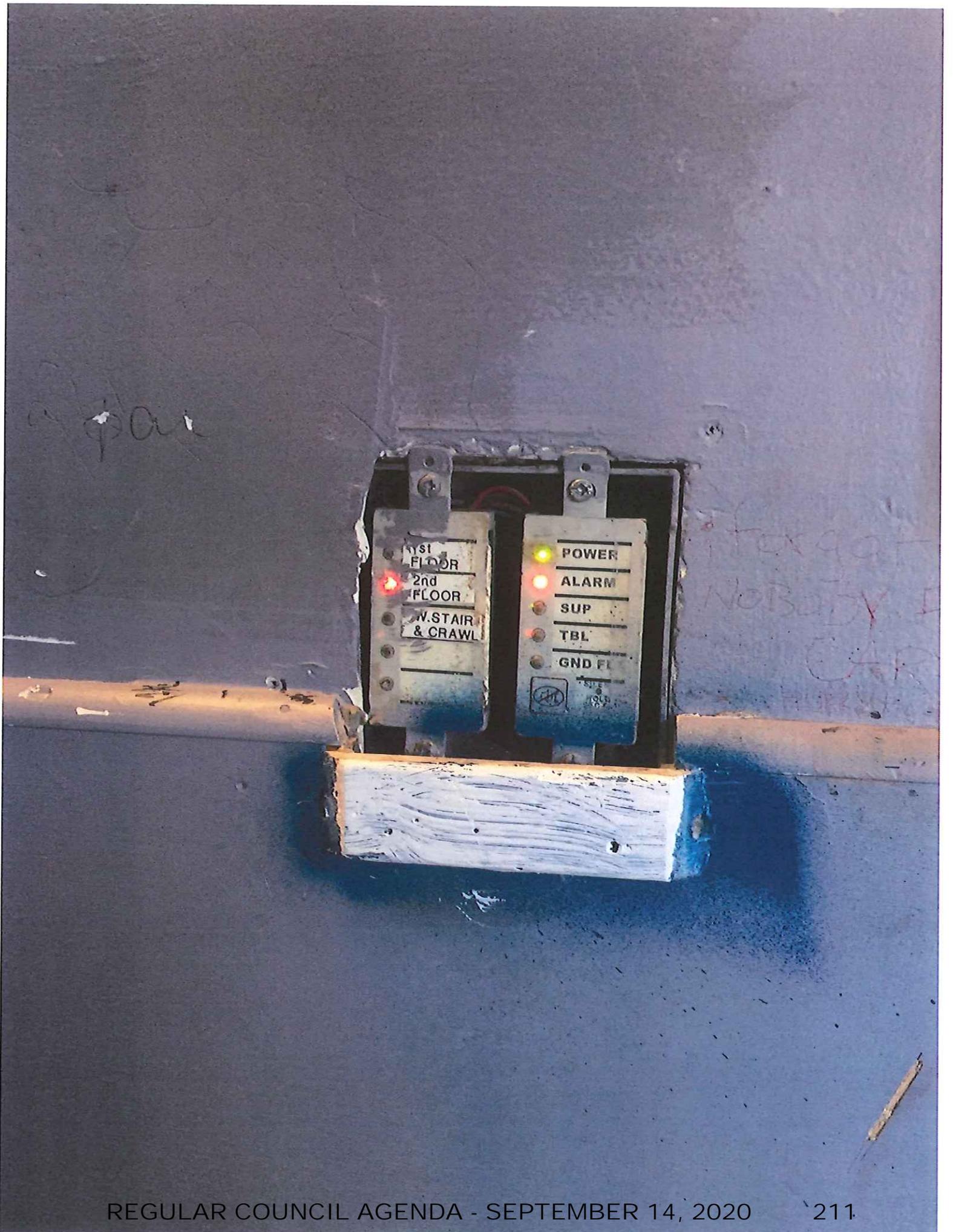




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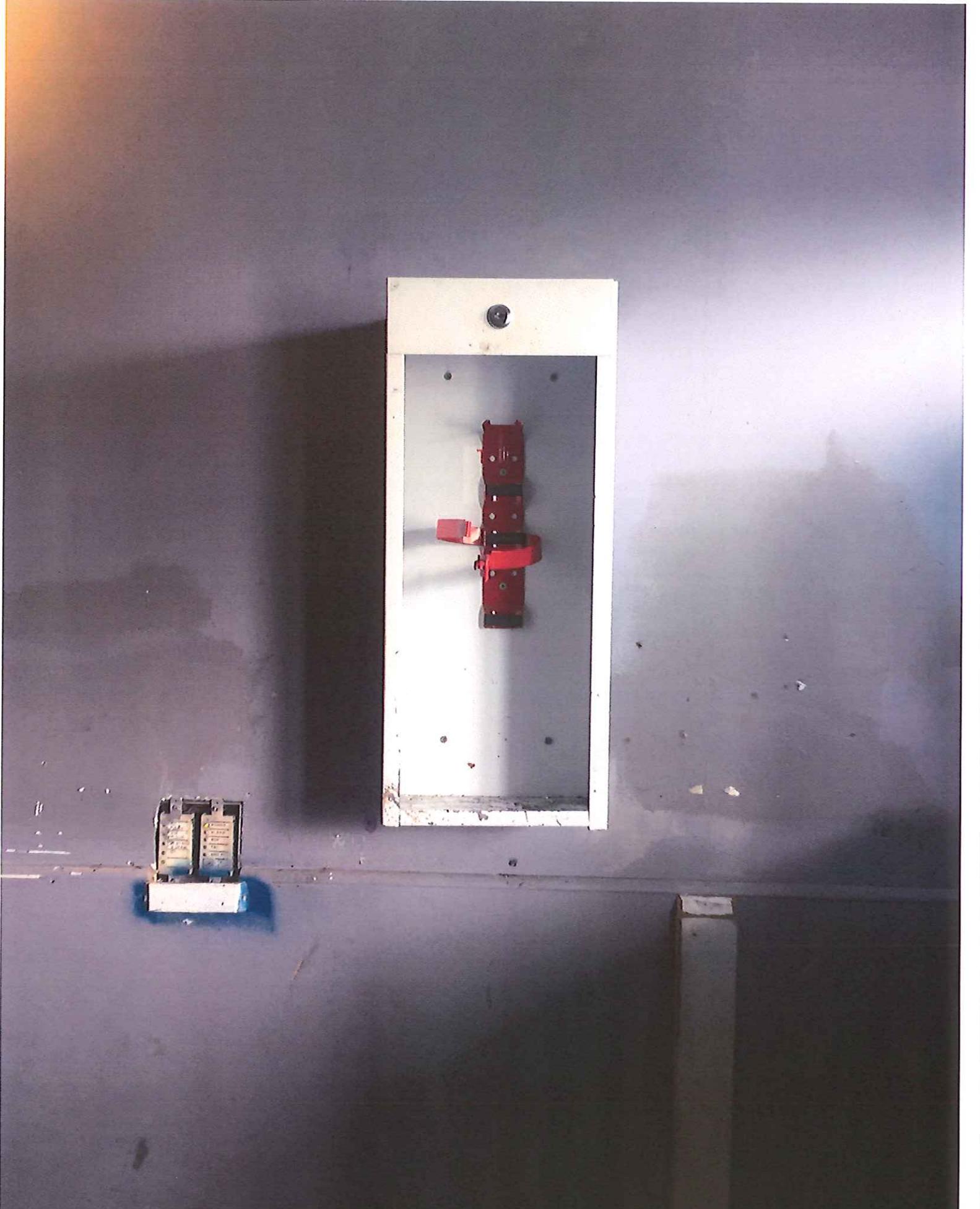




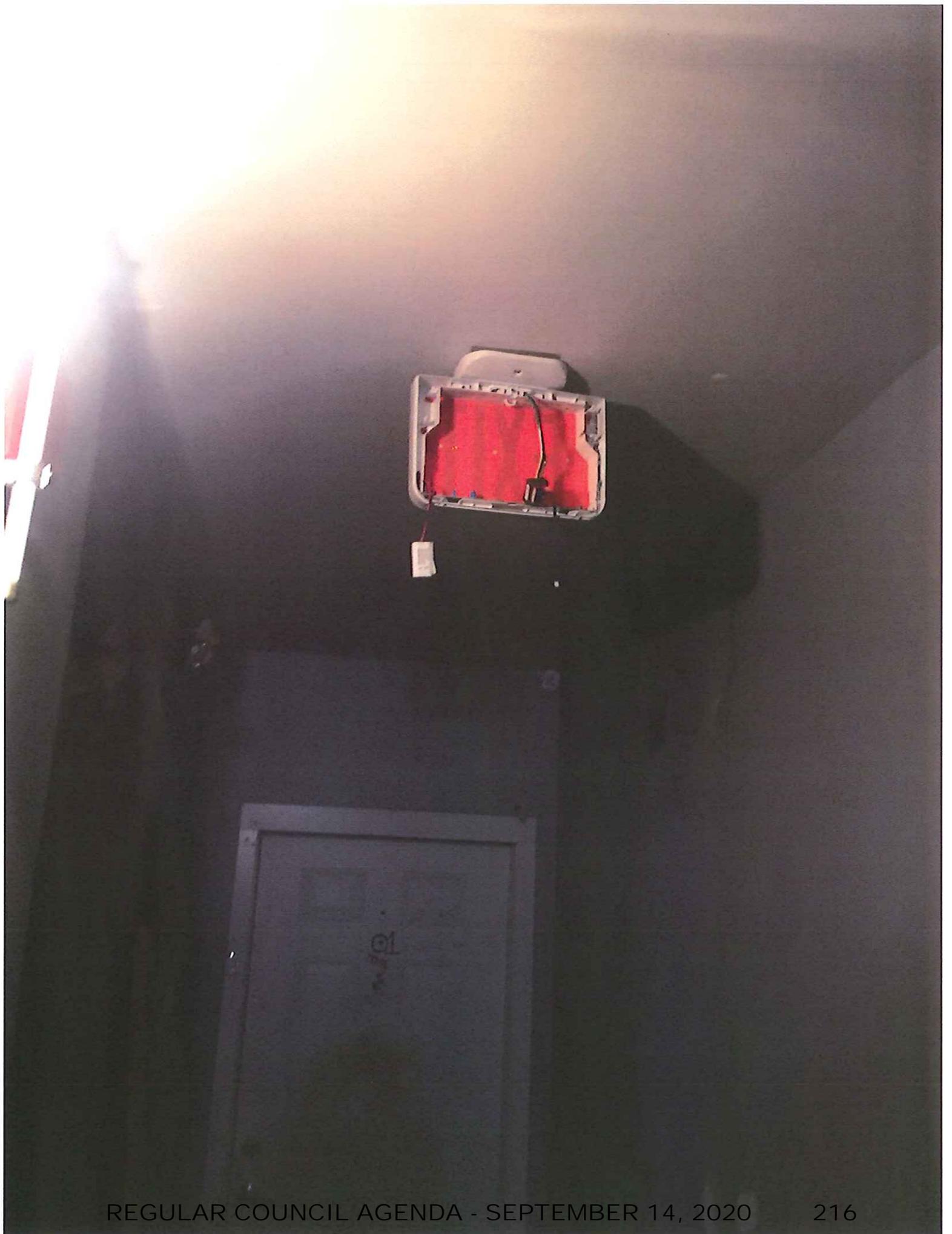
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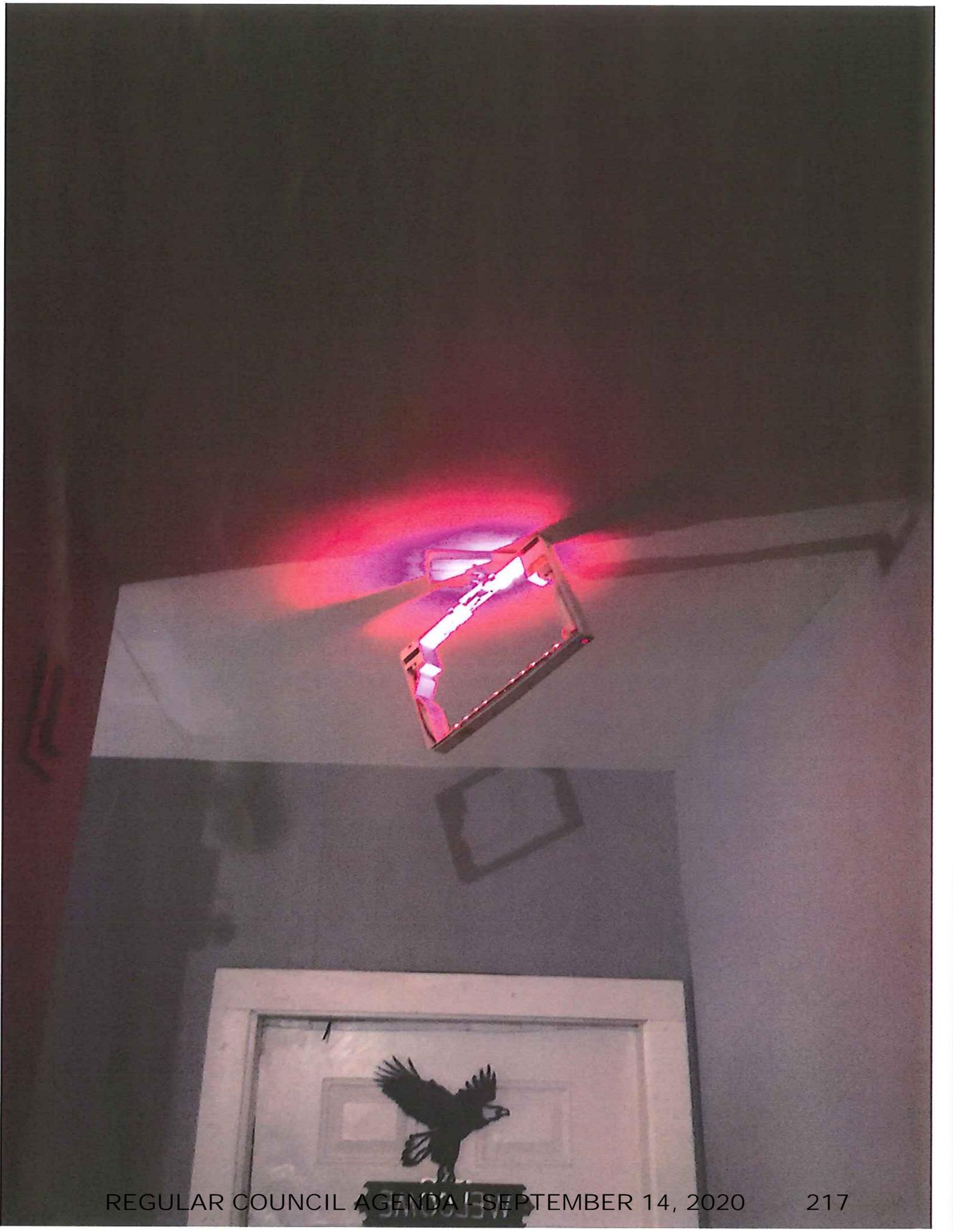


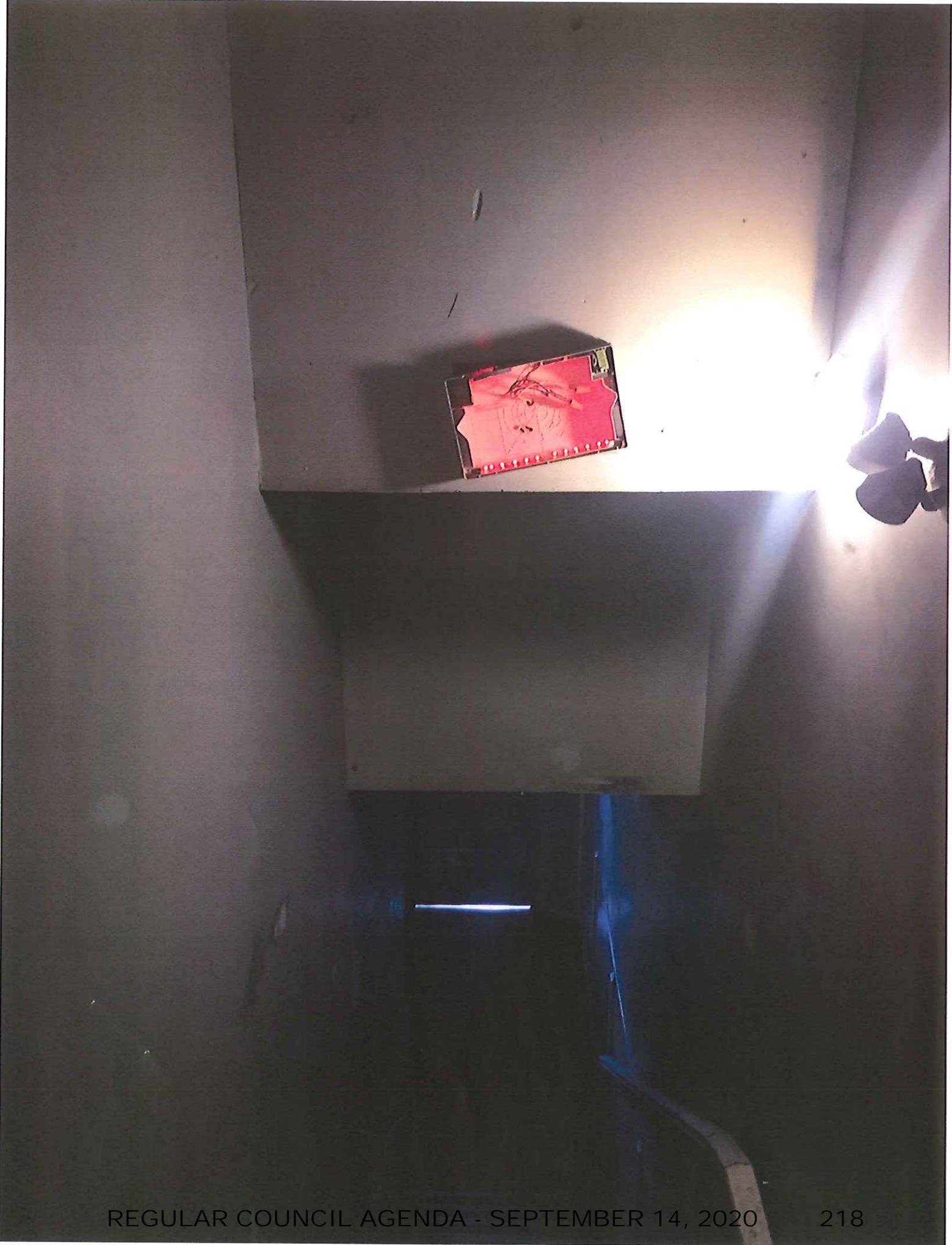
Til Death Dolls Part... 26jt













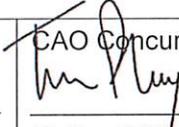




3118 HARBOURVIEW APARTMENTS



Date: September 4, 2020
 File No: 4020-30-NR_5170 Argyle
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: 5170 Argyle Street [Port Pub] – Remedial Action

Prepared by: <i>G. THOROGOOD</i>	Supervisor: <i>D. HARTWELL</i>	CAO Concurrence: 
<i>G. Thorogood, Manager of Community Safety</i>	<i>D. HARTWELL, CLERK</i>	<i>T. Pley, CAO</i>

RECOMMENDATION

WHEREAS

Remedial Action:

1. THAT Council, pursuant Sections 72 and 73 of the *Community Charter*, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;
2. THAT Council, pursuant to Sections 72 and 74 of the *Community Charter*, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;
3. AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the *Community Charter*, resolves that:
 - a. 8899 Holdings Ltd., being the registered owner of the Property (the "Owner"), is hereby required to:
 - i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:
 1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:
 - a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;
 - b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;
 2. Remove or permanently cover all graffiti from the exterior of the Structure;

3. Replace all broken or missing handrailings on staircases;
4. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;
5. Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;
6. Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;
7. Replace or repair all interior entrance doors and door frames for each unit and provide locking door knobs.
8. Replace or repair the roof of the Structure to a watertight condition with no leaks;
9. An engineer or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues;
10. Replace or repair all fire escapes, and stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions;
11. Have a licensed electrician inspect and repair all electrical;
12. Have a licensed plumber repair the communal washroom on the second floor, repair communal shower, hot water tank and washroom on first floor;
13. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition.
14. Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;
15. Designate a space or area for daily refuse on premises and not in emergency egress areas;
16. Eliminate all rodents, vermin and insects from the Structure;
17. Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and
18. Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.

Compliance & Reconsideration Notice Time Limit Recommendations:

4. AND FURTHER THAT Council, pursuant to Section 78 of the *Community Charter*, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.

Municipal Action at Defaulter's Expense:

5. AND FURTHER THAT Council, pursuant to Section 17 of the *Community Charter*, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.

PURPOSE

This report provides Council with information pertaining to the compliance and nuisance issues related to the Property and recommends that Council impose remedial action requirements on the Property to compel the Owner to bring the Property into compliance with City bylaws, provincial building legislation, and to remedy its status as a nuisance, in addition to obtaining Council direction to proceed with direct action on the Property if compliance is not achieved within the required time limit set by Council.

BACKGROUND

Community Charter Remedial Action Authority and Process

Sections 72 through 80 of the *Community Charter* outline the process for remedial action requirements. Remedial action requirements are imposed by Council resolution and do not require enacting a bylaw.

Section 72 of the *Community Charter* provides the authority for Council to impose remedial action requirements on property owners, lessees or occupiers of land in relation to hazardous conditions or declared nuisances. Section 2(b)(i-iv) also stipulates the actions that Council may require the person to:

- i. Remove or demolish the matter or thing;
- ii. Fill it in, cover it over or alter it;
- iii. Bring it up to standard specified by bylaw; or
- iv. Otherwise deal with it in accordance with the directions of Council or a person authorized by Council.

Section 73 details Council's authority to impose a "hazardous condition" remedial action requirement on a property. Council may only impose a remedial action requirement in relation to a hazardous condition if:

- a) Council considers that the matter or thing is in or creates an unsafe condition; or
- b) The matter or thing contravenes the Provincial building regulations.

Section 74 details Council's authority to impose a "declared nuisance" remedial action requirement on a property. This section affords Council significant latitude with regards to determining what "matters or things" in relation to a property can be declared a nuisance. This includes the ability for Council to make directions in relation to a thing that is so dilapidated or unclean as to be offensive to the community.

Section 76 stipulates the minimum time period that Council can set for compliance, which is at least 30 days after notice is sent to the person subject to the remedial action requirement.

Section 77 outlines the process the City must follow to notify the property owner or their representatives of Council's decision to impose a remedial action requirement on the property. It also references the ability for the City to exercise its authority under Section 17 of the *Community Charter* [municipal action at defaulter's expense] if the remedial action requirement is not completed by the compliance date. Furthermore, Section 17 authorizes the City to collect all related costs as a debt owed to the City which, if unpaid, can be transferred to the property's taxes as arrears at the end of the year, in accordance with Division 14 [Recovery of Special Fees] of Part 7 [Municipal Revenue] of the *Community Charter*.

Section 78 allows a person affected by the remedial action requirement to request Council reconsider their decision and an opportunity to make a representation directly to Council. This section states the default time period for an affected person to request reconsideration 14 days from the date the notice was sent to the affected persons; Council may extend this time period by resolution, but may only shorten it in cases of emergency.

The Property and the Structure are currently in contravention of the below listed provisions of the following City of Port Alberni Bylaws.

City of Port Alberni Property Maintenance Bylaw No. 4712

Relevant Provisions:

The definition of "unsightly" means *an untidy or otherwise non-aesthetic accumulation of filth, discarded materials or refuse on any real property, and includes graffiti.*

Section 4(a) *requires all real property to be maintained by the property owner or their designate.*

Section 4(b) *no property owner shall cause or permit the accumulation of refuse on his or her property.*

Section 4(k) *No property owner shall permit graffiti in a place visible from adjacent public or private property.*

City of Port Alberni Building Standards Bylaw No. 4975

Relevant Provisions

Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out forming part of this Bylaw.

Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.

SCHEDULE "A"

The Owner of a Building or Vacant Building must comply with the following maintenance standards of this Schedule.

PART 1: EXTERIOR WALLS

1.1 The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.

1.2 Without restricting the general obligation set out in subsection 1.1:

- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
- (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
- (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
- (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
- (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
- (g) the exterior of every building must be free of graffiti;
- (h) loose material must be removed from exterior walls, doors, and window openings;
- (i) all windows must be in good repair and properly glazed; and
- (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:

- (a) rainwater or melting snow falling on the roof from entering the Building;
- (b) rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
- (c) objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:

- (a) Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;
- (b) Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
 - (i) accumulates or causes ground erosion;
 - (ii) causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
 - (iii) accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

2.3 Loose or unsecured objects and materials, including accumulations of snow or ice or both that are likely to fall on passersby or are likely to result in the collapse of the roof, must be removed from the roof of a building or an accessory building.

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES

3.1 Fire escapes, stairs, balconies, and porches shall be maintained:

- (a) In a safe and clean condition;
- (b) In good repair; and

(c) Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS

4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.

4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION

5.1 An owner shall ensure that residential and commercial premises are kept free of rodents, vermin, and insects at all times, and appropriate extermination measures shall be taken, as necessary.

PART 6: FLOORS

6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS

7.1 Existing doors and frames shall be maintained in good repair and weather tight.

7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS

8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

Section 13 of this bylaw permits City Staff to carry out work required on a property if the owner fails to comply with a formal notice/order to remediate. Costs incurred by the City can be recovered through the real property tax roll and collected in the same manner as property taxes.

Section 14 of this bylaw reiterates Council's authority to impose a remedial action requirement under Division 12, Part 3 of the *Community Charter*. Remedial action can include, but is not limited to, requiring a property to be fully compliant with City bylaws and regulations within 30 days.

Section 15, Recovery of City Costs through the Sale of Property. In accordance with Section 80 of the *Community Charter*, if remedial action requirements have not been satisfied by the date specified for compliance, the City may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

BC Building Code

Relevant Provisions:

Section 1.1 General

1.1.1.1. Application of this Code

1.1.1.2. Application of this Code

1) This Code applies to any one or more of the following:

h) the correction of an *unsafe condition* in or about any *building*.

j) the work necessary to ensure safety in parts of a building

-
- i) that remain after a demolition,
 - ii) that are affected by but that are not directly involved in alterations, or
 - iii) that are affected by but not directly involved in additions,
 - k) except as permitted by the British Columbia Fire Code, the installation, replacement, or alteration of materials or equipment regulated by this Code,
- 1.1.1.2. Application to Existing Buildings
- 1) Where a building is altered, rehabilitated, renovated or repaired, or there is a change in occupancy, the level of life safety and building performance shall not be decreased below a level that already exists. (See Note A-1.1.1.2.(1).)
- Section 1.1. General
- 1.1.4. Fire Safety Plan
- 1.1.1.4.1. Fire Safety Plan
- 1) Fire safety plans shall conform to the British Columbia Fire Code.
- Section 1.2. Compliance
- 1.2.1. Compliance with this Code
- 1.2.1.1. Compliance with this Code
- 1) Compliance with this Code shall be achieved by
 - a) complying with the applicable acceptable solutions in Division B (see Note A-1.2.1.1.(1)(a)), or
 - b) except as required by Sentence (3), using alternative solutions, accepted by the authority having jurisdiction under Section 2.3 of Division C, that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions (see Note A-1.2.1.1.(1)(b)).
 - 2) For the purposes of compliance with this Code as required in Clause 1.2.1.1.(1)(b), the objectives and functional statements attributed to the acceptable solutions in Division B shall be the objectives and functional statements referred to in Subsection 1.1.2. of Division B.
 - 3) An alternative solution shall not be used in place of an acceptable solution if the acceptable solution expressly requires conformance to a provincial enactment other than Book I (General) or Book II (Plumbing Systems) of the British Columbia Building Code.
- 1.2.1.2. Responsibility of Owner
- 1) Unless otherwise specified in this Code, the owner of a building shall be the person responsible for carrying out the provisions of this Code in relation to that building.
 - 2) The owner of a building is in no way relieved of full responsibility for complying with this Code by the authority having jurisdiction
 - a) granting a building permit,
 - b) approving drawings or specifications, or
 - c) carrying out inspections.
- Section 3.3 Fire Protection, Occupant Safety and Accessibility
- Section 3.3 Safety within Floor Areas
- 3.3.1.5. Egress Doorways

- 1) Except for dwelling units, a minimum of 2 egress doorways located so that one doorway could provide egress from the room or suite as required by Article 3.3.1.3. if the other doorway becomes inaccessible to the occupants due to a fire which originates in the room or suite, shall be provided for every room and every suite
 - c) in a floor area that is not sprinklered throughout, and
 - i) the area of a room or suite is more than the value in Table 3.3.1.5.-A, or
 - ii) the travel distance within the room or suite to the nearest egress doorway is more than the value in Table 3.3.1.5.-A

3.3.1.23.

Obstructions

- 1) No obstruction shall be permitted in any occupancy that would restrict the width of a normal means of egress from any part of a floor area to less than 750 mm unless an alternative means of egress is provided adjacent to, accessible from, and plainly visible from the obstructed means of egress. (See Note A-3.3.1.23.(1).)

3.3.4.7.

Stairs, Ramps, Landings, Handrails and Guards for Dwelling Units

- 1) Except as required in Article 3.3.4.8., stairs, ramps, landings, handrails and guards within a dwelling unit shall conform to the appropriate requirements in Section 9.8.

3.3.4.8.

Protection of Openable Windows

3.3.4.9.

Resistance to Forced Entry

- 1) Dwelling units shall conform to Article 9.7.2.1. and Subsection 9.7.5

Section 7.1.

General

7.1.1.

Scope

7.1.1.1.

Scope

- 1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.

7.1.1.2.

Application

- 1) This Part applies to the design, construction, extension, alteration, renewal or repair of plumbing systems.

7.1.2.

Design and Installation

7.1.2.1.

Conformance

- 1) Every plumbing system shall be designed and installed in conformance with Book II (Plumbing Systems) of this Code.

7.1.3.

Required Facilities

7.1.3.1.

All Buildings Except Dwelling Units

- 1) Buildings shall be equipped with plumbing facilities as required in Subsection 3.7.2. and Article 3.8.2.8.

7.1.3.2.

Dwelling Units

- 1) Dwelling units shall be equipped with plumbing facilities as required in Section 9.31.

7.1.4.

Definitions

7.1.4.1.

Defined Terms

- 1) Words that appear in italics are defined in Article 1.4.1.2. of Division A.

City of Port Alberni Fire Control Bylaw No. 4876

Relevant Provisions:

Section 16; Fire Protection Equipment

- (a) Every owner of premises must ensure that all *Fire Protection Equipment* required under the *Building Code* or *Fire Code* is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the *Building Code*, the *Building Bylaw*, the *Fire Code*, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.

Section 19; Activation of a Fire Alarm System

- (b) A person must not activate a *Fire Alarm System* unless:
- (i) there is a fire;
 - (ii) the person reasonably believes that a fire or other *Incident* is occurring or is imminent; or
 - (iii) the activation is carried out for testing purposes by persons authorized by the *Fire Chief*.

Section 21; No Obstructions

- (c) A person must not cause to be placed, stored, or maintained upon any roof or balcony any material or object which may interfere with access or egress or *Fire Department* operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the *Fire Chief* or any *Member*.
- (d) A person must not obstruct access passageways on a roof surface required by the *Fire Code* or *Building Code*.
- (e) Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the *Building Code*, *Fire Services Act*, *Fire Code* or the *Building Bylaw* or the *Building Standards Bylaw* are properly maintained and remain unobstructed at all times.

BC Fire Code

Relevant Provisions

Section 2.1. General

2.1.1. Scope

2.1.1.1. Application

1) This Part provides for the safety of the occupants in existing buildings, the elimination or control of fire hazards in and around buildings, the installation and maintenance of certain life safety systems in buildings, the installation and maintenance of posted signs and information, and the establishing of a fire safety plan in those occupancies where it is considered necessary.

2.1.3.3. Smoke Alarms

(See Note A-2.1.3.3.)

1) Smoke alarms shall be installed in each dwelling unit and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.

2) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.

3) Smoke alarms shall be installed in conformance with CAN/ULC-S553, "Installation of Smoke Alarms."

4) Smoke alarms are permitted to be battery operated in a) a building that is not supplied with electrical power, or b) locations within a dwelling unit where smoke alarms were not required by the British Columbia Building Code at the time of construction or alteration of the dwelling unit.

2.1.3.6. Inspection, Maintenance and Testing of Fire Safety Devices
(See Note A-2.1.3.6.)

1) Where specific references to the inspection, maintenance and testing of fire safety devices and building fire safety features are not made in this Code, such devices and features shall be maintained to ensure they operate as per their design or function according to their original intent.

2.1.4. Posted Information

2.1.4.1. Posting

1) Where a sign, notice, placard or information is required to be posted, it shall be

a) clearly legible, and

b) except as provided in Sentence (2), permanently mounted in a conspicuous or prominent location in proximity to the situation to which it refers.

2) Where the situation for which posting is required is of a temporary nature, permanent mounting need not be provided.

2.1.4.2. Maintenance

1) Every sign, notice, placard or information that is required to be posted shall be maintained in conformance with Article 2.1.4.1.

2.1.5. Portable Extinguishers

2.1.5.1. Selection and Installation

1) Portable extinguishers shall be installed in all buildings except dwelling units.

2) Except as otherwise required by this Code, portable extinguishers shall be selected and installed in accordance with NFPA 10, "Portable Fire Extinguishers."

5) Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk. (See Note A-2.1.5.1.(5).)

2.1.3. Fire Safety Installations

Section 2.7. Safety to Life

2.7.1. Means of Egress 2.7.1.1. Means of Egress

1) Means of egress shall be provided in buildings in conformance with the British Columbia Building Code.

-
- 2.7.1.6. Maintenance
1) Means of egress shall be maintained in good repair and free of obstructions.
- 2.7.3. Exit Lighting, Exit Signs and Emergency Lighting
2.7.3.1. Installation and Maintenance 1) Means of egress lighting, emergency lighting, exit signs and the location of exit signs in buildings shall conform to the British Columbia Building Code. (See Note A-2.7.3.1.(1).)
2) Exit lighting and exit signs shall be illuminated during times when the building is occupied. 3) Emergency lighting and exit signs shall be maintained in operating condition, in conformance with Section 6.5.
- 2.8.2.7. Posting of Fire Emergency Procedures 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.
- Section 2.8. Emergency Planning
2.8.1. General
2.8.1.1. Application
1) Fire emergency procedures conforming to this Section shall be provided for a) every building containing an assembly, care, treatment or detention occupancy,
b) every building required by the British Columbia Building Code to have a fire alarm system,
c) demolition and construction sites regulated under Section 5.6.,
d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and
f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.
- 2.8.1.2. Training of Supervisory Staff
1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)
- 2.8.1.3. Keys and Special Devices
1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.
- 2.8.2. Fire Safety Plan
2.8.2.1. Measures in a Fire Safety Plan
1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
a) the emergency procedures to be used in case of fire, including
i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i)),
ii) notifying the fire department,
iii) instructing occupants on procedures to be followed when the fire alarm sounds,

-
- iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(1)(a)(iv)),
 - v) confining, controlling and extinguishing the fire,
 - b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
 - c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
 - d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
 - e) the holding of fire drills,
 - f) the control of fire hazards in the building, and g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Note A-2.8.2.1.(1).)
- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Site History/Issues:

The registered owner on title for the Property is 8899 Holdings Ltd. (the “Owner”) and Ping (Peter) WANG, is the Director of the Company.

The Property operates 3 businesses from this location:

- o CJ’s Place holding a valid business license by 1037008 BC LTD and is currently closed due to COVID 19.
- o Port Pub holding a valid business licence by 1185818 BC LTD and is currently closed due to COVID 19.
- o Port Hotel holding a valid business licence by 1052162 BC LTD and is currently being run as halfway house by Temour OLADI as ‘Teymour’s Wellness Center’.

The Bylaw Department has expended significant resources to no avail in an attempt to gain voluntary compliance. The Property has the highest call volumes in Port Alberni, requiring the most resources. These resources include Police, Fire, Building and Bylaw Services.

Appendix 1 contains correspondence seeking compliance and photographs demonstrating the continued building safety and nuisance issues upon the Property over the past 6 months. During this time, the Bylaw Department has repeatedly advised the Property managers of the outstanding Bylaw violations and the actions required to correct them.

The Property is periodically or currently in violation of the following Bylaws:

- Anti-litter Bylaw No. 4874
- Building Bylaw No. 4577
- Building Standards Bylaw No. 4975
- Fire Control Bylaw No. 4876
- Noise Control Bylaw No. 4718
- Property Maintenance Bylaw No. 4712
- Solid Waste Collection and Disposal Bylaw No. 4885

Specifics of these building bylaw breaches and nuisance issues are as follows. The most concerning violations are from the Fire Control Bylaw, with all the emergency doors not working as intended, tied open or barricaded with garbage piled at the bottom of the fire escape. There are no working smoke detectors, and either no fire extinguishers or they are obstructed. The middle unit on the second floor has no means of egress.

There is significant garbage accumulating outside of the Structure, obstructing egress. Inside the communal washrooms are out of service, missing doors off of units, padlocks on the outside of doors, covered up fire bell, exposed wires, drug paraphernalia, bed bugs, interior ceilings, walls and doors are full of holes and missing drywall.

Appendix 2 contains correspondence from the Building Department and an email between an Architect and the Building Department. Several times this year, the Building Department has attended and has observed many code infractions that would need corrections on the interior, and exterior of the building at 5170 Argyle St. For the safety of the residents, unit main entry doors are broken which need to be replaced or repaired, door knobs missing or broken need to be functional, pad lock on a unit which needs to be removed, missing or broken handrails for main staircases, bathroom fixtures unsanitary and fixtures need repair, interior units of building need a registered professional to review for means of egress and all its functions, and must have functioning smoke alarms in each unit. All hallways, fire exits and staircases must be clear of all debris.

In July of 2020, Architect Carsten Jensen was contracted to work with the Director Peter Wang on the fire safety and exiting issues. Due to the deplorable conditions in the building and concerns for his own personal health, the Architect was forced to withdraw his services. The Architect did list the most pressing issues. The issues he outlined are still outstanding.

The RCMP have received 96 calls for service to this Property between January 1, 2020 and August 31, 2020. This is an increase from 22 calls over the same time period in 2019. The RCMP Crime Reduction Unit and General Duty Members have increased visibility and patrols to the Port Pub in an attempt to proactively monitor and control the emerging issues. Recent calls for service include weapon offences, assaults, disturbances, threats, by-law complaints, sudden deaths from overdose, overdose calls, drug trafficking, and sex trafficking of children and prostitution.

Appendix 3 is a letter from the RCMP stating during routine patrols of the premise, police have observed the tenants of the building to be living in deplorable conditions which include the excessive accumulation of human waste and refuse in the hallways and blocking exits and entrances. The building is in a general state of disrepair and no longer possesses the basic amenities required to provide a safe living environment for tenants.

Police routinely observe persons in their open rooms or in the hallways under the influence of opiates and other illicit drugs. Some of these persons have become the subjects of medical overdose emergencies. The dilapidated, unsafe and unclean state of the Structure and the Property is likely both a partial cause of and contributed to by these unlawful and undesirable activities.

The Fire Department has responded to 28 calls for service for numerous building alarms, though no fires have been found. These alarms appear to have been activated due to causes including leaks in the roof, smoking in

the area of the alarm, and intentional setting off the alarm. The Fire Department has also observed during its inspections of the Building that emergency lights are broken and not working, fire extinguishers are expired or missing, hallways and stairwells are obstructed, and the emergency exits blocked, locked with a cable or boarded up. Also noted was water leaking from a sewer pipe that covered the back floors and a gas can was left on a ledge, on the upper floor. In both of these incidents the Fire Department instructed the manager to either repair the leak and remove the gas can. **Appendix 4** details these issues.

ALTERNATIVES/OPTIONS

- 1) That Council declare the Property to be in a hazardous condition by virtue of its breaches of the Building Bylaw, Building Standards Bylaw and the Fire Bylaw, as well as being a nuisance and so dilapidated and unclean to be offensive to the community, and impose remedial action requirements as identified in the recommendations of this report.
- 2) That Council provide staff with alternate direction.
- 3) That Council take no action at this time.

ANALYSIS

The Property was renovated only a few years ago and since has gone into serious decline. Due the variety of bylaw infractions, calls requiring emergency response and impacts to public health and safety, staff are recommending that the subject property be declared to be in hazardous condition, a nuisance, so dilapidated and unclean as to be offensive to the community, and remedial actions be imposed.

IMPLICATIONS

The Property is in violation of many City bylaws, and has numerous outstanding violation tickets. Voluntary compliance, letters, orders, tickets, and site inspections continue to be ignored.

The continuing and sustained pattern of nuisance activity inside the Structure and on the Property is negatively impacting the community, and the building deficiencies are creating immense concern for safety. The safety of the residents, visitors, workers, City Staff and first responders are all jeopardized by these ongoing infractions. This is not in line with the City's Strategic Plan and the principal 'Fostering a complete community (safe, healthy and inclusive)'.

COMMUNICATIONS

The *Community Charter* requires formal notification be given to the Property's registered owner and to the holders of any charges listed on the Property's assessment roll should Council pass a remedial action requirement as outlined in this report, and requires providing for an opportunity for the owner to request Council's reconsideration of the matter. Specifically, a notice of the resolution imposing the remedial action requirement will be provided in accordance with sections 77(1) and (2) of the *Community Charter*, with section 77(3) setting out specific content that must also be included, to the Property owner and registered chargeholders.

BYLAWS/PLANS/POLICIES

Please refer to the Background section of this report.

SUMMARY

The recommendations in this report meet the *Community Charter* requirements and outline the process by which the issues on this Property may be resolved.

ATTACHMENTS/REFERENCE MATERIALS

- *Appendix 1 – Bylaw Correspondence and Photos of the Property*
- *Appendix 2 – Building Inspector Correspondence*
- *Appendix 3 – Correspondence from RCMP*
- *Appendix 4 – Correspondence and Photos from Chief Fire Prevention Officer*

*Copy: T. Pley, CAO
M. Owens, Fire Chief
E. Rochette, Inspector, RCMP
D. Hartwell, City Clerk
K. McDougall, Manager of Planning*



CITY OF PORT ALBERNI

Bylaw Services
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

BYLAW VIOLATION NOTICE

April 24, 2020

8899 HOLDINGS LTD
303-8611 ACKROYD RD
RICHMOND BC V6X 3P4

Bylaw Enforcement File #19864

Dear Property Owner,

Re: LOT 24 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 & LOT 23 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 (5170 Argyle St, Port Alberni BC)

You are hereby notified that on April 24, 2020, the above noted property was inspected for compliance with *Property Maintenance Bylaw #4712, Fire Control Bylaw #4876 and Building Standards Bylaw #4975* in response to a complaint. The following violations were observed:

Property Maintenance Bylaw violations:

- There are accumulations of refuse* on the property including, but not limited to, household garbage, mattresses, discarded materials, lawn mowers, glass, electronics, discarded furniture, scrap metal, scattered litter and various other debris. All refuse is to be stored inside an enclosed structure or removed from the property and lawfully discarded.
- No property owner shall cause or permit a parcel to become infested by noxious or destructive insects
- No property owner shall cause or permit a parcel to become infested with rats
- No property owner shall permit graffiti

Building Standards Bylaw violations:

- Fail to maintain the building in accordance with the standards set out in Schedule "A". See attached.
- If, at any time, the Bylaw Enforcement Officer, Building Official, or Fire Chief, or any combination of the three, determines that an immediate risk to health, safety, or welfare of the occupants or community exists, a "Do Not Occupy" order shall be posted on the premises and the Building shall be vacated and boarded in accordance with Schedule "B" of this Bylaw. Costs incurred by the City shall be recoverable as specified in the Fees & Charges Bylaw

Fire Control Bylaw violations:

- Letter outlining violations and requirements to remediate will be sent by the Fire Department in the coming days.

You are hereby directed to take all steps necessary to bring the property into compliance with the above mentioned Bylaws no later than May 8th, 2020.

Furthermore, enclosed herein are violation tickets in the amount of **\$200.00** for violation of the *Property Maintenance Bylaw #4712* and **\$200.00** for violation of the *Fire Control Bylaw #4876*. Payment or a notice of dispute must be received at Port Alberni City Hall (address above) within 14 days of the offence date.

As the owner of this property it is your responsibility to ensure compliance with the bylaws. The City of Port Alberni prefers voluntary compliance of its bylaws over enforcement action. Your prompt attention to this matter will ensure that no further enforcement action is required. Please contact the undersigned if you have any questions or concerns.

You may appeal this Notice by notifying the Manager of Bylaw Services in writing prior to the compliance date. Enforcement action will not proceed while the matter is under appeal.

CITY OF PORT ALBERNI

Nathan Bouelle
Bylaw Enforcement Officer
Ph: (250) 720-2872
Email: Nathan_bouelle@portalberni.ca

Failure to comply with the requirements of this Notice by the aforementioned date will result in further fines being levied. Furthermore, the work may thereafter be undertaken by the City of Port Alberni at your expense as per Section 17 of the *Community Charter*. Prosecutions conducted under provisions of the *Offence Act* may result in a minimum fine of **\$1000** up to a maximum fine of **\$10,000** upon conviction. **A property owner who has been subject to a Notice may be immediately charged or ticketed for violating a similar provision of the *Property Maintenance Bylaw* for the following twelve months.**

*Refuse includes, but is not limited to; food waste; market waste; combustibles such as paper, cardboard, yard trimmings, leaves and brush, plastics, or leather; non combustibles such as metal, glass, crockery, dirt, ashes, and street sweepings; bulky wastes such as furniture, appliances, tires, or stumps; construction or trade waste; demolition waste; stripped or wrecked automobiles, trucks, trailers, boats, vessels, or machinery; parts or components of any of the aforementioned; structures, outbuildings, temporary buildings, tarps, fencing, furniture, ornaments, or ornamental structures that have fallen into an unsightly state of disrepair; and excludes an inhabitable dwelling house and contained and maintained residential compost.



CITY OF PORT ALBERNI

4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Tel: (250) 720-2831 Fax: (250) 723-3402 www.portalberni.ca

BYLAW VIOLATION NOTICE

April 24, 2020

8899 HOLDINGS LTD
303-8611 ACKROYD RD
RICHMOND BC V6X 3P4
Bylaw Enforcement File: # 19866

Attention: Property Owner

Re: LOT 24 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 & LOT 23 BLOCK
86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197
(Civic Address: 5170 Argyle St, Port Alberni, BC)

Please be advised that on April 24, 2020, a proactive enforcement initiative in relation to garbage was conducted in your neighbourhood. During this proactive patrol, evidence was documented to conclude that the following bylaw violations have occurred:

- Solid Waste Collection and Disposal Bylaw #4885 – Section 11.1(a): Garbage Security;*
- Solid Waste Collection and Disposal Bylaw #4885 – Section 11.1(e): Fail to keep container clean;*
- Solid Waste Collection and Disposal Bylaw #4885 – Section 11.1(k): Fail to remove container from curb;*
- Solid Waste Collection and Disposal Bylaw #4885 – Section 11.1(h): Fail to use animal lock;*
- Solid Waste Collection and Disposal Bylaw #4885 – Section 11.1(j): Fail to unlock/lock 7-7;*
- Solid Waste Collection and Disposal Bylaw #4885 – Section 11.1(r): Permit wildlife;*
- Solid Waste Collection and Disposal Bylaw #4885 – Section 11.2: Fail to secure container.*

The City of Port Alberni takes pride in being a BearSmart Community. With your assistance, we can minimize bear/human conflict areas and reduce the number of bears that are destroyed across BC each year. We are requesting your voluntary compliance to resolve the above violation(s) immediately. **Failure to do so will result in further fines being imposed for noncompliance and each day will constitute a new and separate offence.**

As the owner of this property it is your responsibility to ensure compliance with this order. The City of Port Alberni prefers voluntary compliance of its bylaws over enforcement action. Your prompt attention to this matter will ensure that enforcement action is not required. Please contact the undersigned if you have any questions or concerns.

CITY OF PORT ALBERNI

Nathan Bourelle
Bylaw Enforcement Officer
Ph: (250) 720-2872
Email: Nathan_bourelle@portalberni.ca



CITY OF PORT ALBERNI

Bylaw Services
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

NOTICE OF ATTENDANCE

May 13, 2020

8899 HOLDINGS LTD
303-8611 ACKROYD RD
RICHMOND BC V6X 3P4

PING WANG
21-5170 ARGYLE ST
PORT ALBERNI BC V9Y 1V2

Bylaw Enforcement File # 19864

Dear Property Owner,

Re: LOT 24 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 & LOT 23 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 (5170 Argyle St, Port Alberni BC)

You, the registered owner of the noted property, are hereby notified that conditions on the above noted property remain in violation of *Property Maintenance Bylaw #4712*, *Building Standards Bylaw #4975*, *Solid Waste Bylaw #4885*, *Fire Control Bylaw #4876* and that remedial action has not taken place, in whole or in part, as directed by a Bylaw Violation Notice (copy attached) sent to you by mail on **April 24, 2020**. You are hereby informed that on **May 27, 2020**, or a convenient date thereafter, the City of Port Alberni or its contractors will be attending the above noted property to take the following action:

- **Cover up graffiti**
- **Performance of any other property maintenance required to bring the property into compliance with the *Property Maintenance Bylaw #4712* including cutting the grass, weeds, and uncultivated brush on the property and boulevards, and collection and disposal of all accumulated refuse*.**

All costs for the aforementioned action are at your expense and will be billed to you. A debt incurred in this manner may be collected in the same manner and with the same remedies as property taxes. If the debt is not paid by December 31 of the year in which it is payable it is deemed to be taxes in arrears.

You may comply with the **Notice and Order** without cost or penalty up to one day prior to the aforementioned date of attendance. If you have undertaken the work on your own please contact the Bylaw Enforcement Officer (Ph: 250-720-2872) as soon as possible to avoid unnecessary charges.

Sincerely,
CITY OF PORT ALBERNI

Nathan Bouelle
Bylaw Enforcement Officer
Ph: (250) 720-2872
Email: Nathan_bouelle@portalberni.ca

Apr. 24, 2020 1:41:52 p.m
Port Alberni



Apr. 24, 2020 1:27:15 p.m.
Port Alberni



Apr. 24, 2020 1:30:46 p.m.
Port Alberni



Apr. 24, 2020 1:28:28 p.m.
Port Alberni



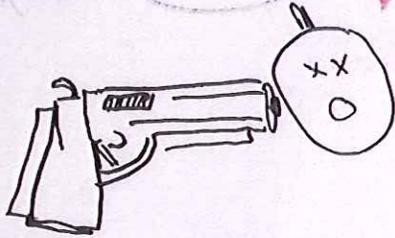
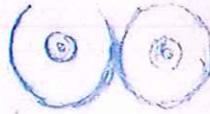


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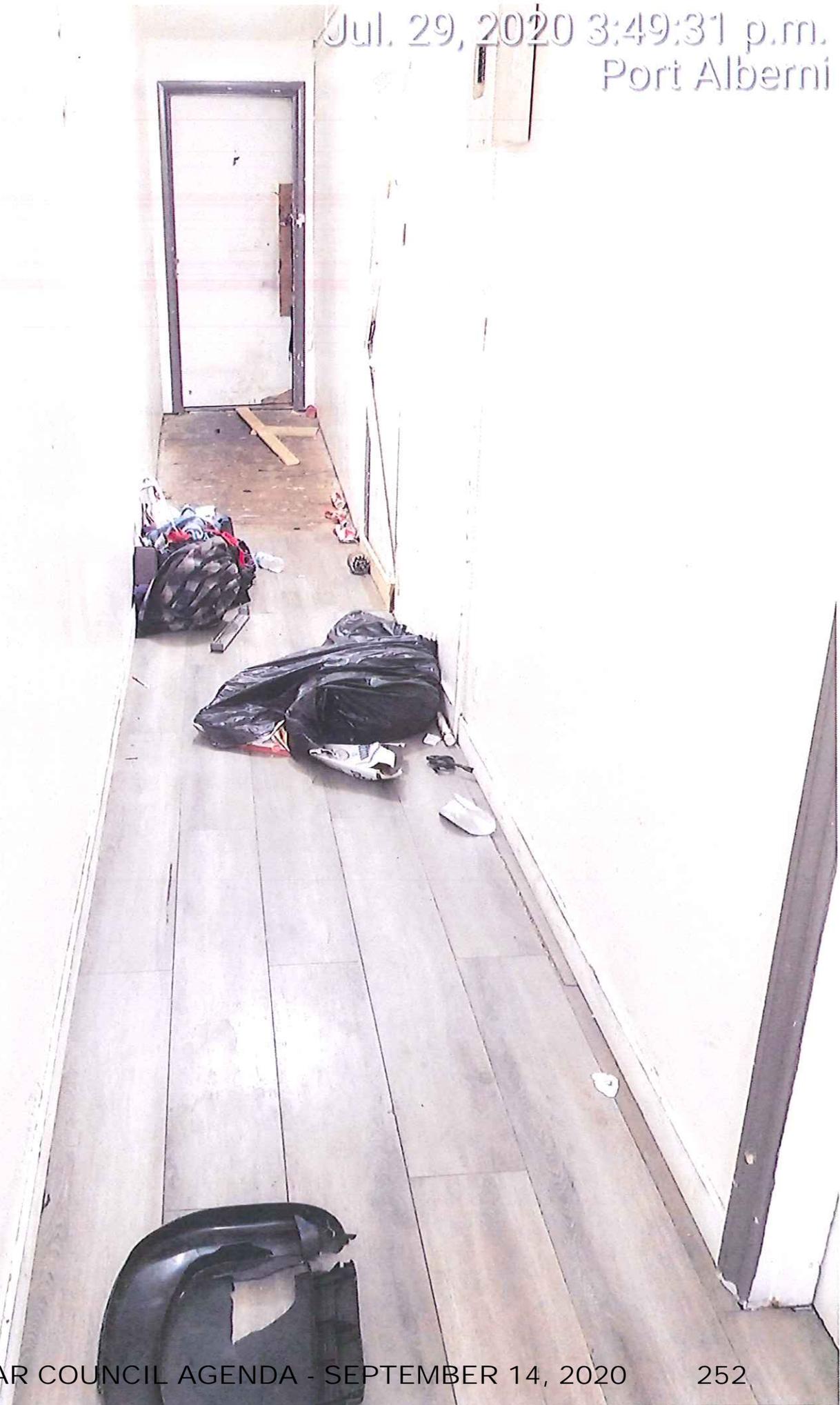
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Apr. 24, 2020 1:31:24 p.m.
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Jul. 29, 2020 3:49:31 p.m.
Port Alberni

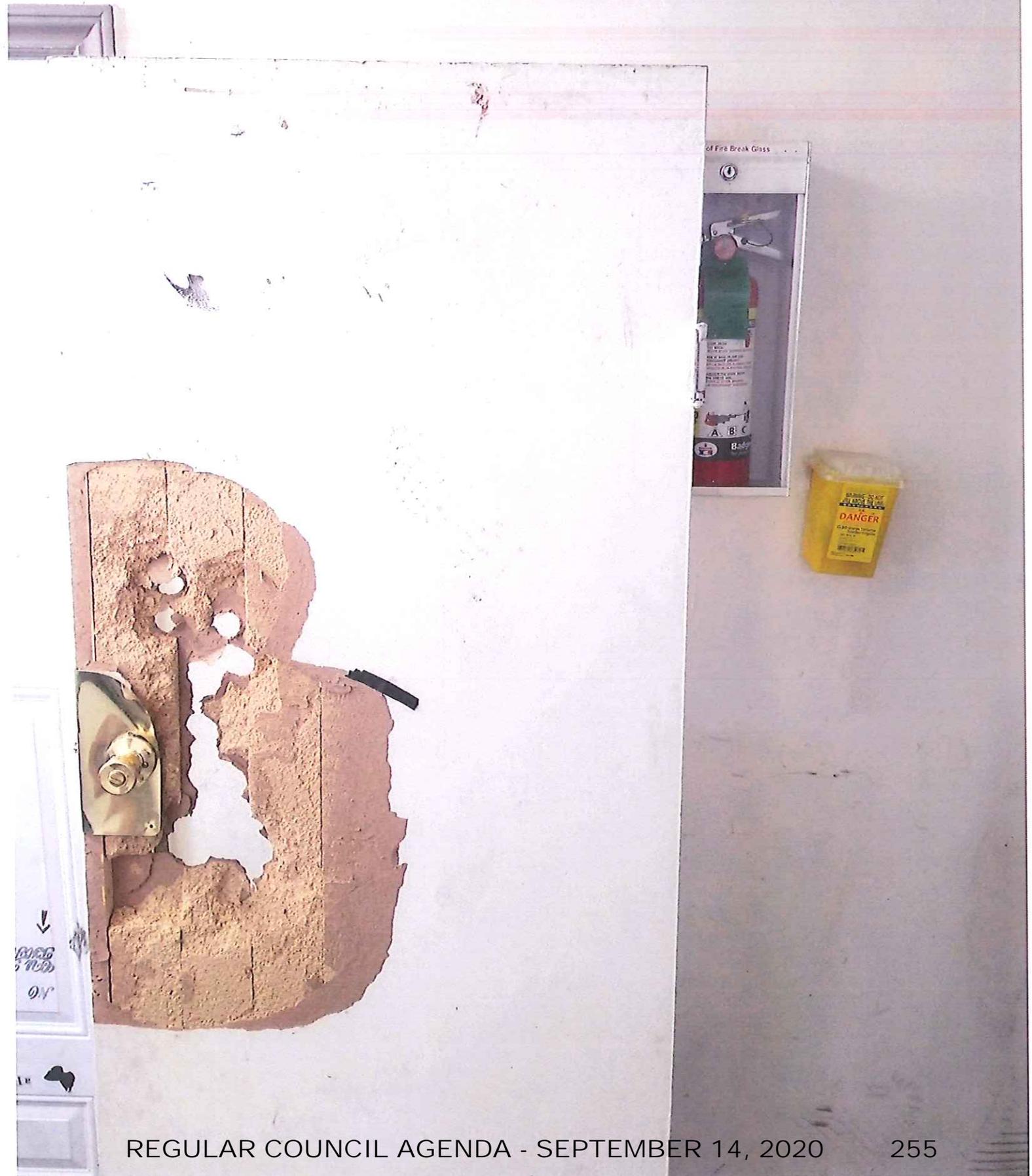


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Port Alberni



Jul. 29, 2020 3:51:00 p.m.
Port Alberni



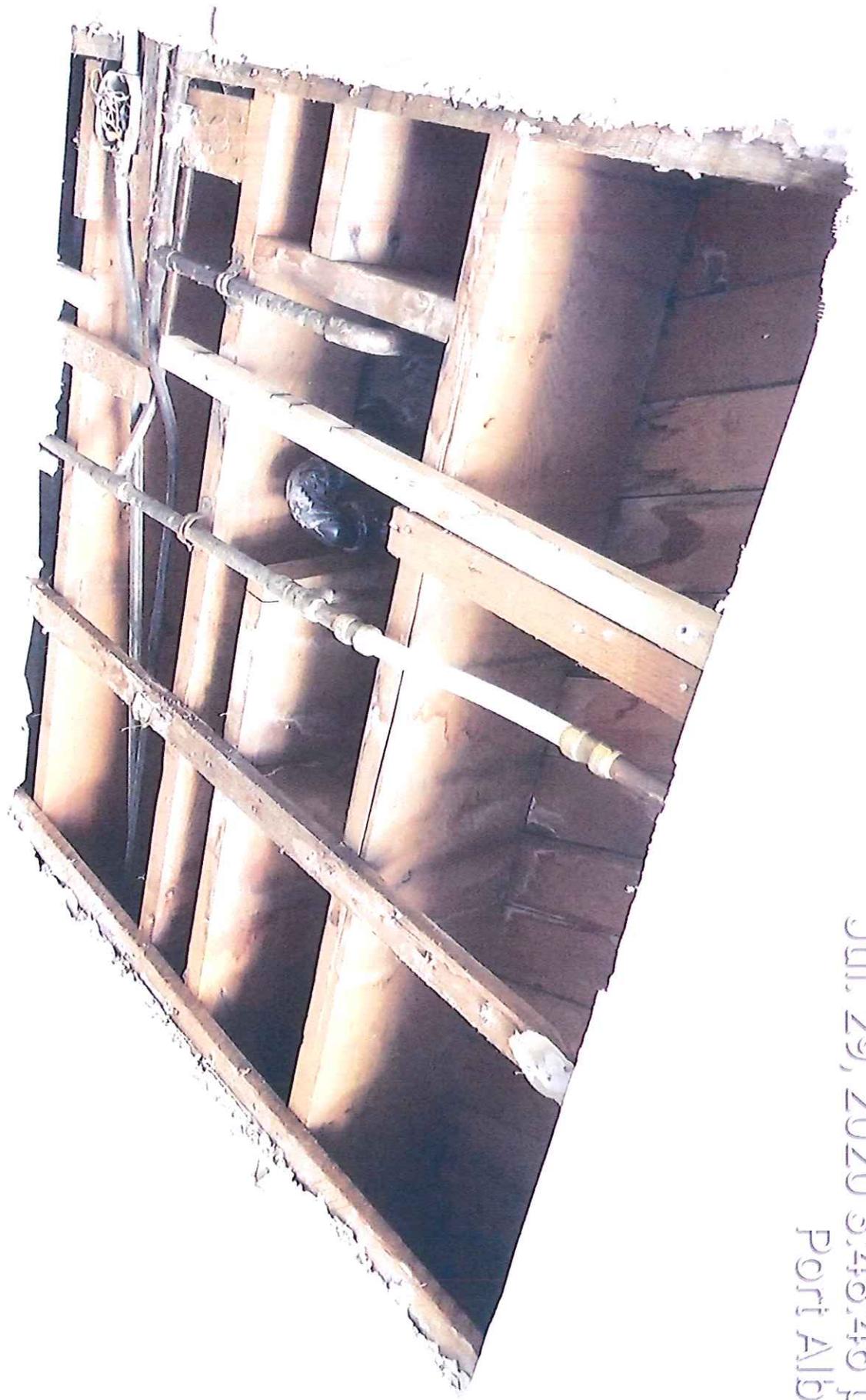


Jul. 29, 2020 3:56:30 p.m.
Port Alberni



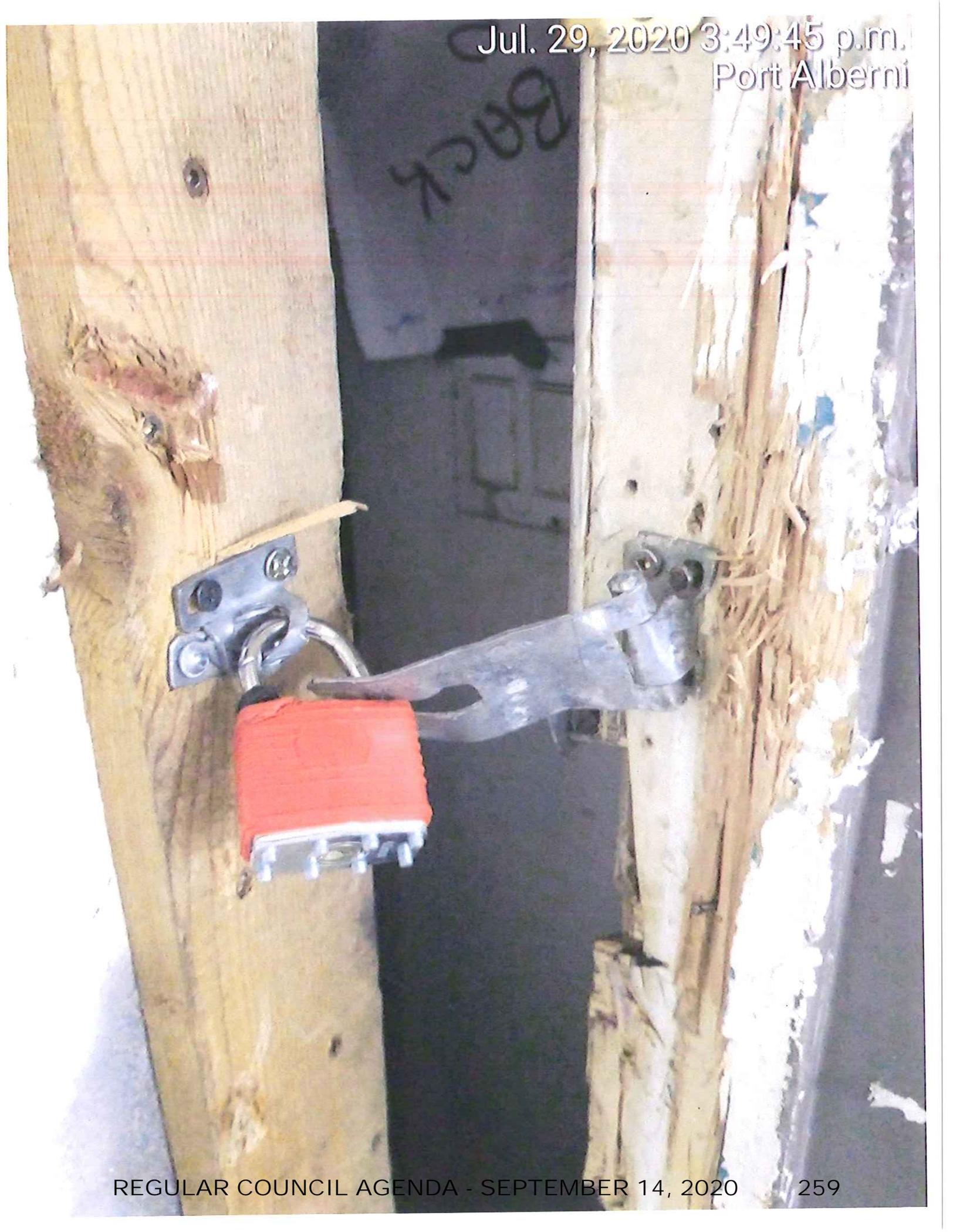
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Port Alberni



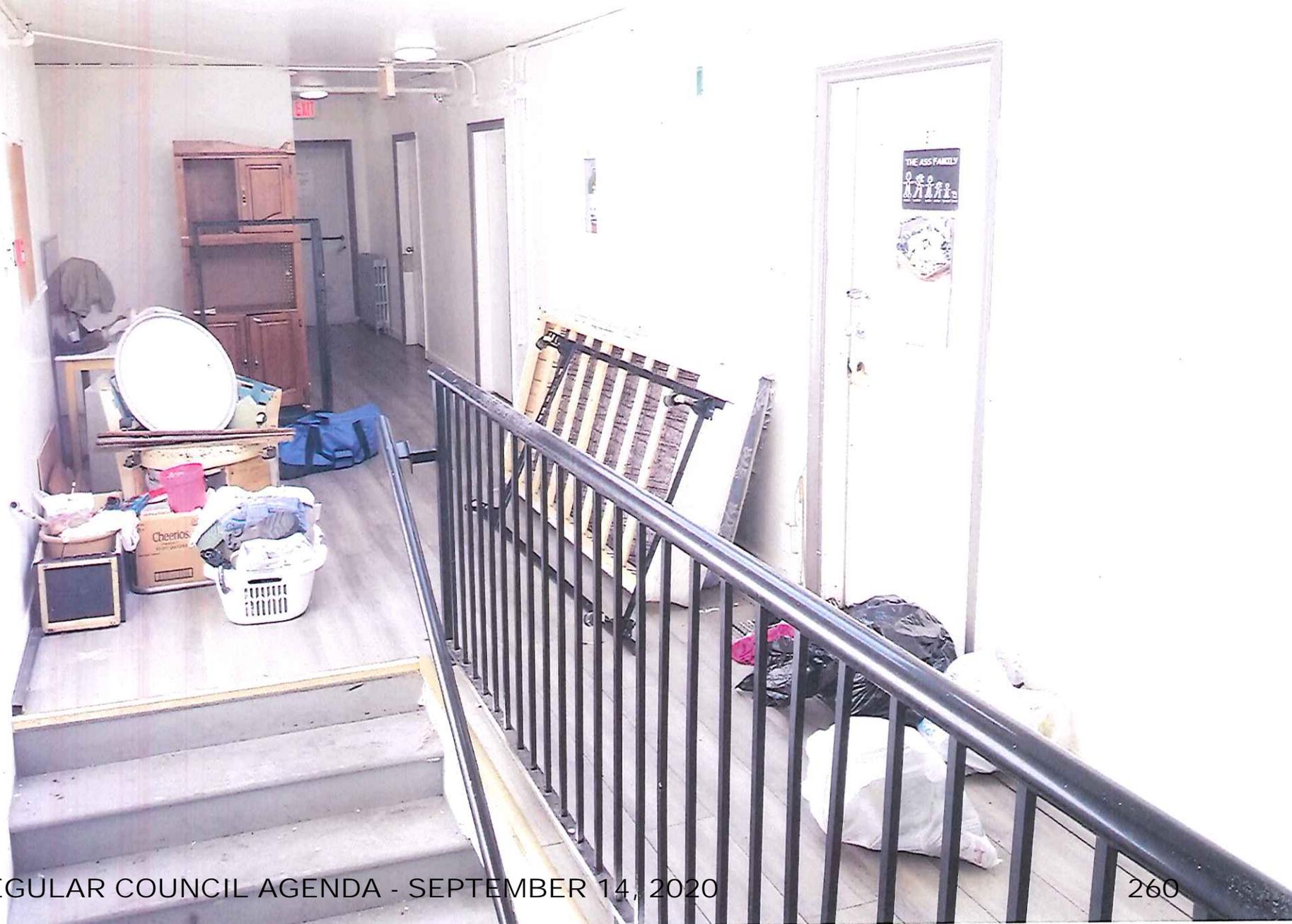


JUL. 29, 2020 3:48:46 p.m
Port Alberni

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Port Alberni



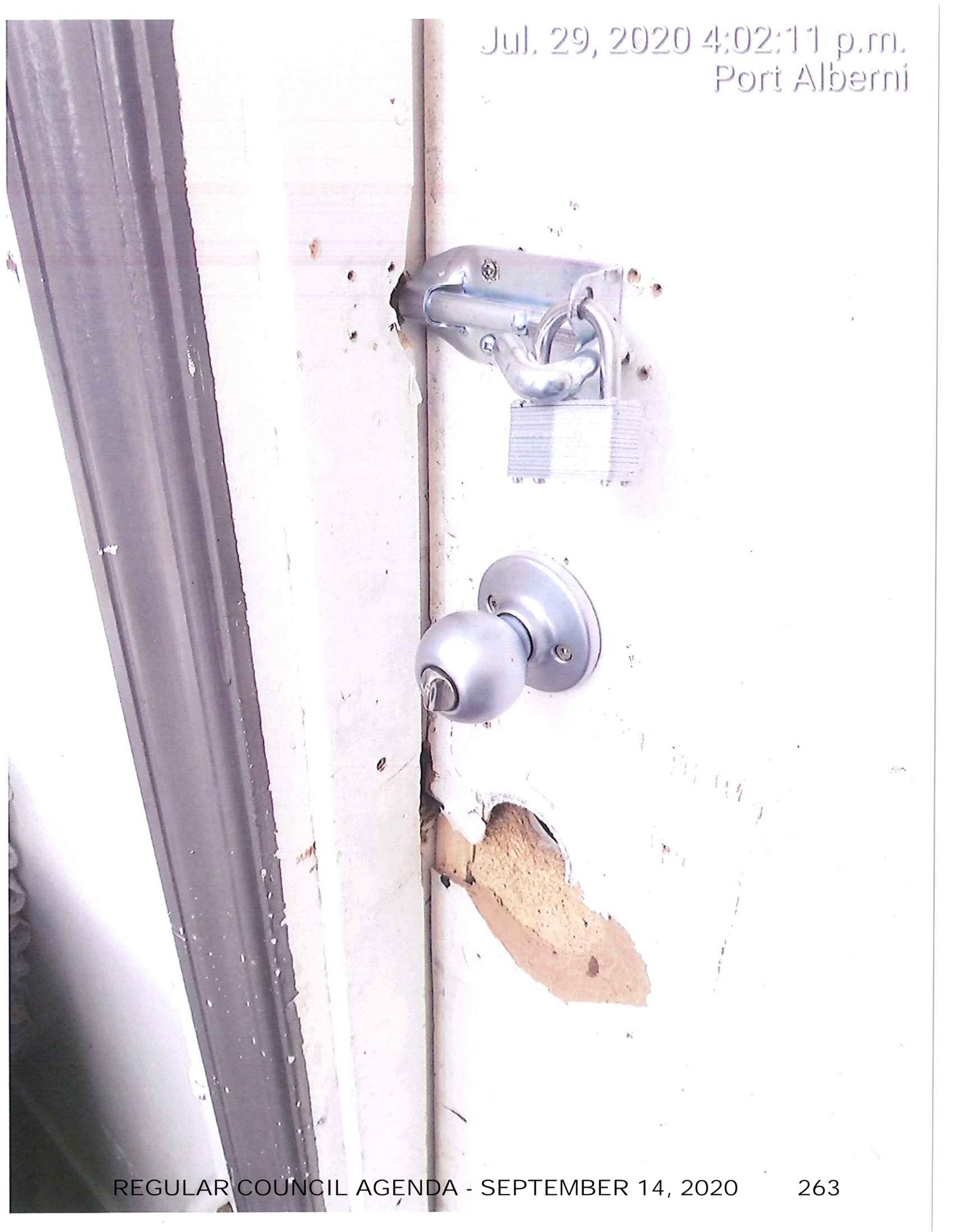
Jul. 29, 2020 4:02:00 p.m
Port Alberni



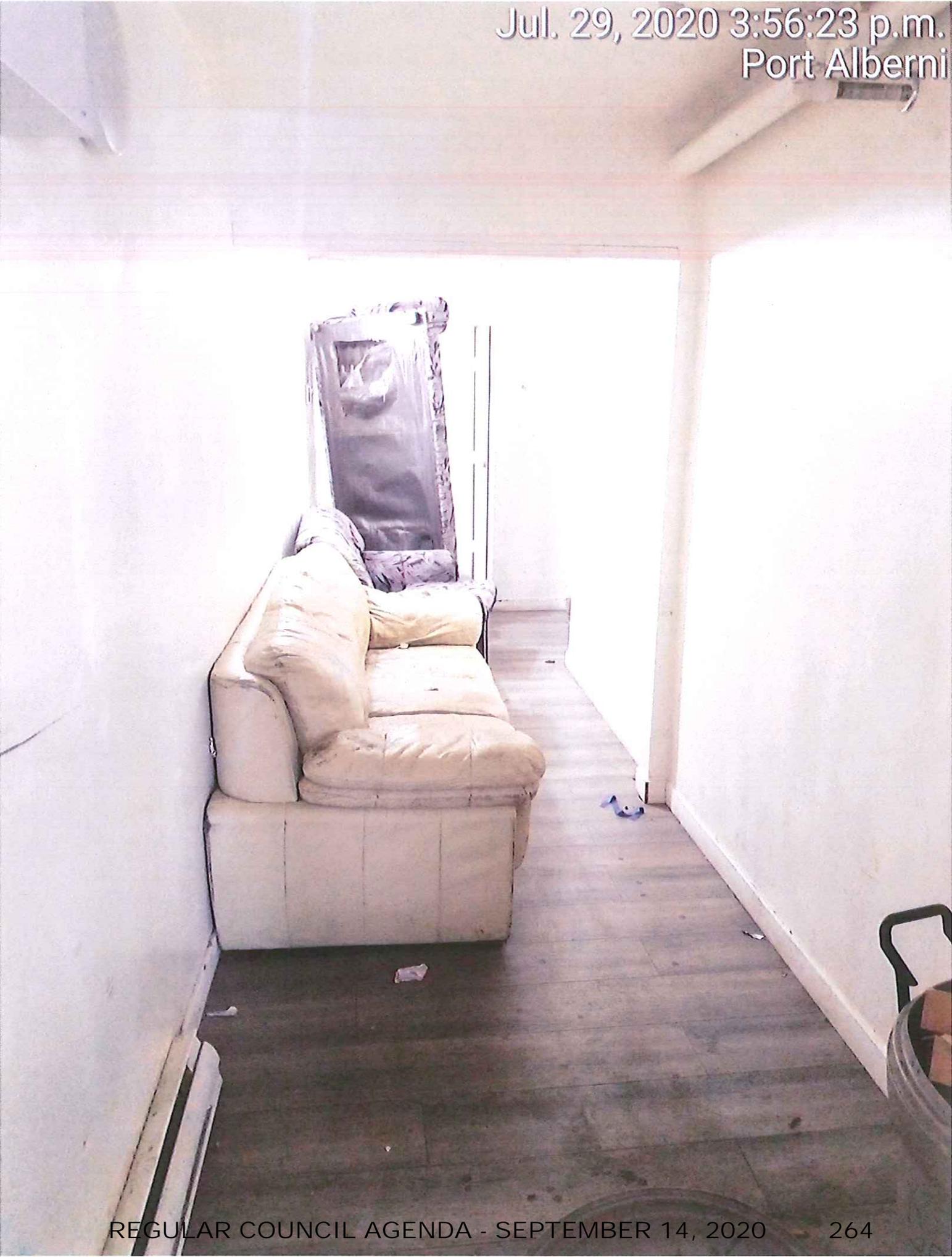


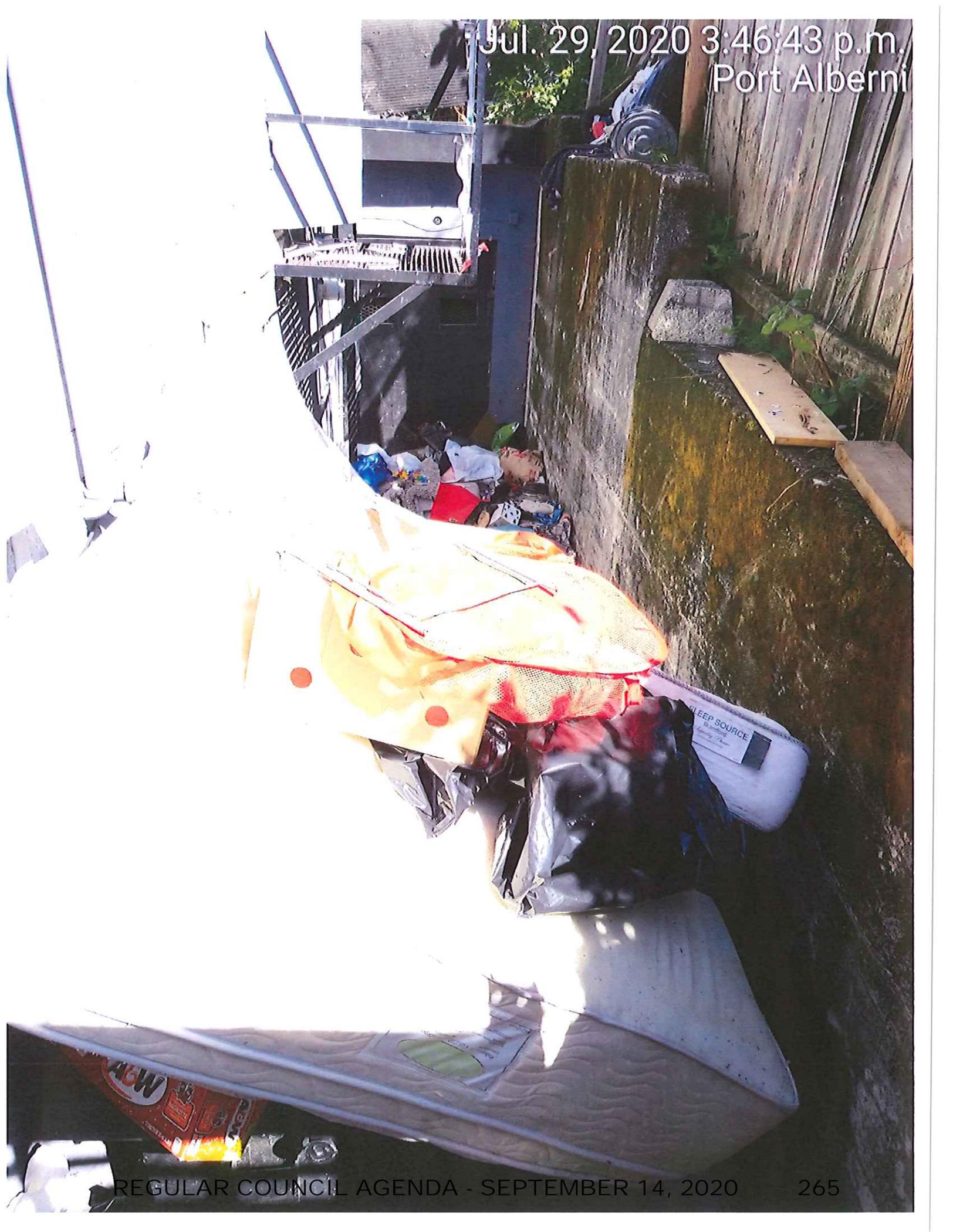


Jul. 29, 2020 4:02:11 p.m.
Port Alberni



Jul. 29, 2020 3:56:23 p.m.
Port Alberni



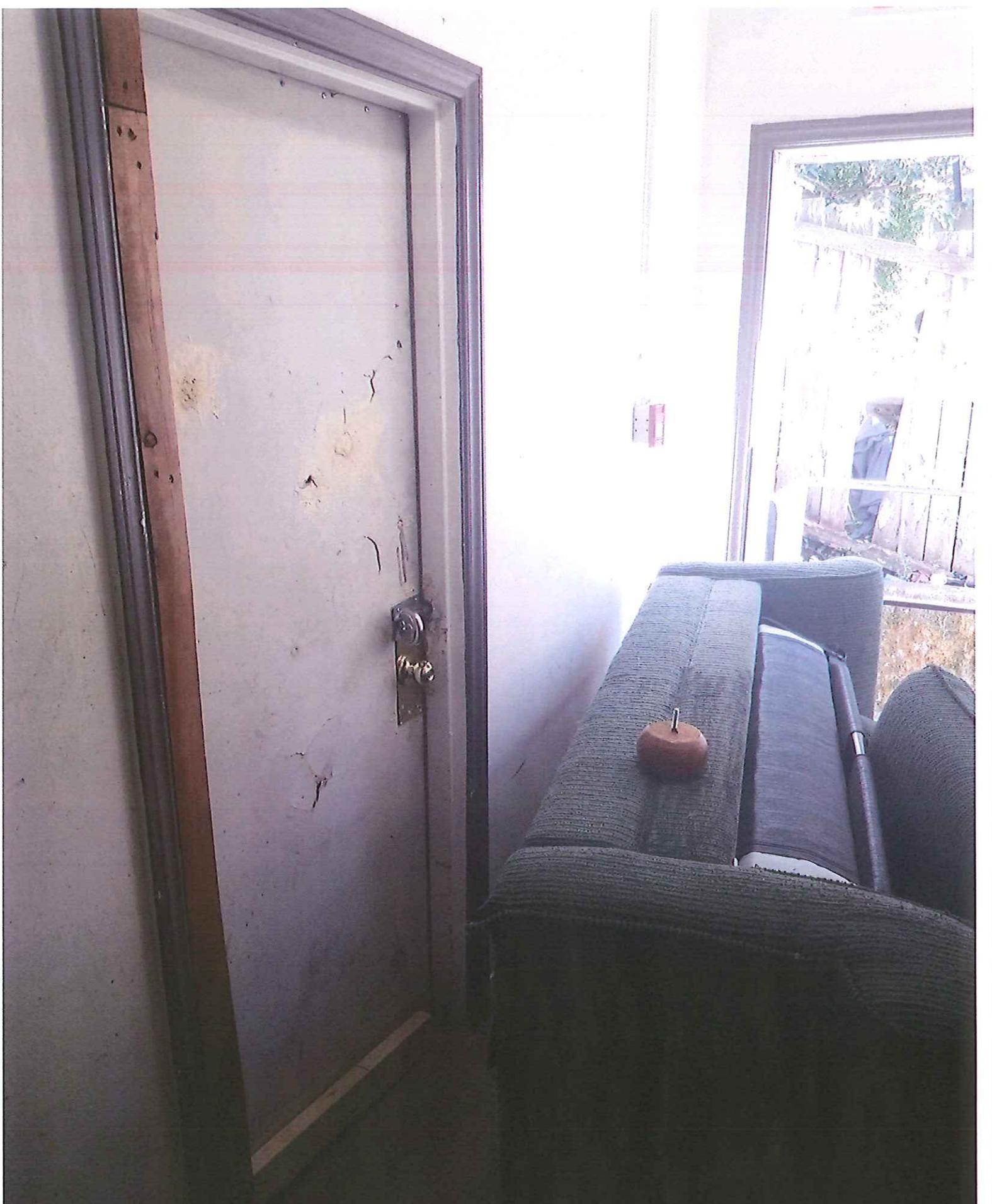




Jul. 30, 2020 4:16:16 p.m.



Jul. 30, 2020 4:16:38 p.m.
Port Alberni



Jul. 30, 2020 4:16:44 p.m.





4

Jul. 30, 2020 4:16:58 p.m.

2



Jul. 30, 2020 4:17:09 p.m.
REGULAR COUNCIL AGENDA - SEPTEMBER 14, 2020 272
Port Alberni



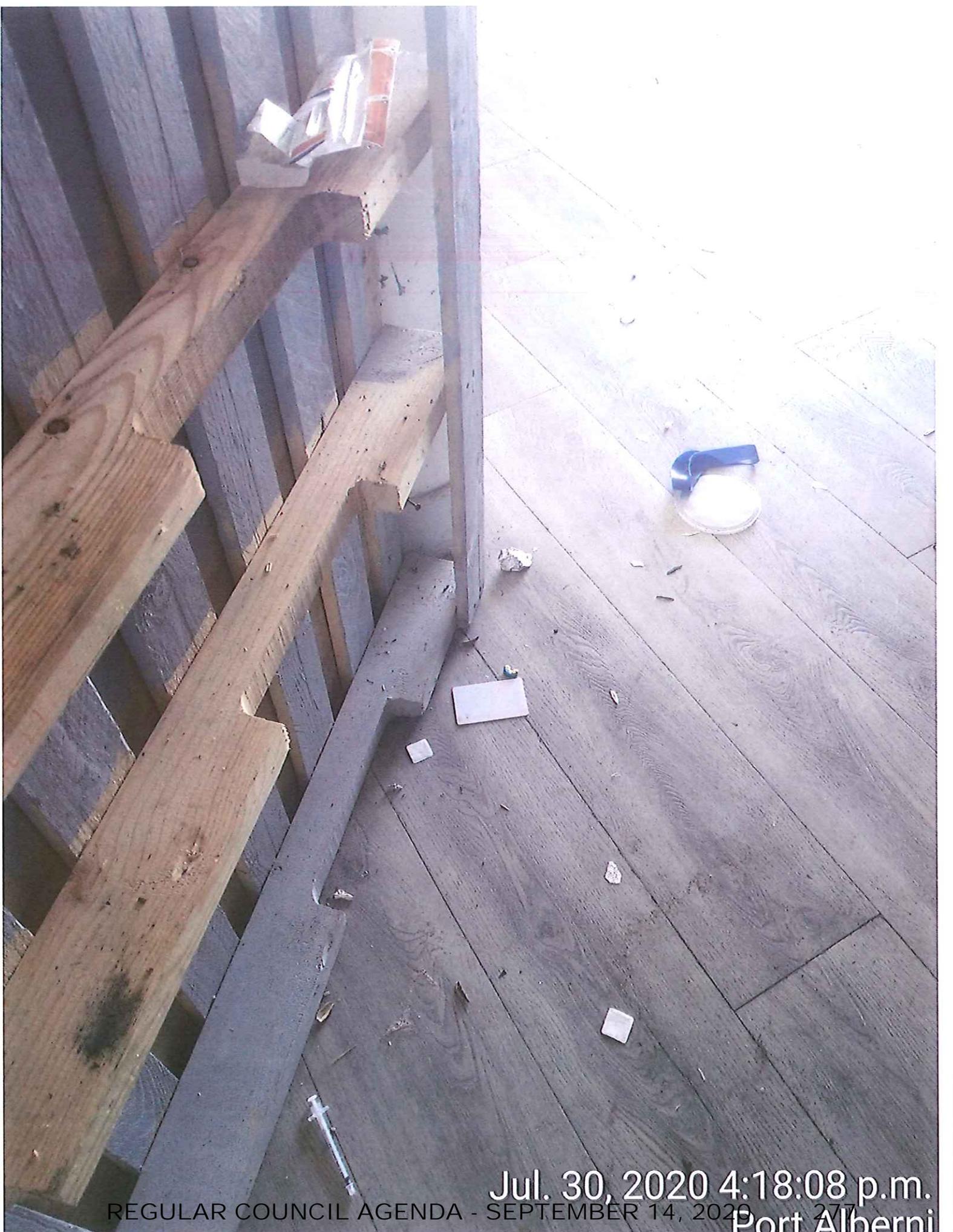
Jul. 30, 2020 4:17:33 p.m.





Jul. 30, 2020 4:17:48 p.m
Port Alberni







0718





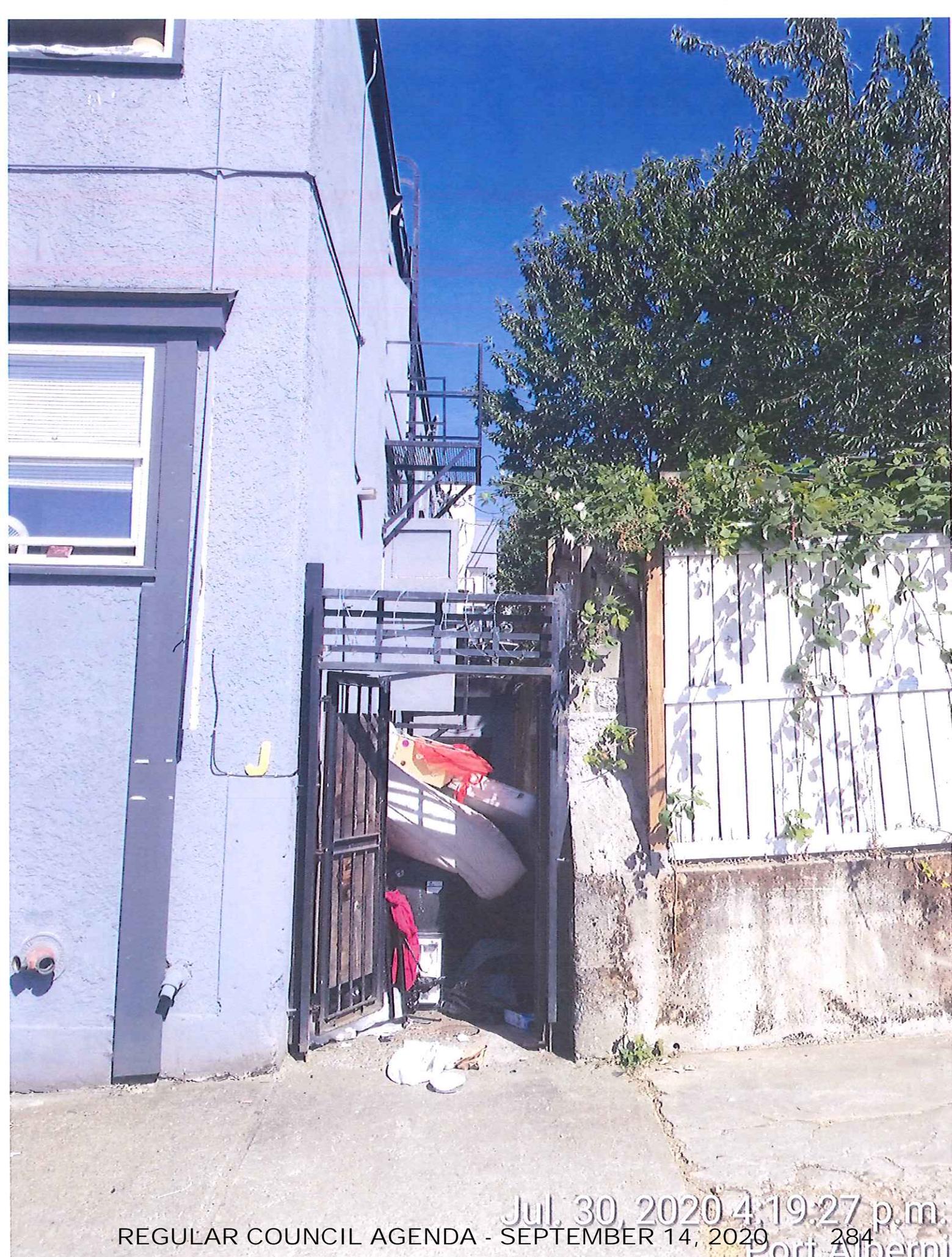


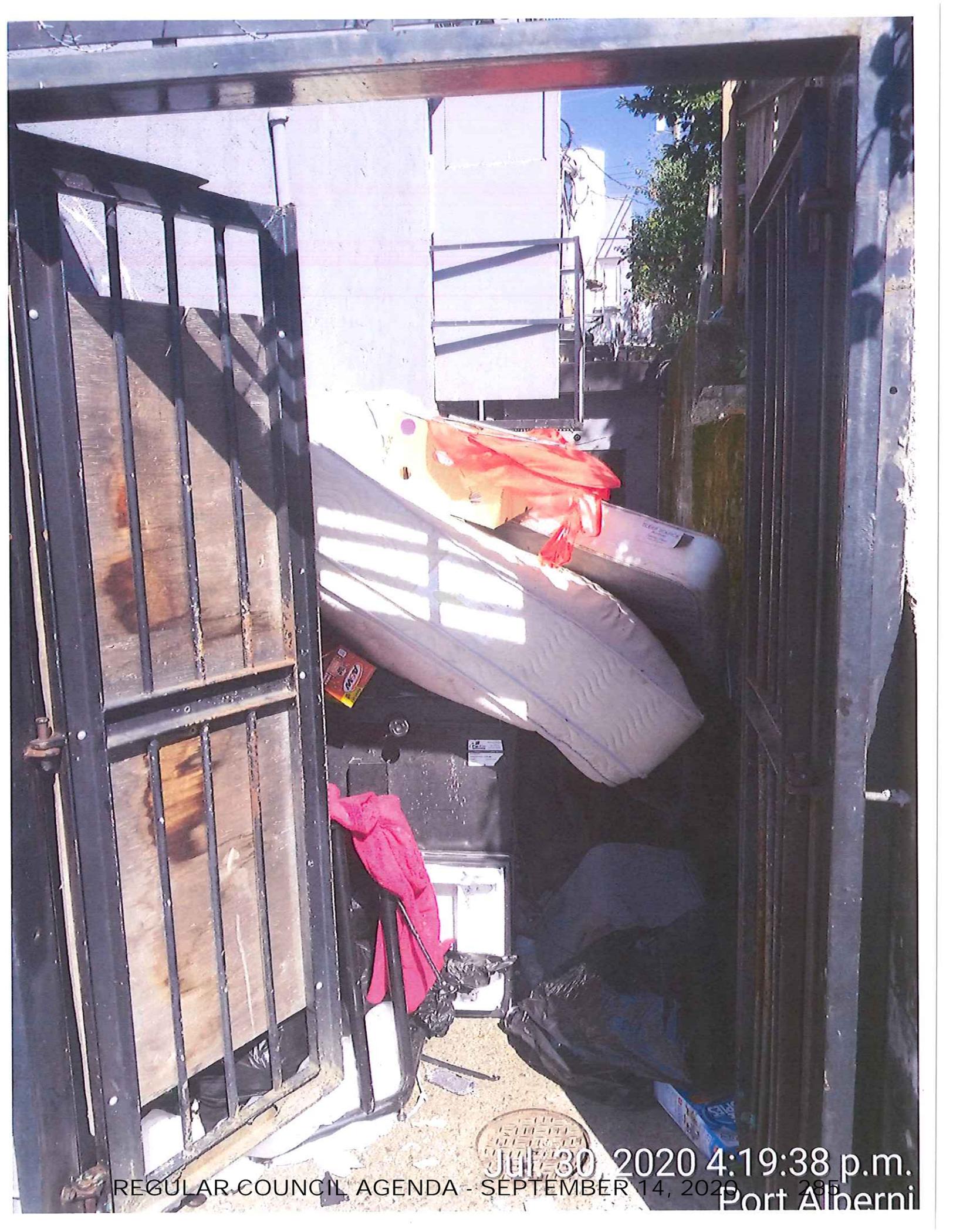
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Jul. 30, 2020 4:19:01 p.m.
Port Alberni



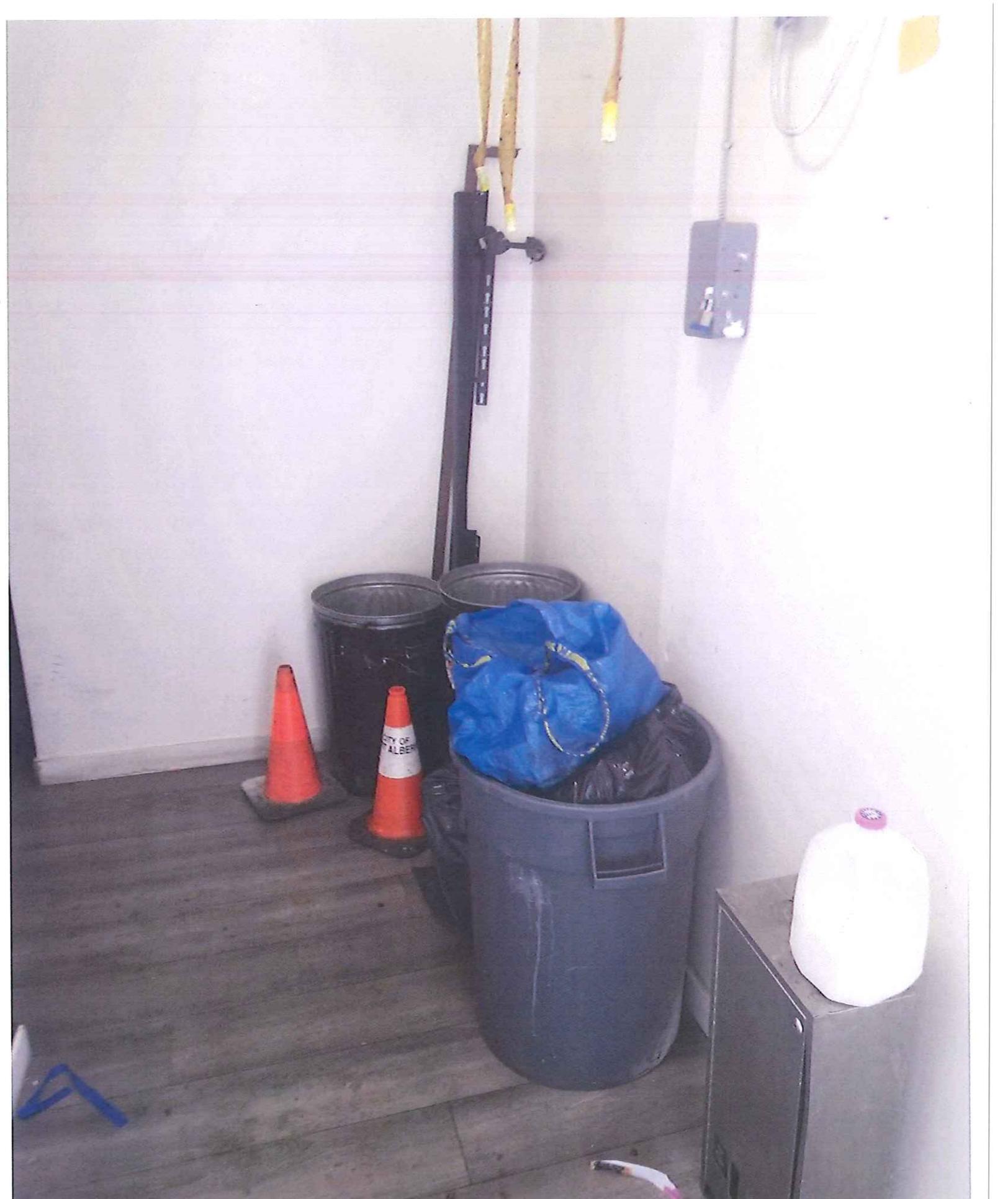




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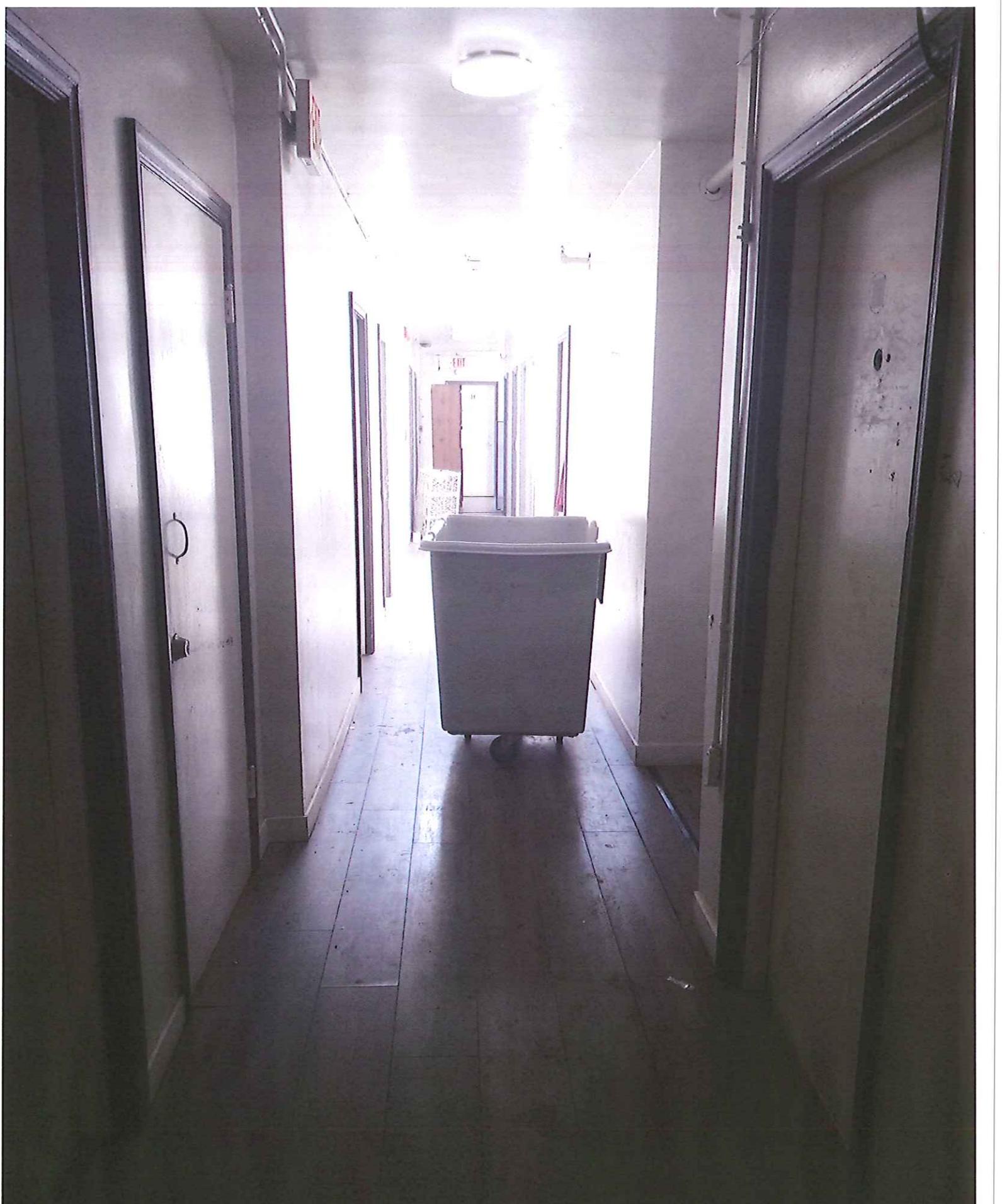


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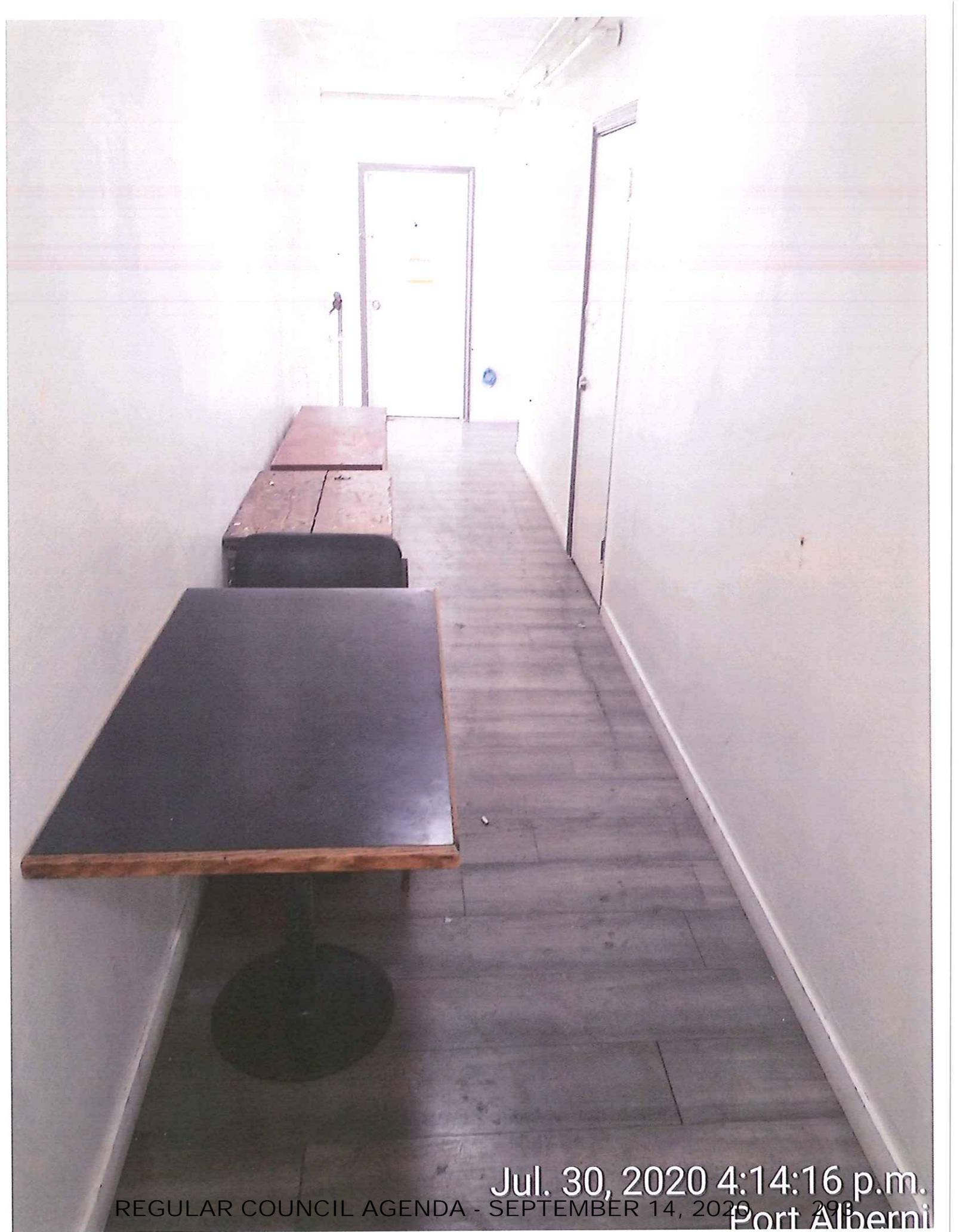




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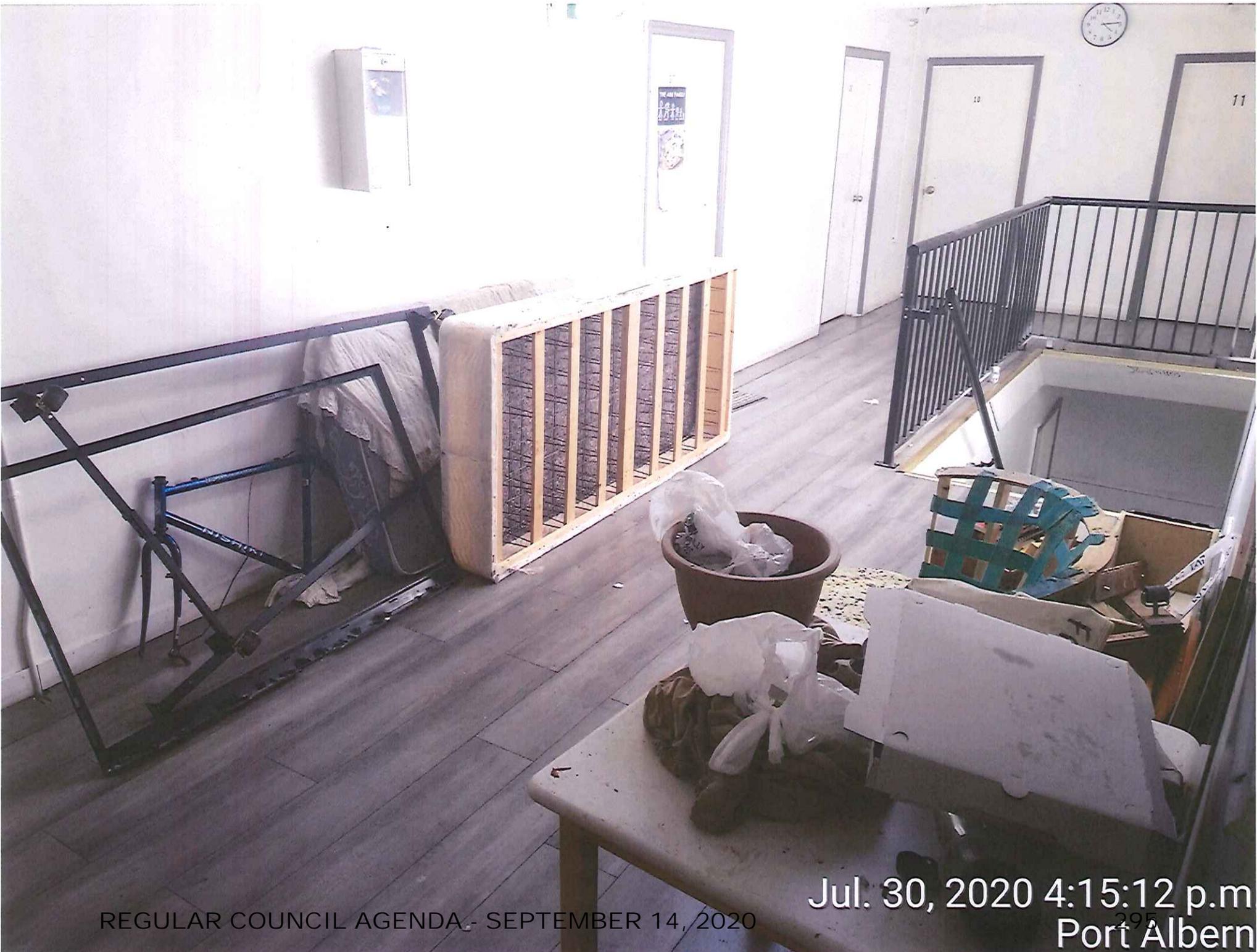


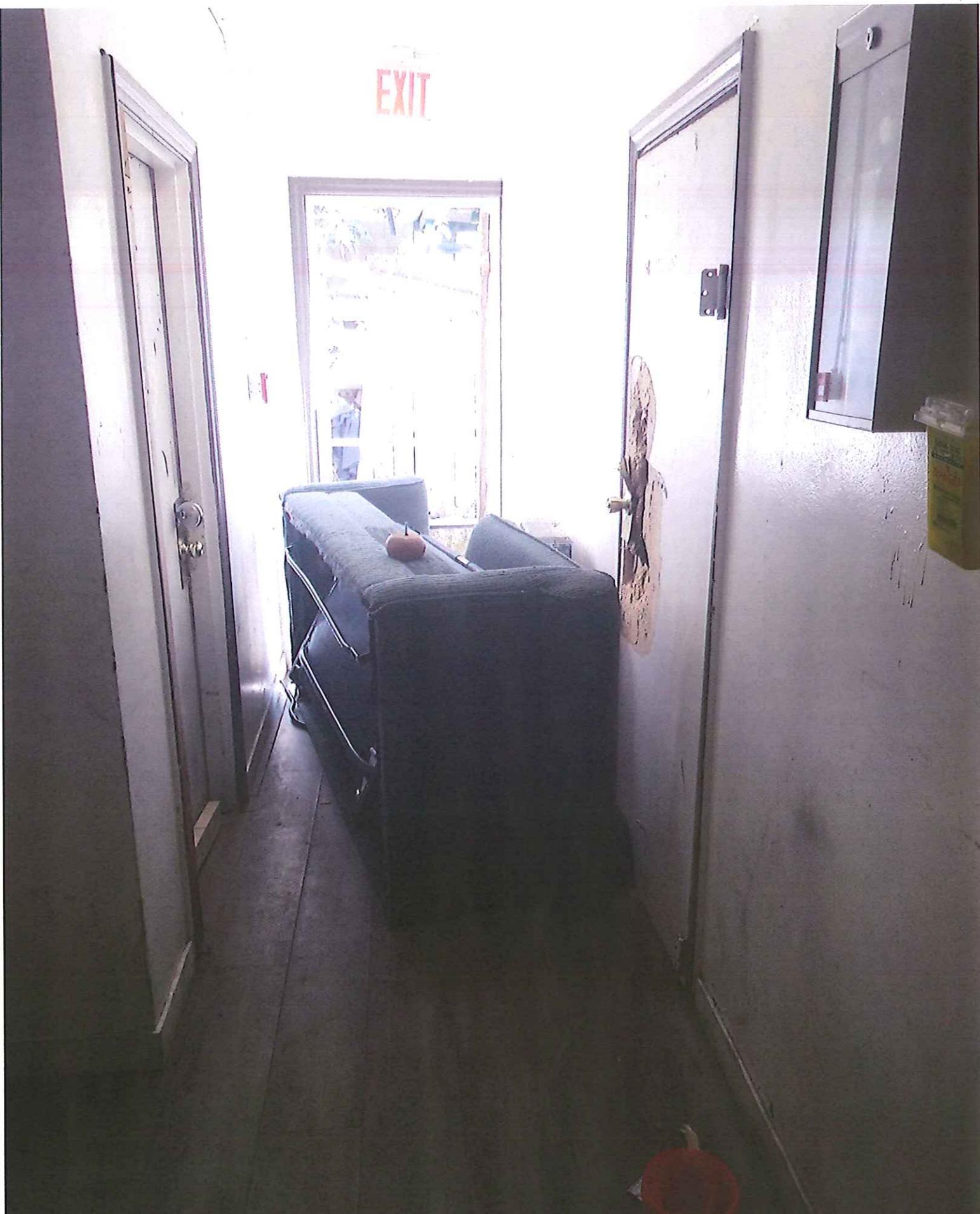
Jul. 30, 2020 4:14:09 p.m.



Jul. 30, 2020 4:14:16 p.m.







Jul. 30, 2020 4:15:49 p.m.

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Jul. 30, 2020 4:15:59 p.m.



Jul. 30, 2020 4:16:10 p.m.

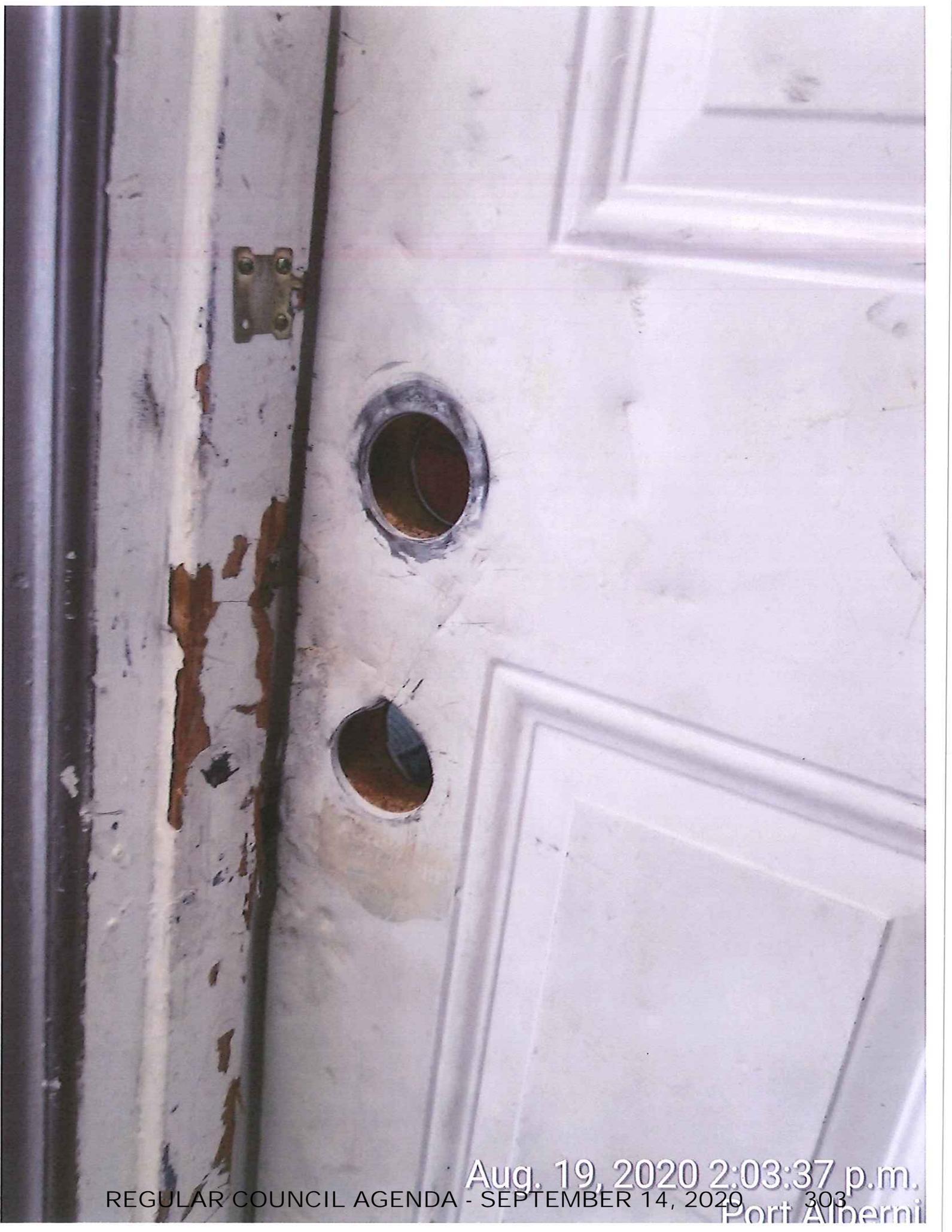
Apr. 24, 2020 1:41:52 p.m
Port Alberni





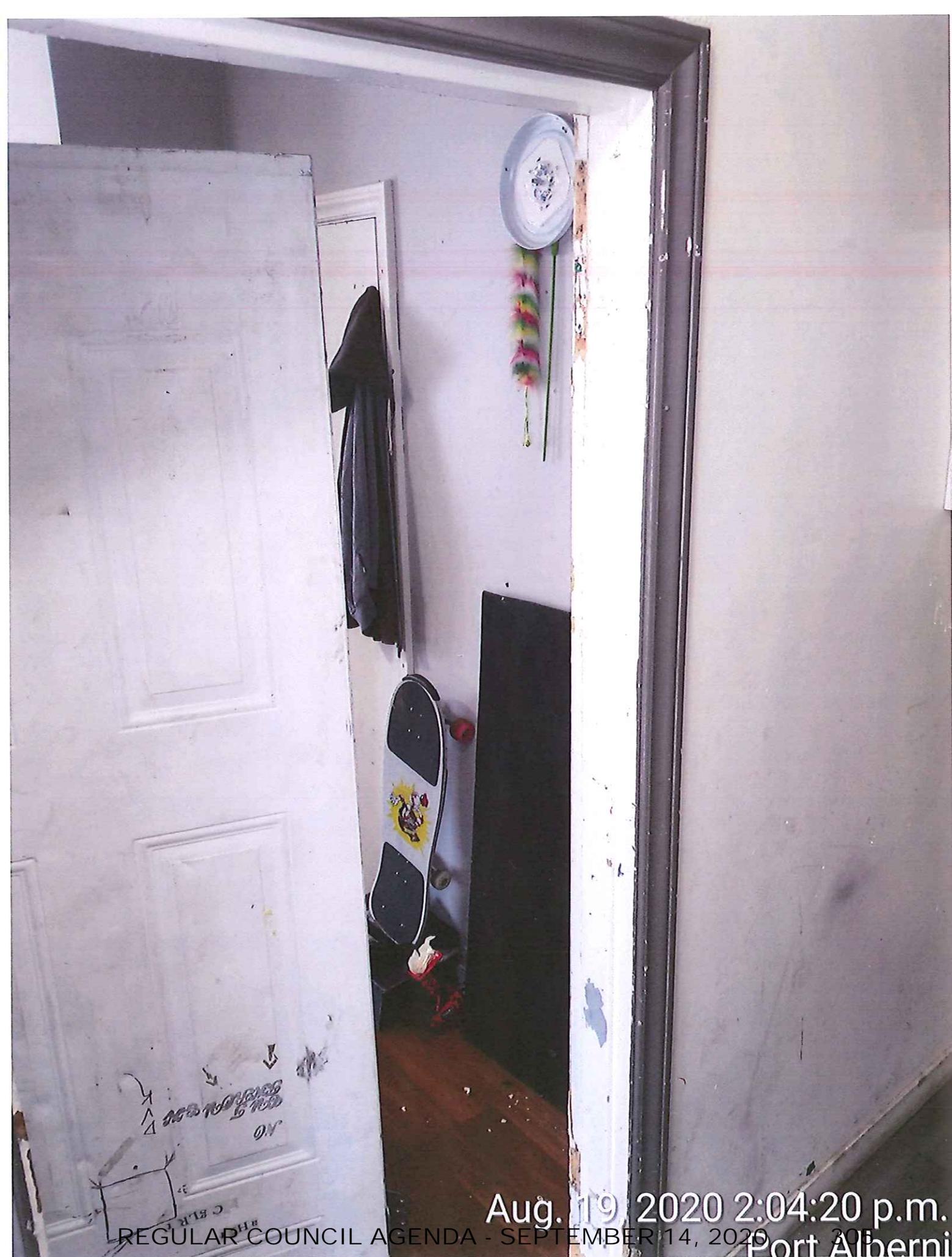






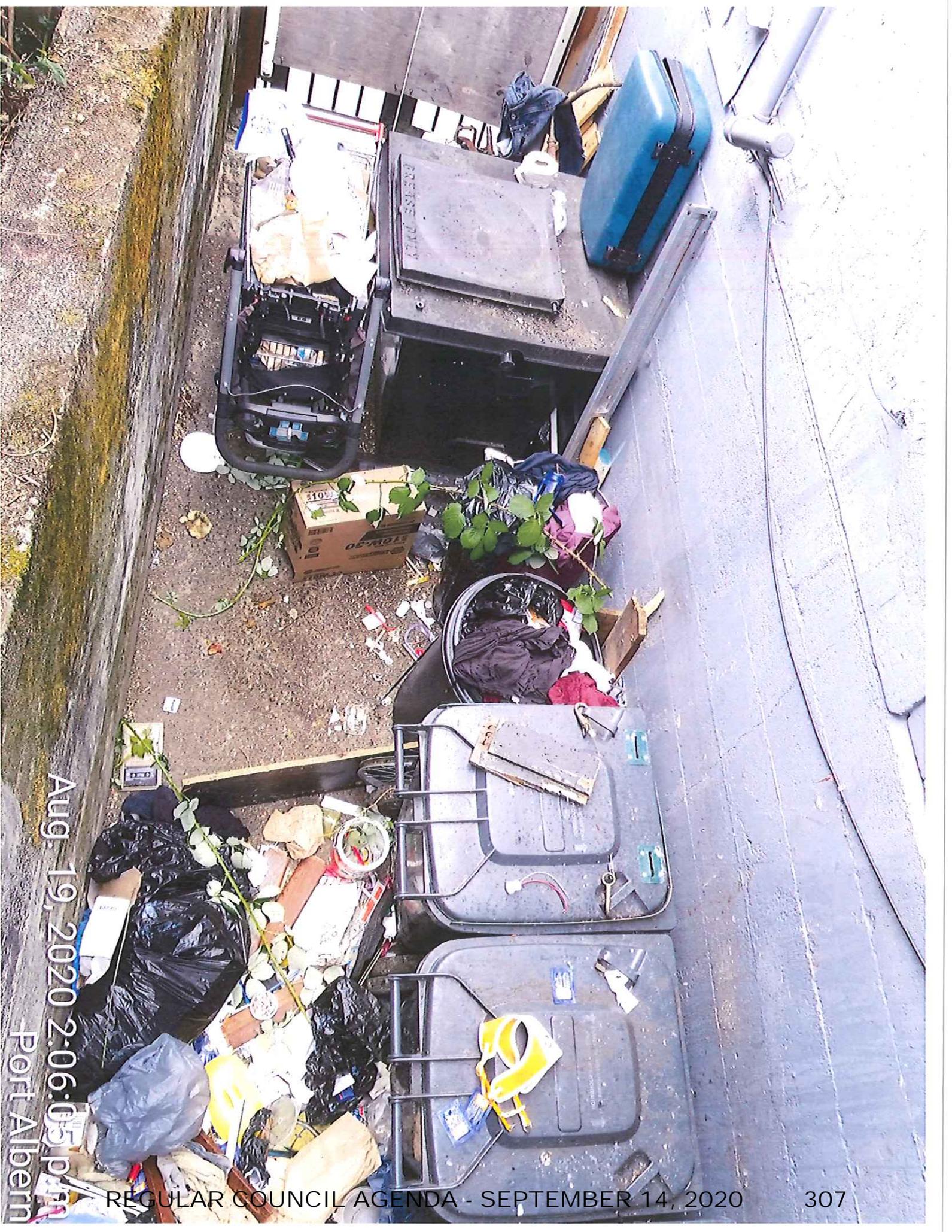


Aug. 19, 2020 2:03:43 p.m.



Aug. 19, 2020 2:04:20 p.m.

Aug. 19, 2020 2:05:47 p.m.
Port Alberni



Aug. 19, 2020 2:06:05 p.m.
Port Alberni



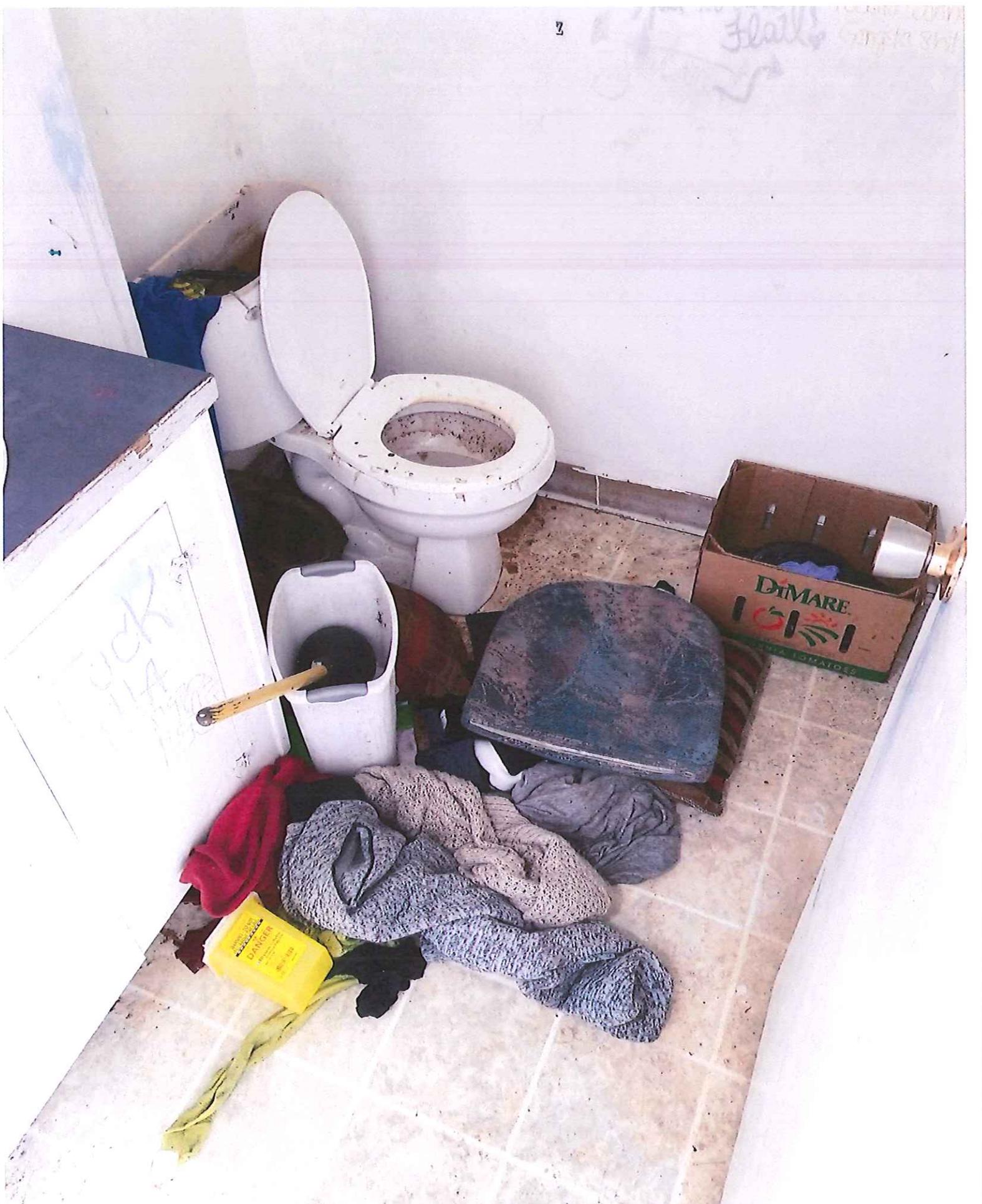


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Aug. 19, 2020 2:09:08 p.m.



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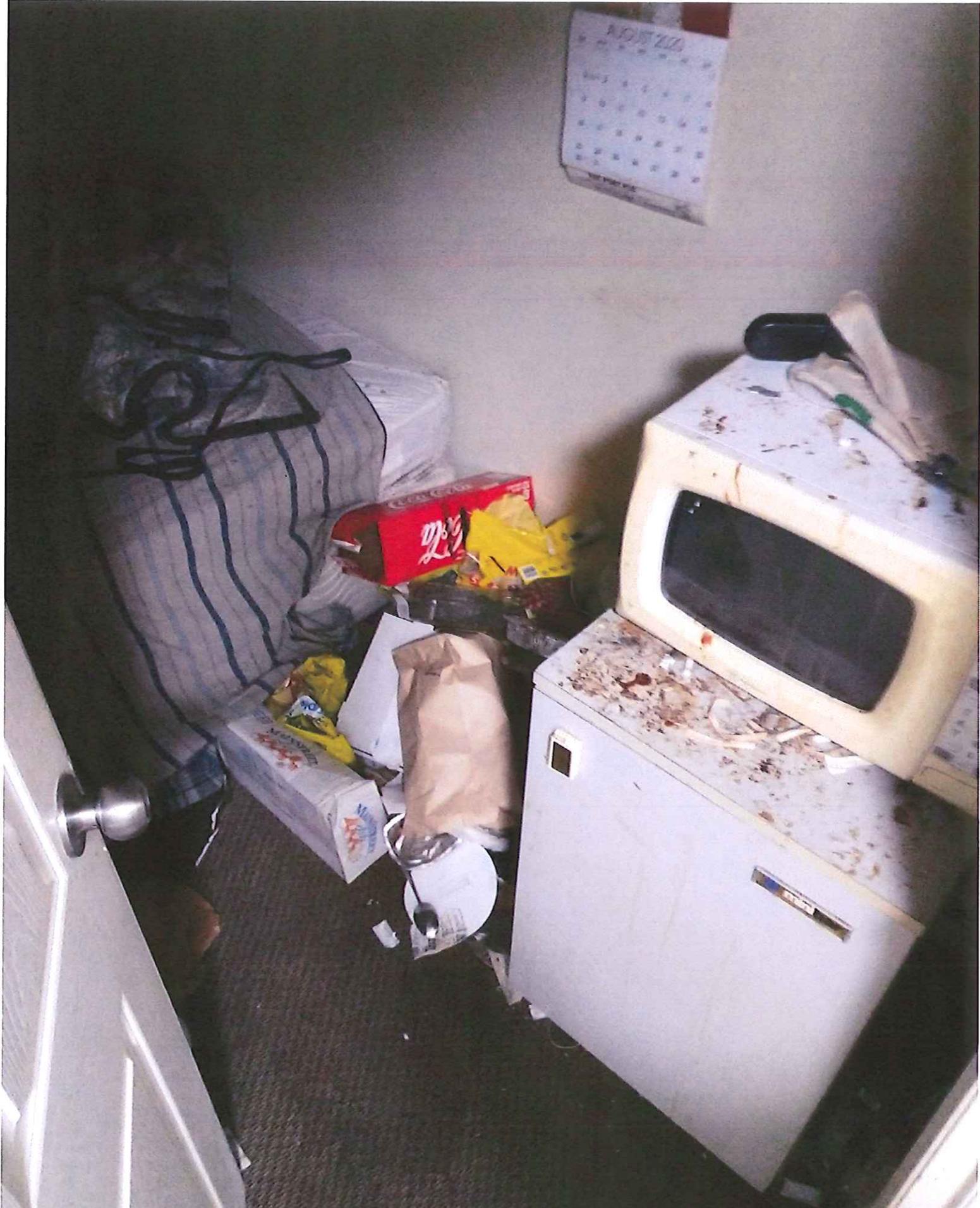
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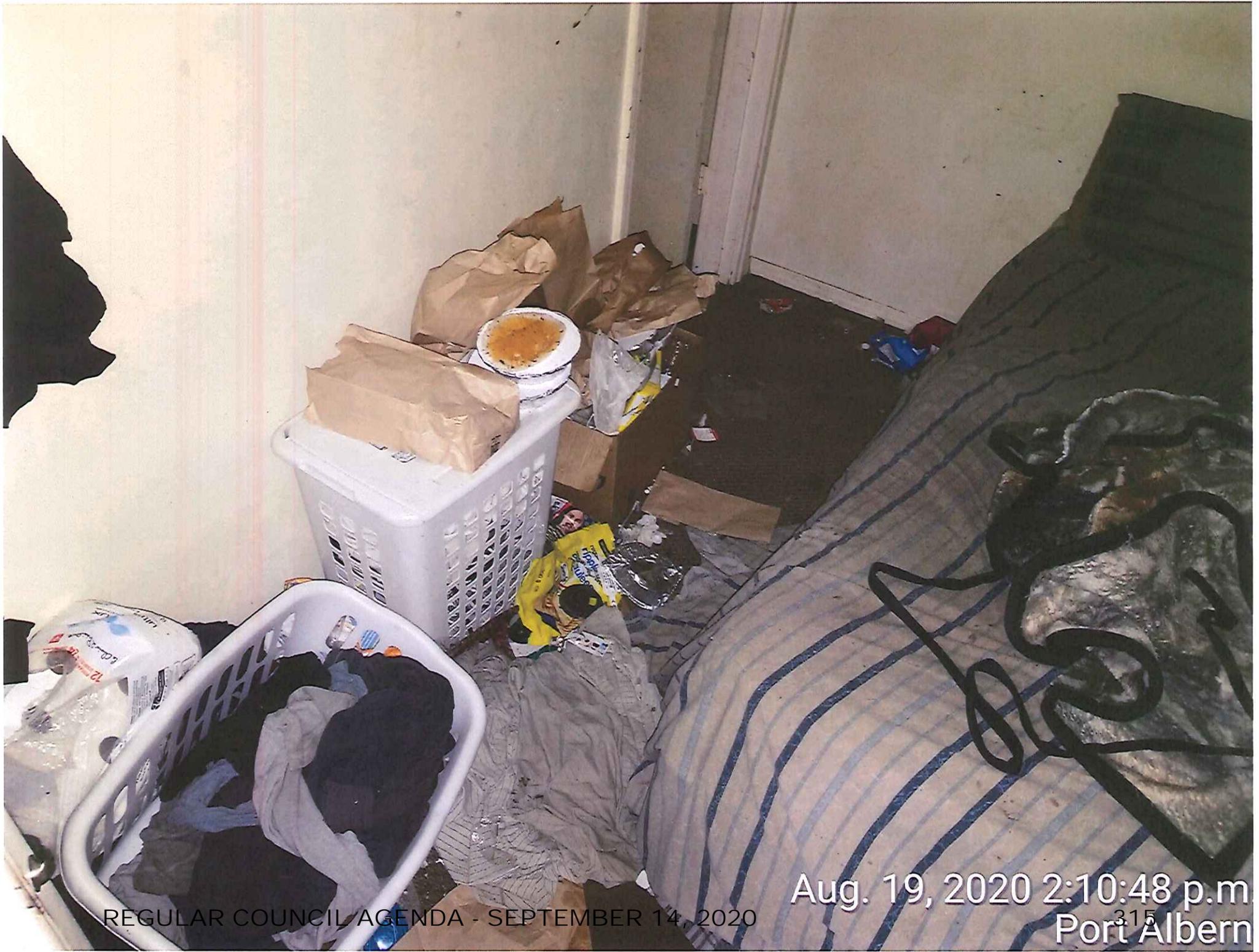
DANGER



Aug. 19, 2020 2:09:29 p.m.









Aug. 19, 2020 2:10:57 p.m.





CITY OF PORT ALBERNI

4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Tel: (250) 720-2831 Fax: (250) 723-3402 www.portalberni.ca

2020-09-03

Gaylene Thorogood
Community Safety Manager
City of Port Alberni

**Re: 5170 Argyle Street, Port Alberni,
LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197**

On August 26, 2020, I attended the Port Pub at 5170 Argyle Street, Port Alberni, with Chief Fire Prevention Officer Rick Newberry and Bylaw Enforcement Officer Nathan Bourelle to inspect the Building to go over current deficiencies at the above property.

The Building Department observed many code infractions that would need corrections on the interior, and exterior of the building at 5170 Argyle St. For the safety of the residents, unit main entry doors are broken which need to be replaced or repaired, door knobs missing or broken need to be functional, pad lock on a unit which needs to be removed, missing or broken handrails for main staircases, bathroom fixtures unsanitary and fixtures need repair, interior units of building need a registered professional to review for means of egress and all its functions, and must have functioning smoke alarms in each unit. All hallways, fire exits and staircases must be clear of all debris.

Overall

- a.) Repair all exterior walls, holes and their components, including coping and flashing, caulking.
- b.) Repair missing or broken handrailing's on staircase.
- c.) Remove graffiti
- d.) Replace damaged, decayed and deteriorated window sashes, window frames and casings on all windows.
- e.) Repair the exterior doors, and door frames to the building.
- f.) Repair or replace all entrance doors and door frames to each apartment. Provide locking door knobs.
- g.) Have a licensed electrician attend, inspect and repair electrical.
- h.) Repair roof leak
- i.) Have a licensed plumber attend and repair the communal washroom on the second floor.
- j.) Have licensed plumber attend and repair communal shower and washroom on first floor.
- k.) Have licensed plumber repair hot water to shower and washroom on first floor.
- l.) Remove all refuse on property, includes food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;
- m.) All Fire exits to be clear of obstructions
- n.) Stairwells to be clear of obstructions, lighting to be operational.

- o.) Clean hallway walls, floors and stairwells from garbage, needles, and waste, graffiti.
- p.) Exterminator to confirm any rodents and bedbugs that would need to be eliminated.
- q.) Repair all exit signs, emergency lighting in hallways.
- r.) Provide fire extinguishers
- s.) Repair and replace smoke detectors in hallways and units.
- t.) Fire bell un covered and ensure operable
- u.) Prepare an acceptable Fire Safety Plan in cooperation with Port Alberni Fire Department
- v.) Interior and exterior storage cleaned and cleared out to meet BC Fire Code
- w.) Need 3rd party inspection and repair for fire alarm system and security lighting.
- x.) Engage on hiring a Registered Professional to do code analysis on exiting of interior units.

Port Pub First Floor:

- Unit 1: No door handle.
- Unit 2: Padlock on the outside of the door.
- Unit 3: Padlock on the outside of the door.
- Unit 4: Padlock on the outside of the door and no door handle/knob.
- Unit 5: No door handle or locks to secure the door, door not fixed to frame.
- Unit 6: Holes throughout the door, needs to be replaced.
- Unit 7: No access granted.
- Unit 8: No door handle.
- Unit 9: Padlock and chains on the door, no handle.
- Only one communal shower and bathroom on the first floor – no shower head or hot water

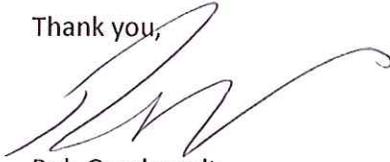
Port Pub Second Floor:

- Unit 10: No access granted.
- Unit 11: Requires new door frame. Bed bugs.
- Unit 12: No means of egress out the window.
- Unit 13: No door handle or door locks. Needs unit number on door.
- Unit 14: No means of egress out the window.
- Unit 15: No means of egress out the window, electrical issues with breaker. Bed bugs.
- Unit 16: No access granted.
- Unit 17: No access granted.
- Unit 18: No access granted.
- Unit 19: Water leak in the roof. No means of egress out the window.
- Unit 20: No access granted.
- Unit 21: No access granted.
- Unit 22: No access granted.
- Unit 23: No access granted.
- Unit 24: No access granted.
- Unit 25: No access granted.
- Unit 26: No access granted.
- Unit 27: No access granted.
- Unit 28: No access granted.
- Unit 29: No access granted. Door screwed shut.
- Unit 30: No access granted.
- Unit 31: Needs a new door
- Unit 32: Needs a new door
- Unit 33: No access granted.
- Unit 34: Needs a new door, padlock on the outside of the door

- Unit 35: Window off the rails, requires repair, broken closet door, needs a new door/locks, smoke detector. Bed bugs.
- Unit 36: No access granted.
- Unit 37: Needs new door and locking door knob. Broken closet door.
- Unit 38: Water leaking from the roof into the light fixture and smoke detector
- Unit 39: No windows or means of egress
- Unit 40: No windows or means of egress, no smoke detector. Bed bugs.

Second floor has 2 communal toilets and 2 communal showers, one of the toilets does not work and the washrooms are in deplorable conditions. A few of the "Suites", have their own in suite washrooms. Approximately 5 other washrooms in the "suites" on the second floor.

Thank you,



Rob Gaudreault
Acting Building Inspector
City of Port Alberni

From: [Rob Gaudreault](#)
To: [Gaylene Thorogood](#)
Subject: FW: port pub - still working away on it? Just checking thx
Date: September 4, 2020 7:53:42 AM

From: Carsten Jensen [REDACTED]
Sent: Tuesday, July 21, 2020 11:08 AM
To: Kevin Peters <kevin_peters@portalberni.ca>
Subject: Re: port pub - still working away on it? Just checking thx

Kevin:

After going back to site to confirm conditions and dimensions with my associate Niklas Andersson I was reluctantly compelled to withdraw my offer to Peter to take on the project.

Conditions among the tenants were much worse than I had understood from my first meeting with Peter. Both Niklas and I have chronic respiratory conditions and Niklas has small children. We decided we could not take what we both consider the very real risk of Covid 19 exposure.

When I withdrew I suggested to Peter that it would not be difficult for him to rectify the most pressing fire safety/exiting issues which I listed in my e-mail as:

1. Adjustments to one fire escape landing to eliminate exiting barriers. One of the landings is already acceptable (but the guard has to be made rigid) so the other just has to be altered to match.
2. Adjustment to the fire escape at the roof - weld the broken connection at the base plate.
3. Install proper closers and lever handles at the side exit doors.
4. Change the eight units backing onto the light wells to four larger units by cutting a door into each of their party walls. Each of the larger units will then have two doors to the corridor and exit to the light well will no longer be an issue.

Peter replied that he would make these changes right away and then would inform you and the fire inspector when the work has been completed.

I am sorry that I had to withdraw like this, but I feel I have no choice under the circumstances.

With best regards -

Carsten Jensen
Architect AIBC

On Fri, Jul 10, 2020 at 10:23 AM Kevin Peters <kevin_peters@portalberni.ca> wrote:

Good news Carsten !! Thanks

From: Carsten Jensen [REDACTED]
Sent: Friday, July 10, 2020 10:21 AM
To: Kevin Peters <kevin_peters@portalberni.ca>
Subject: Re: port pub - still working away on it? Just checking thx

Kevin:

I met on site with Peter and we discussed the situation. The remedial work seems straightforward. We will be working with him and we should have drawings before the end of the month.

OK?

Best regards -

Carsten

On Fri, Jul 10, 2020 at 10:15 AM Kevin Peters <kevin_peters@portalberni.ca> wrote:

Kevin Peters
Building Inspector
City of Port Alberni
250 720 2832



Royal Canadian Mounted Police
 Gendarmerie royale du Canada

Security Classification/Designation
 Classification/désignation sécuritaire
Unclassified

OIC Port Alberni Detachment
 4444 Morton Street
 Port Alberni, BC
 V9Y 4M8

Your File Votre référence

City of Port Alberni

Our File Notre référence

2020-09-03

5170 Argyle Street, Port Alberni

Port Pub

The RCMP have received 96 calls for service to 5170 Argyle Street between January 1, 2020 and August 31, 2020. This is an increase from 22 calls over the same time period in 2019, while the overall number of police files in Port Alberni and surrounding area has seen a slight decrease. Recent calls for service include mental health, assaults, assault with a weapon, missing persons, robbery, substance abuse and mischief to property. Police have responded to all of these calls within the past 8 months.

During routine patrols of the premise, police have observed the tenants of the building to be living in deplorable conditions which include the excessive accumulation of human waste and refuse in the hallways and blocking exits and entrances. The building is in a general state of disrepair and no longer possesses the basic amenities required to provide a safe living environment for tenants.

Police routinely observe persons in their open rooms or in the hallways under the influence of opiates and other illicit drugs. Some of these persons have become the subject of a medical overdose emergency.

Yours truly,

Inspector E. Rochette
 Officer in Charge
 Port Alberni Detachment





Fire Prevention Office
Port Alberni Fire Department
3699 10th Avenue Port Alberni, BC V9Y 4W3
Ph: 250.724.1351 Fax: 250.723.5652

May 1, 2020

To: Peter Wang

Re: Port Pub Hotel
5170 Argyle Street.
Port Alberni, B.C.

On April 28, 2020 a site visit of this building was done by the Building Inspector and Fire Inspector to follow up on some deficiencies that were noted after an Alarms call on April 24, 2020.

The deficiencies were as follows:

- Fire Exit blocked and barred shut.
- Fire Exit door closers broken.
- Smoke detectors in units missing
- Fire Department Connection caps missing
- Electrical covers missing
- No Fire Safety Plan

There appears to be an ongoing issue at this property with emergency exiting. Clearly a hands on and frequent review of the emergency exiting is required in this multi-unit residential apartment building to ensure that emergency exiting is clear for use of the occupants.

A lack of managing the building and constant monitoring, continually leads to blocked emergency exits that do not operate properly and may not when required to do so.

Clearly this matter is not being monitored or managed in a manner that provides a basic level of safety for the occupants to exit the building in the event of an emergency

As well, there are items remaining from an older fire suppression system such as a hose cabinet and some piping left over from a former hose cabinet. There may be more items left from an older system. These items need to be removed so they are not to deemed useable in an emergency.

This is to be corrected forthwith.

Further, we are asking that you engage a registered professional, immediately, to review the exiting for the overall building to determine the adequacy and capacity of the exiting. There is no date being requested to obtain a professional as it is required immediately.

Should your professional have any questions about what is being asked of you, please have them contact us so that we can explain our concerns.

In the interim, we will be making periodic inspections that may be subject to fines. Our recent site inspection and ones moving forward may also be subject to fines under the Fire Control Bylaw No 4876 for,

Failure to maintain fire protection equipment	16(a)	\$200.00
Smoke alarms	16(h)	\$200.00
Obstruction of exits	21(c)	\$200.00

We ask that you take this seriously and engage a professional to resolve this matter as soon as possible.

If you have any questions feel free to call me.

Rick Newberry

Chief Fire Prevention Officer

A Port Alberni Fire Department, 3699 10th Avenue, Port Alberni, BC V9Y 4W3

O [250.720.2542](tel:250.720.2542) **W** portalberni.ca

5170 Argyle, Port Pub

On July 2 2020 the crew was called to in front of 5170 Argyle for a medical call (inc 2007021001). While on the call I noticed that the back exit door leading to the alley on the west appeared to be missing. The crew said that the FPO was aware. Later on July 2 2020 we were called to 5170 for an alarm activation at 5170 Argyle. The alarm was false. I noted that there was a large breach in the ceiling on the lobby area. During my size up I saw the exit leading west to 1st street was block by garbage. The crew reported that the upstairs exit that lead to the alley on the east side was blocked with garbage. Nathan Bouelle was also in attendance. The fire chief was requested to attend to assist in finding a solution to the tenants safety. I got in contact with Todd Peterson who said he was the building representative. I told him he needed to clear the exits of the of the garbage. He said he would comply. The chief arrived and he, Nathan and I toured the building. We found that the east exit had been primarily cleared of garbage and Todd was still working on it. We found garbage in the hallway on the second floor in front of the south exit that leads to the west exit. The Chief spoke to a tenant on the third floor "center court" area and he asked how they are expected to exit. The tenants said he is supposed to exit the window to the center of the building and climb the ladder that isn't there and climb up onto the roof that is blocked and climb down the out side of the building on another ladder. We finished our tour of the building and had a brief discussion about the situation. The chief left and I checked the west exit. Todd Peterson was clearing the west exit at that time. The crew returned to station.

The following evening, at about 1945 hrs, July3 2020 the crew stopped by 5170 Argyle after a water front drill to check that garbage had not started to build up. We found that the west exit that led to 1st ave had been locked with a cable and a board. I notified the DC, sent an email with photos to the Chief, DC, and the FPO. I called Todd Peterson and told him that the exit could not be blocked or locked and that the items locking the gate must be removed immediately. He said he would comply. The DC was notified. The crew stopped by 5170 Argyle after a fire call and we found that the exit had not yet been unlocked. I notified the DC Via text with a photo. The DC was going to attend. I called Todd Peterson again at about 2015 hrs who said he had just removed the locks. The DC was notified. The crew went to 5170 Argyle and confirmed that the locks were removed at 2202 hrs.

Day shift was notified at shift change and I suggested that they check on this issue some time during the day.

J. Haley

July 11 2020

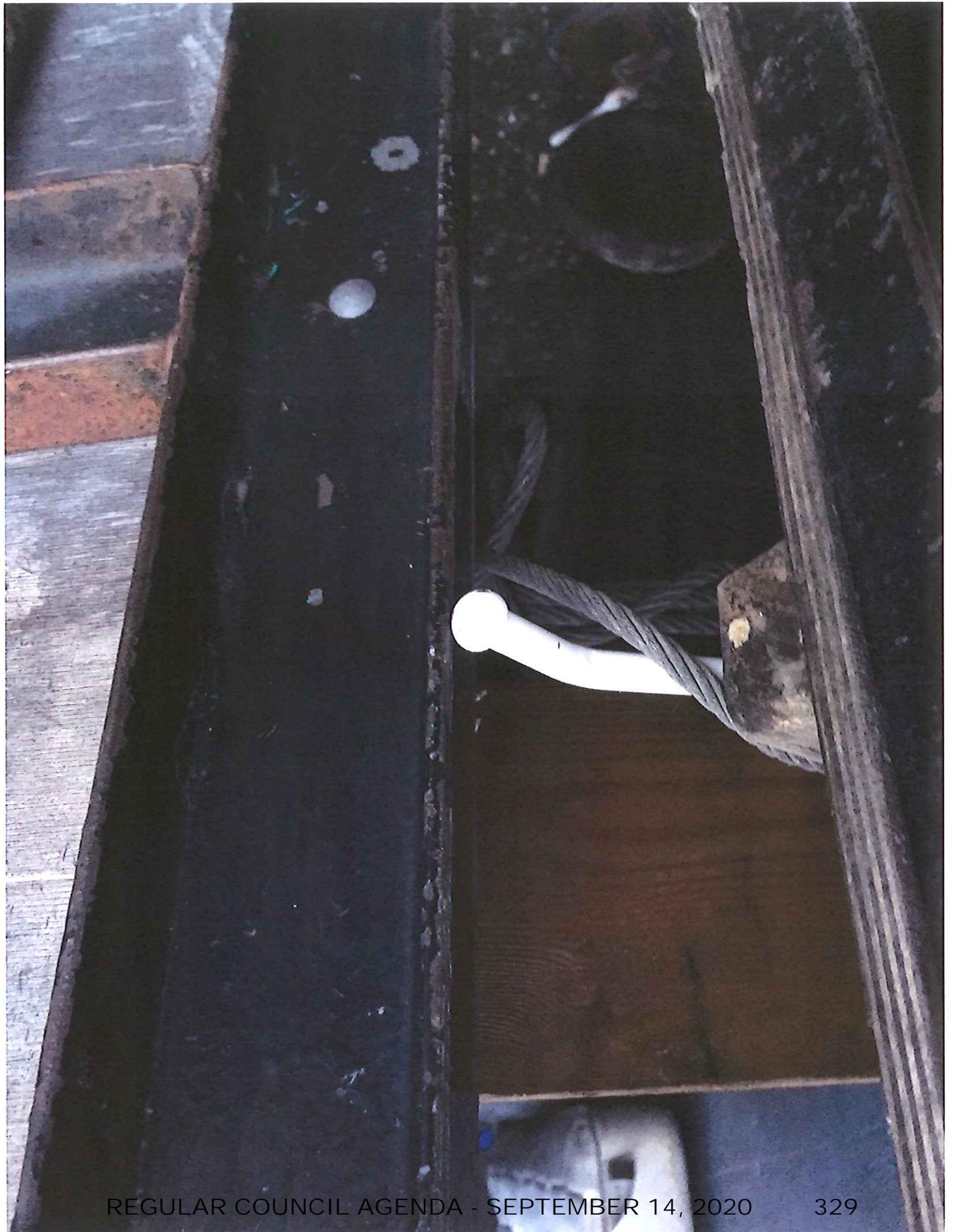
Alarm activation to 5170 Argyle. Suspect alarm activation on lower floor was caused by water entering the smoke detector near the kitchen. Water was also leaking from sewer pipe in back room and covered back hall floors. Todd Peterson was instructed to have it repaired.

Gas can was seen on ledge on upper floor, photo taken. Back exit was blocked with debris, photo was taken. Todd Peterson was instructed to have items removed.

J. Haley











FIRE DEPARTMENT REPORT

TO: Mike Owens, Fire Chief
FROM: Wes Patterson, Deputy Fire Chief
DATE: Aug 24, 2020

SUBJECT: 5017 Argyle Street (Port Pub)

ISSUE:

State of building safety and false alarms creating unsafe living environment.

BACKGROUND:

Since Jan 1, 2020 the Fire Department has been called to 5170 Argyle Street thirty (30) times. The calls are broken down to seventeen (17) false alarms, seven (7) first responder, three (3) for complaints, a gasoline spill, and two (2) for miscellaneous fires (hot plate on a chair and smoking material). These calls do not include the times the CFPO has attended the building for follow-up from issues identified by crews while attending to the calls.

Safety issues identified have been excess garbage build up in hallways and blocking paths to egress (photos attached), alarm bells rendered inoperable, emergency light fixtures inoperable, and compromised fire separations (holes in the dry wall). Hoarding in the rooms has been observed on several occasions along with the buildup of rubbish in and around the building. The building representative has indicated his attempts to clean up but this continues to be an ongoing problem.

The seventeen (17) false alarms have caused a sense of complacency in the residents and most do not exit the building when alarms do ring. The building is sprinklered but the continual buildup of rubbish and hoarding could create a fire that will overpower the sprinkler system and the resulting fire will be smoky. The damaged fire separations will cause the fire to spread to void spaces that are not protected by sprinklers and could ultimately result in a building collapse.

On August 22, 2020 the fire department was called to alarms ringing and on arrival determined that it was caused by an activated pull station on the third floor. One building representative was on scene but did not have the necessary keys to access the alarm panel to reset the alarm. Attempts by the building representative, the Fire Department and the RCMP failed to have a runner with set of keys provide access to the alarm panel, after one hour of waiting the door was breached and the alarm reset. The total time the Fire Department was on scene was 1 hour 51 minutes.

RCMP and the Duty Chief were also on scene tying up resources that could best be used elsewhere.

Recommendation:

The building at 5170 Argyle Street Port Alberni be designated as a Nuisance Building and a plan developed to insure compliance with BC Fire and Building Codes.

Wes Patterson
Deputy Fire Chief

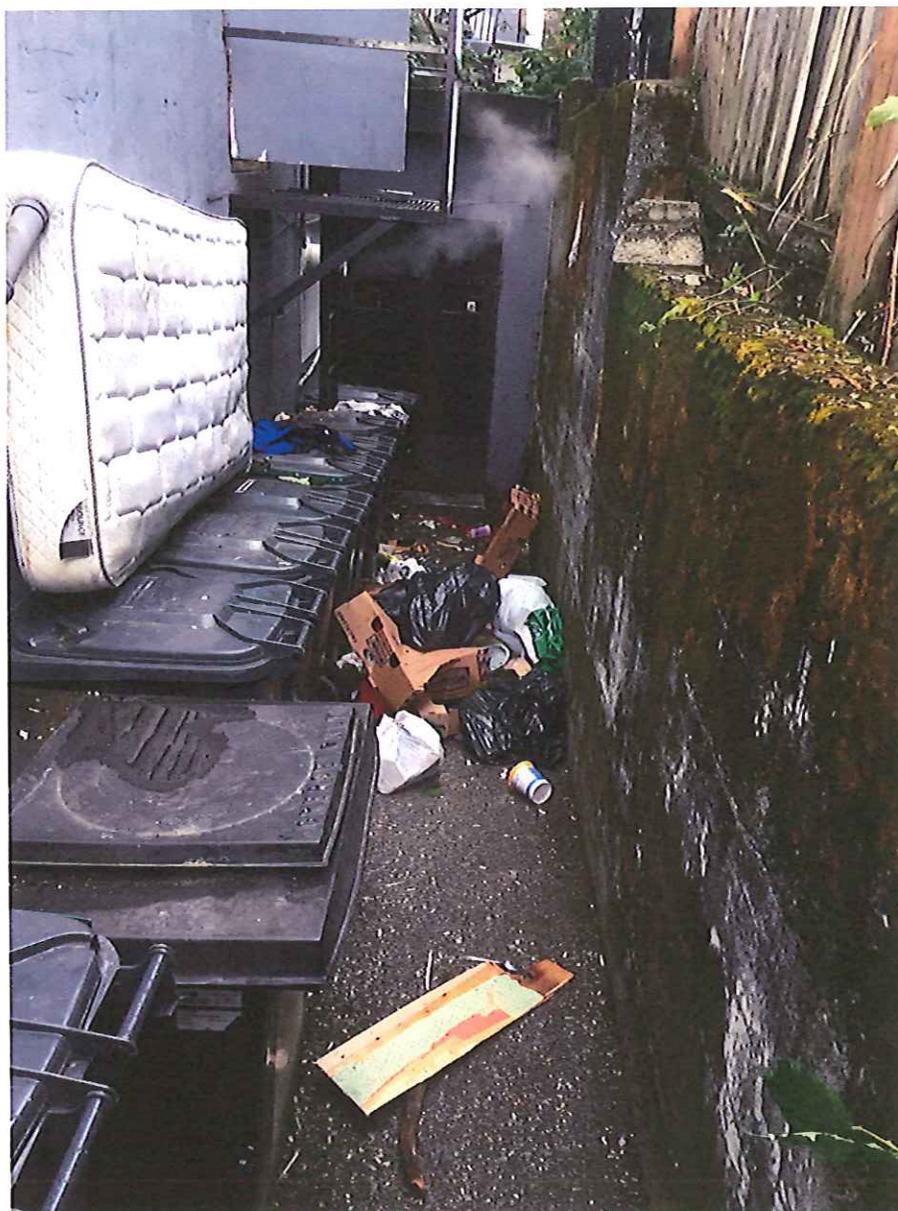


Figure 1 July 2, 2020 example of blocked egress

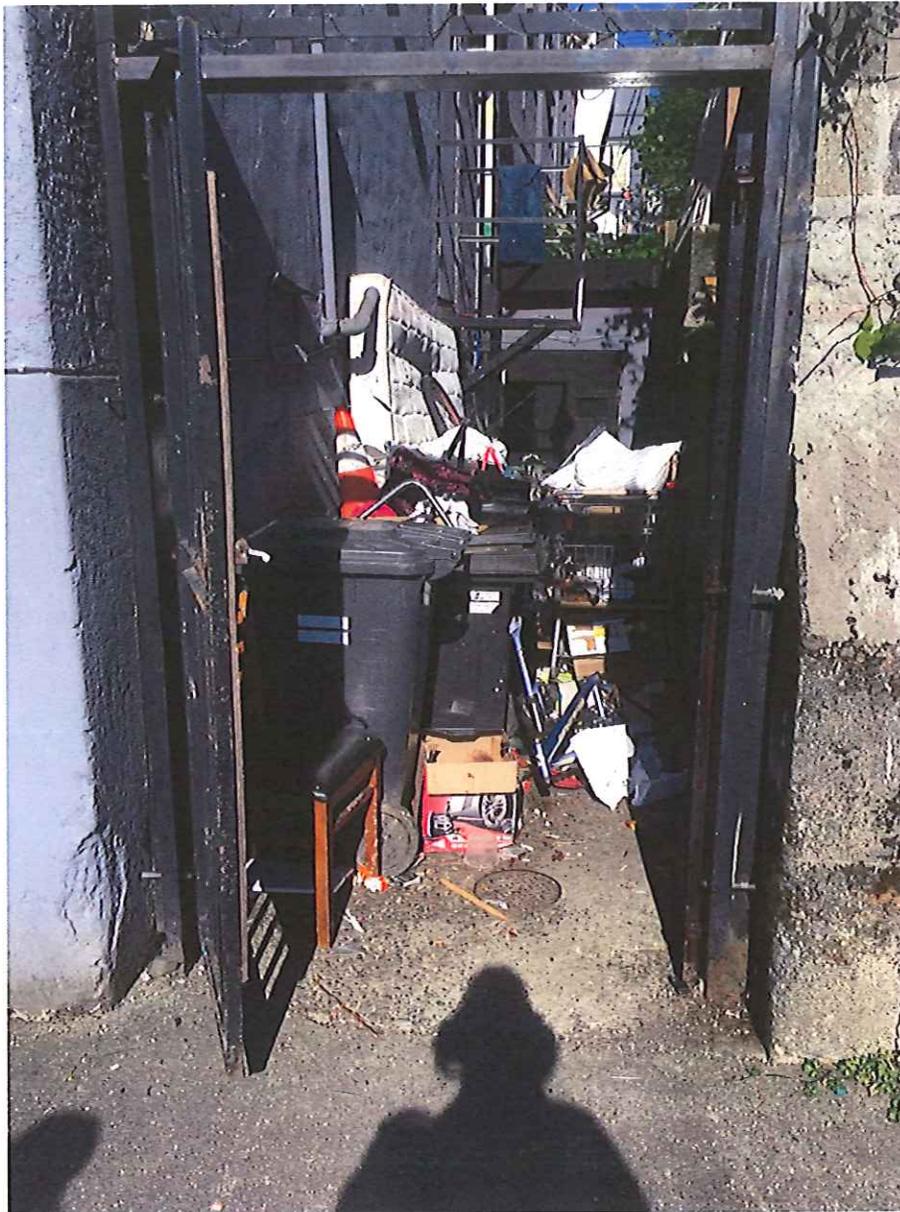


Figure 2 July 14, 2020 blocked egress

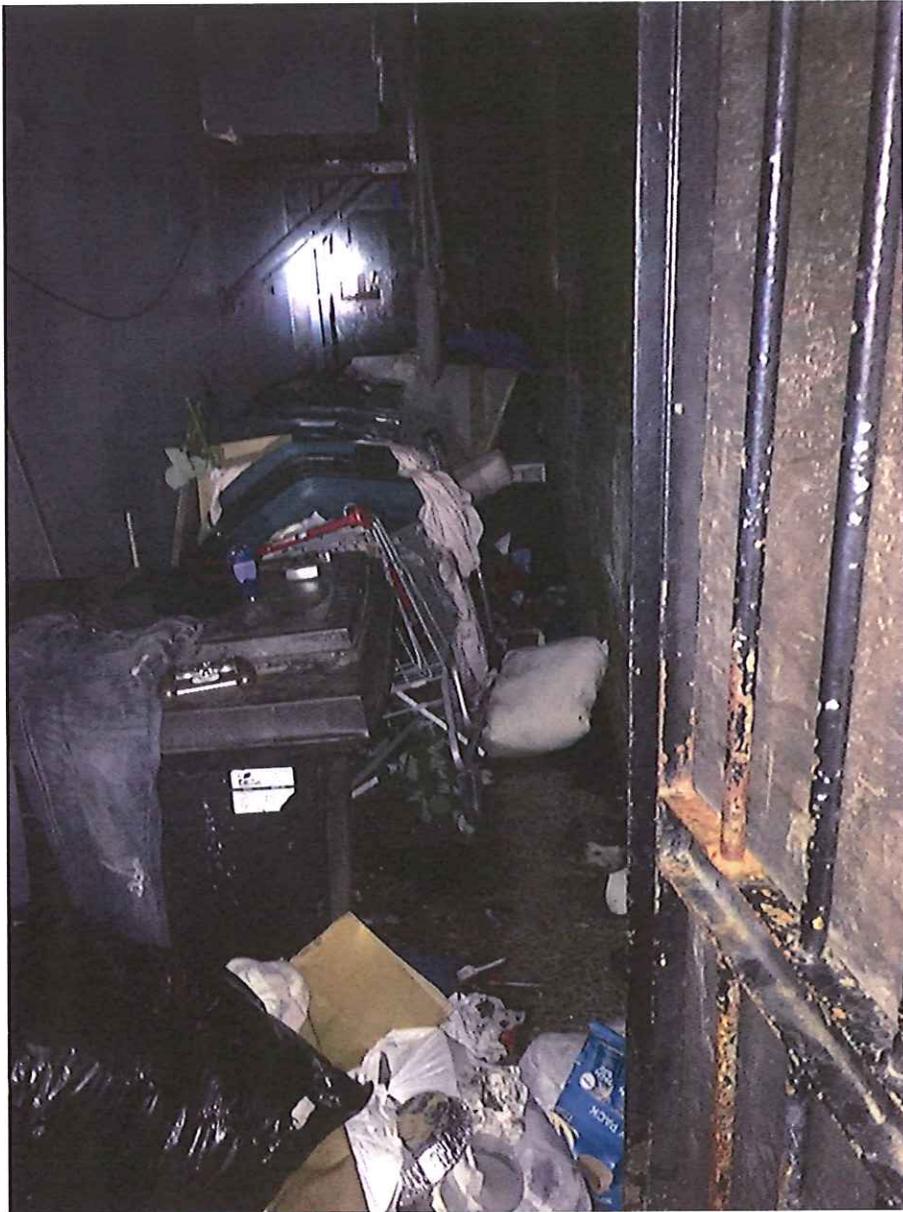


Figure 3 August 22, 2020



Figure 4 July 14, 2020

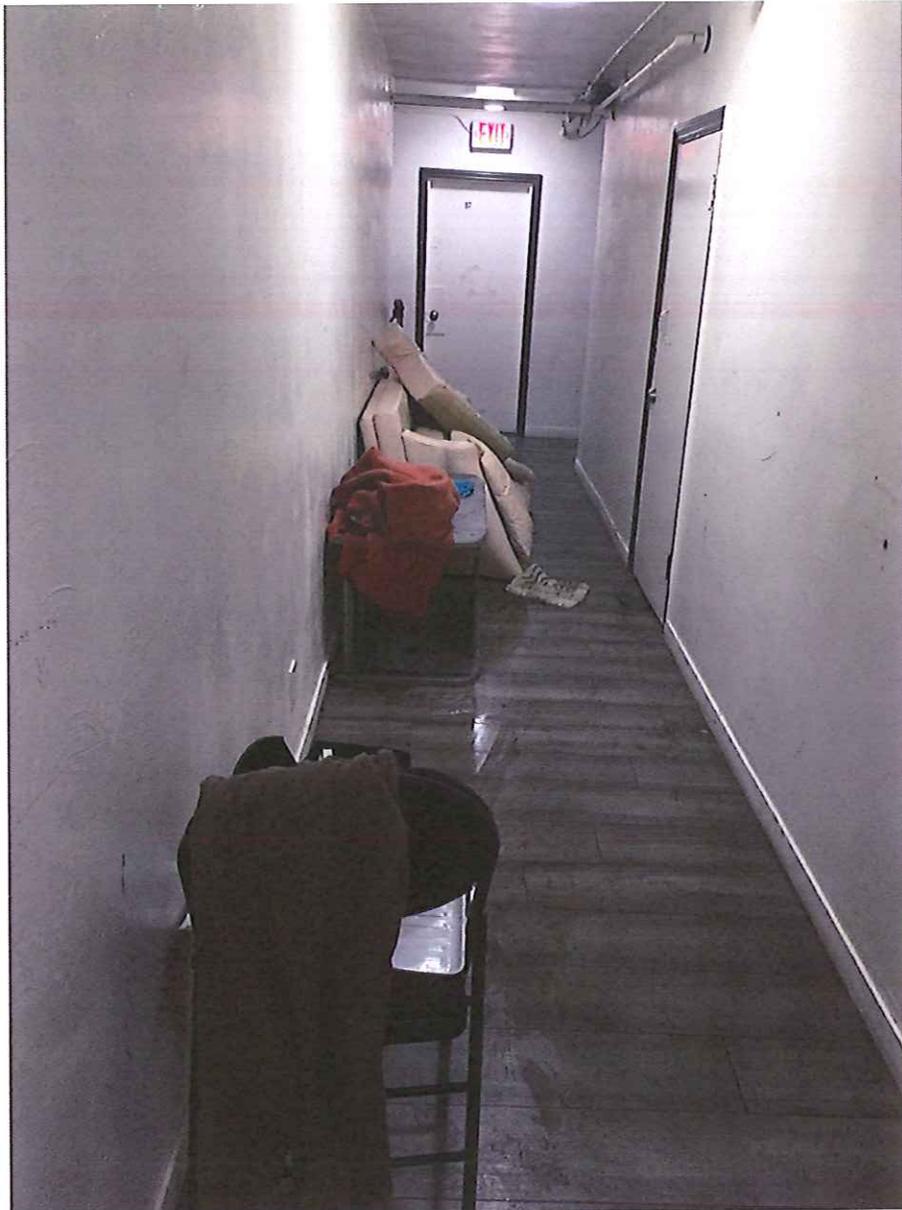


Figure 5 August 22, 2020



Figure 6 July 2, 2020 Compromised fire separation



Figure 7 May 6, 2020 rubbish buildup

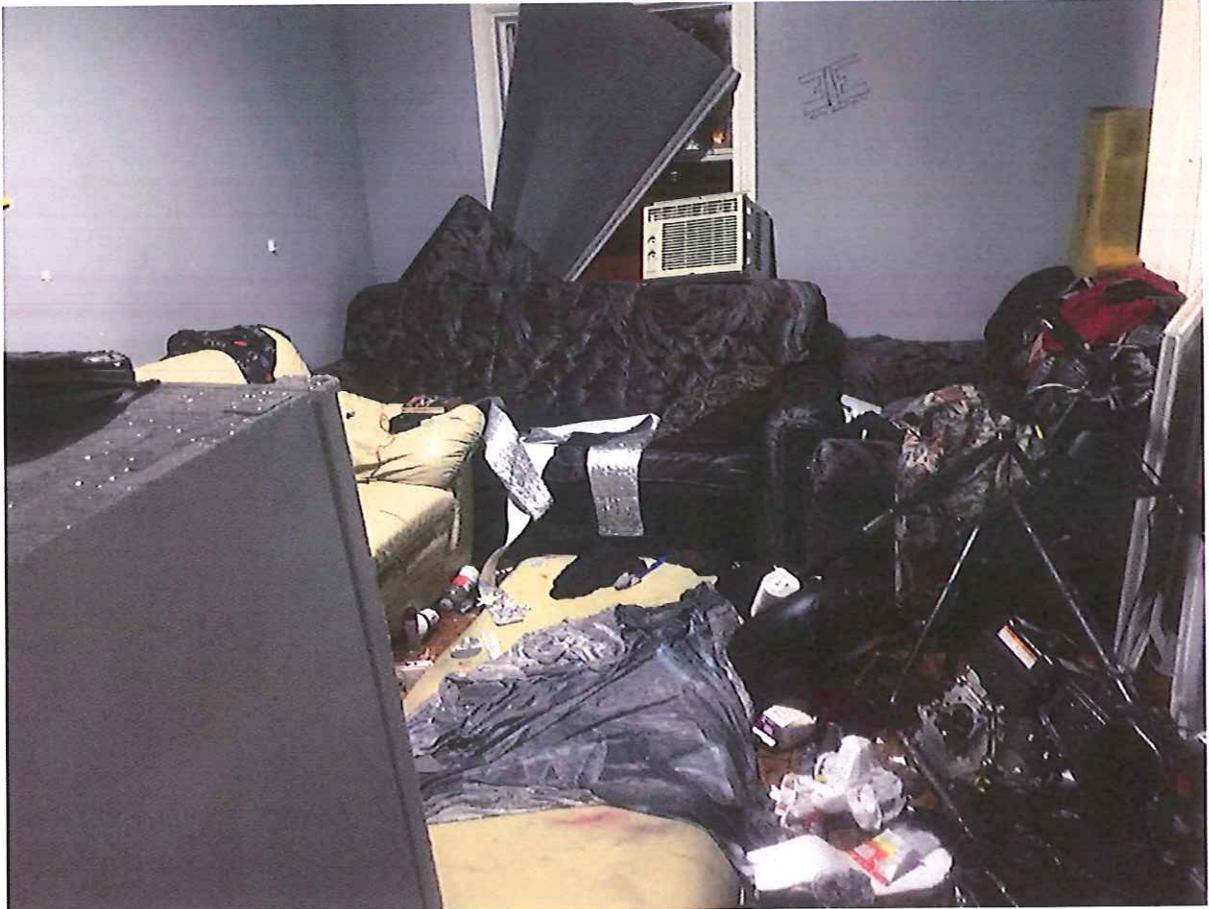


Figure 8 July 22, 2020



Figure 9 August 22, 2020



Figure 10 August 22, 2020



Fire Prevention Office
Port Alberni Fire Department
3699 10th Avenue Port Alberni, BC V9Y 4W3
Ph: 250.724.1351 Fax: 250.723.5652

August 27, 2020

To : Manager of Community Safety, Gaylene Thorogood

Re: Port Pub Hotel
5170 Argyle Street.
Port Alberni, B.C.

Re: Fire Code Violations

I would like to bring to your attention the many Fire Code deficiencies that remain outstanding following an inspection on August 19, 2020 with By-law officer Nathan Bourelle. The following life safety deficiencies remain unrepaired:

- Fire Extinguishers not installed or tested to meet BC Fire Code
- Emergency Lighting and Exit signs installed or repaired to meet BC Fire Code
- Means of Egress – repair exit doors and landings to meet BC Fire Code and BC Building Code
- Means of Egress – blocked with Garbage
- Electrical installations shall conform to BC Electrical Safety Regulation
- Repair Fire Separation to conform to BC Fire Code
- Prepare an acceptable Fire Safety Plan in cooperation with Port Alberni Fire Department
- Interior and exterior storage to meet BC Fire Code

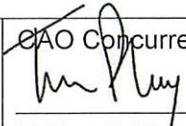
This matter is being brought to your attention so that as the Fire Code states that the property owner is responsible for ensuring that the property use is meeting the requirements of the Code, and that the existing use is in conformity with all applicable bylaws and regulations of the City of Port Alberni.

As well the call volume has increased dramatically as there were no calls from January 1st to March 23rd but from March 24th to August 21st there have been 28 calls for service from the Fire Department of which 16 are for false alarms with no fire. As well I have attached the photos from this inspection.

If you have any questions feel free to call me
Thank you,

Rick Newberry,
Chief Fire Prevention Officer

Date: September 9, 2020
 File No: 4320-50-ABC
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: **Alberni Brewing Company – Application for Lounge Endorsement**
4630 Adelaide Street

Prepared by: <i>D. HARTWELL</i> City Clerk	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

THAT Council for the City of Port Alberni support the application for a Lounge Endorsement for Alberni Brewing Company located at 4630 Adelaide Street and forward the report from the City Clerk dated September 9, 2020 to the Liquor and Cannabis Regulation Branch (LCRB).

PURPOSE

To provide information and a recommendation for Council’s consideration in regards to the application from Alberni Brewing Company for a Lounge Endorsement for their establishment located at 4630 Adelaide Street.

BACKGROUND

Alberni Brewing Company has applied to the LCRB for a Brewery Lounge Endorsement for their establishment location at 4630 Adelaide Street.

The LCRB requests that Council consider the location and person capacity/hours of liquor service of the establishment and provide the Branch with a resolution/comments on:

- The impact of noise on nearby residents
- The impact on the community if the application is approved
- The view of residents and a description of the method used to gather views
- A recommendation (including whether or not the application be approved) and the reasons on which they are based

ALTERNATIVES/OPTIONS

1. Support the application by way of a council resolution. LCRB will make a final determination regarding the application.
2. Not support the application and submit a corresponding resolution to the LCRB.

ENTERED

ANALYSIS

The following is provided for consideration in accordance with LCRB requirements:

Location

The subject property is located within the Northport Downtown Core District. The area around 4630 Adelaide Street consists of a mix of commercial, institutional and residential uses. Several other restaurants and food service providers are located in the area including Subway, Boomerangs Café, Bare Bones Fish & Chips, Mountain View Bakery, Orestes Greek Kouzina and Twin City Brewing. The subject property is designated as General Commercial in the Official Community Plan and zoned as C7 – Core Business. The property is also located in Development Permit Area No. 2 – Commercial.

Person capacity and Hours of Liquor Service

The estimated occupant load [to be confirmed] is 150 comprising 120 in the main floor space and 30 on the patio. Proposed hours of liquor service are as follows:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	11:00	11.00	11.00	11.00	11.00	11.00	11.00
Close	8.00	9.00	9.00	10.00	10.00	11.00	11.00

Impact of Noise on Nearby Residents

Noise is not anticipated to be an issue due to the mix of commercial, institutional and residential uses in the immediate area and the distance between neighbouring properties. Alberni Brewing has indicated they do not intend to endorse entertainment and their service hours are mindful and respectful of the community.

Impact on the Community

The two existing brew pubs operating in the community have been extremely successful. The location of this new establishment will further enhance social opportunities for both locals and tourists and is intended to bring people together in a relaxed and safe environment. Employment opportunities will also be created and the facility plans to offer tours to see and learn the processes of making craft beer.

View of Residents

Notice of the proposed change in liquor service hours was provided in the local newspaper, posted on the City's website and mailed to all residents/businesses within a 75m radius (copy attached). One response was received from the residents immediately to the rear of the subject property. Although supportive of the business they express concerns about the potential of noise and feel closing should be limited to 8 pm. (Letter attached)

IMPLICATIONS

n/a

COMMUNICATIONS

The relevant Council resolution and supporting documentation will be forwarded to the LCRB for their final consideration.

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

Alberni Brewing Company is investing in the community and applying to the LCRB for a lounge endorsement for their manufacturing facility at 4630 Adelaide Street. Public Notice of their application has been provided and mailed to residents/businesses within 75m. Council is requested to consider the application and submit a resolution and recommendation to the LCRB.

ATTACHMENTS/REFERENCE MATERIALS

1. Public Notice

September 1, 2020

RECEIVED

SEP 10 2020

CITY OF PORT ALBERNI

Dylan Hammer & Chloe Wangler
4637 Elizabeth Street
Port Alberni, BC V9Y 6L8

- Council
- Mayor
- CAO
- Finance
- Clerk's
- Agenda _____
- File # _____
- Eng. & PW
- Parks, Rec. & Heritage
- Planning
- Bylaw
- Other _____

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

Dear Ms. Hartwell:

Thank you for your letter of "Notice for Public Comment" regarding Alberni Brewing Company applying to the liquor and cannabis Regulation Branch at 4630 Adelaide Street, Port Alberni.

The Alberni Brewing Company is located directly behind our property with no alleyway division. It is our understanding that the company will be using the outside back of their property to serve customers.

We understand that Twin City Brewery and Dog Mountain Brewery both close at 8pm each night. And Alberni Brewing Company would like to have additional hours on Friday and Saturday night to 11 pm. Considering the close proximity to our property with only a fence between us and the possibility of loud exuberant customers we feel it would be in the best interest to limit the closing to 8 pm as the other neighbourhood brewery have.

We are a family with very young children. And although we whole heartedly support small business in Port Alberni, we foresee the issue of noise being a problem along with a slight probability a few customers not knowing their limits.

We would like to support and wish Alberni Brewing Company the best of success and hope we can come to a compromise / solution to ensure both parties can thrive.

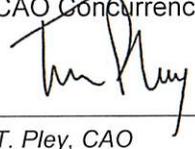
Best Regards,

Dylan Hammer

Chloe Wangler

/jem

Date: September 4, 2020
File No: 0810-20-MP
To: Mayor & Council
From: T. Pley, CAO
Subject: Re-lamping Multiplex

Prepared by:  W. Thorpe, Director of Parks, Recreation and Heritage	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" for the purpose of identifying funds for the replacement of the lighting systems at both rinks within the Multiplex at an estimated cost of \$330,000 in the 2021 calendar year with \$100,000 coming from Carbon Trust, and \$230,000 coming from the Parks and Recreation Reserve Fund.

PURPOSE

For Council to consider an amendment to the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003".

BACKGROUND

The City-owned Alberni Valley Multiplex, built in 2000, contains two ice sheets. Lighting in the Weyerhaeuser rink was upgraded in 2008 to accommodate the television broadcast standards of the 2009 World Under-17 Hockey Challenge. Lighting in the Coulson rink is original to the facility.

In the 2018-2022 five-year financial plan, \$100,000 was included to replace the lights and ballasts on the Weyerhaeuser rink in 2019, with funds coming from Carbon Trust. During the 2020 budget process, staff indicated the project would be explored in 2021. Since the 2020 budget process, staff confirmed that replacement light fixtures for the Coulson rink are no longer available, resulting in the lighting system on the Coulson rink requiring replacement in 2021.

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni authorize staff to amend the "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003" by identifying \$330,000 to replace the lighting systems in both Weyerhaeuser and Coulson rinks in 2021, at a cost of \$330,000.
2. That Council for the City of Port Alberni direct staff to replace the lighting system in the Coulson rink in 2021, at a cost of \$180,000.
3. That Council for the City of Port Alberni not replace any lighting systems at this time.

ANALYSIS

Updating facilities is part of prudent asset management and ensures the City remains current with industry best practices.

Estimated costs:

- for completion of both Weyerhaeuser and Coulson rinks
- to be confirmed throughout the RFP process

Immediate Need		Considerations	
Basic lighting and controls	\$330,000	RGB ² lighting system	\$210,000
BC Hydro rebate ¹ → Weyerhaeuser	(\$14,000)	RBG lighting control	\$30,000
BC Hydro rebate ¹ → Coulson	(\$2,000)	GOBO ³ lighting system	\$21,000

1. BC Hydro rebate: these rebates are an estimate; actual value to be confirmed throughout the RFP process
2. RGB: Red/Green/Blue → colour-changing LED’s that can enhance programming and entertainment
3. GOBO: A system which projects logos and images on the ice surface

IMPLICATIONS

Should Council direct staff to replace any lighting systems, staff will issue an RFP in fall 2020 and will ask Council to provide early approval for a 2021 expenditure. Replacing both lighting systems at the same time ensures that the technology on both rinks is compatible.

Should Council direct staff to replace only the lighting system on the Coulson rink, there is a possibility that lighting technology may change before the lighting system on the Weyerhaeuser rink is replaced, which may result in requiring separate lighting controls for each rink.

Should Council direct staff to delay replacement of the lighting systems on both rinks, the cost to replace a single fixture on the Coulson rink will be approximately \$700; the Coulson rink includes 43 fixtures. In addition, replacement fixtures will not coincide with the existing fixtures, which will impact how the light is cast on the rink surface, and the colour temperature (how the cast light appears on the surface).

COMMUNICATIONS

No communication needs are envisioned resulting from this report.

BYLAWS/PLANS/POLICIES

This project aligns with Council’s Strategic Plan and the priority of “Provide and maintain quality services”.

SUMMARY

Lighting in the Weyerhaeuser rink of the Multiplex was upgraded in 2008; lighting in the Coulson rink is original to the facility. In the 2018-2022 five-year financial plan, \$100,000 was included to replace the lights and ballasts on the Weyerhaeuser rink in 2019, with funds coming from Carbon Trust.

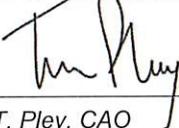
During the 2020 budget process, staff indicated the project would be explored in 2021. Since the 2020 budget process, staff confirmed that replacement light fixtures for the Coulson rink are no longer available, resulting in the lighting system on the Coulson rink requiring replacement in 2021.

Staff recommends that Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage dated September 4, 2020 and direct staff to amend the “Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003” for the purpose of allocating funds for the replacement of the lighting systems at both rinks within the Multiplex at an estimated cost of \$330,000 in the 2021 calendar year with \$100,000 coming from Carbon Trust, and \$230,000 coming from the Parks and Recreation Reserve Fund.

ATTACHMENTS/REFERENCE MATERIALS

None

Date: September 4, 2020
 File No: 0810-20-EC
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Re-opening Aquatic Centre

Prepared by:  W. Thorpe, Director of Parks, Recreation and Heritage	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT Council direct staff to re-open the Echo '67 Aquatic Centre in October 2020 following all required public health guidelines and facility safety plans.

PURPOSE

To keep Council apprised of the impact of the COVID-19 pandemic on department operations, and seek Council direction with regard to re-opening the Aquatic Centre.

BACKGROUND

In March 2020, the City-owned Echo Aquatic Centre was closed due to the COVID-19 pandemic. The City's Five-Year Financial Plan was amended to reflect a longer than usual summer closure, with the expectation that the Aquatic Centre would reopen as usual in September. Due to concerns regarding the operational changes that must be implemented due to COVID-19, and the resulting financial projections for the Parks, Recreation and Heritage department, the Aquatic Centre will remain closed until Council has the opportunity to consider the operating model for the remainder of 2020.

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni direct staff to open the Aquatic Centre in October 2020.
2. That Council for the City of Port Alberni direct staff to keep the Aquatic Centre closed through the remainder of 2020.
3. That Council for the City of Port Alberni provide alternate direction to staff.

ANALYSIS

The Aquatic Centre is an integral component of the services the City provides in our community. Not re-opening that facility would have a significant detrimental effect in the Alberni Valley, especially to those who rely on an aquatic environment for exercise and rehabilitative services.

ENTERED

Should Council direct staff to re-open the Aquatic Centre imminently, staff will be ready to welcome guests on October 1, 2020. Staff are confident in the ability to operate facilities in a way which provides for the safety of the public and staff throughout the COVID-19 pandemic:

- We have developed facility-specific safety plans, for the safety of both participants and staff
- We have implemented a requirement of 2 meters of physical distancing among guests, participants and staff, per the Provincial Health Officer
- We have increased our disinfection frequency of high touch points, per the BC Centre for Disease Control
- We have limited participation numbers at our facilities

Because the Aquatic Centre has been closed since March, the City has experienced a reduction in costs and revenues. As such, the Aquatic Centre can re-open in October for the remainder of 2020 and continue to meet overall department budget projections. These projections include anticipating generating just 25% of historic revenues, while incurring 100% of historic expenditures. However, this COVID-compliant operating model is not sustainable through 2021 without changes to operating hours and/or budget allocation.

Staff will continue to update Council throughout the remainder of 2020 on Aquatic operations and financials. During the fall of 2020, staff will develop operating plans and budget projections for 2021 for Council’s consideration.

Regarding other City facilities:

- The Multiplex opened in July, and staff look forward to the return of user groups in the coming weeks, as well as the start of public programs.
- The Museum is slated to open in October, including a phased return of user groups and volunteers.
- At Echo Centre, staff are currently exploring programming and rental opportunities – as such, no specific re-opening date has been set.

IMPLICATIONS

Financial – the Echo Aquatic Centre can operate in the final three months of 2020 within the 2020 Financial Plan:

	Financial Plan 2020	2020 Estimates	Projected Variance
Revenue	\$173,340	\$109,436	\$(63,904)
Expenses	\$1,016,455	\$836,951	\$179,504
	Net Estimated Surplus		\$115,600

COMMUNICATIONS

Council’s direction regarding Aquatic Centre operations will be communicated to staff, user groups, and the general public.

BYLAWS/PLANS/POLICIES

Offering programs and services at the Aquatic Centre aligns with the City’s Five-Year Financial Plan and Council’s Strategic Plan, within the priority of “Provide and maintain quality services”.

SUMMARY

In March 2020, the City-owned Echo Aquatic Centre was closed due to the COVID-19 pandemic. The City's Five-Year Financial Plan was amended to reflect a longer than usual summer closure, with the expectation that the Aquatic Centre would reopen as usual in September. Due to concerns regarding the operational changes that must be implemented due to COVID-19, and the resulting financial projections for the Parks, Recreation and Heritage department, the Aquatic Centre will remain closed until Council has the opportunity to consider the operating model for the remainder of 2020.

As the Echo Aquatic Centre can operate in the final three months of 2020 within the amended 2020 Financial Plan, staff recommends that Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage dated September 4, 2020, and direct staff to re-open the Echo '67 Aquatic Centre in October 2020.

ATTACHMENTS/REFERENCE MATERIALS

None

Date: September 8, 2020
 File No: 3360-20-5269 Pineo
 To: Mayor & Council
 Subject: **DEVELOPMENT APPLICATION**
 Proposed Official Community Plan bylaw and Zoning Bylaw Amendments
 5269 Pineo Road
 Lot C, District Lot 11, Alberni District, Plan VIP59655 (PID: 018-933-891)
 Applicant: K. Murphy

Prepared by: <i>Katelyn McDougall</i>	CAO Concurrence: <i>T. Pley</i>
Katelyn McDougall Manager of Planning	T. Pley, CAO

RECOMMENDATIONS

- a. That 'Official Community Plan Amendment No.30 (5269 Pineo Road - Murphy), Bylaw No. 5006', be read a third time.
- b. That 'Official Community Plan Amendment No.30 (5269 Pineo Road - Murphy), Bylaw No. 5006', be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5006.
- c. That 'Zoning Bylaw Amendment No.39 (5269 Pineo Road - Murphy), Bylaw No. 5007', be read a third time.
- d. That 'Zoning Bylaw Amendment No.39 (5269 Pineo Road - Murphy), Bylaw No. 5007', be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5007.

PURPOSE

To consider 3rd reading and final adoption of the Official Community Plan bylaw and Zoning Bylaw amendments for 5269 Pineo Road.

BACKGROUND

With respect to the property at 5269 Pineo Road, an application has been made to amend the Official Community Plan and Zoning Bylaw to:

- 1. Change the designation of the property from 'Residential' to 'Multi-Family Residential'; and
- 2. To include the property in **Development Permit Area No. 1 Multiple Family Residential**; and

ENTERED

3. To rezone the property from the '**RR2 Semi Rural Residential**' zone to the '**RM2 Medium Density Multiple Family Residential**'

The purpose of the application is to facilitate the construction of a small second principal dwelling unit on the subject property, which would provide accommodations for a family member. There is currently one single family home and a shed located on the subject property.

The Advisory Planning Commission reviewed the application at the April 9, 2020 meeting. While they supported the application for the proposed use, they also recommended that any multi-family style development should be limited by requesting that a 219 Covenant be registered on the property to restrict development to no more than one additional dwelling, in addition to the principal dwelling, and that the additional dwelling must not exceed 700 ft².

City Council gave 1st and 2nd reading to the proposed Zoning Bylaw amendments at the May 11, 2020 Regular Council Meeting. At that time, the following conditions were requested of the applicant:

- a) *Provide security for the required water, sewer and storm connections.*
- b) *That a Covenant be registered on the property to restrict development of the property to no more than one additional dwelling, in addition to the principal dwelling, and that the additional dwelling must not exceed 700 ft².*

Prior to scheduling a Public Hearing, the applicant requested that Council consider an amendment to condition (b) to allow for a total size of 750 ft² for the second dwelling unit (instead of 700 ft²). City Council passed a resolution in support of the request at their regular meeting on July 27, 2020. The applicant has provided a draft 219 Covenant, which has been reviewed by the City and is currently in the process of being registered to title. In addition to the conditions required of the applicant the Bylaw has been sent to the Ministry of Transportation and Infrastructure (MOTI) for signature to obtain their approval of the bylaw. At the time of writing the report MOTI has indicated their intent to provide the City with a signed copy of the bylaw by September 9, 2020.

A Public Hearing was held on August 10, 2020. No members of the public attended the public hearing, and the Planning Department has not received any additional feedback since then. All conditions have been met and the applicant has requested that Council give 3rd reading and final consideration of the bylaws.

ALTERNATIVES/OPTIONS

1. Proceed with 3rd reading and Final Adoption of the proposed bylaw amendments.
2. Provide alternative direction.

ANALYSIS

NA

IMPLICATIONS

NA

COMMUNICATIONS

The application was referred to various internal and external agencies for comment. In accordance with section 467 of the Local Government Act public notice was given and a Public Hearing was held on August 10, 2020 at 6:30 p.m. at Glenwood Centre.

BYLAWS/PLANS/POLICIES

The subject property is currently zoned 'RR2 Semi Rural Residential' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone the property to 'RM2 Medium Density Multiple Family Residential' zone by amending Zoning Bylaw No. 4832. The property is currently designated 'Residential' on the Official Community Plan Schedule A – Land Use Map. An amendment to the OCP has been requested to change the designation to 'Multi-Family Residential' and to include the property in Development Permit Area No. 1 Multiple Family Residential.

SUMMARY

An application has been made to amend the Official Community Plan and Zoning Bylaw to rezone a 5269 Pineo Road from the RR2 – Semi Rural Residential zone to the RM2 Medium Density Multiple Family Residential zone, and to change the land use designation from Residential to Multiple Family Residential. The purpose of the bylaw amendments is to allow for the construction of a small home (principal dwelling unit) at the rear of the property.

The proposed land use meets the strategic objectives of the OCP as the proposed development will contribute to providing a diverse range of housing options within a predominately single-family neighbourhood. The Development Permit process will ensure that the style of development is compatible with the neighbourhood form and character. The Planning Department supports amending the Official Community Plan Bylaw and the Zoning Bylaw for this application.

ATTACHMENTS/REFERENCE MATERIALS

- Official Community Plan Amendment No.30 (5269 Pineo Road - Murphy), Bylaw No. 5006
- Zoning Bylaw Amendment No.39 (5269 Pineo Road - Murphy), Bylaw No. 5007

PUBLIC HEARING – REPORT
Monday August 10, 2020 @ 6:30 PM
At Glenwood Centre – 4480 Vimy Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

STAFF: T. Pley, CAO
D. Hartwell, City Clerk
T. Slonski, Deputy City Clerk
K. McDougall, Manager of Planning
B. Mcloughlin, Project Planner
S. Bourgoin, Manager of Recreation Services

Gallery: 2

A. CALL TO ORDER & APPROVAL OF THE AGENDA

MOVED and SECONDED, THAT the agenda be approved as circulated.

CARRIED

Chair Minions read an opening statement pertaining to the process and conduct of the Public Hearing.

1. Description of the Application

The Deputy City Clerk provided a summary of the application as follows:

The applicant is applying to amend the Official Community Plan and the Zoning Bylaw to facilitate the construction of a second dwelling unit on the subject property.

The proposed bylaws are:

“Official Community Plan Amendment No.30 (5269 Pineo Road – Murphy), Bylaw No. 5006”. The Bylaw, if amended, will change the designation of the subject property from Residential to Multi-Family Residential as well as a map amendment identifying the subject property in the DP Area No. 1 – Multiple Family Residential; and

“Zoning Bylaw Amendment No.39 (5269 Pineo Road – Murphy), Bylaw No. 5007”

The Bylaw, if amended, will rezone the subject property from RR2 Semi Rural Residential to RM2 – Medium Density Multiple Family Residential.

ENTERED

2. **Background Information from the Manager of Planning report dated July 29, 2020.**
The Manager of Planning provided background information regarding the proposed amendments by way of summarizing the report of July 29, 2020 attached hereto and forming part of this report.
3. **Correspondence - none**
4. **Late Correspondence Regarding the Matter - none**
5. **Input from the Public regarding the Bylaw - none**
6. **Questions from Council:**

Questions from Council were as follows:

- Will a covenant be registered on title limiting a single carriage home on the property to 750 sq.ft.? The Manager of Planning confirmed that the covenant has been developed and will be registered prior to consideration of final adoption of the proposed bylaws.
- How would the carriage house be accessed? The applicant responded that access would be off Pineo via the wraparound driveway straight back to the carriage home.

7. **Closing Remarks by the Chair:**

Before closing the Public Hearing, Chair Minions called three times for any further speakers on any of the matters contained in the proposed bylaws.

For the 1st time, Chair Minions asked for any further input from the public. There was none.

Chair Minions called for a second time for input from the public.

Chair Minions called for a third and final time.

8. **Termination of the Public Hearing:**

*MOVED AND SECONDED, THAT this Public Hearing terminate at 6:40 pm
CARRIED*



Davina Hartwell, City Clerk

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CITY OF PORT ALBERNI

BYLAW NO. 5006

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN FOR THE CITY OF PORT ALBERNI

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "Official Community Plan Amendment No.30 (5269 Pineo Road - Murphy), Bylaw No. 5006".

2. Official Community Plan Amendments

2.1 **Schedule A (Future Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Lot C, District Lot 11, Alberni District, Plan VIP59655 (PID: 018-933-891), located at **5269 Pineo Road**, from 'Residential' to '**Multi-Family Residential**' as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to include Lot C, District Lot 11, Alberni District, Plan VIP59655 (PID: 018-933-891), located at **5269 Pineo Road**, in **Development Permit Area No. 1 – (Multi-Family Residential)** as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS 11TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 11TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 10TH DAY OF AUGUST, 2020.

READ A THIRD TIME THIS DAY OF , 2020.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

Clerk

CITY OF PORT ALBERNI

BYLAW NO. 5007

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Bylaw Amendment No. 39 (5269 Pineo Road - Murphy), Bylaw No. 5007"**.

2. Zoning Amendment

2.1 That Lot C, District Lot 11, Alberni District Plan VIP59655 (PID: 018-933-891), located at **5269 Pineo Road**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'RR2 Semi Rural Residential' to **RM2 - Medium Density Multiple Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS 11TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 11TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 10TH DAY OF AUGUST, 2020.

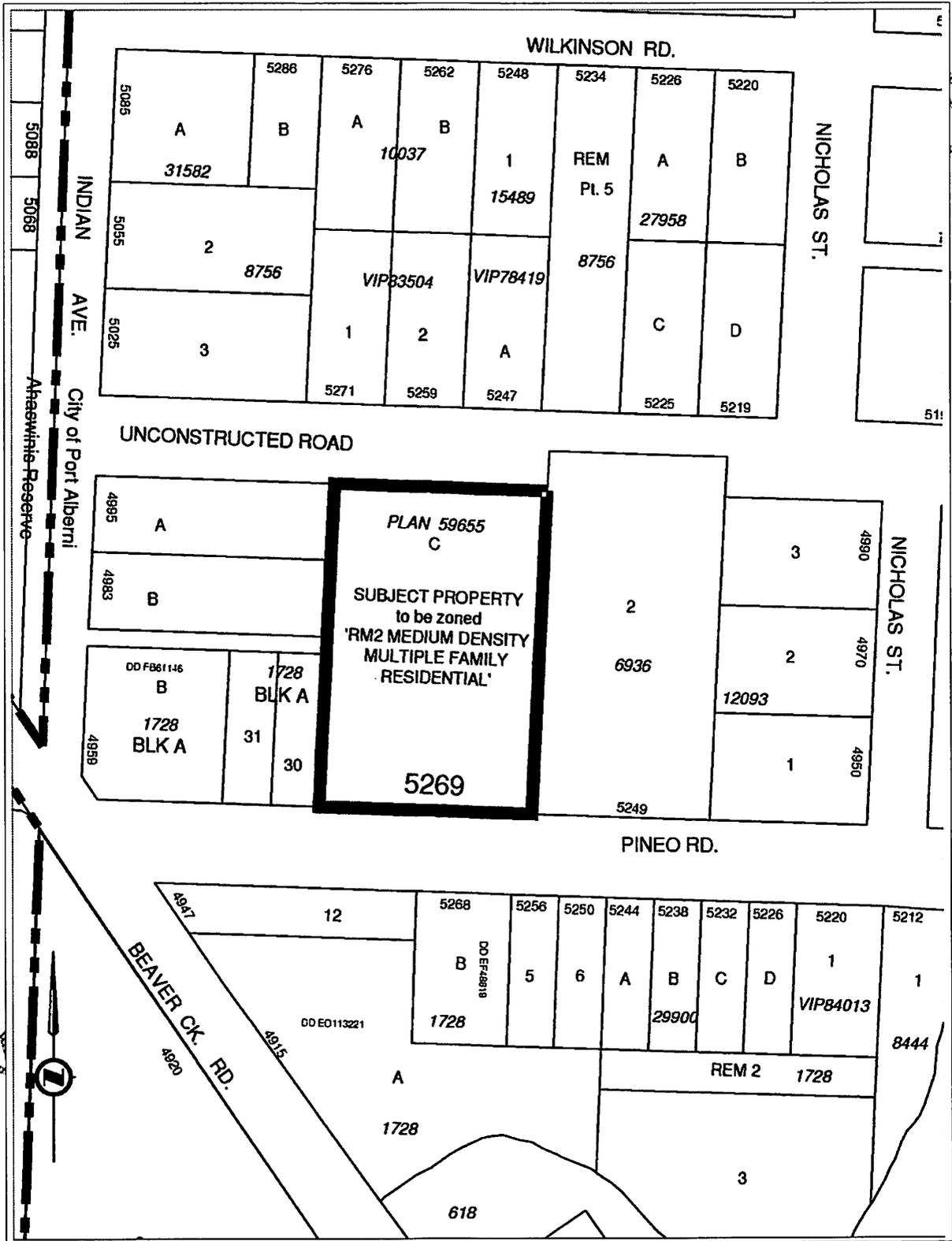
READ A THIRD TIME THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

Clerk

Schedule "A" to Bylaw No. 5007



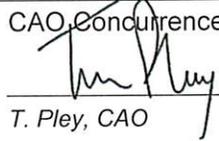
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Date: September 9, 2020

File No: 3360-20

To: Mayor & Council

Subject: Official Community Plan and Zoning Bylaw Amendments – 2170 Mallory Drive

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall, Manager of Planning	Supervisor: T. PLEY	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

That “Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009”, be read a third time.

That “Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010”, be read a third time

That “Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011, be read a third time.

PURPOSE

For consideration of 3rd reading of the Official Community Plan Amendment and Zoning Bylaw Amendments for 2170 Mallory Drive.

BACKGROUND

The City has received a development application to amend the Official Community Plan and Zoning bylaw for 2170 Mallory Drive to expand the industrial uses permitted on the subject property in order to secure a new tenant or owner. No specific use or development plan for the property has been identified.

The Advisory Planning Commission reviewed the rezoning application at the April 30, 2020 meeting. There was considerable discussion about the application, and some of the main concerns were regarding public access to waterfront lands, and how compatible the M1 zone fits within the surrounding residential area. The APC also thought it was important for staff to get additional input from the Tseshah First Nation. The majority of the APC recommended Council support the rezoning application with conditions.

City Council gave 1st and 2nd reading to the proposed Official Community Plan and Zoning Bylaw amendments at the May 25, 2020 Regular Council Meeting. At that time, the following conditions were requested:

1. THAT as a condition of the bylaw amendments, and prior to final adoption of the amending bylaws, the applicant be required to provide the following:

ENTERED

-
- a. *Submit a site plan and plans, acceptable to the Manager of Planning, in support of a Development Permit and submit cost estimates for the works and security in the amount required.*
 - b. *Post visible civic address on main entrance gate and building (to be visible from road) in accordance the City of Port Alberni House Numbering bylaw.*
 - c. *Ensure there is a viable turning radius for Fire Truck access and egress acceptable to the City's Director of Engineering and Public Works.*
 - d. *Submit security in the amount required for completion of the required Water and Sanitary Sewer and Storm works as determined by the City's Engineering Department.*
 - e. *Submit security in the amount required for relocation of the existing hydrant as determined by the City's Engineering Department.*

All conditions have been met by the applicant, and the restrictive covenant has been discharged from the property title. There are currently no plans to demolish, alter, or redevelop the existing building on site so a Development Permit is not required.

The applicant has requested that Council consider the proposed bylaw amendments, and staff are recommending that Council proceed with 3rd reading of the bylaws at this time.

ALTERNATIVES/OPTIONS

1. Proceed with 3rd reading of the proposed bylaw amendments.
2. Provide alternative direction.

ANALYSIS

NA

IMPLICATIONS

NA

COMMUNICATIONS

In accordance with section 467 of the Local Government Act public notice was given and a Public Hearing was held on September 8, 2019. In addition to the required Public Hearing, correspondence was forwarded to the Tseshah First Nation regarding the proposed bylaw amendments. A letter from Tim Pley, CAO was sent to Ms. Cynthia Dick, Chief Councillor for the Tseshah First Nation on July 31, 2020. No additional comments have been received by the Planning Department to date.

BYLAWS/PLANS/POLICIES

The applicant has proposed the following Official Community Plan and Zoning Bylaw amendments to the for the property located at 2170 Mallory Drive:

1. The subject property, is currently designated '**Residential**' on the Official Community Plan Schedule A –

Land Use Map. An amendment is requested to change the designation to **'Industrial'**.

2. The property is not within a Development Permit Area on the Schedule B – Development Permit Areas Map. An amendment is required to include the property in **Development Permit Area No. 3 Industrial**.
3. The subject property, is currently zoned **'P1 Institutional'** on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the subject property to **'M1 Light Industry'** zone.

SUMMARY

An application has been made to amend the Official Community Plan and Zoning Bylaw to rezone 2170 Mallory Drive from the P1 – Institutional zone to the M1 – Light Industry zone, and to change the land use designation from Residential to Industrial. The purpose of the bylaw amendments is to expand the industrial uses permitted on the property in order to secure a new tenant for the site. No specific use or development plans have been identified for the site.

The applicant has requested that the application proceed before Council for further consideration. Staff are recommending to proceed with 3rd reading of the bylaws. This allows the application proceed for further discussion, while still allowing the potential purchaser to secure ownership of the property with current regulations in place.

ATTACHMENTS/REFERENCE MATERIALS

- 'Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009'
- 'Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010'
- 'Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011'
- Letter from CAO to Tseshaht/č išaa?atḥ First Nation

PUBLIC HEARING – REPORT
Tuesday, September 8, 2020 @ 6:30 PM
Via Zoom platform

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Gallery: 7

A. CALL TO ORDER & APPROVAL OF THE AGENDA

MOVED and SECONDED, THAT the agenda be approved as circulated.

CARRIED

Chair Minions read an opening statement pertaining to the process and conduct of the Public Hearing.

1. Description of the Application

The City Clerk provided a summary of the application as follows:

The applicant is applying to amend the Official Community Plan Bylaw and the Zoning Bylaw to facilitate the use of the site for industrial purposes.

The proposed bylaws are:

"Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009". The Bylaw, if amended, will change the designation of the subject property from Residential to Industrial as well as a map amendment identifying the subject property in the P1 Institutional zone;

"Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010". The Bylaw, if amended, will rezone the subject property from P1 Institutional zone to M1 Light Industry; and

"Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011". The Bylaw, if amended, will delete text from Section 5.31.4 D, site specific uses table (in the P1 Institutional zone).

2. Background Information from the Manager of Planning report dated September 1, 2020.

The Manager of Planning provided background information regarding the proposed amendments by way of summarizing the report of September 1, 2020 attached hereto and forming part of this report.

3. Correspondence - none

4. Late Correspondence Regarding the Matter

The City Clerk summarized correspondence received from Ms. Dana Walter of Mallory Drive who expressed concern with the rezoning as it may negatively affect her property value, increase air pollution and noise, as well as traffic along Plywood Road and Mallory Drive.

5. Input from the Public regarding the Bylaw

Mr. Al Shewish, 1003 Pollys Point commented as follows:

- the land had been expropriated at one time and used strictly as telecommunications
- concerned with the amount of increased traffic [concerned for his grandchildren/pets]
- when was the subject property sold?
- it was his understanding that the property was to be rezoned residential and returned to his nation
- is not comfortable with the possibility of a medical cannabis facility next door
- experiences problems with the use of Canal beach, this would add to it
- would prefer the property be returned back to his nation and zoned residential

Chair Minions clarified that the subject property is not owned by the City and therefore, did not sell the land, nor can the City comment on expropriation.

Hearing no other speakers at this time, invited the applicant to comment.

M. Sutherland commented as follows:

- building built in 1956; when it transferred or who built at the time – he is unaware
- purchased the property 3 to 4 years ago and unable to comment on the reference to expropriation and/or sale
- his research/documentation he has been able to gather does not speak to past expropriation
- always used for an industrial purpose
- had been approached in the past by parties interested in purchasing the property for cannabis production, however this is off the table
- while under their ownership, the property will not accommodate a cannabis facility

Dana Walter, 2245 Mallory Drive commented as follows:

- cannabis bylaw, under M. Sutherland, is this a bylaw that was put forward?

- if this property were to be rezoned, and the City's City-wide cannabis bylaw does not pass, how does it [subject property] sit for site specific uses as a medical cannabis facility?

Chair Minions provided the following clarification

- the City is considering cannabis cultivation zoning and is currently in the process of making changes to the City's industrial zones to allow for this use. If the City moves forward, cannabis cultivation would be a permitted use on properties zoned light industrial.

6. Questions from Council:

Council commented as follows:

- did the City provide direct notice to Tseshaht FN and if so, did we receive a reply? The CAO confirmed that the City did write directly to Tseshaht FN inviting their comment however no formal response was received.
- perhaps a covenant could be added to this bylaw.
- given the extensive consultation process carried out by the City to consider cannabis cultivation in 'light industrial zones', and public input received, a covenant restricting cannabis cultivation is likely not appropriate.
- expropriation prior to '56 regarding the natural course of ownership – perhaps the City should look into the history of this item
- following rezoning, if the property created 'nuisance' would the City be able to take appropriate action/enforcement? [staff response – yes]
- is a DP required? If so, this would allow for another review process on the part of Council to review. [staff response – yes]

7. Closing Remarks by the Chair:

Before closing the Public Hearing, Chair Minions called three times for any further speakers on any of the matters contained in the proposed bylaws.

For the 1st time, Chair Minions asked for any further input from the public.

Mr. Shewish commented further as follows:

- building built in 1956, prior to that, used as a communications centre
- expropriated in '53 [prior to building construction]

Chair Minions commented that while inconsistent, the property could be rezoned and the City's OCP could speak to future use being [residential]

Chair Minions called for a second time for input from the public.

Mike Sutherland commented as follows:

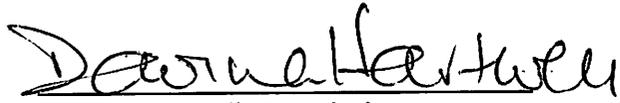
- property always light industrial in its uses
- not excessive amount of traffic on Plywood Drive now
- pollution, property continue to be used as it always has – some type of industrial

Chair Minions called for a third and final time.

Hearing none, it was

MOVED AND SECONDED, THAT this Public Hearing terminate at 7:13 pm

CARRIED

A handwritten signature in black ink, appearing to read "Davina Hartwell". The signature is written in a cursive style with a large initial "D".

Davina Hartwell, City Clerk

CITY OF PORT ALBERNI

BYLAW NO. 5009

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN
FOR THE CITY OF PORT ALBERNI

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009**".

2. Official Community Plan Amendments

- 2.1 **Schedule A (Future Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409), located at **2170 Mallory Drive**, from 'Residential' to '**Industrial**' as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.
- 2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw No. 4602 is hereby amended to include Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409), located at **2170 Mallory Drive**, in **Development Permit Area No. 3 (Industrial)** as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 8TH DAY OF SEPTEMBER, 2020.

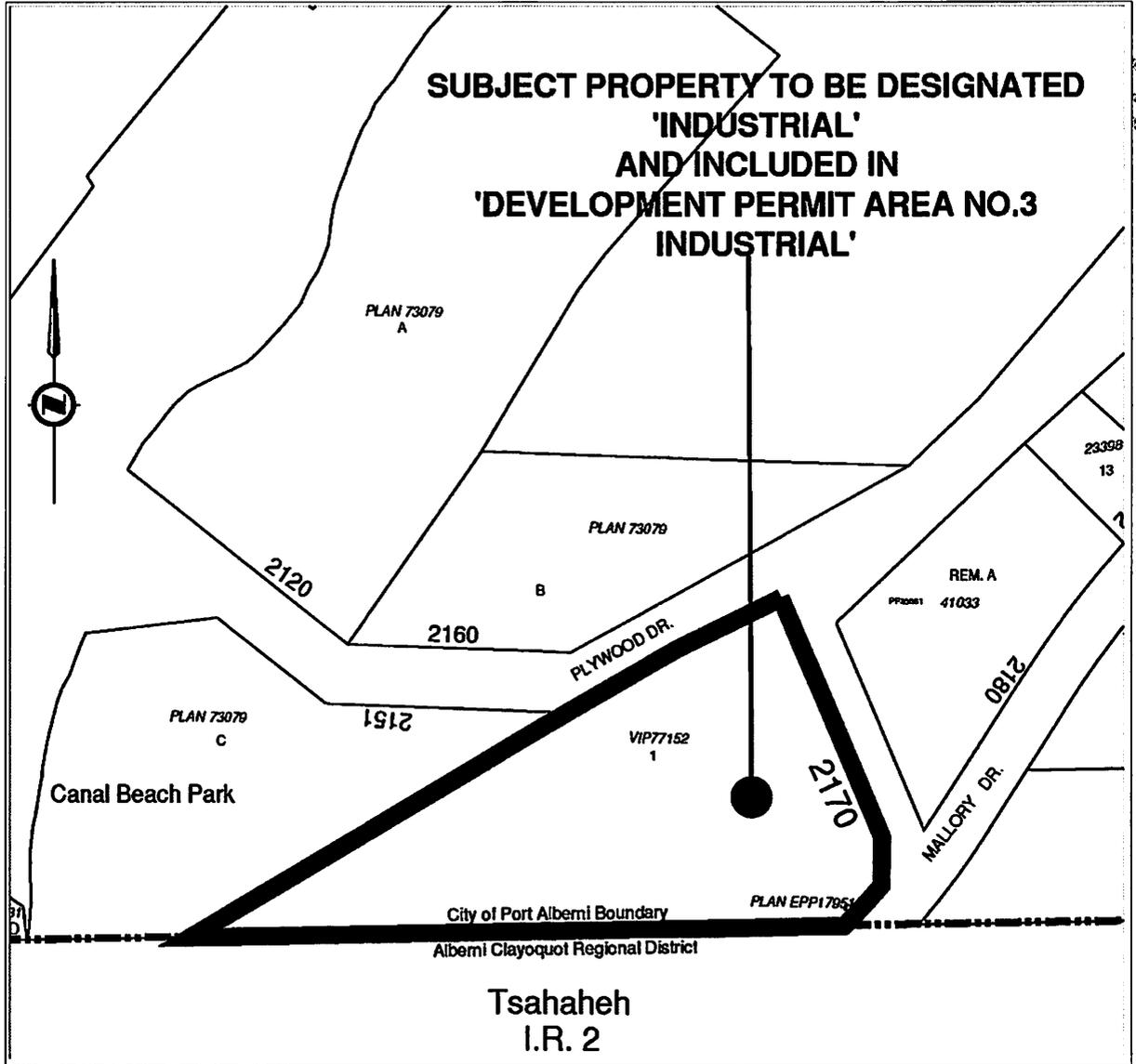
READ A THIRD TIME THIS DAY OF, 2020.

FINALLY ADOPTED THIS DAY OF, 2020.

Mayor

City Clerk

Schedule "A" to Bylaw 5009



COPY AVAILABLE

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CITY OF PORT ALBERNI

BYLAW NO. 5010

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

1. This Bylaw may be known and cited for all purposes as "**Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010**".

2. Zoning Amendment

- 2.1 That Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409), located at **2170 Mallory Drive** as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'P1 Institutional' to '**M1 Light Industry**'.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 8TH DAY OF SEPTEMBER, 2020.

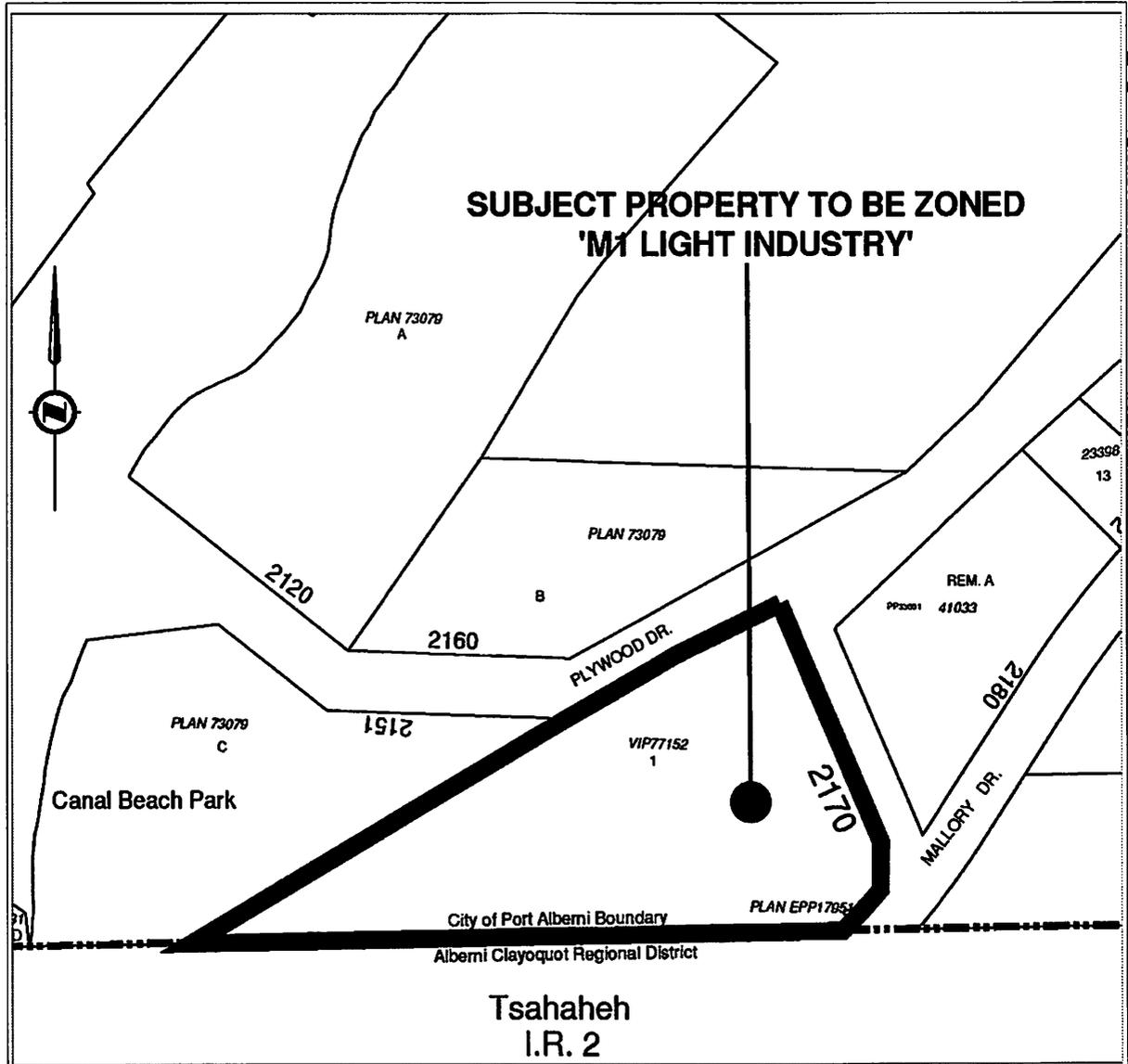
READ A THIRD TIME THIS DAY OF, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

City Clerk

Schedule "A" to Bylaw No. 5010



COPY AVAILABLE

CITY OF PORT ALBERNI

BYLAW NO. 5011

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011"**.

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by:

- a. *Deleting the following text from Section 5.31.4 D, Site Specific uses table (in the P1 Institutional zone):*

"5.31.4 D.

Site – 2170 Mallory Drive – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)

- i. *Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:*
 - a) *Small Engine Repair*
 - b) *Mechanic*
 - c) *Custom Woodworking*
- ii. *The following conditions apply to uses listed in 5.31.4 Di:*
All business activity shall be conducted within a completely enclosed building except for parking and loading facilities."

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 8TH DAY OF SEPTEMBER, 2020.

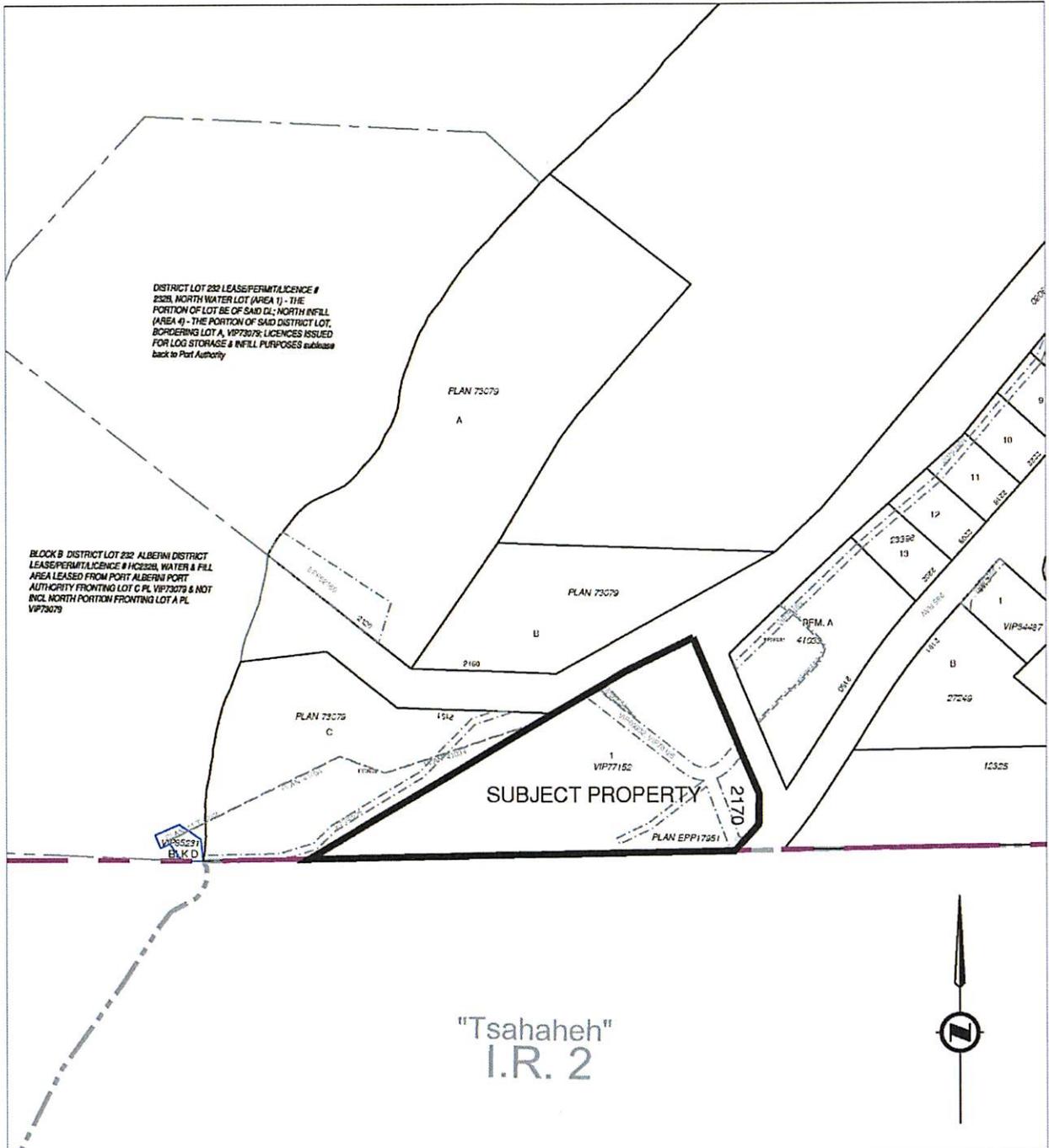
READ A THIRD TIME THIS DAY OF, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

Clerk

Schedule "A" to Bylaw No. 5011



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CITY OF PORT ALBERNI

4850 Argyle Street, Port Alberni, B.C. V9Y 1V8
T: 250.720.2830 or visit our website: www.portalberni.ca

Wednesday, August 5, 2020
Via email to cynthiad@tseshaht.com

Ms. Cynthia Dick, Chief Councillor
Tseshah First Nation
5091 Tsuma-as Dr.
Port Alberni, BC V9Y8X9

**RE: DEVELOPMENT APPLICATION – Amendments to Official Community Plan bylaw and Zoning Bylaw
2170 Mallory Drive - Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)**
Applicant: M. Sutherland as Agent for Mansett Family Holdings

Dear Cynthia,

The City of Port Alberni is currently considering amendments to the Official Community Plan bylaw and to the Zoning bylaw for 2170 Mallory Drive (the subject property). The property owner has requested these amendments for the purpose expand the industrial uses permitted on site in order to secure a new tenant. If approved by City Council, any of the uses listed in the M1 – Light Industry zone would be permitted (please see the attached M1 Zone for more details).

Currently, the following Official Community Plan and Zoning Bylaw amendments are being considered by City Council:

A. Official Community Plan Map Amendments

1. Applying to amend the **Schedule A Future Land Use Map** which forms an integral part of Port Alberni Official Community Plan Bylaw No. 4602, 2005 to change the designation of *Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)*, located at **2170 Mallory Drive**, from 'Residential' to '**Industrial**'.
2. Applying to amend the **Schedule B Development Permit Areas Map** which forms an integral part of Port Alberni Official Community Plan Bylaw No. 4602, 2005 to include *Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)*, located at **2170 Mallory Drive**, in **Development Permit Area No. 3 Industrial**.

B. Zoning Bylaw Map Amendment:

1. Applying to amend the **Schedule A Zoning District Map** which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 to change the designation of *Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)*, located at **2170 Mallory Drive**, from 'P1 Institutional' to '**M1 Light Industry**' zone.

The subject property's boundary is shared with Tseshah First Nation (IR #2 Teepis). The City would like to ensure that Tseshah First Nation is aware of this development application and has had an opportunity to discuss the application with the City prior to Council's final decision regarding proposed bylaw changes that may impact the future use of this property.

At their regular meeting on August 10, 2020, Council will consider setting a public hearing date to hear from all parties who may consider their interests affected by the proposed bylaws. A date of September 8th is being proposed for the public hearing which will be held via Zoom. Public Notice will be issued in accordance with legislation when the date is confirmed by resolution of Council. *Local Government Act* legislation prohibits Council from receiving further input on the proposed bylaws once the public hearing has concluded.

Should Tseshah First Nation wish to meet with City staff to learn more about this application and/or the rezoning process, please reach out to me directly to set up a meeting. Alternatively, Tseshah First Nation will be invited to provide the City with written comments regarding the proposed bylaws which will then form part of the public hearing record for consideration by Council prior to making a decision on further readings of the proposed bylaws.

Page 1 of 7

We appreciate your time and consideration, and look forward to hearing from you soon.

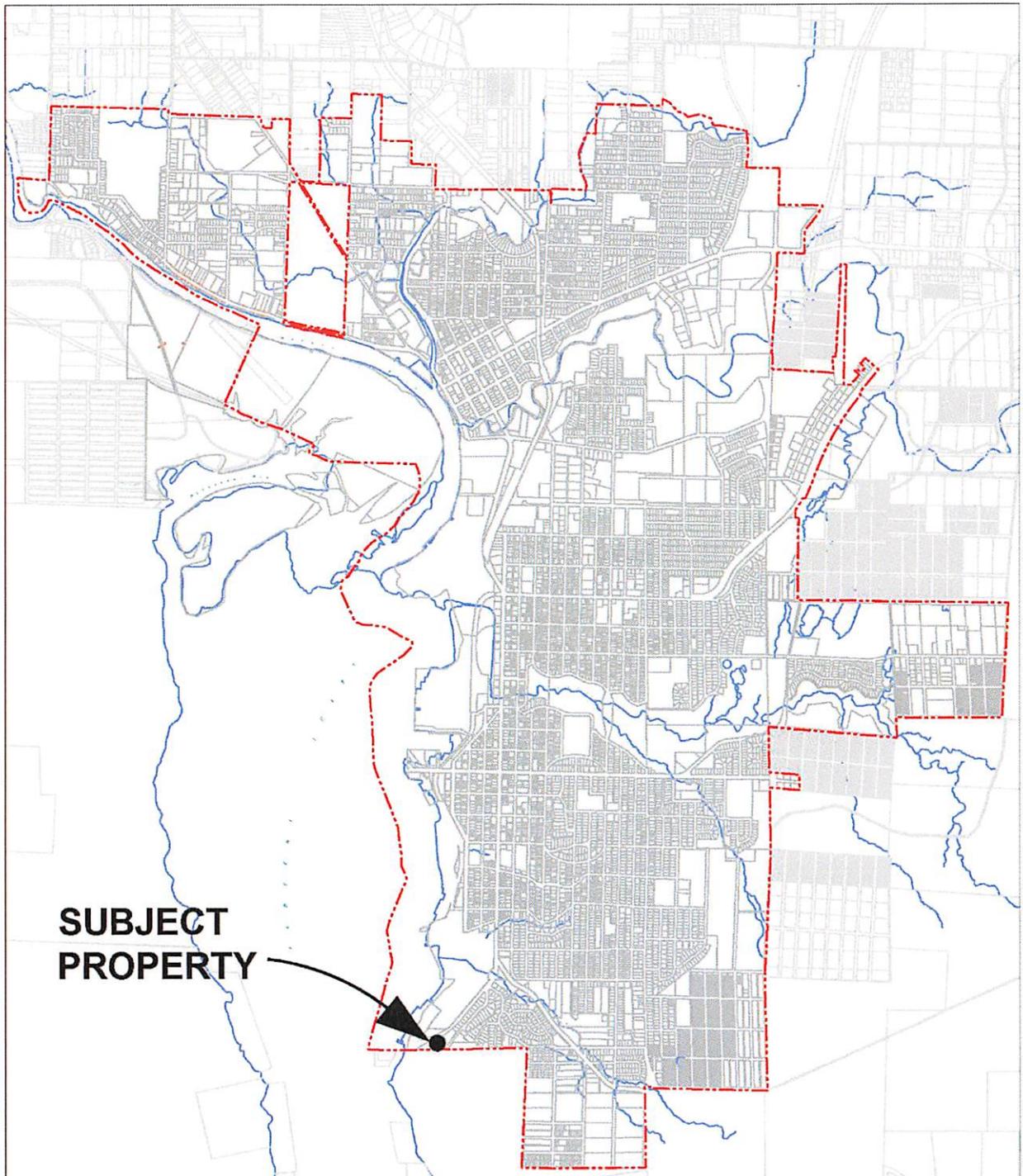
Sincerely,

A handwritten signature in black ink, appearing to read "Tim Pley". The signature is written in a cursive style with a large initial "T".

Tim Pley, CAO
CITY OF PORT ALBERNI



CITY OF PORT ALBERNI LOCATION MAP



2170 Mallory Road

SUBJECT PROPERTY – 2170 MALLORY DRIVE



PROPOSED DEVELOPMENT PERMIT AREA:

Development Permit Area No: 3 - Industrial Development

Area

That area marked Development Permit Area No. 3 as shown on Schedule "B" to this Bylaw is hereby designated as a development permit area.

Justification

The justification for the designation of this Development Permit Area is the highly visible nature of the areas. The intent of this Development Permit Area is to ensure high quality development and buffer adjacent land uses.

Guidelines

1. The design of parking and manoeuvring isles shall permit the efficient circulation of vehicles, and will include special provision for large truck movements.
2. On-site lighting shall be designed to minimizing light spillage onto adjacent properties.
3. Landscaping shall be used to adequately soften the transition to non-industrial land uses, and to soften the street frontage of the building.
4. All open storage areas shall be restricted to the rear of the property or the side if fully and appropriately screened.
5. Loading areas shall be restricted to the rear or side of the building where not abutting a road.

Development Permit Not Required

Development Permits shall not be required in the following instances:

1. Construction of a value less than \$10,000.

Alteration of the message and/or graphic on free standing signage where the size, area, shape, lighting and physical structure of the signs, are not changed.

PROPOSED ZONE:

M1 – LIGHT INDUSTRY

5.27 The purpose of this *zone* is to establish and maintain areas containing light industrial *uses*, such as wholesale, warehouse and light *manufacturing* operations.

5.27.1 Permitted uses

Principal Uses

- Automotive sales, repair and servicing*
- Boat or recreational vehicle sales and repair*
- Building supply*
- Cartage and delivery service*
- Contractor’s shop*
- Custom workshop*
- Electronics repair*
- Enclosed storage and warehousing, including mini storage*
- Exterminating service*
- Food and beverage processing (excluding the fish, meat and poultry products industries)*
- Furniture and fixture manufacturing*
- Garden shop, nursery and landscape supplies*
- Gasoline service station*
- Glass shop*
- Health and fitness centre*
- Machine shop*
- Machinery and equipment sales, rental and repair*
- Other light manufacturing industry*
- Petroleum products, wholesale*
- Prefabricated buildings sales*
- Printing, publishing and allied industry*
- Recycling depot*

Principal Uses (continued)

- Signs and displays industry*
- Storage yard*
- Transportation dispatch and depot*
- Veterinary clinic*
- Wholesale (excluding wholesalers of scrap and waste materials)*
- Works yard*

Accessory Uses

- Caretaker's dwelling unit, subject to Section 6.16*
- Display, storage, and retail sales of goods produced on the premises*
- Office*

Site-Specific Uses

- Medical Marijuana Facility*

5.27.2 Site Development Regulations

Minimum Lot Area	930 m ²	(10,011 ft ²)
Minimum Frontage	30 m	(98.4 ft)
Maximum Coverage	50%	
Minimum Setbacks:		
Front yard	6 m	(19.7 ft)
Rear yard	3 m	(9.8 ft)
Side yard (total)	6 m	(19.7 ft)
(Permitted on one side)	0 m	
Maximum Height, Principal Building	12.5 m	(41 ft)

5.27.3 Conditions of Use

- (a) Nothing shall be done which is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluent, dust, fumes, smoke, vibration, noise or glare; nor shall anything be done which creates or causes a health, fire or explosion hazard, electrical interference or undue traffic congestion.
- (b) All portions of a required *front yard* not used for permitted parking or display areas shall be fully and suitably *landscaped* and properly maintained.
- (c) Outdoor storage areas shall be screened or *fenced* on all sides not facing the principal *building* and no material shall be piled so as to be higher than such *screening*. Required front *screening* shall be situated so as to conform with the *front yard setback* provisions.
- (d) All activities and *uses* shall be conducted within a completely enclosed *building* except for parking, loading, outside storage and product display *uses*.
- (e) Along any *lot* line adjacent to an R, RR, or RM *zone*, a continuous *landscape buffer*, excluding any areas used for access, shall be provided and shall be not less than 1.8 m (5.9 ft) in height.

5.27.4 Site Specific Uses

The following *uses* shall be permitted on a site specific basis:

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Medical Marihuana Facility	4921 Bute St.	Lot A, District Lot 1, Alberni District, Plan VIP31847

Date: September 3, 2020
 File No: 3360-20-5381 Falls St
 To: Mayor & Council
 Subject: **DEVELOPMENT APPLICATION**
 Proposed Zoning Bylaw Map Amendment
 5381 Falls Street - Lot 2, Section 9, Alberni District, Plan 8919 (PID: 005--487-081)
 Applicant: L. Teufel dba Faithful Construction

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall, Manager of Planning	Supervisor: T. PLEY CAO	CAO Concurrence:  T. Pley, CAO
---	--------------------------------------	---

RECOMMENDATIONS

- a. THAT "Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014" be now introduced and read a first time.
- b. THAT "Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014" be read a second time.
- c. THAT City Council waive the public hearing requirement for proposed "Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014 in accordance with section 464(2) of the Local Government Act (LGA), and provide public notice in accordance with section 467 of the LGA prior to consideration of third reading and final adoption of the bylaw.

PURPOSE

The purpose of this report is to consider an application for a Zoning Bylaw amendment for the subject property located at 5381 Falls Street.

BACKGROUND

The City has received an application to rezone 5381 Falls Street from **R1 – Single Family Residential** to **R2 – One and Two Family Residential**. No amendments to the Official Community Plan are required.

The subject property is a rectangular parcel of approximately 1154 m² (0.26 acres). The property is currently zoned **R1 – Single Family Residential** and has one single family home located on-site. The purpose of the amendments is to facilitate the conversion of a single-family dwelling into a duplex. The proposed second dwelling unit will be approximately 120 m², taking up the entire second storey of the building. Due to the size of the second dwelling unit it is too large to be classified as a secondary suite in accordance with the Zoning Bylaw.

ENTERED

Status of the Application

The application to rezone 5381 Falls Street was circulated to relevant agencies for comment. No issues with the proposed change in land use were raised, however the Ministry of Transportation and Infrastructure (MOTI) noted that a 'u-shaped' driveway access would not be approved and therefore needs to be altered. A MOTI review and approval of the proposed zoning bylaw is required prior to final adoption.

The Advisory Planning Commission reviewed the rezoning application at the August 20, 2020 meeting. The APC recommended that City Council proceed with the Zoning Bylaw amendment. Summary meeting minutes are attached.

If Council proceeds with 1st and 2nd reading of the Zoning Bylaw the next step in the rezoning process is to allow for further public review of the application prior to Council giving third and final reading of the bylaw amendments. As per Section 464 (2) of the *Local Government Act* (LGA) City Council has the option to waive the holding of a public hearing on a proposed zoning bylaw if an Official Community Plan is in effect for the area and the Zoning Bylaw is consistent with the Official Community Plan. Since there is no proposed amendment to the Official Community Plan this development application is eligible to proceed without a public hearing, however the City would need to give public notice to allow for public review and input on the rezoning application.

ALTERNATIVES/OPTIONS

1. Proceed with the bylaw amendment, and direct staff to give notice to waive the public hearing.
2. Proceed with the bylaw amendment, and direct staff to proceed with scheduling a public hearing.
3. Provide alternative direction.

ANALYSIS

See attached report to the Advisory Planning Commission for a comprehensive analysis of the development application.

IMPLICATIONS

Land Use

The proposed land use designation is consistent with the Official Community Plan designation. The proposed rezoning also aligns with the Official Community Plan policy objective of supporting a variety of housing options for residents.

The change from single-family to two-family residential does not represent a significant change in the character of the neighbourhood, especially given the nearby multi-family homes and assisted living facilities. The R2 zone is also the most appropriate zone to accommodate the proposed two-family dwelling. Additionally, the subject property has sufficient space to provide the additional required on-site parking stalls. See attached report to the Advisory Planning Commission for a comprehensive discussion about the implications of change in land use designation.

Public Hearing

In response to COVID-19, staff recommend that City Council utilize the authorized process outlined in Section 464 (2) and Section 467 of the LGA to waive the public hearing requirement for this application, and proceed with giving public notice that the public hearing has been waived. No in-person meeting would be required, but there would still be an opportunity for the public to inspect the bylaw amendments and provide input to Council in the form of a written letter or e-mail.

COMMUNICATIONS

Under normal circumstances (pre-COVID) City Council would schedule a public hearing to occur sometime after the first reading of the bylaw, and before the third reading of the bylaw. Public notice would be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing.

If a public hearing is waived, section 467 of the LGA requires that notice of the proposed rezoning is placed in two consecutive issues of a newspaper, that notice is mailed or delivered to residents and property owners within 75 meters of the subject property, and the notice is posted on the subject property. The notice will provide members of the public the opportunity to provide written comments to City Council.

If City Council does choose to schedule a public hearing then public notice will be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75 meters of the subject property, at least 10 days prior to the public hearing. The public would be invited to attend a meeting with staff and City Council to ask questions and provide input.

BYLAWS/PLANS/POLICIES

The proposed application is to amend the Zoning Bylaw No. 4832 (Schedule A – Zoning Map) to rezone the property from **R1 – Single Family Residential** to **R2 – One and Two Family Residential**. The proposed amendment is consistent with the Official Community Plan land use designation, and meets the strategic objectives of the OCP.

SUMMARY

In considering the application to rezone the subject property, City Council should consider whether the proposed amendment is appropriate for the site and how a change may impact the immediate neighborhood.

The Planning Department supports the proposed Zoning Bylaw map amendment. Allowing a two-family use at the subject property aligns with the Official Community Plan and encourages a variety of housing options for residents within the community.

ATTACHMENTS/REFERENCE MATERIALS

Subject Property Map

Report to the Advisory Planning Commission – 5381 Falls Street

Advisory Planning Commission August 20, 2020 Meeting Minutes

SUBJECT PROPERTY MAP – 5381 FALLS STREET





**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on August 20, 2020
Via remote access through Zoom, at 12:00 p.m.)**

Commission Members Present

Ken McRae (Chair)
Callan Noye
Stefanie Weber
Amy Anaka
Ed Francoeur
Jim Tatoosh, Hupačasath F.N.
Chris Washington, S.D.70 Liaison
Rick Newberry, P.A.F.D. Liaison
Councillor Deb Haggard, Council Liaison

Staff

Katelyn McDougall, Manager of Planning
Brian McLoughlin, Development Planner
Cara Foden, Planning Technician

Regrets

Cynthia Dick, Tseshah (č išaaʔath) F.N.
Sgt. Clive Seabrook, R.C.M.P. Liaison
Rob Gaudreault, Parks Liaison
John Douglas (Vice-Chair)

Alternates (not in attendance)

Larry Ransom (Alternate–SD70)
Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshah F.N.)

Guests

Members of the Public: None
Applicant: Luke Teufel



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations.

2. MINUTES - Adoption of July 16, 2020 Minutes as amended.

MOTIONS:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the July 16, 2020 regular meeting as amended.

(Anaka / Washington) CARRIED

3. DEVELOPMENT APPLICATION: Zoning Bylaw amendment

5381 Falls St. - Lot 2, Section 9, Alberni District, Plan 8919 (PID: 005--487-081)

Applicants: L. Teufel dba Faithful Construction (agent for Axel Keding and Livia Keding M2

- The Development Planner presented a summary of his report dated August 20, 2020.
- APC discussed the proposed amendments and report as follows:
 - Clarification of Falls Rd. versus Falls Street (rural versus municipal terminology for 911)
 - The Development Planner clarified that the size of the proposed addition would exceed the 90m² size limit for a secondary suite and rezoning was the appropriate option to pursue for this application.

MOTIONS:

1. That the Advisory Planning Commission recommends to City Council that the City proceed with the following Zoning Bylaw amendment, with respect to the property legally described as Lot 2, DL 9, Plan VI8919 P.I.D. VIP 141 (PID: 005-487-081) and located at 5381 Falls Street:

- a) Amend the Zoning Bylaw (Schedule A – Zoning Map) to rezone the property from 'R1 – Single Family Residential' zone to '**R2 – One and Two Family Residential**' zone.

(Washington / Francoeur) CARRIED

4. STATUS UPDATE:

- **What's been happening since the last APC meeting:**
 - DP/DVP approved – Maitland Street Village
 - DVP pending – 4191 Bute St (side yard projection)
 - DP/DVP pending – VRS seniors housing project at 4000 Burde St
 - Uptown District Revitalization – Phase 2 Engagement Prep
 - Connect the Quays Pathway Planning
- **Coming to Council in September**
 - Mallory Drive rezoning 3rd and 4th reading of bylaws
 - 8th Ave rezoning 3rd and 4th reading of bylaws
 - Short Term Rentals 1st and 2nd of bylaws
 - Cannabis Cultivation and Processing - Public Hearing and 3rd and 4th reading of bylaws
 - Pineo Road rezoning - 3rd and 4th reading of bylaws and Development Permit
- **Upcoming Development Applications**
 - Rezoning 10th Ave – Quality Foods Site
 - Rezoning Kendall Ave – Huu-ay-aht Housing Project w/ BC Housing
- The Manager of Planning advised APC that:
 - Rob Gaudreault is current Acting Building Inspector following the resignation of Kevin Peters.
 - There will be a Business License component to the Short Term Rental implementation. The difference between Short Term Rental versus Bed and Breakfast was clarified.

5. OTHER BUSINESS- None

6. ADJOURNMENT – The meeting adjourned at 12:30 pm. The next meeting is scheduled for 12:00 pm on **September 17, 2020.**

(Washington / Francoeur) CARRIED



Ken McRae (Chair)



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission
FROM: Brian McLoughlin, Development Planner
DATE: August 20, 2020

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment
5381 Falls Street
Lot 2, DL 9, Plan V18919 P.I.D. VIP 141 (PID: 005-487-081)
Applicant: L. Teufel dba Faithful Construction, agent for A. Keding and L. Keding

ISSUE

The purpose of this report is to consider an application for a Zoning Bylaw map amendment for 5381 Falls Street.

BACKGROUND

The applicant has requested to rezone the property at 5381 Falls Street to accommodate a second residential dwelling unit of approximately 120 m². This second dwelling unit constitutes the entire second storey of the building.

The applicant is seeking to rezone the property from *R1 – Single Family Residential* to *R2 – One and Two Family Residential*. Pending a successful rezone of the property, the applicant is proposing to construct an addition on the south side of the house with laundry facilities and storage for each dwelling unit.

Official Community Plan (OCP): Plan Goals & Objectives

The rezoning of the subject property from a single-family use to a two-family use is supported by the goal for residential development in the Official Community Plan (OCP). These goals support more a greater variety of housing in the community. Objective 1.5 in *Section C* of the OCP states the following:

“To ensure that a range of housing choice is provided in order to meet the needs of current and future residents.”

The creation of a two-family dwelling, or “duplex” aligns with this objective.

Table 1.0 – Official Community Plan (OCP) and Zoning Bylaw Designations (5381 Falls Street)	
OCP Land Use	The subject property is currently designated ‘Residential’ on the Official Community Plan Schedule A – Land Use Map.
Development Permit Area	The subject property is not within a Development Permit Area on the Schedule B – Development Permit Areas Map.
Property Zone	The subject property is currently zoned ‘R1 – Single Family Residential’ on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone the property to ‘R2 – One and Two Family Residential’ zone.

DISCUSSION

Zoning and Site Analysis:

The subject property is a rectangular parcel of approximately 1154 m² (0.26 acres). The property is currently zoned R1 – Single Family Residential and has one single family home located on-site. The applicant is requesting that the property be rezoned to R2 – One and Two Family Residential. According to the Zoning Bylaw, the purpose of the R2 zone is to “establish and maintain quiet, low density neighbourhoods, featuring single family and two family dwellings”.

The property has 27.43 m (65.6 ft) of frontage on Falls Street, and is approximately, 42.1 m (138 ft) deep with a total area of 0.115 hectares (0.29 acres). With regards to the Site Development Regulations, the subject property meets both the minimum area and frontage requirements in the R2 zone. The existing house and the proposed addition will be required to meet the R2 zone site regulations. The following table compares the Site Development Regulations of the R1 and R2 zones with the physical dimensions of the existing property and proposed house addition.

Table 1.1 - Zone Comparison			
Site Development Regulations	R1 Single Family (current)	R2 – One and Two Family (proposed)	Subject Property (5381 Falls Street)
Minimum Lot Area	600 m ²	700 m ²	1153.85 m ²
Minimum Frontage	15 m	20 m	27.43 m
Maximum Coverage	40%	40%	30% (proposed)
Front Yard Setback	7.5 m	7.5 m	11 m (approx.)
Rear Yard Setback	9 m	9 m	17 m (approx.)
Side Yard Setback	1.5 m	1.5 m	1.72 m
Floor Area Ratio	0.5	0.5	0.374
Max Building Height	10 m	10 m	Proposed addition is 6.7 m. Existing building under 10 m.
Max # of Storeys	2	2.5	2
Max # of Residential Units	1	2	2

The dimensions of the property, and the proposed addition, meet all the requirements of the R2 zone. A Building Location Certificate will be required at the time of Building Permit to help confirm siting compliance. It should be noted that the presence of an additional dwelling is the only feature preventing the proposal from meeting the requirements of its current R1 classification.

Surrounding Area

The surrounding area is dominantly residential, with a mix of single, multi-family, and institutional uses. Closest to the subject property are single-family residential lots, a residential four-plex, and the Tsawaayus Rainbow Gardens assisted living facility.

Table 1.2 – Neighbourhood Land Use Mix	
North	Predominately a mix of single family and two family residential.
South	A combination of semi-rural, and low-density multi-family properties. The Tseshaht First Nation is to the south across the Somass River (approx. 250 m)
East	A combination of institutional, single family, two-family, and low-density multi-family homes making up the West Port Place neighbourhood
West	A few semi-rural residential properties across the City boundary with the ACRD between Falls Street and the river.

Infrastructure

The adequacy of the services must be determined by the developer's Engineer. Any required upgrades are to be approved by the City's Engineering department and will be at the developers cost. City records indicate the following underground utility services:

Table 1.3 – Underground Utility Services at 5381 Falls Street	
Water	The neighbourhood is serviced by an 8" water main in the roadway, but the size of the property service is not indicated.
Sewer	The neighborhood is serviced by an existing 8" sewer main, with a 4" service to the property
Storm	The neighborhood is serviced by an existing 18" stormwater main, with a 6" service to the property.

Parking and Access:

The subject property is accessed off of Falls Street, which is located within the Alberni Clayoquot Regional District and is managed by the Ministry of Transportation and Infrastructure. Falls Street intersects with River Road (Highway 4) approximately 200 metres south east of the subject property where traffic is controlled by a stop sign at the bridge crossing.

Since the property is located within 800 metres of a provincial highway, the Ministry of Transportation and Infrastructure (MOTI) will be required to sign off on the Zoning Bylaw amendments. These approvals must be given before final adoption of the bylaw can be considered. To date, MOTI has provided no objections to the proposed bylaw amendments.

The subject property features an eleven-metres deep front yard area, which provides considerable space for on-site parking. The City's Zoning Bylaw requires the applicant to provide two additional on-site parking stalls to accommodate the second dwelling unit. The applicant has provided a copy of the site plan showing enough space for a total of seven parking stalls (attached). This exceeds the four stalls that are required.

Referrals

The application to rezone 5381 Falls Street was circulated to relevant agencies for comment. Any feedback or concerns received are included in the table below:

Table 1.4 – Referral Comments	
Agency	Details
Hupacasath First Nation	No comments received
Tsashaht First Nation	No comments received
Parks Department	Interests Unaffected
Building Department	No comments received
Engineering Department	No comments received
Fire Department	No comments received
RCMP	No comments received
Island Health	No comments received
Department of Fisheries and Oceans	No comments received
Min. Transportations and Infrastructure	No comments received
Canada Post	No comments received
BC Hydro	No comments received
Fortis	No conflict here with gas

Shaw Cable	No comments received
Telus	No comments received

CONCLUSIONS

In considering the application to rezone 5381 Falls Street, the APC and City Council should consider if and how the proposed change in use aligns with the objectives, and land designation in the Official Community Plan. Likewise, the APC and City Council should consider whether the proposed amendment is appropriate for the site and how a change may impact the immediate neighborhood.

The change from single-family to two-family residential does not represent a significant change in the character of the neighbourhood, especially given the nearby multi-family homes and assisted living facilities. The R2 zone is also the most appropriate zone to accommodate the proposed two-family dwelling. Additionally, the subject property has sufficient space to provide the additional required on-site parking stalls.

The proposed rezoning also aligns with the Official Community Plan policy objective of supporting a variety of housing options for residents. The Planning Department recommends amending the Zoning Bylaw to allow a two-family use at 5381 Falls Street.

RECOMMENDATIONS

That the Advisory Planning Commission recommends to City Council that the City proceed with the following Zoning Bylaw amendment, with respect to the property legally described as Lot 2, DL 9, Plan VI8919 P.I.D. VIP 141 (PID: 005-487-081) and located at 5381 Falls Street:

- a) ***Amend the Zoning Bylaw (Schedule A – Zoning Map) to rezone the property from ‘R1 – Single Family Residential’ zone to ‘R2 – One and Two Family Residential’ zone.***

Prepared by:

Reviewed by:




Brian McLoughlin
Development Planner

Katelyn McDougall, M.Urb
Manager of Planning

ATTACHMENTS/REFERENCE MATERIALS

Subject Property Map
Proposed R2 Zone Description
Proposed Site Plan
Proposed New Addition to Existing House
Proposed Parking Layout
City Utility Services at Subject Property

C: to City staff; etc.,

SUBJECT PROPERTY – 5381 FALLS STREET



R2 – ONE AND TWO FAMILY RESIDENTIAL

5.12 The purpose of this zone is to establish and maintain quiet, low density neighbourhoods featuring single family and two family dwellings.

5.12.1 Permitted uses

Principal Uses

Single family dwelling

Two family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary suite

Supportive housing

5.12.2 Site Development Regulations

Minimum Lot Area

Single family dwelling 500 m² (5,382 ft²)

Single family dwelling with secondary suite 600 m² (6,458 ft²)

Two family dwelling 700 m² (7,535 ft²)

Minimum Frontage

Single family dwelling 15 m (49.2 ft)

Single family dwelling with secondary suite 15 m (49.2 ft)

Two family dwelling 20 m (65.6 ft)

Maximum Coverage 40%

Minimum Setbacks:

Front yard 7.5 m (24.6 ft)

Rear yard 9 m (29.5 ft)

Side yard 1.5 m (4.9 ft)

Maximum Floor Area Ratio 0.5

Maximum Height, Principal Building 10 m (32.8 ft)

Maximum Number of Principal Building Storeys 2.5

Maximum number of residential units per lot 2

5.12.3 Conditions of Use

(a) Notwithstanding the provisions of 5.12.2:

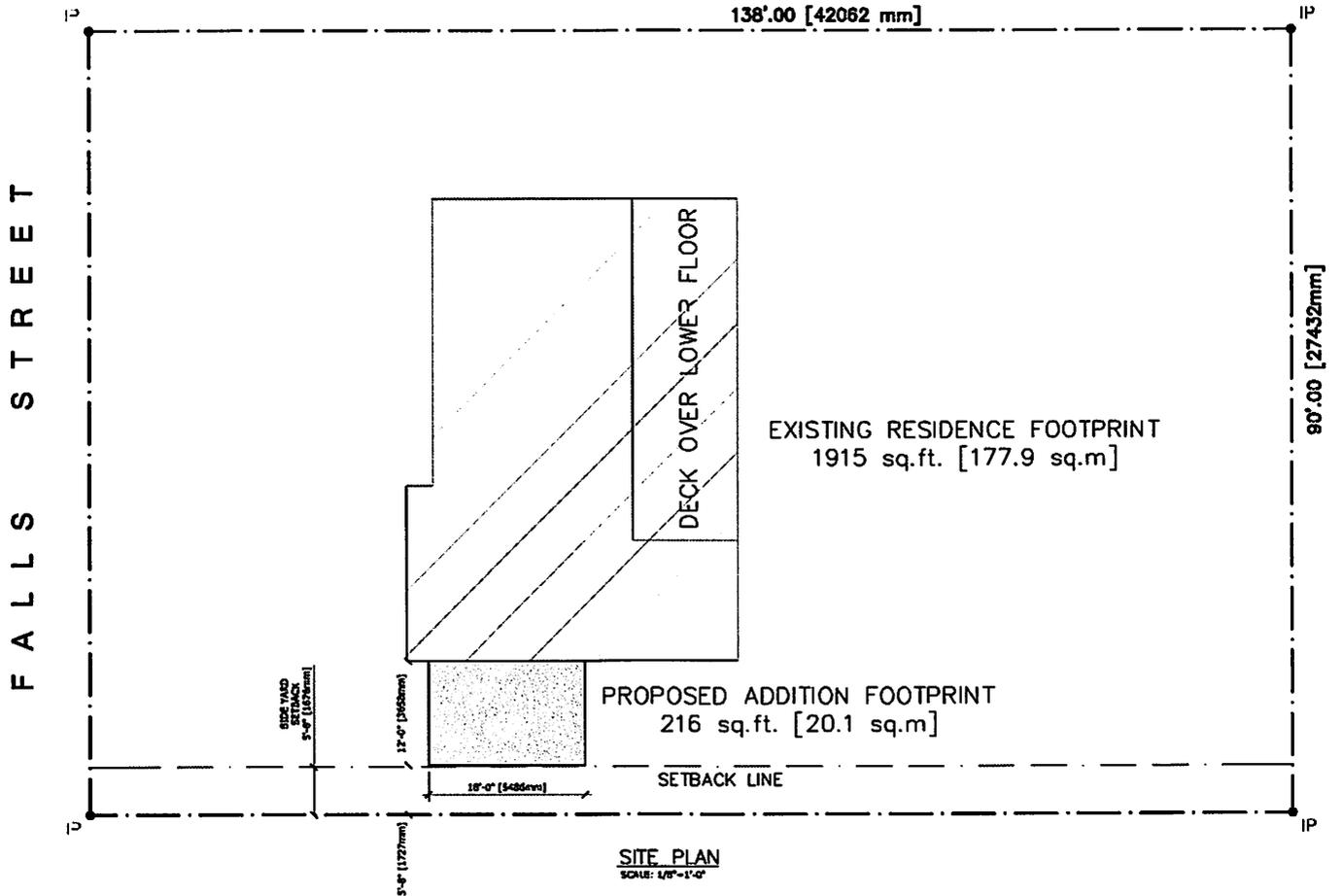
(i) On a corner lot, the side yard by the flanking street must be not less than 3.5 metres (11.5 ft) wide.

(ii) For single family dwellings having no carport or attached garage and with no access to the rear or the side of the lot from a street or lane, the minimum side yard requirement shall be increased to 3 m (9.8 ft) for one side yard.

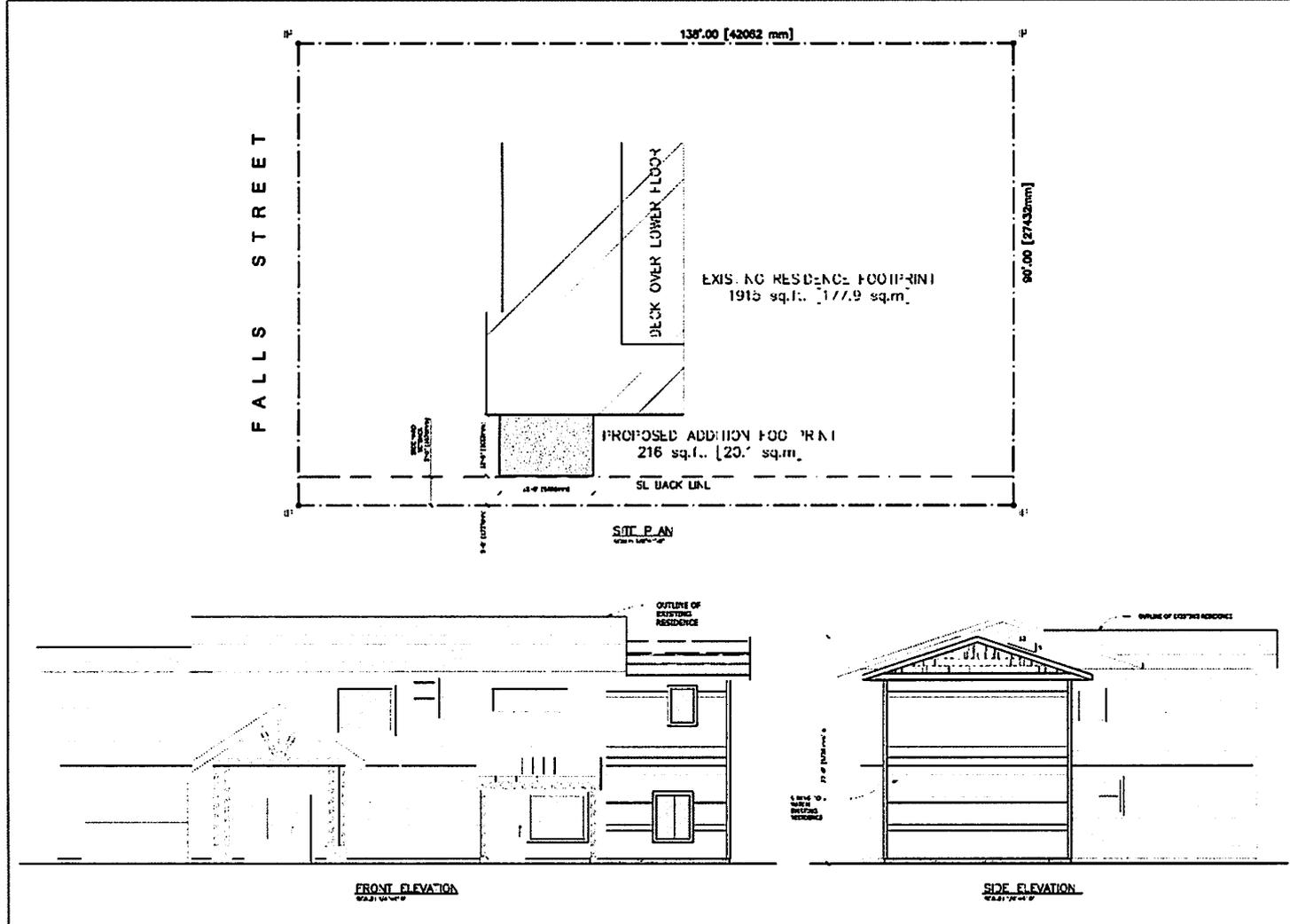
(b) For supportive housing, the maximum number of persons in care shall not exceed four (4).

- (c) Only one of the three (3) following *accessory uses* is permitted on any *lot*:
bed and breakfast OR *secondary suite* OR *supportive housing*.
- (d) Notwithstanding any other provisions of this bylaw, *secondary suites* are not permitted in a duplex.
- (e) Notwithstanding Section 5.12.1, on *lots* less than 500 m² in area that exist prior to the adoption of this Bylaw, *single family dwelling* is the only permitted *use*.

PROPOSED SITE PLAN



PROPOSED NEW ADDITION TO EXISTING HOUSE



<p>THE INFORMATION SHOWN HEREON IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE A CONTRACT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT.</p>	
<p>NEW ADDITION 5381 FALLS ST. PORT ALBERNI, B.C.</p>	
<p>JD CUSTOM DESIGNS</p>	
<p>DATE: 24/04/2019 TIME: 10:00 AM DRAWN BY: J.D. CHECKED BY: J.D. SCALE: 1/8" = 1'-0"</p>	
<p>1 OF 2</p>	

FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

LOWER FLOOR PLAN
SCALE: 1/4" = 1'-0"

UPPER FLOOR PLAN
SCALE: 1/4" = 1'-0"

SECTION
SCALE: 1/4" = 1'-0"

SECTION
SCALE: 1/4" = 1'-0"

STRUCTURAL SPECIFICATIONS:

I. GENERAL

- 1.1 ALL STRUCTURAL STEEL TO MEET A.3.C. BEARING CODE, ESDA EDITION.
- 1.2 REEPLY LOADS (PORT ALBERTA, B.C.)
 - 1.2.1 GRADED EXPOSED WOOD 5.0 D (2.0 MPa)
 - 1.2.2 UNGRADED 4.0 D (1.6 MPa)
 - 1.2.3 WOOD TRUSS ROOF FACTORS 2.0 D
- 1.3 WIND WIND SOIL AIRWIND (S.M.W.L. @ 3.0) WIND 1.00 ZONE 10.

A. MATERIALS

- 2.1 CONCRETE TO BE ALL BY PRODUCTION BY AGREEMENT WITH CONTRACTOR AND IN ACCORDANCE TO THE FOLLOWING:

CONCRETE TYPE	MIN. COMP. STRENGTH (MPa)	MIN. COMP. STRENGTH (PSI)	MIN. COMP. STRENGTH (PSI)	MIN. COMP. STRENGTH (PSI)
FOUNDATION	25 MPa	3600	3600	3600
WALLS	25 MPa	3600	3600	3600
SLABS	25 MPa	3600	3600	3600

B. INSTALLATION

- 2.2 CONCRETE TO BE PLACED AND FINISHED TO PARTICULATE AND FINISHED TO THE FOLLOWING:
 - 2.2.1 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD OR OTHER DEBRIS THROUGHOUT THE WORK.
 - 2.2.2 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD AND DEBRIS THROUGHOUT THE WORK.
 - 2.2.3 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD AND DEBRIS THROUGHOUT THE WORK.
- 2.3 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD OR OTHER DEBRIS THROUGHOUT THE WORK.
- 2.4 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD OR OTHER DEBRIS THROUGHOUT THE WORK.
- 2.5 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD OR OTHER DEBRIS THROUGHOUT THE WORK.

FOUNDATION NOTES

1. FOUNDATION TO BE ALL BY PRODUCTION BY AGREEMENT WITH CONTRACTOR AND IN ACCORDANCE TO THE FOLLOWING:
 - 1.1 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD OR OTHER DEBRIS THROUGHOUT THE WORK.
 - 1.2 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD OR OTHER DEBRIS THROUGHOUT THE WORK.
 - 1.3 ALL REINFORCING STEEL WORK TO BE KEPT CLEAR, FREE OF MUD OR OTHER DEBRIS THROUGHOUT THE WORK.

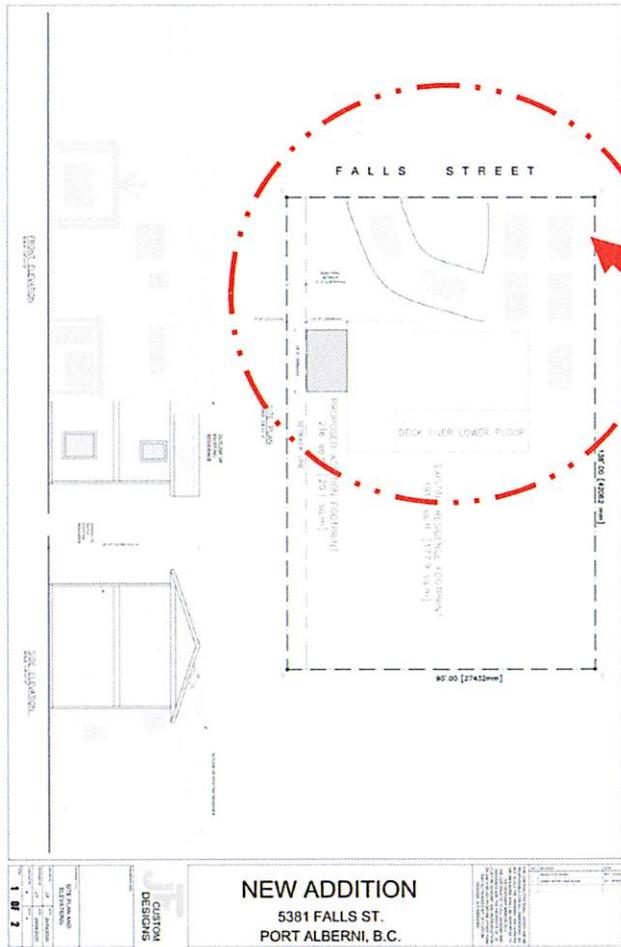
NEW ADDITION
5381 FALLS ST.
PORT ALBERTA, B.C.

J CUSTOM DESIGNS

FLOOR PLANS

DATE: J.F. 24/04/2019
DRAWN BY: J.F. 24/04/2019
CHECKED BY: J.F. 24/04/2019
SCALE: 2 OF 2

PROPOSED PARKING LAYOUT



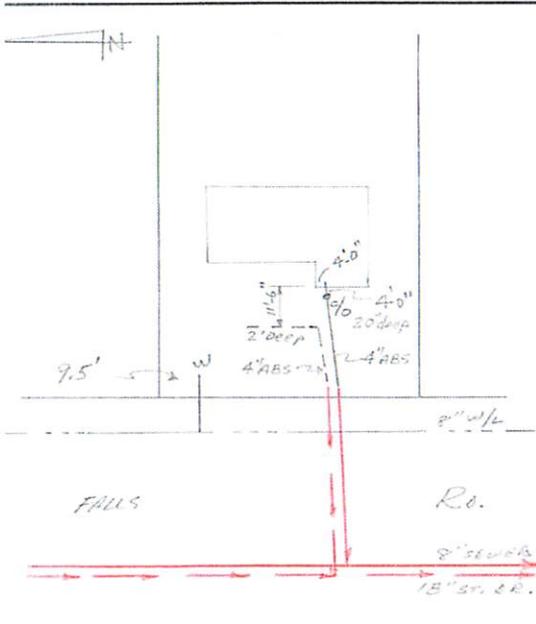
On-site Parking
(7 stalls, 4 required)



CITY UTILITY SERVICES AT SUBJECT PROPERTY

WATER & SEWER SERVICE CONNECTION RECORD CARD

5381 HOUSE No. FALLS Rl. STREET 9 D.L. - BLK. 2 LOT 8919 PLAN



STORM		WATER		SEWER	
INSTALLATION DATE 20 Feb 80		INSTALLATION DATE		INSTALLATION DATE 20 Feb 80	
CONNECTION DATE 25 Feb 80		CONNECTION DATE		CONNECTION DATE 25 Feb 80	
SIZE	6"	SIZE		SIZE	4"
LENGTH	50'	DISTANCE FROM MAIN TO CURB STOP		LENGTH	50'
RISER		CORP. STOP		RISER	-
FITTING AT MAIN	Stub	CURB STOP		FITTING AT MAIN	Stub
2 1/2" ELBOW BENDS	1	COUPLINGS		2 1/2" ELBOW BENDS	1
DEPTH AT PROPERTY LINE	3'6"	REDUCER		DEPTH AT PROPERTY LINE	3'6"
DISTANCE FROM M.H. TO FITTING ON MAIN				DISTANCE FROM M.H. TO FITTING ON MAIN	
MEASURED	23'-6"	MEASURED		MEASURED	22'-6"
	North of		As shown		North of
	S.W. Corner				S.W. Corner

CITY OF PORT ALBERNI

BYLAW NO. 5014

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014**".

2. Zoning Amendment

2.1 That Lot 2, Section 9, Alberni District, Plan 8919 (PID: 005--487-081), located at **5381 Falls Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'R1 Single Family Residential' to '**R2 – One and Two Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

READ A THIRD TIME THIS DAY OF , 2020.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF ,2020

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

City Clerk

Date: September 8, 2020
 File No: 3360-20-8th AVE
 To: Mayor & Council
 Subject: **DEVELOPMENT APPLICATION**
 Proposed Zoning Bylaw Amendments
 4202 and 4238 8th Avenue
 Applicant: Raymond de Beeld dba Raymond de Beeld Architect Inc.

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall Manager of Planning	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATION[S]

- a. That third reading of "Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue – de Beeld), Bylaw No. 4993", be rescinded.
- b. That third reading of "Zoning Text Amendment No. T22 (Site Specific Uses – RM3 – High Density Multiple Family Residential), Bylaw No. 4994", be rescinded.
- c. That City Council waive the public hearing requirement for proposed "Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue – de Beeld), Bylaw No. 4993) in accordance with section 464(2) of the Local Government Act (LGA), and provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw.

PURPOSE

That Council consider rescinding 3rd reading of the bylaws to address a procedural issue and legally proceed with giving notice to waive the public hearing.

BACKGROUND

An application has been made to amend the Zoning Bylaw to rezone 4202 and 4238 8th Avenue from the 'RM1 Low Density Multiple Family Residential' zone to the 'RM3 High Density Multiple Family Residential' zone, with an additional Site-Specific text amendment that would facilitate an increase in the number of storeys permitted to five (5) storeys and increase the maximum building height to 18 metres. Between the four new buildings a total of 150 units is proposed. The properties are currently home to the "Woodland Village" complex.

At the July 27, 2020 Regular Council Meeting City Council rescinded a condition of rezoning pertaining to lot consolidation, and gave direction to waive the required 2nd public hearing by way of giving public notice. Staff has identified a procedural error that needs to be corrected in order for the proposed bylaws to proceed.

ENTERED

In accordance with *Local Government Act* legislation, a public hearing must be held after first reading of the bylaw and before third reading. Third reading of the proposed bylaws was given on September 3, 2019 therefore in order to advance the bylaws, the third reading that was provided on September 3, 2019 needs to be rescinded. Should Council rescind third reading, consideration can then be given to waiving the public hearing requirement and provide public notice in accordance with the *Act*.

ALTERNATIVES/OPTIONS

1. Proceed with rescinding 3rd reading of the bylaws, waiving the need for a public hearing, and giving public notice in accordance with section 467 of the *LGA* prior to 3rd and 4th reading of proposed bylaw amendments for 4202 and 4238 8th Avenue.

ANALYSIS

NA

IMPLICATIONS

In accordance with *Local Government Act* legislation, a public hearing must be held after first reading of the bylaw and before third reading. Third reading of the proposed bylaws was given on September 3, 2019 therefore in order to advance the bylaws, the third reading that was provided [September 3, 2019] needs to be rescinded. Following the decision to rescind third reading, consideration can then be given to waiving the public hearing requirement and provide public notice in accordance with the *Act*.

As per Section 464 (2) of the *Local Government Act* (LGA) City Council has the option to waive the holding of a public hearing on a proposed zoning bylaw if an Official Community Plan is in effect for the area and the Zoning Bylaw is consistent with the Official Community Plan. Since there is no proposed amendment to the Official Community Plan this development application is eligible to proceed without a public hearing, however the City would need to give public notice to allow for public review and input on the changes to the rezoning application.

Staff recommend that City Council utilize the authorized process outlined in Section 464 (2) and Section 467 of the LGA to waive the public hearing requirement again for this application, and proceed with giving public notice that the public hearing has been waived. No in-person meeting would be required, but there would still be an opportunity for the public to inspect the bylaw amendments and provide further input to Council in the form of a written letter or e-mail.

COMMUNICATIONS

When a public hearing is waived in accordance with section 467 of the LGA, public notice is required. Notice of the proposed rezoning will be placed in two consecutive issues of a newspaper, mailed/delivered to residents and property owners within 75 meters of the subject property, and posted on the subject property. The notice will provide members of the public the opportunity to provide written comments to City Council in advance of further consideration of the bylaw.

BYLAWS/PLANS/POLICIES

The proposed application is to amend the Zoning Bylaw No. 4832 (Schedule A – Zoning Map) to rezone a portion of the property from ‘RM1 Low Density Multiple Family Residential’ zone to ‘RM3 High Density Multiple Family Residential’ zone. The proposed amendment is consistent with the Official Community Plan land use designation.

SUMMARY

The City is in the process of considering zoning amendments for 4202 and 4238 8th Avenue. At the July 27, 2020 Regular Council Meeting City Council removed the lot consolidation condition, which triggered the requirement for further public input. The need for a second public hearing was waived by Council, and public notice was given. Since then staff has identified a procedural error that in order to correct will require third reading of the bylaws to be rescinded in order to proceed with waiving the public hearing a second time.

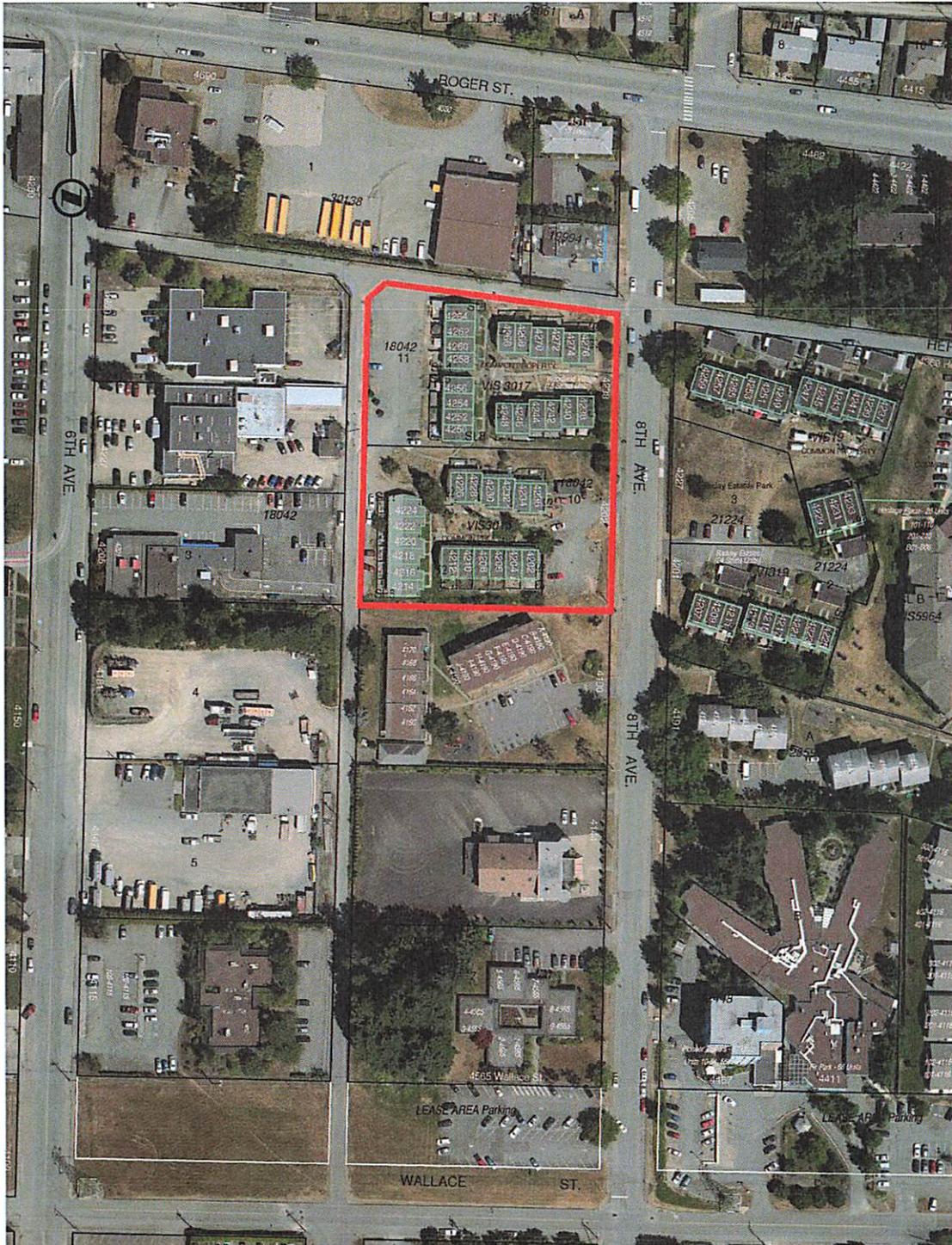
ATTACHMENTS/REFERENCE MATERIALS

Subject Properties

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2019\4202-4238-8thAve-deBeeld-TextAmendT22wMapAmend\4202-4238-8thAve-deBeeld-CouncilCoverReport - Sept 14th recind 3rd reading.docx

ATTACHMENT

SUBJECT PROPERTIES – 4202 AND 4238 8TH AVENUE



J:\Engineering\Planning\Development Applications\Zoning\amend\ZON-2019\4202-4238-8thAve-deBeekr\SiteMap\WOrtho.dwg, 1/22/2019 9:28:33 AM

CITY OF PORT ALBERNI

BYLAW NO. 4993

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue – de Beeld), Bylaw No. 4993**".

2. Zoning Amendment

2.1 That Lots 10 and 11, District Lot 1, Alberni District, Plan VIP18042, located at **4202 and 4238 8th Avenue**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, are hereby rezoned from 'RM1 Low Density Multiple Family Residential' to '**RM3 High Density Multiple Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS 8TH DAY OF JULY, 2019.

READ A SECOND TIME THIS 8TH DAY OF JULY, 2019.

A PUBLIC HEARING WAS HELD THIS 12TH DAY OF AUGUST, 2019.

READ A THIRD TIME THIS 3RD DAY OF SEPTEMBER, 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

City Clerk

Schedule "A" to Bylaw No. 4993



4202-4238-8thAve-deBeeld-ZonMapAmendBylaw4993

CITY OF PORT ALBERNI

BYLAW NO. 4994

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "Zoning Text Amendment No. T22 (Site Specific Uses - RM3 High Density Multiple Family Residential), Bylaw No. 4994".

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by **adding** Section 5.16.4 Site Specific Uses table as follows:

Use	Site Address	Site Legal Description
Maximum Height, Principal Building = 18 m (59 ft); and Maximum Number of Building Storeys = 5	4202 and 4238 8 th Avenue	4202 8 th Avenue – Lot 10, District Lot 1, Alberni District, Plan VIP18042; and 4238 8 th Avenue – Lot 11, District Lot 1, Alberni District, Plan VIP18042

READ A FIRST TIME THIS 8TH DAY OF JULY, 2019.

READ A SECOND TIME THIS 8TH DAY OF JULY, 2019.

A PUBLIC HEARING WAS HELD THIS 12TH DAY OF AUGUST, 2019.

READ A THIRD TIME THIS 3RD DAY OF SEPTEMBER, 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

City Clerk

Schedule "A" to Bylaw No. 4994





**Community Action Team (CAT)
Port Alberni**

- Dignity
- Fun
- Empathy
- Collaboration
- Connection
- Consensus
- Respect
- Compassion
- Community

Funded by Overdose Emergency Response Center (OERC) of the Ministry of Mental Health and Addiction

RECEIVED

AUG 24 2020

CITY OF PORT ALBERNI

August 12, 2020

Port Alberni Community Action Team
C/O City of Port Alberni
4850 Argyle Street,
Port Alberni, BC V9Y 1V8

City of Port Alberni
Council of the Whole
4850 Argyle Street,
Port Alberni, BC V9Y 1V8.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Council | <input type="checkbox"/> Eng. & PW |
| <input checked="" type="checkbox"/> Mayor | <input type="checkbox"/> Parks, Rec. & Heritage |
| <input checked="" type="checkbox"/> CAO | <input checked="" type="checkbox"/> Planning |
| <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Bylaw |
| <input checked="" type="checkbox"/> Clerk's | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Agenda | |
- File # Rem - Sept. 14 '20
0230-20-CAT

Subject: Opioid Crisis, Looking for Solutions-Low and No Barrier Housing

Dear Mayor and Council:

Our table of partners is guided by the Ministry of Mental Health and Addiction's strategic priorities to reduce harm and save lives in the current Public Health Emergency of the Opioid Overdose Crisis. In the context of this work, the reduction of harm can often be said to start with "Housing First!"

In several recent Port Alberni Community Action Team (CAT) meetings, we discussed the challenges of housing and housing initiatives in Port Alberni for marginalized people. Specifically, a lack of permanent no/low barrier housing for people with substance use disorders and/or mental illness.

Some specific, actionable opportunities became apparent in our deliberations. Exploring cities who have addressed these issues led our table of partners to a consensus; Our community could benefit from the CAT voicing its support for the City to address our low-barrier housing crisis in similar ways to communities showing success in the Housing First model.

We're asking the City to step into the facilitation role. Coalitions, network table and collaborative initiatives come and go, but the City always remains. The City is in the perfect and unique position to keep a constant focus on housing needs and convene all housing partners and providers.

ENTERED



Community Action Team (CAT) Port Alberni

- Dignity
- Fun
- Empathy
- Collaboration
- Connection
- Consensus
- Respect
- Compassion
- Community

Funded by Overdose Emergency Response Center (OERC) of the Ministry of Mental Health and Addiction

In simple terms, it may require:

- Adding the role of low-barrier housing facilitator to an existing councillor or staff member's duties. (Min 1-year assignment)
- Providing meeting/agenda space for regular follow-up
- Using the City's strategic plan for housing to guide a community workplan
- Convene housing service providers in a neutral network, identifying action items accountable through the recording of meeting minutes.

Our table of partners is aware that housing is a provincial/ BC Housing issue, and that the delivery of low-barrier housing is delivered by Non-Profit or other non-governmental agencies. The CAT is also aware of the good work that other network tables do in the area of housing. What is missing, however, is cohesive community organization. A body of governance that is local, and headed by the City as the primary stakeholder representing the citizens of Port Alberni.

Having the City function as facilitator and guide would make an incredible difference in harm reduction within our community. The continuous legitimacy and focused presence of the City in lower barrier housing initiatives would strengthen planning, funding proposals and position Port Alberni to better address the low barrier housing needs of those with Substance Use and Mental Health.

Yours truly,

D.Hamilton, Co-Chair

on behalf of the Community Action Team, for the Opioid Crisis

Written at the request of the CAT Table of Partners

PP:ml



ALLIANCE OF BEVERAGE LICENSEES
FOR A RESPONSIBLE LIQUOR INDUSTRY

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other Ee Dev
- File # 0230-20-BCRFA VIA EMAIL

RECEIVED

AUG 27 2020

CITY OF PORT ALBERNI

August 26, 2020

Your Worship and Council:

REQUEST FOR SUPPORT FOR EXPANDED PATIO PERMISSIONS

On behalf of the BC Restaurant and Foodservices Association, the Alliance of Beverage Licensees, and the BC Craft Brewers Guild, we are writing to thank you for expanding outdoor dining in your municipality and to request that you consider:

1. Expediting applications for businesses to winterize patios in public and private spaces to provide operators with the opportunity to capitalize on the confidence of outdoor space
2. Approving temporary patios for Summer 2021 now so operators are able to plan ahead; and
3. Creating a program for designated pick up zones so that businesses can enhance contactless curbside pick up in the fall and winter months.

Outside dining has been a significant benefit to operators and customers. It has helped build confidence in dining out and activated streets in new ways that have helped keep patrons and employees safe amid this global pandemic. We hope that we can work with you to build on this positive messaging going forward.

The financial pressures felt by British Columbia's hospitality industry as a result of the COVID-19 pandemic continue to be substantial.

British Columbia's 14,000 restaurants and pubs employ over 190,000 people and contribute \$13 billion dollars to the economy annually. Our craft beer and wine industries also play significant roles in the vibrancy, innovation, and economic impact of our industry and the province. At this point in the crisis, 15% of hospitality businesses have already closed. With the end of summer approaching combined with the end of temporary layoff and CERB as well as the extended closure of the border, the potential for additional businesses closing is significant.

The COVID-19 crisis has driven devastating declines in both sales and guest-count in the hospitality industry.

- 51% of British Columbians surveyed by Leger Marketing at the end of July felt that just leaving the house was stressful. 64% remain afraid of contacting the virus.

ENTERED

H.2

- Datassential survey of August 7 reports that the number of people concerned about eating out is rising: 47% are definitely avoiding eating out and 34% are nervous but will still eat out.

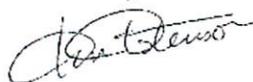
In face of real threats of business closures across the province, we ask you to consider extending your permissive licensing for restaurant, pub, bar, and brewery businesses around outdoor spaces. Extensions of the incredible support and creativity you have already offered would make a significant difference to the hospitality businesses that operate and employ people in your community:

- Extend approvals for short-term patios in public and private spaces to provide operators with the opportunity to capitalize on the confidence of outdoor space and expand the businesses ability to create physical distancing between tables.
- Support expedited applications for businesses to winterize temporary spaces, including by preapproving styles of canopies and heater units that meet your jurisdictions needs.
- Renew the extended patio program for 2021 now. This will ensure that operators plan to keep materials and generates cost savings.
- Create a program for businesses to apply for curbside pick up zones. We suggest that these include standardized signage that lists the businesses using the pick up stop and phone number for curbside pick up.
- Ensure coordinated communication and reduced red tape to make these changes possible.
- Support expanded permissions in discussions with the Provincial Government.
- Practice Sympathetic Administration and set new ways of doing streamlined business.

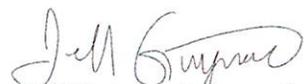
Our industry has never faced a crisis of this magnitude. It is our sincere hope that we can work with your council to find material and hard-hitting measures to ensure this industry survives. It will require bold and quick moves to help industry restore itself. We are working with the LCLB to extend their liquor service regulations in conjunction with this request.

Thank you in advance. We remain at your disposal to offer advice and perspective on these issues. Please do not hesitate to contact the undersigned at any time.

Sincerely,



Ian Tostenson, President and CEO cell: 604.986.1429
British Columbia Restaurant and Foodservices Association



Jeff Guignard, Executive Director cell: 604-499-2566
Alliance of Beverage Licensees



Ken Beattie, Executive Director cell: 604.306.1500
BC Craft Brewers Guild



Fire Prevention Office
 Port Alberni Fire Department
 3699 10th Avenue Port Alberni, BC V9Y 4W3
 Ph: 250.724.1351 Fax: 250.723.5652

RECEIVED

AUG 27 2020

August 27, 2020

CITY OF PORT ALBERNI

Mayor and Council
 City of Port Alberni
 4850 Argyle Street
 Port Alberni, B.C.

Mayor and Council,

On behalf of the Office of the British Columbia Fire Commissioner, the Fire Prevention Officers Association of British Columbia and the Port Alberni Fire Department, I herein respectfully request that the week of October 4th to October 10th 2020, be proclaimed as "Fire Prevention Week" in Port Alberni.

The theme this year is "Serve Up Safety in the Kitchen."

Fire Prevention Week 2020 will focus on educating people the simple but important things they can do to keep themselves and those around them safe from fire in their kitchens and homes.

We will re-inforce these fire safety messages through out, "Fire Prevention Week".

Thank you for your support,



Rick Newberry
 Chief Fire Prevention Officer
 Port Alberni Fire Department
 LAFC #2764
 E-mail: rick_newberry@portalberni.ca

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other _____
- File # RCM - Sept. 14 '2020
0630-01

Sent: Tuesday, August 11, 2020 10:35 AM
Subject: Municipal Proclamation Request - Waste Reduction Week 2020

Good morning,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the [Recycling Council of British Columbia](#) (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 19th through 25th, 2020 as Waste Reduction Week in their respective communities.

[Waste Reduction Week in Canada](#) is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 19th through 25th, 2020 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too. Completed Proclamations can be emailed or mailed as per the contact information below. Thanks for your continued support of this important event!

Regards,
Jessie



Jessie Christophersen
Information & Member Services Coordinator
Recycling Council of British Columbia
#10 – 119 West Pender Street, Van., BC
V6B 1S5
T: (604) 683-6009 ext. 317
E: jessie@rcbc.ca
W: www.rcbc.ca

Download the BC Recyclepedia app:





WASTE
REDUCTION
WEEK
IN CANADA

(Name of Municipality)

hereby recognizes

Waste Reduction Week in Canada October 19-25, 2020

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 19-25, 2020, Waste Reduction Week in

Municipality

Signed

Date

Name and Position



Please send this declaration to the Recycling Council of BC
By fax at 604-683-7255 or by email at wrrw@rcbc.ca.
We thank you again for your commitment to waste reduction.



**PORT ALBERNI ASSOCIATION FOR COMMUNITY LIVING
(PAACL)**

September 1st, 2020

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

RECEIVED

SEP 04 2020

CITY OF PORT ALBERNI

Re: Community Inclusion Month

Dear Mayor and Council,

I am writing to request that the city of Port Alberni proclaim October as, "Community Inclusion Month".

The Province of British Columbia and Inclusion BC have proclaimed October as Community Inclusion Month. Throughout the month of October, communities around the province put on various activities to create a strong unified message of inclusion for children & youth with special needs and adults with intellectual disabilities. Locally, we also take this opportunity to increase the awareness of our organization and the programs and services we deliver. PAACL has provided over 60 years of "Community living" in the Alberni/Clayoquot Region and very proud to say that we're on our way to deliver sixty more!

If at all possible, I would also like to arrange a time for a photo opportunity at your convenience. If you would like further information about our programs, services or history please feel free to contact me anytime or visit our website @ www.paacl.ca

Warm regards,

Craig Summers, Executive Director
Port Alberni Association for Community Living
Phone: 250-724-7155
Email: executivedirector@paacl.ca

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other
- File # 0630-01

RCM - Sept. 14' 2020

INCLUSIVE COMMUNITIES = STRONGER COMMUNITIES

ENTERED
419
I.3.

From: Stewart Muir
Sent: September 3, 2020 1:34 PM
Subject: Marking National Forest Week in Port Alberni

Dear Mayor Minions,

Resource Works is partnering with the Canadian Institute of Forestry for a pilot project: inviting British Columbia forest communities to formally declare **National Forest Week, Sept. 20-26 2020**, in their municipalities. This year, the theme is "Healthy Forests, Healthy Future".

We wish to request that the included Motion be considered at the City of Port Alberni's next Council meeting. Please see the attached letter for full details, including ready-to-use Motion wording.

We would be most appreciative of knowing your decision on whether this initiative can be put on the Council Agenda, as well as any ideas or feedback you may have.

Stewart Muir
Executive Director
Resource Works Society
www.resourceworks.com
c. 250 589-6747

ENTERED



September 3rd, 2020

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

From:
Resource Works Society
Suite 960 – 1050 West Pender Street
Vancouver, BC V6E 3S7
www.resourceworks.com

Canadian Institute of Forestry
P.O. Box 99, 6905 Hwy. 17 West
Mattawa, ON P0H 1V0
www.cif-ifc.org

Dear Mayor Minions and Port Alberni Council,

This September, we are inviting municipalities across BC to declare National Forest Week (September 20-26, 2020) in their communities.

2020 marks the centennial anniversary of this national campaign led by the Canadian Institute of Forestry / Institut forestier du Canada (CIF-IFC). This one-week campaign that takes place the last week of September each year challenges Canadians across the country to learn more about the forest sector and its significance to Canada's culture, history, and future, while also supporting a greater recognition of forests as a valuable, renewable and green resource.

This year's theme is "Healthy Forests, Healthy Future", focusing on the importance of safeguarding the health of Canada's forests as a critical nature-based solution to mitigate climate change. Forestry communities like Port Alberni understand that a healthy forest can mean family-supporting incomes for forestry workers, opportunities for small, locally-owned businesses and economic development for local Indigenous communities.

Participating in #NationalForestWeek can be as simple as declaring National Forest Week in your community, sharing posts and graphics on social media created by CIF-IFC and using the hashtag #NationalForestWeek. The Resource Works Society will also be sharing stories about working forests and forestry communities throughout the week.

Examples of how your community can participate, including suggested text for a Council Motion, are included on the next page.

Sincerely,

Stewart Muir
Executive Director
Resource Works Society

Mark Pearson
Executive Director
Canadian Institute of Forestry / Institut forestier
du Canada (CIF-IFC).

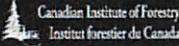
HOW TO PARTICIPATE IN #NATIONALFORESTWEEK 2020

- Pass a motion at your next Council meeting:
“That Port Alberni declare the week of September 20th to 26th National Forest Week.”
- Use your social media channels to like and share/re-tweet posts created by the CIF-IFC ([@CIF_IFC](#) on Twitter and [@CIF.IFC](#) on Facebook) and Resource Works ([@Resource_Works](#) on Twitter and [@ResourceWorks](#) on Facebook) or posts using the hashtag #NationalForestWeek or #Semainenationaledelarbreetdesforêts.
- Share National Forest Week 2020 digital creatives via social media using the hashtag #NationalForestWeek or #Semainenationaledelarbreetdesforêts.
- Create your own content using the daily sub-themes from the National Forest Week Social Media Content Schedule and share them using the hashtag #NationalForestWeek or #Semainenationaledelarbreetdesforêts.
- Write an op-ed in your local newspaper about what “Healthy Forests, Healthy Future” means to your community.

[See National Forest Week online](#) to download digital graphics, view the social media content schedule and learn about additional ways to participate.

2020 marks the centennial anniversary of this national campaign!

**NATIONAL
FOREST
WEEK**
SEPTEMBER
20-26, 2020



Twyla Slonski



Tut, Kuldeep EBC:EX <Kuldeep.Tut@elections.bc.ca>
August 26, 2020 12:57 PM
Sharie Minions
Re: Use of Municipal Facilities for Voting Places

RECEIVED
AUG 26 2020
CITY OF PORT ALBERNI

August 26, 2020

Sharie Minions
Mayor of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other _____
- File # RCM - Sept. 14 '2020
4200-01

Dear Mayor:

I am writing to request your support as Elections BC begins to prepare for the next provincial general election. The next provincial election is currently scheduled for October 16, 2021, but recently there has been speculation that it could occur earlier, potentially in the fall of 2020 or the spring of 2021. Part of our mandate is to be prepared for the possibility of the election being held earlier, potentially as early as this fall.

To that end, district electoral officers in each of the province's 87 electoral districts have begun contacting community halls, recreation centres, fire halls, public libraries and other municipal facilities to confirm their availability for use as voting places. Once availability has been confirmed, district electoral officers will work with facility managers to ensure that appropriate security and logistics controls are planned and to address individual concerns.

Elections BC has been working with the Office of the Provincial Health Officer to develop protocols to administer voting safely during the COVID-19 pandemic. We recognize that the pandemic has affected all individuals and organizations in the province, and that you may have questions and concerns about how an election may be held under some level of public health restrictions. Like all organizations, Elections BC is operating under the directives and guidelines of the Office of the Provincial Health Officer. What an election may look like at different times in the future will, of course, be directly impacted by circumstances and the public health guidance at the time.

We have begun planning how our processes will be adapted to permit voting and counting during the pandemic. Our goal is to meet or exceed all requirements established by WorkSafe BC and the Provincial Health Officer. As we move ahead with this planning, consultation with the Provincial Health Officer will continue. Adaptations that Elections BC will be making include:

- Sanitation of voting and related spaces before and after voting
- Modification of voting administration processes to reduce the number of officials and persons present and to ensure physical distancing
- Use of masks where physical distancing cannot be maintained and providing sanitation stations and protective equipment for election workers
- Expanded use of remote voting options such as vote-by-mail and telephone voting, especially for at risk-voters
- More options for in-person early voting to reduce numbers on voting days

REGULAR COUNCIL AGENDA -¹SEPTEMBER 14, 2020

ENTERED
423

If you have any questions after reviewing this letter, please send them to voterservices@elections.bc.ca and a member of my staff will respond as soon as possible.

I hope you will share this information with the appropriate representatives for the facilities in your community. We rely on your assistance to carry out our mandate of administering the electoral process in British Columbia. Thank you for your support and continuing partnership.

Sincerely,

Charles Porter
Deputy Chief Electoral Officer, Electoral Finance and Operations

RECEIVED

AUG 18, 2020
CITY OF PORT ALBERNI

- Council
- Mayor
- CAO
- Finance
- Clerk's
- Agenda
- Eng. & PW
- Parks, Rec. & Heritage
- Planning
- Bylaw
- Other _____



- Council
- Mayor
- CAO
- Finance
- Clerk's
- Agenda
- Eng. & PW
- Parks, Rec. & Heritage
- Planning
- Bylaw
- Other _____

REM - Sept. 14th '20
0400-20-MOT

Hello, File # _____

Over the last number of months, British Columbians have come together to face the challenges presented by the COVID-19 pandemic. Local governments and BC Transit have worked hard together to ensure operators and passengers have been able to safely use public transit throughout this challenging period. As our local transit partners, I want to thank you for this important work.

Today, I am writing to provide you with an update on the recent announcement of Federal and Provincial funding support for municipalities and transit services across Canada. Our government is committed to strong public transit systems across British Columbia and to continuing to work collaboratively with our local government partners to ensure that our public transit services remain strong.

As we continue to focus on preventing the spread of COVID-19 and on slowly and safely restarting our economy through [BC's Restart Plan](#), we know how important a strong transit service will be to our success. Since my conversations with many local government partners in May, our government launched BC's Restart Plan, which lays out a series of steps that are intended to protect people and help ensure that the province can recover from the effects of COVID-19. Through this effort, the Province has implemented a number of significant initiatives to support British Columbians and assist local governments and businesses. However, we know that there is still more to do to ensure that public transit systems across BC remain strong.

Public transit continues to be an essential service across our communities for people to get to work, get groceries, or see their close friends and family. Not only has public transit provided an affordable, reliable and safe transportation option during the COVID-19 pandemic, it also plays an important role in supporting social and economic recovery efforts. Keeping service levels strong as we work together to ensure you are supported will be critical as we continue to move through the recovery phase.

As you well know, COVID-19 has presented significant social, economic, operational and health and safety challenges across Canada, and around the world. We know our public transit systems have been uniquely affected by these challenges. BC Transit and local government partners have identified significant fiscal impacts and pressures, due to the impacts on travel and ridership demand and other measures required to help ensure health and safety of employees and the public using BC Transit services during this unprecedented time.

...2

Ministry of Transportation and Infrastructure

Office of the Minister

Mailing Address: Parliament Buildings Victoria BC V8V 1X4

ENTERED

J.2

To date, the Province has already implemented some short-term measures to help address the cashflow needs of local governments resulting from COVID-19. These include: authorizing local governments to borrow, interest-free, from their existing capital reserves to help pay for their operating expenses; delaying provincial school tax remittances from municipalities until January 2021; cutting provincial school property taxes for commercial properties by 50 per cent to help businesses pay their municipal property taxes and other fees, and; providing local governments with greater flexibility to carry debt-financed deficits for an additional year.

I was proud to see our government announce alongside the federal government an agreement for \$19 billion in federal funding for Canadian provinces and territories to support a variety of important programs and services during the recovery phase, which includes support for municipalities and public transit. Our government has made up to \$1 billion dollars available to match this federal funding for public transit and municipal services. Further details will be provided to municipalities in the weeks ahead.

Support for our public transportation agencies will be a critical part of this funding support, including support for BC Transit and our local government transit partners. Over the coming weeks, the Province will be working with BC Transit and local government partners to better understand the magnitude of the impact of COVID-19 operational and financial impacts on transit services. This includes a review of financial losses of a significantly reduced farebox, which would have flowed direct to municipalities. This work, which is underway and should be completed very soon, will inform proposals for consideration by the Province for funding through this federal/provincial program. In the meantime, I am seeking your cooperation and patience so that essential community transit service can remain in place as part of the BC Restart Plan.

Again, I would like to thank you for your ongoing support and commitment to making sure BC Transit services remain available in your communities as a trusted and reliable service that British Columbians can count on. I look forward to our continued collaboration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Claire Trevena', written in a cursive style.

Claire Trevena
Minister

...3

Copy to: Grant Main
Deputy Minister

Nancy Bain, Assistant Deputy Minister
Finance and Management Services Department

Deborah Bowman, Assistant Deputy Minister
Transportation Policy and Programs Department

Erinn Pinkerton, President and CEO
BC Transit

Catherine Holt, Board Chair
BC Transit

Mayor Maja Tait, President
Union of British Columbia Municipalities

Councillor Report

For September 14, 2020

Councillor Debbie Haggard

July 22, 2020 – Alberni Clayoquot Regional District Board meeting. Highlights of the meeting include:

- A moment of silence was held for Lt. Ron Suits, a member of the Sproat Lake Volunteer Fire Department who passed away after responding to a call.
- Roger Harris, Forest Safety Council Ombudsmen, spoke to the accident investigation report and recommendations coming out of the report respecting the University of Victoria accident on the Bamfield Road.
- Chief Councillor Robert J. Dennis, Huu-ay-aht First Nations, provided an overview of the proposed safety upgrades to the Bamfield Road.

July 24, 2020 – Coast Communities Social Procurement Committee meeting – A quarterly progress report and update was received by the steering committee.

July 28, 2020 – Councillor Poon and I met with two members from the local fire department. The representatives gave us updates on how the fire department is coping with Covid-19. We also discussed general issues facing the community at large.

July 29, 2020 – Fire departments from across Vancouver Island paid their respects to Lt. Ron Suits during a procession from Courtenay to Port Alberni. Because of Covid-19 restrictions, the fire department was not able to hold a full line of duty death service. Instead firefighters from departments lined the road from Comox to Port Alberni to pay their respects as the procession passed by.

July 30, 2020 – The Business Development Officer from Community Futures Alberni-Clayoquot and I met to further discuss opportunities for downtown revitalization.

August 11, 2020 – The Directors from the Alberni Valley and Bamfield and members of City Council met to discuss various options on organics waste diversion.

August 13, 2020 – I attended a **Community Action Team** meeting. Committee members continues discussion on ways to decrease the number of opioid poisonings and overdose deaths in the Alberni Valley. The lack of low barrier housing in the community continues to be a huge issue for vulnerable citizens.

August 14, 2020 – The Business Development Officer from Community Futures Alberni-Clayoquot and I met to discuss Third Avenue and Argyle Street beautification strategies.

August 17, 2020 – Members of City Council met to do a review of our strategic plan. We discussed community initiatives, priorities and timelines for possible projects.

August 20, 2020 – I attended an **Advisory Planning Commission** meeting. The purpose of the meeting was to consider an application for a zoning bylaw amendment for 5381 Falls Street to accommodate a second residential dwelling unit.

August 24, 2020 – I met with the Mayor and the Director of Finance regarding organic waste diversion and to consider the best service and cost options for city residents.

August 26, 2020 – **Alberni Clayoquot Regional District Board** meeting. Highlights of the meeting include:

- Chris Donison, Executive Artistic Director, Music by the Sea, presented an update on activities and status of the music festival.
- ACRD is exploring options in order to better engage the public during the pandemic.
- Staff is ensuring that appropriate safety measure are being completed in order to prepare for the reopening of the recycling depot on Third Avenue.
- ACRD has launched a recycling app.

September 2, 2020 – I attended a meeting of the **Alberni Valley & Bamfield Services Committee**. Discussion included some possible changes to tipping fees at the land fill.

From: Helen Poon
Sent: September 8, 2020 8:21 AM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Subject: Council report (revised)

Council report 8 Sep 2020 (revised):

22 August 2020, 1pm - I visited the City of Grand Forks. I explored their revitalized Downtown core, including the Farmers market which included the closure of several blocks.

22 August 2020, 6pm - I visited the Village of Nakusp. Seeing their waterfront walkway which is well-used during the day, and well-lit at night, got me very excited about the possibilities of our Quay to Quay project, connecting Victoria Quay and Harbour Quay. The next morning I had breakfast at one of their commercial core cafe's and admired their beautification efforts and street decor.

25 August 2020, 1pm - I visited the District of Tofino and explored their latest hotel. I was given a private tour by Councillor Britt Chalmers. We discussed how our region's tourism industry was affected by the pandemic.

28 August 2020, 6pm - I visited the City of Rossland. I explored their revitalized Downtown core with a selection of old buildings. I had plans to meet with Councillor Cyra Yunkws of the nearby Village of Warfield, but our plans fell through at the last moment.

29 August 2020, 10am - I visited the Village of Silverton and was received by Mayor Jason Clarke. We spent a half hour at the local coffee shop in the second smallest incorporated municipality in BC. We discussed how the pandemic had affected the tourism industry in each of our communities, and what recovery would entail.

29 August 2020, 1pm- I visited the City of Nelson. I was particularly impressed with their Downtown streetscape and beautification efforts. Their example of a public toilet is a good example and model to follow.... although the cost is reportedly \$160,000 each!

29 August 2020, 7pm - I visited the City of Fernie and was received by Mayor Ange Qualizza. We sat on her porch all evening, with all good covid precautions, and discussed shared community issues.

Helen Poon
Councillor, City of Port Alberni