

**CITY OF PORT ALBERNI - MEETING SCHEDULE
TUESDAY, SEPTEMBER 4, 2018**

| | | |
|---------|--|------------------|
| 4:00 pm | Special In-Camera Meeting <i>@ Committee Room</i> | CLOSED TO PUBLIC |
| 7:00 pm | Regular Council Meeting <i>@ Council Chambers</i> | OPEN MEETING |

DATES TO NOTE

| | | |
|---------------------------------|--|--------------|
| Wed. Sept 5 7:00 pm | Alberni Valley Heritage Commission <i>@ Alberni Valley Museum</i> | OPEN MEETING |
| Thurs. Sept 6 4:30 pm | Food Security and Climate Disruption Committee Meeting <i>@ Committee Room</i> | OPEN MEETING |
| Mon. Sept 24 7:00 pm | Regular Council Meeting <i>@ Council Chambers</i> | OPEN MEETING |

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, SEPTEMBER 4, 2018 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

PRESENT:

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

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

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

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

B. ADOPTION OF MINUTES - Page 13

1. Regular Council Meeting held at 2:00 pm on August 13, 2018.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. David Swann, eco-Options Energy Cooperative - Page 25

In attendance to present the Public Consultation Phase of their Renewable Diesel Project's, environmental assessment review process.

2. Directors, Alberni Valley Senior Citizens Homes Society - Page 28

In attendance to address their letter dated August 17, 2018 expressing the Society's financial concerns and wishing to discuss the City's Permissive Tax Exemption, Community Investment Program and Commercial Revitalization Tax Exemption Programs.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. Notice of Motion from August 13, 2018

Indigenous Court - Page 36

That Council for the City of Port Alberni direct staff to provide a letter of support for the establishment of an Indigenous Court in Port Alberni.

(Copy of a letter dated August 15, 2018 from the Ministry of Attorney General to Gord Johns, MP thanking him for his support for the establishment of an Indigenous Court in Port Alberni attached)

2. Remuneration Committee - Councillor Remuneration Recommendation - Page 37

Report dated August 28, 2018 from the Remuneration Committee established by Council to provide recommendations on remuneration for Council given upcoming Canada Revenue Agency changes to taxation.

That the report from the Committee appointed to review Council's Remuneration dated August 28, 2018 be received, and Council for the City of Port Alberni implement option three as outlined in the report:

- *Reimbursement to each member of Council of up to \$150 per month for local travel associated to their role;*
- *Reimbursement to the Mayor of up to \$300 per month for local travel associated to his role*

- *Reimbursement to all members of Council personal cell phone expenses to a maximum of \$75 per month*

And that staff be directed to amend Council's Remuneration Bylaw accordingly.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finance dated September 4, 2018 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____., be approved.

2. Director of Finance - Audit Committee - Page 45

That the minutes of the August 13, 2018 Audit Committee; the Responses to Questions arising from that meeting dated August 28, 2018, the Quarterly Analysis of Mayor and Council Travel and Convention Expenses ending June 30, 2018, the financial statements ending June 30, 2018 and the Vendor Cheque Register Report ending July 26, 2018, be received.

3. Director of Finance - Raymond James Ltd. Investments Portfolio Report - Page 78

Report dated August 28, 2018 from the Director of Finance providing an Investments Portfolio report from Raymond James Ltd.

That the report dated August 28, 2018 from the Director of Finance providing an Investments Portfolio report from Raymond James Ltd, be received.

4. Pat Deakin, Economic Development Manager - Page 89

Report from the Economic Development Manager dated August 30, 2018 providing information on the Sector Diversification by Data Design (or SD3) project.

That the report from the Economic Development Manager dated August 30, 2018 providing information on the Sector Diversification by Data Design (or SD3) project, be received.

5. City Clerk - Royal Canadian Legion Branch #293 Alberni Valley - Liquor Licence - Page 106

Report dated August 8, 2018 providing information regarding a request to the Liquor & Cannabis Regulation Branch to transition their Liquor Primary Club Licence to a Liquor Primary Licence.

That Council for the City of Port Alberni not support the transition from a Liquor Primary Club to a Liquor Primary Licence for the Royal Canadian Legion Branch #293 and endorse the comments as provided in the report from the City Clerk dated August 8, 2018 for submission to the Liquor & Cannabis Regulation Branch.

6. City Clerk - Port Pub (King Edward Hotel) - 5170 Argyle Street Liquor Licence - Application for Structural/Permanent Change - Page 111

Report dated August 30, 2018 providing information regarding a request to the Liquor Control and Licencing Branch for a structural change to the liquor licence held by Port Pub.

That Council for the City of Port Alberni recommend to the Liquor & Cannabis Regulation Branch that the application from the Port Pub (King Edward Hotel) for a structural change to their liquor licence to accommodate renovations to their existing bar be approved.

*That the Council for the City of Port Alberni recommend to the Liquor & Cannabis Regulation Branch that the application from the Port Pub (King Edward Hotel) for a permanent change to their liquor licence to extend their hours of liquor sale to 3:00 am **not** be approved.*

7. City Clerk – Assignment of Corporate Administration Duties/Deputy Approving Officer - Page 130

Report from the City Clerk dated August 29, 2018 requesting the assignment of corporate administration duties in the absence of the City Clerk and appointment of a Deputy Approving Officer.

That the report from the City Clerk dated August 29, 2018, be received.

That in the absence of the City Clerk, the responsibility of corporate administration be assigned to the CAO.

That Council for the City of Port Alberni appoint Tim Pley, CAO as the City's Deputy Approving Officer effective September 17, 2018 and that the Land Title and Survey Authority of BC be notified of same.

8. Director of Development Services - Development Permit No. 18-02 (4760 Tebo Avenue) - Page 132

Report dated August 28, 2018 from the Director of Development Services regarding consideration of an application for Development Permit No. 18-02 to facilitate the development of an industrial office and workshop at 4760 Tebo Avenue.

That Council for the City of Port Alberni approve Development Permit No. 18-02 and that the City Clerk be authorized to sign the permit.

9. Director of Development Services – Wastewater Treatment Facility - Page 147

Report dated August 28, 2018 from the Director of Development Services requesting approval of the award of the Wastewater Treatment Lagoon Upgrades, Construction Contract.

That the report dated August 27, 2018 from the Director of Development Services regarding the award of the Wastewater Treatment Lagoon Upgrades, Construction Contract, be received.

That Council for the City of Port Alberni award Construction Contract RFP 017-18 Wastewater Treatment Lagoon Upgrades to Trittech Group for \$17,128,429.53 plus GST.

10. Director of Development Services - Cannabis Retail Stores - Page 153

Report dated August 29, 2018 from the Director of Development Services regarding the transition from medical marijuana dispensaries to cannabis retail stores.

That the report dated August 29, 2018 from the Director of Development Services regarding the transition from medical marijuana dispensaries to Cannabis retail stores be received and Council for the City of Port Alberni Endorse the recommendations and public involvement process outlines in the report.

11. Current Status Report - Page 156

That the Current Status Report be received.

12. Managers' Monthly Reports

Providing information about current departmental operations.

Engineering and Public Works Department - Page 161

That the monthly report from the Director of Engineering and Public Works providing information about current departmental operations, be received.

G. BYLAWS

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

1. City Clerk - “Permissive Tax Exemption Bylaw 2019, Bylaw No. 4970”

That the "Permissive Tax Exemption Bylaw 2019, Bylaw No. 4970", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4970.

**2. Director of Development Services – Advisory Planning Commission -
Page 163**

The summary report of the August 16, 2018 meeting of the Advisory Planning Commission is provided for Council's consideration of the following application:

Development Application – Official Community Plan Bylaw and Zoning Bylaw
3250 and 3258 3rd Avenue

Applicant: G. McNeal and S. Gibbons

That the summary report of the August 16, 2018 meeting of the Advisory Planning Commission, be received and all recommendations accepted.

Official Community Plan Amendment No. 26 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4971 - Page 177

That Official Community Plan Amendment No. 26 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4971, be introduced and read a first time.

That Official Community Plan Amendment No. 26 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4971, be read a second time.

Zoning Bylaw Map Amendment No. 29 (3250 and 3258 3rd Avenue – McNeal and Gibbons), Bylaw No. 4972 - Page 179

That Zoning Bylaw Map Amendment No. 29 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4972, be introduced and read a first time.

That Zoning Bylaw Map Amendment No. 29 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4972, be read a second time.

Zoning Bylaw Text Amendment No. T15 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4973 - Page 181

That Zoning Bylaw Text Amendment No. T15 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4973, be introduced and read a first time.

That Zoning Bylaw Text Amendment No. T15 (3250 and 3258 3rd Avenue - McNeal and Gibbons), Bylaw No. 4973, be read a second time.

That Bylaw No.'s 4971, 4972 and 4973 (3250 and 3258 3rd Avenue - McNeal and Gibbons), be advanced to a Public Hearing on September 24, 2018 at 5:45 pm in the City Hall Council Chambers.

H. CORRESPONDENCE FOR ACTION

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

1. David Peterson - Page 182

Email dated August 9, 2018 offering suggestions aimed at fire safety within the City of Port Alberni.

That the letter dated August 9, 2018 offering suggestions aimed at fire safety within the City of Port Alberni, be received with thanks and referred to the A/Fire Chief for response.

2. Alberni-Clayoquot Regional District – Exempt Staff Compensation Policy for EOC Activations - Page 183

Letter from the Alberni-Clayoquot Regional District dated August 27, 2018 requesting Council to consider adopting an overtime policy for its exempt employees.

That the letter from the Alberni-Clayoquot Regional District dated August 27, 2018 requesting Council to consider adopting an overtime policy for its exempt employees, be received.

That staff be directed to draft:

- 1. A policy regarding exempt staff compensation that mirrors the ACRD policy*
- 2. A policy regarding elected official remuneration that mirrors the ACRD policy*

both reflecting that remuneration would only be applicable when a Provincial Task # has been issued that provides for recovery of costs.

3. Melissa Bartley - Page 186

Letter from Melissa Bartley dated August 25, 2018 asking Council to consider revising the Bylaw on secondary suites in Port Alberni (Note: Status Report item related to secondary suite provisions)

That the letter from Melissa Bartley dated August 25, 2018 asking Council to consider revising the Bylaw on secondary suites in Port Alberni, be received with thanks.

I. PROCLAMATIONS

1. Recycling Council of British Columbia - Page 188

Email dated August 22, 2018 requesting that Council proclaim October 15, 2018 through October 21, 2018 as “Waste Reduction Week” in Port Alberni.

That the email dated August 22, 2018 from the Recycling Council of British Columbia requesting that Council proclaim October 15, 2018 through October 21, 2018 as “Waste Reduction Week” in Port Alberni, be received and the week proclaimed as requested.

2. Port Alberni Fire Department, Fire Prevention Office - Page 190

Letter dated August 10, 2018 from the Port Alberni Fire Department, Fire Prevention Office requesting that Council proclaim October 7, 2018 through October 13, 2018 as “Fire Prevention Week” in Port Alberni.

That the letter dated August 10, 2018 from the Port Alberni Fire Department, Fire Prevention Office requesting that Council proclaim October 7, 2018 through October 13, 2018 as “Fire Prevention Week” in Port Alberni, be received and the week proclaimed as requested.

J. INFORMATIONAL CORRESPONDENCE

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

1. BC Ombudsperson 2017/18 Annual Report - Page 191

Email dated August 10, 2018 including BC Ombudsperson 2017/18 Annual Report (www.bcombudsperson.ca).

2. Green Communities Committee - Page 194

Letter dated August 15, 2018 from the Green Communities Committee, awarding the City of Port Alberni, level 3 recognition on the Climate Action Recognition Program.

3. BC Wildfire Service - Page 196

Letter dated August 27, 2018 from BC Wildfire Service in response to Mayor Ruttan’s letter to Premier John Horgan expressing concern about the state of wildfire fighting capabilities in our area and the possible risks to the citizens of Port Alberni (*letter attached*).

4. RCMP - Municipal Policing Agreement - Page 203

Letter dated August 18, 2018 providing expenditures to July 31, 2018.

5. Seniors Advisory Committee - Page 207

Minutes from the August 16, 2018 meeting.

6. BC Hydro Power Smart - Page 208

Email dated August 20, 2018 from BC Hydro Power Smart providing a reminder of the Beautification Fund and the application process for proposals.

That Informational Correspondence items numbered 1 through 6 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

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

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

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

1. Façade Improvement Program

That staff be directed to provide information regarding the Façade Improvement program and institute timelines for completion of works.

N. QUESTION PERIOD

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

P. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE REGULAR MEETING OF COUNCIL
MONDAY, AUGUST 13, 2018 AT 2:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

LATE: Councillor Alemany

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated with the addition of late items E.1.1 Ray LeTourneau re Arrowview Hotel; F. 12.1 City Clerk re Kingsway Hotel and H. 4.1 CAO Report re 2017 Financial Statements.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Regular Council Meeting held at 2:00 pm on July 9, 2018 and Special Meeting held at 4:30 pm on July 18, 2018 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

1. **Bill Collette** representing the AV Chamber of Commerce distributed “uniforms” (t-shirts) to each member of Council representing seven days of Alberni Valley highlights.

D. DELEGATIONS

Introduction of Facilities Operations Supervisor

Willa Thorpe, Director of Parks, Recreation and Heritage introduced Rob Kraneveldt, Facilities Operations Supervisor.

E. UNFINISHED BUSINESS

1. Raymond Letourneau – Arrowview Hotel Property

Note: Mr. Letourneau's July 9, 2018 email was withdrawn from the agenda at the writer's request and replaced with a new email dated August 13, 2018.

Councillor Alemany joined the meeting at 2:10 pm.

It was moved and seconded:

That the email dated August 13, 2018 from Mr. Letourneau requesting Council allow him to proceed with his plans to redevelop the former Arrowview Hotel at 5109 Athol Street and report from the Director of Development Services dated August 8, 2018 providing an estimate of the cost and budget for the remedial action on the building, be received and Council for the City of Port Alberni direct staff to proceed with a formal tender process for demolition of the building with funding (est. \$400,000) from Land Sale Reserve Fund.

CARRIED

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated August 13, 2018 be received and the cheques numbered 141820 to 142049 inclusive, in payment of accounts totalling \$8,264,474.36, be approved.

CARRIED

2. Presentation of the Annual Report

The 2017 Annual Report was presented for input from Council and the public noting it contains the unaudited 2017 Financial Statements. The Report is available on the City's website at www.portalberni.ca

It was moved and seconded:

That Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2017 as presented.

CARRIED

3. McLean Mill Society

It was moved and seconded:

That the monthly report including current initiatives from the Executive Director of the McLean Mill Society, be received.

CARRIED

4. Director of Development Services – Temporary Use Permit – 5405 Argyle Street

It was moved and seconded:

That the report dated August 8, 2018 from the Director of Development Services regarding proposed Temporary Use Permit, be received.

CARRIED

There was no late correspondence regarding the matter.

Jim del Rio noted he has been working on this building for the past year and a half and everything is new.

The applicant, Mr. Toor, was also in attendance and noted his investment in this building as a newcomer to the City.

It was moved and seconded:

That the Council for the City of Port Alberni approve Temporary Use Permit 18-01 and the Mayor and City Clerk be authorized to sign the permit.

CARRIED

5. Director of Development Services – Development Permit No. 18-01 (3774 – 12th Avenue

It was moved and seconded:

That Council for the City of Port Alberni approve Development Permit No. 18-01 and that the City Clerk be authorized to sign the permit.

CARRIED

6. Director of Parks, Recreation and Heritage – Status Report – Partner in Parks Program

It was moved and seconded:

That the report from the Director of Parks, Recreation and Heritage, dated July 20, 2018, providing information regarding a “Partner in Parks” program be received.

CARRIED

7. Parks Operation Supervisor – Status Report – Bob Dailey Stadium Running Track Surface

It was moved and seconded:

That the report dated July 3, 2018 from the Parks Operation Supervisor providing information regarding the warranty on the Bob Dailey Stadium track surface be received.

CARRIED

8. City Clerk - Harbour Quay Lease – Unit #10 & Unit #16, Homestead Cookhouse

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Unit #10 at the Alberni Harbour Quay with Young Kwan Park and Soon Woo Nan for a two year term commencing August 15, 2018 at the current monthly rent of \$324.20 per month plus GST.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Unit #16 at the Alberni Harbour Quay with Young Kwan Park and Soon Woo Nan for a two year term commencing August 15, 2018 at the current monthly rent of \$290.53 per month plus GST.

CARRIED

9. City Clerk – Lease of Property to North Island College

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement with North Island College for the property at 4751 Tebo Avenue for the current monthly rent of \$9,574.56 plus applicable taxes to March 31, 2021.

CARRIED

10. Economic Development Manager – Rural Dividend Grant

It was moved and seconded:

That Council for the City of Port Alberni supports the 'Port Alberni Resident & Worker Attraction Campaign' application for funding to the Rural Dividend Program.

CARRIED

11. Chief Administrative Officer – Clock Tower Refurbishment Project – Partnering Opportunity

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to sign the Memorandum of Understanding with the Tseshah First Nation representing an agreement in principle to pursue a partnership that involves, as part of the refurbishment of the Harbour Quay Clock Tower, the development of an art piece for the Clock Tower, in accordance with terms generally as outlined.

CARRIED

12. Acting Fire Chief – Wildfire Protection

It was moved and seconded:

That Council for the City of Port Alberni authorize the Port Alberni Fire Department to respond outside its fire protection district under authority of BC Wildfire Service (BCWS) to suppress or assist in the suppression of a wildfire in the region where, in the opinion of the Fire Chief, such response is in the best interest of the community.

CARRIED

12.1 City Clerk – Kingsway Hotel Temporary Liquor Licence Change

It was moved and seconded:

That the report from the City Clerk dated August 13, 2018 be received and Council for the City of Port Alberni provide 'no objection' to the application by the Kingsway Hotel to the Liquor Control & Licensing Branch for a temporary extension of their liquor service hours to 2:00 a.m. on Salmon Festival weekend, August 31st through September 3rd, 2018.

CARRIED

13. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

14. Managers' Monthly Reports

Parks, Recreation and Heritage

It was moved and seconded:

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

CARRIED

Economic Development Report

It was moved and seconded:

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

CARRIED

RCMP Department

It was moved and seconded:

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

CARRIED

G. BYLAWS

1. "City of Port Alberni Nuisance Abatement, 2018, Amendment No.1, Bylaw No. 4969"

It was moved and seconded:

That "City of Port Alberni Nuisance Abatement, 2018, Amendment No.1, Bylaw No. 4969", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4969.

CARRIED

2. City Clerk - "Permissive Tax Exemption Bylaw 2019, Bylaw No. 4970"

It was moved and seconded:

That "Permissive Tax Exemption Bylaw 2019, Bylaw No. 4970", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Permissive Tax Exemption Bylaw 2019, Bylaw No. 4970", be read a second time.

CARRIED

It was moved and seconded:

That "Permissive Tax Exemption Bylaw 2019, Bylaw No. 4970", be read a third time.

CARRIED

3. Director of Development Services – "Zoning Bylaw Text Amendment No. T11 (Site Specific Use – C3 Service Commercial), Bylaw No. 4930"

It was moved and seconded:

That the report dated August 7, 2018 from the Director of Development Services, be received.

CARRIED

It was moved and seconded:

That "Zoning Bylaw Text Amendment No. T11 (Site Specific Use - C3 Service Commercial), Bylaw No. 4930" be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4930.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Alberni District Fall Fair Association

It was moved and seconded:

That the letter dated July 25, 2018 requesting to close City streets from the corner of Burde Street along 10th Avenue to Hollywood Street from 11:00 am to the conclusion of the parade on Saturday, September 8th, 2018, be received and Council concur with the request subject to the City's stated road closure conditions.

CARRIED

2. Port Alberni Port Authority

It was moved and seconded:

That the email dated July 26, 2018 requesting to close Harbour Road from Friday, August 31, 2018 at 12:00 pm to Monday, September 3rd at 6:00 pm for the Salmon Festival at Tyee Landing, be received and Council concur with the request subject to the City's stated road closure conditions.

CARRIED

3. Jacqueline Windh & David Gilbert

It was moved and seconded:

That the letter dated July 30, 2018 regarding on-going problems with encampments in Dry Creek Park and the fire risk these encampments pose to the City of Port Alberni, be received with thanks.

CARRIED

4. Ministry of Municipal Affairs and Housing

It was moved and seconded:

That the late item report from the CAO dated August 13, 2018 responding to questions from Council regarding the City's failure to meet the legislative requirements of the Community Charter in regards to the 2017 Audited Financial Statements, be received.

CARRIED

It was moved and seconded:

That the letter dated July 23, 2018 advising that the City of Port Alberni has not complied with Community Charter Legislation requiring financial information be submitted by May 15th each year, be received.

CARRIED

It was moved and seconded:

That the report dated August 1, 2018 from the Director of Finance concerning financial reporting submission deadlines, be received.

CARRIED

5. Alf Thompson – Safety Concerns – Westporte Area

It was moved and seconded:

That the letter dated August 2, 2018 concerning traffic and pedestrian safety concerns in the Westporte area of Port Alberni, be received with thanks and referred to the Director of Engineering and Public Works and the City's Advisory Traffic Committee.

CARRIED

I. PROCLAMATIONS

1. Port Alberni Toy Run

It was moved and seconded:

That the letter dated July 23, 2018 from the Port Alberni Toy Run requesting that the week of September 10th to 16th, 2018 be proclaimed as "Toy Run Week" in Port Alberni, be received and the week proclaimed as requested.

CARRIED

J. INFORMATIONAL CORRESPONDENCE

- 1. Ministry of Municipal Affairs and Housing and Ministry of Social Development and Poverty Reduction**
Letter dated July 13, 2018 regarding B.C.'s Homelessness Action Plan including data on Port Alberni's homeless count, and encouraging applications for provincial funding for affordable housing.
- 2. BC Hydro**
Providing a copy of their Vancouver Island Report – Summer 2018.
- 3. City of Williams Lake**
Copy of a letter dated July 17, 2018 from the City of Williams Lake to Minister Carol James regarding the Employer Health Tax and the impact on local governments.
- 4. RCMP – Municipal Policing Agreement**
Letter dated July 18, 2018 providing expenditures to June 30, 2018.
- 5. Advisory Traffic Committee**
The minutes of the July 18, 2018 meeting.
- 6. Premier John Horgan**
Letter dated July 30, 2018 concerning amendments to the Pension Benefits Standards Regulation in an effort to ensure pension entitlements for current and retired Catalyst employees would be secure if the company were to sell their operations.
- 7. Food Security and Climate Disruption Committee**
The minutes of the May 3, 2018 and June 7, 2018 meeting.
- 8. Ministry of Finance, Gaming Policy and Enforcement Branch**
Letter dated July 18, 2018 advising of the \$119,608.68 payment to the City representing casino revenue for the period April 1, 2018 to June 30, 2018.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 8 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA NIL

L. COUNCIL REPORTS

1. Mayor's Report

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

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

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS

The following notices of motion were provided:

That Council for the City of Port Alberni provide a letter of support for the establishment of an Indigenous Court in Port Alberni.

That staff be directed to bring forward information regarding bylaws for cannabis retail.

N. QUESTION PERIOD

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

O. CLOSURE OF MEETING TO PUBLIC

It was moved and seconded:

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

Section 90(1)(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)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

CARRIED

P. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 7:00 pm.

CARRIED

CERTIFIED CORRECT

Mayor


Clerk

A Community of Leaders Collaborating in Meaningful Actions on Climate Adaptation!

August 29, 2018

Ms. Davina Hartwell, City Clerk
City Of Port Alberni
4850 Argyle St.
Port Alberni, BC V9Y 1V8 CA

lts08291d

Dear Davina:

Re: Presentation to Council

I write to request the opportunity to speak to Council at their next public meeting.

Our presentation will commence the Public Consultation Phase of our Renewable Diesel project's environmental assessment review process.

Biofuels derived from forestry wood residuals, generally have carbon intensities of 3% to 40% of their fossil equivalents. Hence, when combusted in diesel engines, result in carbon emissions that are 60% to 97% lower.

The topics we believe Council would be interested in hearing, include:

1. an introduction to eco-Options Energy and our Cooperative's engagement of commercial trucker and logger Members in switching from fossil to alternative fuels, with goals of reducing costs and carbon emissions;
2. a description of planned facilities for Renewable Diesel manufacturing, forestry residual wood gathering/feedstock processing and fuel distribution
3. the benefits we anticipate delivering to Port Alberni, and
4. our 'ask' for community support.

We intend our zero-waste project to make a useful contribution to Port Alberni and district by:

- substantial reduction in carbon emissions from commercial truck fleets
- significant reduction in fire risk particularly at the urban/forest interface, and
- proactive and meaningful contributions to enlarging local business and rural community resilience.

Thank you. We look forward to working with you.

Yours sincerely
eco-Options Energy Cooperative
emPowerGHG Business Corp.



David A. (Dave) Swan
BSc MSc Eng Founder, President & CEO

A Community of Leaders Collaborating in Meaningful Actions on Climate Adaptation!

'Diesel from Trees' and Other eco-Options Renewable Fuels

An overarching challenge to Canada's Transportation Industry is how to reduce operating costs, especially fuel, while also shrinking carbon emissions. The latter has come sharply into focus with the Pan-Canadian Framework for Combating Climate Change agreement reached by our Prime Minister and Premiers last 9Dec16, and its many subsequent extensions.

Since Nov2011, eco-Options Energy Cooperative has been helping its members transition from fossil to alternative fuels to shrink costs and emissions in their daily fleet operations of light, medium and heavy-duty vehicles. Historically, we concentrated on converting gasoline engines to also use auto-propane, with an integrated program of fuel, equipment and services. Our track record of success resulted in our becoming in Dec15 a Part 3 Fuel Supplier under BC's Renewable and Low Carbon Fuel Act. We are now enlarging into diesel and electric energy for trucks of all sizes and sedans for sale, service or admin use. These vehicles, with large annual mileage and high fuel consumption, make the transportation segment Canada's biggest source of emissions and particulates.

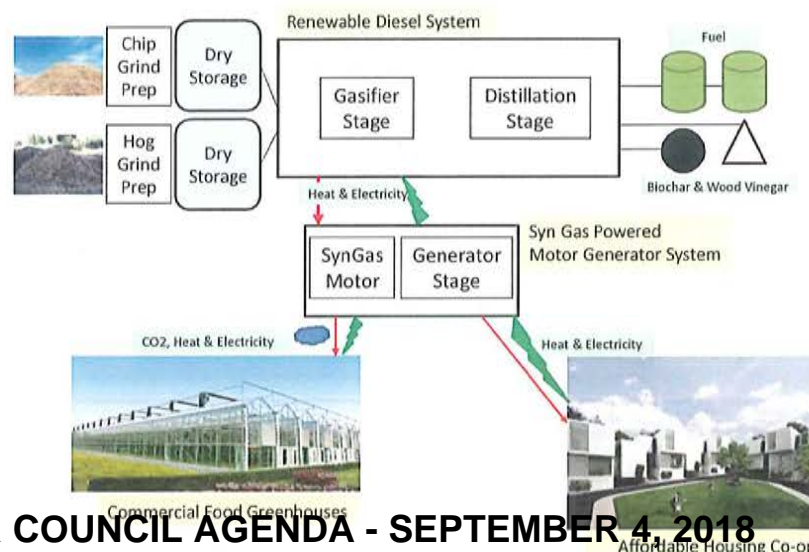
eco-Options Energy's new idea is 'Diesel from Trees' primarily from forestry wood residuals that we call Renewable Diesel (RD). Our initiative is commercializing a proven process that produces premium quality diesel fuel. Innotech Alberta labs recently certified our RD fuel as meeting ASTM and Canadian standards. With identical carbon-hydrogen molecular structure, RD produces similar power, torque and towing capacity. However, its carbon intensity is 97% lower: 2.9 vs 94.3 grams carbon dioxide per MJ energy delivered. Why? Because unlike fossil diesel where carbon has been sequestered deep underground for millions of years, RD's carbon comes from trees that grow, live, die and decompose within 100 years and are thus emissions-carbon-neutral. In summary, RD is a 'drop-in' fuel that requires no capital investment on the truck or engine to be readily and conveniently used; and it is an ultra-pure Next Generation bio-energy fuel technically-and-emissions superior to fossil petroleum diesel in every way, produced sustainably.

Our modular Residual Processing Facility (RPF) is designed to manufacture 27.5 M litres/yr of RD from forestry waste feedstock of 75,000 OD tonnes annually. This is a new revenue source for the forestry industry, from fibre otherwise left on the mountainside as waste! At Dec2016 prices, each facility could generate over \$30 million/yr and 50-200 jobs. Truck emissions will be 80-100,000 tonnes less than fossil diesel. Our RD network will encompass plants in BC, Alberta, Yukon, NWT, WA, OR and CA whose design is tailored to local conditions such as facility size and residual supply. Each plant will generate its own electricity from biomass, typically 3.6 Mw or higher and will also produce 30 Mw thermal for refinery use and support applications such as residual drying, greenhouses and housing. Each RPF requires:

- 75,000 oven dry tonnes/year forestry biomass on long-term supply contracts, with capacity to grow up to five-fold
- a number of long-term fuel supply contracts (minimum 100,000 litres/year) for on-and-off road diesel engine equipment
- 10-15 acres serviced industrial land with 3-phase power, and
- a supportive community with a local champion, to organize wide engagement in substantially reducing carbon emissions

Our project goals are 1) zero waste, 2) low emissions and 3) maximum holistic benefits to our communities, suppliers and customers, all within a businesslike profitability for every cooperative member. eco-Options Energy management bring RD technology, RPF operations management, fuel marketing & distribution, business expertise and capital. We engage only with communities that embrace the concept and willingly work actively to make their projects a reality, successful for decades into the future.

Conceptual Site Schematic



A Financial Engineer by choice, training and experience, Mr. Swan is ambidextrous in both technology and finance. Over his career he has repeatedly developed novel and creative ways to fund solutions that met business goals. Passionate about engaging many to do something useful about climate change; he is a competent entrepreneur and skilled executive with extensive business experience in energy, recycling, manufacturing, finance, and technology.

Most Recent Accomplishments

Mr. Swan is CEO of *eco-Options Energy Cooperative* (www.eco-optionsenergy.coop) a group of business fleet and individual vehicle owners collaborating to reduce energy costs and shrink carbon footprints, primarily by migrating vehicle engine power from fossil liquid fuels to renewable or bi-fuel (propane plus gasoline) alternatives.

eco-Options is a BC Part3 Fuel Supplier that buys, installs and services engine conversion systems, propane fuel, driver education and engagement services, from a network of well-established suppliers. *eco-Options* focuses buying power to enlarge fuel cost savings and reduce greenhouse gas emissions by deploying integrated fleet management solutions (equipment, fuel and systems) that work to deliver both immediate and long-term member benefits.

eco-Options also offers a comprehensive set of:

- 1) education and engagement services,
- 2) tools that measure and report actual fuel cost-performance and cash-saving results,
- 3) assurances of reliability of equipment and fueling infrastructure, and
- 4) 'an extra mile' of member/customer service delivery month after month in long-term relationships!

eco-Options is being positioned as a leading supplier of alternative fuels, electric, auto-propane (gasoline engines) and renewable diesel. To deliver its 97% emissions reduction, planning of refineries to convert forestry wood waste feedstock into renewable diesel at rural locations around BC, Yukon, AB and NWT is underway. With a vision of zero waste, low emissions and maximum holistic community engagement, plants are being designed to sustainably fuel on-and-off road medium to heavy duty vehicles in Transportation, Energy, Forestry and Agriculture for decades ahead.

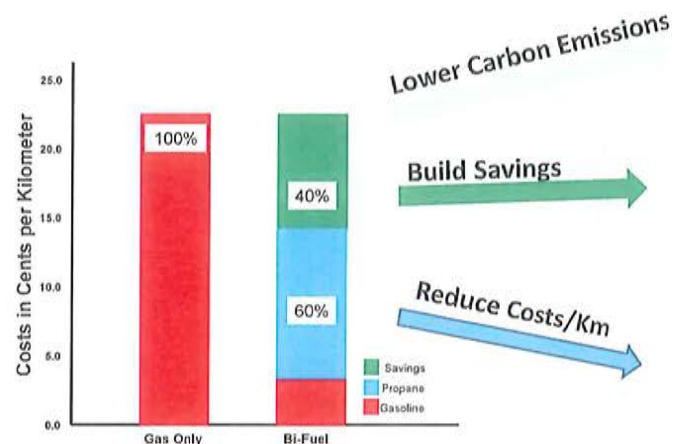
Career Highlights

| | | |
|---|--------------------|--------------|
| <i>eco-Options Energy Cooperative</i> | Surrey, BC | 2010-Present |
| Founder & Chief Energy Officer of a truly-scalable clean energy initiative that mobilizes vehicle owners. | | |
| Core Bumpers Inc. | Surrey, BC | 2005-2009 |
| President & CEO of recycler and re-manufacturer of plastic automobile bumpers sold to auto body repair shops and insurance firms, as a very competitive alternative to new replacement bumpers. | | |
| W1Networks | Richmond, BC | 1992-2004 |
| Proprietor - equipment leasing firm offering asset-backed financial services to small-to-medium enterprises | | |
| Seagroup Salmon | Vancouver, BC | 1984-1991 |
| Contract rearing and distribution from 6 farms of aquaculture salmon to retailers in Vancouver and Seattle | | |
| IBM Canada Ltd. | Vancouver, Toronto | 1966-1978 |
| Beginning as systems engineer with industrial process control applications, rising to product manager time sharing systems for Canada and then senior marketing representative to BC financial services industry. | | |

Education & Awards

| | |
|--|-----------------------------------|
| Environment & Transportation Teams | Surrey Board of Trade |
| Start-up Business of the Year in 2007 | Surrey Board of Trade |
| Foreign and International Trade Training | Vancouver Board of Trade |
| Master of Science - Electrical Engineering | University of Manchester, England |
| Bachelor of Science - Mechanical Engineering | University of Manitoba, Winnipeg |
| Athlone Fellowship (engineering equivalent to Rhodes Scholarship) awarded with M.Sc. for two years graduate work and study in Britain; leading to expertise in digital computer instrumentation and automatic control systems. | |

Benefits of Bi-Fuel Engines



To: Mayor Rattan and City Councilors

cc: MLA Scott Fraser

MP Gord Johns

From: Alberni Valley Senior Citizens Homes Society (AVSCHS)

Gerry Walerius, President

Ron Corbeil, Vice President

Gay Allen, Sec-Tr

Nancy Czigany, Director

Maria Ransom, Director

Leslie Walerius, Director

Date: August 17, 2018

RE: Seeking City Support – Pioneer Cottages Property Taxes

Following yesterday's meeting with the Seniors Advisory Committee, Director Leslie Walerius spoke to the committee about the financial concerns for AVSCHS. I would like to set up a time where the Directors of our Society could meet with the City Councilors regarding the Permissive Tax Exemption, Community Investment Program and the Commercial Revitalization Tax Exemption Programs.

The Alberni Valley Senior Citizens Homes Society has provided clean, safe affordable housing to senior citizens age 55 years and over for over 50 years in the Alberni Valley and our Society has renewed its lease for the land to the Alberni Clayoquot Continuing Care Society (Fir Park Village) for \$1.00/year for 75 years.

Our Board consists of a maximum of 15 directors. Our current directors are between the ages of 66 to 75 with a new director coming on the board in September.

The Board would like to be a Governance Board, but is currently a Managing Board.

Managing Pioneer Towers (55 Units) and Pioneer Cottages (41 Units) has been a challenge these last 5 years. Four Presidents have resigned along with many Directors. The current board has been dealing with items ranging from tenants complaints/concerns from parking to renovations, to aging infrastructure problems, to meetings with community groups (way too many meetings), government agencies & government officials and making application for additional rental increases.

In 2016, the Society hired a maintenance worker and part-time office manager, but this has not eliminated the need for the Board to manage the complexes.

As of today, there are 32 new applications for Pioneer Cottages.

The Society not only requires financial support, but it also requires new members, which the Board understands, is an ongoing problem for many non-profit groups and organizations in the Alberni Valley.

Our Concern:

Currently, AVSCHS receives the Permissive Tax Exemption for Pioneer Towers as the building was built prior to 1974 and is, therefore, eligible as per BC Assessment guidelines. When the Society undertook the rebuilding of Pioneer Cottages, we had many meetings with Mayor Ken McRae, City Manager Ken Watson and City Planner Scott Smith. At no time did the City mention to the Society that we would not be eligible for the Permissive Tax Exemption once the new cottages were built.

Not knowing that the Society would not be eligible for the Permissive Tax Exemption, rental rates were set at \$550.00, otherwise the rents would have been \$650.00 in order to pay the appropriate taxes.

Having gone to the Cottage tenants twice for a voluntary rent increase, and twice rejected, and to the Tower tenants once and 11 rejecting the increase, the Society prepared an Application for the Additional Rental Increase for the Residential Tenancy Branch. Our first application was returned and the Society was asked to resubmit in October 2018. This is a very costly and time-consuming process and there is no guarantee that the Residential Tenancy Branch will approve our application.

With a combination of low rents in both the Cottages and Towers, and with a Demand Loan coming due in October, the Society is facing financial hardship. Pioneer Towers continues to subsidize Pioneer Cottages in order to pay the Property Taxes and this has reduced our ability to maintain an adequate Replacement Reserve Fund for both facilities. Assets valued at: Pioneer Towers (\$2,837,800) and Pioneer Cottages (\$3,270,000) as per BC Assessment.

Pioneer Towers is in need of a façade improvement estimated by Herold Engineering to be approximately \$1.5million. In the last while, the Society has completed: new roof, windows & entry way doors, flooring, replaced lobby furniture, refurbished the elevator, upgraded security, replaced hot water system (changing from hydro to natural gas) and continue to upgrade suites (estimate: up to \$5,000/unit).

The Society has applied for:

1. Permissive Tax Exemption for Pioneer Cottages
Declined – Society to pay taxes beginning 2016
2. Community Investment Program for Pioneer Cottages (for Utilities)
Declined
3. BC Housing – Pioneer Towers Building Façade
Declined
4. ACRD – unable to apply due to Permissive Tax Exemption for Pioneer Towers

The Society has approached BC Housing and has spoken to both Malcolm McNaughton and John McEown. On August 15, 2018, I received information from John McEown that we were not eligible for funding for the façade improvements. We were provided additional information on the Community Partnership Initiative. However, that would involve the building of a new complex, which would involve the displacement of 55 tenants while the building was being demolished, and a new one constructed. At this time, the Directors are not considering this.

The Society will be meeting with the Coastal Community Credit Union at the end of August to discuss renewal of our current Demand Loan (Pioneer Cottages). If the Society can provide the Credit Union with some positive information, this could possibly result in an extension and increase to the loan.

Leslie Walerius, AVSCHS Director, attended the Seniors Advisory Committee yesterday and with the next meeting just days before the Civic Election in October, it was felt that the Society should speak to the Mayor & Council sooner rather than later. The Society has reached out, explored many different avenues and spoken with MLA Scott Fraser, MP Gord Johns and other Non-Profit Societies and community

organizations to discuss what is available to our Society, but all we are left with is "Good Luck" which doesn't pay the bills.

The Society is coming to the end of its rope, and without adequate support, the Society maybe forced to sell both Pioneer Towers & Pioneer Cottages. The Directors have worked hard to keep the complexes going, and for this reason we are again requesting support.

If there is support for local businesses through the "Commercial Revitalization Tax Exemption Program", our Society would like to know how the City can support Charitable, Non-Profit Societies to continue to provide clean, safe, affordable housing for seniors 55 and over which is an important part of the overall rental package for the City of Port Alberni.

The Society would like to meet with you to discuss our situation and gain City support to keep our doors open.

Best Regards,

Gerry Walerius
AVSCHS President

Additional E-mails Information: (Copied into Document)

1. July 2018
From Tim Pley in response to Tax Question
2. August 2018
From John McEown, BC Housing

E-Mail: July 2018 – From Tim Pley to Gay Allen – response to Tax Question

From: Timothy Pley <timothy_pley@portalberni.ca> □

Date: June 7, 2018 at 5:01:14 PM PDT □

To: 'Gay Allen' <gay_allen@live.com> □

Cc: Davina Hartwell <davina_hartwell@portalberni.ca>, Cathy Rothwell <cathy_rothwell@portalberni.ca>, Chris Alemany <chris_alemany@portalberni.ca>, Dan Washington <dan_washington@portalberni.ca>, Denis Sauve <denis_sauve@portalberni.ca>,

Jack McLeman <jack_mcleman@portalberni.ca>, Mike Ruttan
<mike_ruttan@portalberni.ca>, Ron Paulson <ron_paulson@portalberni.ca>,
Sharie Minions <sharie_minions@portalberni.ca> □ Subject: RE: Property Taxes

Good Morning Gay, □

In response to your inquiry, the property at 5251 Argyle St is subject to the City's Revitalization Tax Exemption Bylaw (a property tax incentive program that is meant to encourage the development of properties). As a result property taxes at 5251 Argyle will be lower than otherwise for several years. □ As you are likely aware the property owned by Alberni Valley Senior Citizens Homes Society at 4116 10th Ave was ineligible for a permissive tax exemption from the City in 2016. If the Society's procedures have changed since 2016, the Society's eligibility for a permissive tax exemption may have also changed. The City will soon be taking applications for 2019 permissive tax exemptions. □

Please feel free to contact me if you require further information. □ Tim □

-----Original Message----- □

From: Gay Allen [mailto:gay_allen@live.com] □

Sent: Wednesday, June 06, 2018 11:43 AM □

To: Mike Ruttan; Timothy Pley; Cathy Rothwell □

Subject: Property Taxes □ □

Mayor Ruttan, □ □ The Alberni Valley Senior Citizens Homes Society has received our 2018 Tax Notice for the property at 4116 10th Ave., Port Alberni. □ □ Our land value is \$189,000.00 and improvements are \$3,081,000, total value is \$3,270,000.00. This years taxes are \$34,741.83. □ □ We have reviewed taxes on similar properties in Port Alberni. □ □ The Thunderbird Apartments at 5251 Argyle Street are assessed at, land value is \$88,500.00 and improvements are \$3,890,000.00, total value is \$3,978,500.00. The taxes for 2018 are \$14,869.98. We note that no taxes are collect for the improvement value of this property. □ □ Please provide our Board of Directors with information on the discrepancy of 2018 taxes between our complex and Thunderbird Apartments. □ □ I can be reached by return email at this address. □ □

Your truly, □ □ Gay Allen, Secretary/Treasurer □ Alberni Valley Senior Citizens Homes Society □ □ □ □

Sent from my iPad □ □

This email was virus checked by the City of Port Alberni's email security.

E-Mail: August 2018 From John McEown, BC Housing to Gerry Walerius, AVSCHS President

Hi Gerry,

I was actually just drafting an email to you both. My apologies for not getting back to you sooner, I was on vacation for the middle of July. This is outside the scope of work for BC Housing's Development Strategies team as we generally don't have funding programs available for renovation projects except for our CPI financing program. The alternative option would be investigating redeveloping your site, in which case we should set up another meeting to discuss this. If this is of interest there is currently c

If you are interested in applying for our CPI financing program, I have attached the link here which explains the process to apply for financing:

<https://www.bchousing.org/partner-services/funding-opportunities-for-housing-partners/community-partnership-initiative>

Let me know if there is anything else I am able to do for you.

Thanks,



John Brendan McEown | Senior Development Manager | Development and Asset Strategies

Office: 604-456-8854 | Mobile: 604-363-2334 | jmceown@bchousing.org |

<http://www.bchousing.org>

1701 - 4555 Kingsway, Burnaby, BC V5H 4V8 Canada

From: Leslie/Gerry Walerius (Gmail) <lgwalerius@gmail.com> **Sent:** August 15, 2018 11:25 AM **To:** Malcolm McNaughton <mmcnaughton@bchousing.org>; John McEown <jmceown@bchousing.org> **Cc:** Leslie Walerius <lgwalerius@gmail.com> **Subject:** Follow-up *Info sent to John****AVSCHS - Information for BC Housing

Good Morning Malcolm and John,

The Alberni Valley Senior Citizens Homes Society (AVSCHS) is following up on the information that was sent July 5th & 18th to BC Housing.

Our Society is requiring information in order to apply for financing or grants for the Pioneer Towers facade improvements.

The Society would like to have the building assessed for the facade improvement or whether the building is a knock down (if this is the case, we do not want to spend dollars on upgrading when we should be preparing to save funds for a new build &/or receive funding through BC Housing).

The Society owns the land & buildings:

- Pioneer Towers (55 units)

- Pioneer Cottages (41 units) -

 - Demand Loan is for Pioneer Cottages for new construction 2010-2011

 - Demand Loan to be renewed October 2018

- Leases land to Fir Park Village (\$1.00/year - 75 year lease).

 - Fir Park Village is managed from the Alberni Clayoquot Continuing Care Society and is a complex care facility.

The new Constitution & By-laws was passed at our AGM in June 2018 and it may have to be changed in order for us to apply for a BC Housing financing. The Board of Directors will need to approve the changes. Our next Board Meeting is September 24, 2018 at 1PM at Pioneer Towers Board Room.

I look forward to hearing from you.

Best Regards,

Gerry Walerius

AVSCHS President

250-724-5134 (home)

lgwalerius@gmail.com

On 2018-07-18, at 11:40 AM, Leslie/Gerry Walerius (Gmail) wrote:

?

Good Morning Malcolm,

Below is the information I sent to John on July 5, 2018.

Best Regards,
Leslie Walerius
AVSCHS Director

Begin forwarded message:

?

From: "Leslie/Gerry Walerius (Gmail)" <lgwalerius@gmail.com>
Subject: Fwd: AVSCHS - Information for BC Housing
Date: 5 July, 2018 3:59:12 PM PDT
To: AVSCHS-2016-Ron Corbeil <rmcorbeil@telus.net>

Begin forwarded message:

?

From: "Leslie/Gerry Walerius (Gmail)" <lgwalerius@gmail.com>
Subject: AVSCHS - Information for BC Housing
Date: 5 July, 2018 3:57:42 PM PDT
To: John McEown <jmceown@bchousing.org>
Cc: Leslie Walerius <lgwalerius@gmail.com>, AVSCHS-Gay Allen Allen <gay_allen@live.com>, AVSCHS-Ron Corbeil Corbeil <ronandjill@shaw.ca>
Bcc: czigany@shaw.ca

Good Afternoon John,

Thank you for connecting with me on June 25, 2018, I must apologize for not responding by late last week.

The Alberni Valley Senior Citizens Homes Society (AVSCHS) has been dealing with a couple of large issues this past week - flooding (black water) from a tenants suite requiring extensive work to 3 areas of the building (2 suites & our Activity Room) with estimated costs of over \$20,000.00 and also a hearing with the RTB.

Things are coming under control again, but it's been a trying week for the Board of Directors and our employees.

Deserray, Office Manager, did find a few moments to compile the attached information for your review prior to her leaving on vacation (July 5 to July 16). .

Gerry Walerius, AVSCHS President and myself Leslie Walerius, AVSCHS Director will be away for most of next week (Tuesday to Sunday). If you have any questions that require our attention, please send an e-mail or wait until we return on Monday, July 16, 2018.

Best Regards,
Leslie Walerius, AVSCHS Director
lgwalerius@gmail.com
(250)724-5134 Home Phone

Note: Our Office Manager, is also on Vacation next week.
Deserray's contact information is: pioneertowers16@gmail.com
or phone: 250-724-2013

Please find attached:

1. Herold Engineering Report
2. Draft Financials (approved at AGM June 25, 2018)
3. Constitution/ Bylaws
4. All in One P. Towers Report

Deserray McClary
AVSCHS Manager
Phone: 250-724-2013

<Herold Eng..pdf>
<2018 Draft Financial Statements.pdf>
<AVSCHS model_bylaws _ no red writing.pdf>



RECEIVED
AUG 20 2018
CITY OF PORT ALBERNI

AUG 15 2018

Mr. Gord Johns, MP
Courtenay-Alberni
Room 319 - Confederation Building
Ottawa ON K1A 0A6

Dear Mr. Johns:

Thank you for your letter of July 10, 2018, in which you express your support for the establishment of an Indigenous Court in Port Alberni.

I can confirm that ministry staff have been in discussions with the Nuu-chah-nulth Tribal Council, and I understand a formal proposal is being developed. Once we receive this proposal, we will add your letter to the proposal package before it is provided to the Provincial Advisory Committee on Indigenous and Specialized Courts and Related Initiatives (the PAC). While the PAC reviews proposals and provides advice to the Provincial Judiciary, final decisions on the establishment of a new Indigenous Court are made by the Chief Judge in consultation with my ministry and other justice partners.

I hope this information is useful to you. Thank you for your ongoing commitment and dedication to improving outcomes for Indigenous people.

Yours truly,

Original Signed By

David Eby, QC
Attorney General

pc: President Judith Sayers, Nuu-chah-nulth Tribal Council
Chief Councillor Cynthia Dick, Tseshah First Nation
Chief Councillor Steve Tatoosh, Hupacasath First Nation
The Honourable Scott Fraser
His Worship Mike Ruttan
Inspector Brian Hunter, Port Alberni RCMP

ENTERED

E1



CITY OF PORT ALBERNI

STAFF REPORT

TO: City Council

FROM: Remuneration Committee, Vicki Fadar, M.G. Walker, and Taurean Sieb

COPIES TO: Cathy Rothwell, Director of Finance
Rosalyn Macauley, Deputy Director of Finance

DATE: August 28th, 2018

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


Tim Pley, CAO

ATTACHMENTS: Remuneration Matrix prepared by City of Port Alberni
Remuneration matrix prepared by City of Quesnel (2017)
Consolidated Bylaws # 4919, # 4857 Council Remuneration and Expenditures

SUBJECT: Councillor Remuneration Recommendation – Committee Report

Issue:

At the direction of City Council a select committee was established to report back on the matter of remuneration for members of Council given upcoming Canada Revenue Agency changes to taxation for Council Members.

Background:

At a regular meeting on April 23rd, Council endorsed a resolution to create a 'Civic Committee' comprised of one member representing business, one from labour and one member at large to undertake a review and provide recommendations to Council on remuneration in light of the upcoming changes to legislation. The committee comprised of Taurean Sieb from the Chamber of Commerce, Vicki Fadar from the Port Alberni Labour Council and M.G. Walker of Port Alberni Association of Community Living.

The Federal Government Budget 2017 proposes to require that the current non-taxable allowance paid to elected officials be included in income starting in the year 2019. One third of Council's remuneration is currently paid as a non-taxable allowance. This allowance is intended to pay for such incidental expenses as local mileage, telephone, and food and beverage charges. As of 2019, this allowance will be subject to income tax, effectively reducing remuneration received by the Mayor and Council. The table below shows the estimated dollar impact of the tax increase;

| Council Members | Remuneration Salary Portion | 1/3 Allowance portion of salary (Tax Exempt) | Total Remuneration | Approx. Tax Increase |
|-----------------|-----------------------------|--|--------------------|----------------------|
| Mayor | \$ 26,955 | \$ 13,477 | \$ 40,432 | 3,480 |
| Council | \$ 11,947 | \$ 5,973 | \$ 17,920 | 1,531 |

From the Federal Budget 2017- Employee Benefits and Allowances:

In today's workforce, many Canadians receive benefits—such as a daily food allowance or transit fare—which are counted as taxable income. Yet certain tax measures allow some individuals to pay less than their fair share of taxes on such benefits. These measures are unfair and they lack a strong policy rationale. To improve consistency, Budget 2017 proposes to and to certain municipal office-holders. This exemption is only available to certain provincial, territorial and municipal office holders, and provides an advantage that other Canadians do not enjoy.

Current CRA Policy:

Certain officials may, receive non-accountable allowances for work expenses that are not included in computing income for tax purposes. These officials are:

- *elected members of provincial and territorial legislative assemblies and officers of incorporated municipalities;*
- *elected officers of municipal utilities boards, commissions, corporations or similar bodies; and members of public or separate school boards or of similar bodies governing a school district*

The excluded amount is limited to half of the official's salary or other remuneration received in that capacity in the year.

Discussion:

The Committee met on 6 separate occasions, comparing remuneration and council member benefits from similar communities. These meetings resulted in the development of a remuneration matrix (see attached).

The Committee also reviewed how other municipalities are responding to the upcoming changes in taxation, and interviewed a prior member of Port Alberni City Council in order to gain an understanding of workloads as well as thoughts on current and past remuneration. The Committee came up with 3 options for consideration, each of which would offset the impact of the tax increase. The Committee's recommendation is based on what they believe would be the best option for Council.

In reviewing options, the committee considered the following criteria:

1. The recommendation should be fair and equitable to members of council.
2. The recommendation should be fair and equitable to the constituents of the City of Port Alberni.
3. The recommendation should be one that would provide incentive for people of all ages and circumstances to run for Council in the future elections.
4. The recommendation should have the least possible impact on overall costs to the City.
5. The recommendation should take into consideration the average remuneration for members of Council in comparable municipalities.

The 3 Options for Consideration:

Based on all of the information considered the Committee identified the following options for consideration:

1. **Remuneration increase.** Attached is a remuneration matrix which looks at a comparative group of 8 municipalities. The Committee identified a comparator group of municipalities by considering municipal populations, municipal operating budgets, and other economic factors. Between the 8 municipalities, Port Alberni's remuneration was at the 20th percentile for mayor remuneration and 40th percentile for Council remuneration. In order to offset the upcoming changes to taxation an increase of 9.5% to Mayor's and Council's remuneration would be required. This would result in a remuneration increase of \$3,841 per year for the Mayor and \$1,702 for each Councilor with a total increase to the 2019 City budget of \$14,053.

| Remuneration | Port Alberni | Median | Difference % |
|--------------|--------------|-----------|--------------|
| Mayor | \$ 40,432 | \$ 46,566 | 15% |
| Council | \$ 17,920 | \$ 18,624 | 4% |

| Proposed Increase | % | \$ |
|--------------------|------|-------|
| Mayor | 9.5% | 3,841 |
| Per Council Member | 9.5% | 1,702 |

An increase to remuneration would help align remuneration with other comparative municipalities and thus provide additional incentive for individuals in the community to participate in running for future elections. On the other hand, an increase of 9.5% is significant when compared to increases in prior years, and could be perceived negatively in the community. It is important to note that a 9.5% increase to remuneration would only offset the estimated tax increase faced in 2019, not increase the after tax income of Mayor and Council.

2. **Increase to per diems and extended benefits for family members.** The Committee recognized that currently the City reimburses for per diem expenses at rates lower than the current CRA allowances. Per Diem expenses are generally meal costs incurred while out of town on City business. Increasing City-paid reimbursement per diems would benefit members of Council without increasing remuneration rates which are subject to income tax. However, an increase to per diem reimbursement rates would also apply to City employees as covered under the City's Travel Expense Policy; this would result in a budget increase greater than if the per diem increase only applied to members of Council.

| Allowance | Current rates | CRA rates | Increase |
|------------------------------|---------------|---------------|--------------|
| Breakfast | \$ 14 | \$ 17 | \$ 3 |
| Lunch | \$ 18 | \$ 18 | \$ 0 |
| Dinner | \$ 25 | \$ 50 | \$ 25 |
| Incidental Expense Allowance | \$ - | \$ 18 | \$ 18 |
| Private Accomodation | \$ 30 | \$ 50 | \$ 20 |
| Total | \$ 87 | \$ 153 | \$ 66 |

The Committee expressed that the benefit to Council of increasing per diem expense reimbursements alone would not offset the upcoming taxation changes therefore the Committee included in this option an extension of extended benefits for family members of Council.

Currently the City's Bylaw states that Mayor and Council receive extended benefits, the premiums for which are paid by the City. If extended benefits are provided to family members of Mayor and Council the premiums are paid for by the member of council.

As the Committee was unsure of the actual composition of each Council member's household they estimated there being a mix of single, couple and family households that might take advantage of adding extended benefits for families.

A conservative midpoint estimate was received from the City's benefits provider. The incremental cost to the City's 2019 budget for providing extended benefits to family members of Mayor and Council is estimated at \$6,911 annually.

3. **Car and cell phone allowance (T2200 form).** Members of Council are currently eligible for reimbursement of vehicle travel out of town at the rate of \$0.55 per kilometer, which is consistent with CRA allowances. It is common for members of Council to seek reimbursement for travel out of town on City business, but members of Council do not usually seek reimbursement for travel costs incurred within the community. Currently members of Council use their one third non-taxable allowance to cover this expense. The City could consider providing each member of Council with a reimbursement for local travel associated to their role on Council, up to a maximum of \$300 per month for the Mayor and a maximum of \$150 per month for Councilors. This allowance would cover the maintenance, depreciation, and fuel costs for Council and Mayor's personal vehicles.

Council members currently use their personal cell phones without reimbursement; again, their one third non-taxable allowance is currently used to cover such expenses incurred. The City could reimburse members of Council for a portion of their cell phone expense to a maximum of \$75 per month. As the Mayor currently uses a City-owned cell phone he would not be eligible to receive the cell phone allowance, however in future a Mayor could choose to use his/her own cell phone, and recover some of the costs under this provision as well. The incremental benefit of the car and cell phone allowance to Council members would be \$2,700 per year and \$3,600 per year for the Mayor, the total increase to remuneration in the 2019 City budget would be \$19,800.

The allowance would be deducted from income for tax purposes through filling a T2200 tax form which would be approved and completed by the Financial Director at year end. Council members and the Mayor would be responsible for record keeping of car and cell phone expenses being claimed each year. If this option is implemented, education on the filing and record keeping for this form would be provided by the Finance Department.

Recommendation:

The Committee analyzed the options and recognized the dedication and work load that presents itself when being a member of Council and that any increase envisioned in this report by no means reflects the hours and dedication to the Port Alberni community. The Committee understands that the work performed is not for remuneration but reflects a passion for improving the quality of life and vibrancy in our community.

The Committee recommends option three for consideration, a monthly non-taxable car and cell phone allowance for Mayor and Council in order to offset the increase in taxes on remuneration.

When comparing options, the Committee felt that option three would provide the greatest benefit as option one, increasing remuneration by 9.5% would also increase federal income taxes paid on remuneration. The Committee felt that option two, increase to per diems and extended benefits for family members provided great benefit to those with family members. However, the Committee also thought it may not fully cover the increase in taxation proposed by the federal government and would also affect the current Employee Travel Expense Policy.

That the report from the Committee appointed to review Council's Remuneration dated August 28, 2018 be received, and Council for the City of Port Alberni implement option three as outlined in the report:

- *Reimbursement to each member of Council of up to \$150 per month for local travel associated to their role;*
- *Reimbursement to the Mayor of up to \$300 per month for local travel associated to his role*
- *Reimbursement to all members of Council personal cell phone expenses to a maximum of \$75 per month*

And that staff be directed to amend Council's Remuneration Bylaw accordingly.

Rosalyn Macauley
Deputy Director of Finance

Remuneration Matrix for Comparable Municipalities

| City | 2016 Annual Operating Expenses (\$Millions) | 2016 Census Population (thousands) | Mayor- Current Annual Base Salary (\$) | Councillor Current Annual Base Salary (\$) | Councillor Salary as percentage of Mayor's Salary | Last amended | Per Diem Rates - Millage | Per Diem Rates - Meals (over night rate/ day rates | Phone expenses | Benefits/ Insurance | Pension | Recognized practices by municipality | Source |
|--------------|---|------------------------------------|--|--|---|--------------|--|---|----------------|--|---------|---|--|
| Port alberni | 37 | 18 | 40,432 | 17,920 | 44% | 2016 | \$0.55/ per km | Per diem Daily allowance- \$38, over night allowance - \$57. Meals: Breakfast -\$14 Lunch-\$18 Dinner- \$25 | No | Life Insurance, MSP, and extended benefits to council member | No | Remuneration to be reviewed annually in accordance with the city's policy regarding salary administration-exempt positions annual increases based on CPI. - Remuneration committee founded research under way for tax increase resolution | Policy and Bylaws |
| Cranbrook | 40 | 20 | 55,240 | 20,139 | 36% | 2006 | \$0.5/ per km | Per diem allowance of \$25 per day away. Meals: Breakfast- \$20, Lunch -\$25, Dinner- \$35 | No | No Benefits | No | Remuneration to be reviewed annually and increased annually based on CPI % increase, no response yet to changes in remuneration due to non-allowance income inclusion. Remuneration study performed this year and recommendations will be made. | K. Pocha City of Cranbrook |
| Esquimalt | 32 | 18 | 49,236 | 19,695 | 40% | 2006 | \$0.54/ per km | Per diem allowance of \$25 per day away, Meals: Breakfast -\$12, Lunch - 18, Dinner - 30 | No | No Benefits | No | Recommendations presented for change to remuneration this year, no resolution has been made. | Non published compensation report |
| Mission | 61 | 39 | 70,178 | 28,071 | 40% | 2014 | \$0.55/ per km and Mayor - Monthly vehicle allowance \$200 Council- Monthly vehicle allowance of \$100 | Per diem allowance of \$115 ,reduced by per diem meal rates if applied. Meals: Breakfast- \$15, Lunch -\$20, Dinner- \$50 | No | MSP & Extended Benefits provided, premiums paid by council. Mayor does not pay premium. No car allowance, no mileage, no cell phone. | No | Increase to remuneration by 14% for January 2019 for Mayor. Council's remuneration increases from 40% to 50% of Mayor's compensation. The increased looked at the new tax consequences, the workload, and lack of allowance for car, phone and mileage expense. They also hope the increase will attract younger people to run next year. | City of Mission- Council Minutes April 2018 |
| Powell River | 30 | 13 | 46,566 | 18,624 | 40% | 2017 | \$0.5/ per km | Per diem Allowance of \$90 per day | No | No Benefits | No | Council to be paid 58% of average employment income of Powell River with adjustments to CPI every Jan 1st proposed changes made early last year. | Bylaw 2458 -City of Powell River - SOFI 2017 |

Remuneration Matrix for Comparable Municipalities

| City | 2016 Annual Operating Expenses (\$Millions) | 2016 Census Population (thousands) | Mayor- Current Annual Base Salary (\$) | Councillor Current Annual Base Salary (\$) | Councillor Salary as percentage of Mayor's Salary | Last amended | Per Diem Rates - Millage | Per Diem Rates - Meals (over night rate/ day rates | Phone expenses | Benefits/ Insurance | Pension | Recognized practices by municipality | Source |
|-----------------------|---|------------------------------------|--|--|---|--------------|--------------------------|---|---------------------------------|------------------------------|---------|---|---|
| Port Hardy | 8 | 4 | 25,222 | 12,611 | 50% | 2017 | \$0.5/ per km | **Per diem allowance of \$104.10/per day on away trips | No | No Benefits | No | Council paid 50% of Mayor's remuneration with CPI increase each year. No increase for new tax laws is being reviewed. | Port Hardy- Policies and Bylaws |
| Dawson Creek | 42 | 12 | 61,215 | 20,813 | 36% | 2016 | \$0.52/ per km | Per diem allowance of \$125 per day away, reduced by meals: Breakfast -\$20 Lunch- \$30 Dinner- \$40 | No | No Benefits | No | CPI increase from September to September starting in 2021 | https://dawsoncreek.civicweb.net/filepro/documents/6189?preview=41554 |
| Williams lake | 26 | 11 | 43,688 | 15,240 | 35% | 2013 | \$0.5/ per km | Per diem allowance of \$120/ per day away, reduced by meals: Breakfast -\$15 Lunch- \$20 Dinner- \$35, incidentals - \$10 | cell phones provided to council | No Benefits | No | CPI increase annually, remuneration review every 5 years. No current action on tax increase, would like to see what other Municipalities are doing | R. schill City of Williams Lake |
| Quesnel | 22 | 10 | 44,634 | 14,902 | 33% | | \$.52/per km | Per diem allowance of \$65/ per day, Meals Breakfast- \$15, Lunch -\$20, Dinner- \$30 | No | Life insurance AD&D provided | No | Increases based on CPI index annually. Recent council remuneration report presented to council with a matrix completed for remuneration of comparable municipalities. No further action has been taken yet. | City of quesnel |
| P25 (25th percentile) | 24 | 11 | 42,060 | 15,071 | 35% | | | | | | | | |
| MEDIAN (P50) | 32 | 13 | 46,566 | 18,624 | 40% | | | | | | | | |
| P75 | 41 | 19 | 58,228 | 20,476 | 42% | | | | | | | | |
| AVERAGE | 33 | 16 | 48,490 | 18,668 | 39% | | | | | | | | |

| |
|--|
| ** follows treasury board of Canada travel rates http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en |
| STATISTICS AND RESOURCES |
| https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics https://www.civicinfo.bc.ca/surveys.asp https://www.mission.ca/ https://quesnel.civicweb.net/document/89078 https://cranbrook.civicweb.net/filepro/documents/2 http://www.powellriver.ca/content/bylaws https://www.esquimalt.ca/municipal-hall/bylaws http://www.dawsoncreek.ca/departments/corporate-administration/bylaws/ |

Council Remuneration Comparison April 2017

| Mayor and Councillor Remuneration and Expenses | | | | | | |
|--|---------------|--|---|--|--|---------------------------------|
| Name | 2011 Census | Full Time or Part Time Mayor | Mayor Annual Remuneration Including Expense Allowance | Councillor Annual Remuneration Including Expense Allowance | Additional Remuneration for Acting Mayor | Source |
| Powell River | 13,165 | N/A | 41,342 | 16,485 | none | CivicInfo 2016 |
| Prince Rupert | 12,508 | Full Time Mayor For four years 2015-2018 to deal with extra projects - \$17,000 raise for full time period | 61,801 | 13,947 | | PR SOFI 2015/North Coast Review |
| Parksville | 11,977 | Part-time | 34,554 | 14,353 | As acting mayor a Councillor will receive an additional 119.61 per month. They rotate the position every 4 months | CivicInfo 2016 |
| Lake Country | 11,708 | Part-time | 38,265 | 16,143 | None | CivicInfo 2016 |
| Dawson Creek | 11,583 | | 57,275 | 17,601 | | Dawson Creek 2016 |
| Terrace | 11,486 | Part-time | 34,500 | 14,500 | none | CivicInfo 2016 |
| Sooke | 11,435 | | 20,320 | 10,160 | | Sooke 2017 |
| Summerland | 11,280 | Part-time | 28,333 | 12,532 | N/A | CivicInfo 2016 |
| Sidney | 11,178 | | 34,400 | 13,741 | No extra payments | Sidney 2017 |
| North Saanich | 11,089 | | | | | |
| Williams Lake | 10,832 | Full-time (Mayor is paid for 35 hours or more per week) | 43,000 | 15,000 | Nothing | CivicInfo 2016 |
| Coldstream | 10,314 | | 30,132 | 11,943 | \$131.68/day to attend meetings such as Regional District/Library and a few others by bylaw/resolution (unless paid by another source) | Coldstream 2017 |
| Nelson | 10,230 | Part-time | 38,000 | 16,530 | \$80 per day | CivicInfo 2016 |
| Quesnel | 10,007 | Part-time (less than 35 hours per week) | 42,666 | 14,638 | N/A | CivicInfo 2016 |
| View Royal | 9,381 | Part-time | 25,813 | 12,376 | N/A | CivicInfo 2016 |
| Sechelt | 9,291 | | 37,109 | 18,560 | Acting Mayor 19,973 | Sechelt 2017 |
| Qualicum Beach | 8,687 | Part-time | 34,819 | 20,520 | \$174.27 per month | CivicInfo 2016 |
| Kitimat | 8,335 | Part-time | 30,631 | 12,595 | None | CivicInfo 2016 |
| Ladysmith | 7,921 | Part-time | 24,172 | 12,470 | none | CivicInfo 2016 |
| Castlegar | 7,816 | Part-time | 28,000 | 14,000 | Nothing | CivicInfo 2016 |
| Trail | 7,681 | | 30,330 | 15,165 | | Trail 2017 |
| Revelstoke | 7,139 | Part-time | 30,000 | 15,000 | | CivicInfo 2016 |
| Merritt | 7,113 | Part-time | 20,710 | 12,612 | nil | CivicInfo 2016 |
| AVERAGE | 10,094 | | \$ 34,826 | \$ 14,585 | | |

Quesnel 2017

43,434

14,902

Cariboo Regional District (2015 SOFI)

Chair 35,045

Average Director 16,500

Regional Districts have a lower set annual remuneration, then pay per meeting



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

To: Tim Pley, CAO
From: Cathy Rothwell, Director of Finance
Copy: Mayor and Council
Date: August 28, 2018

Subject: Responses to questions arising from the August 13, 2018 Audit Committee Meeting

The following is in response to questions raised by the Committee at the August 13, 2018 Audit Committee Meeting:

The Audit Committee requested detail on the following items:

1. *Details of cheque no. 141672 to City of Port Alberni. **Payment to the City's Carbon Trust Reserve for 2017 greenhouse gas emissions (per Climate Action Revenue Incentive Plan).***
2. *Details of cheque no. 141762 to DKI Services Ltd. **Payment for thermoplastic road painting and traffic control.***
3. *Details of cheque no. 141892 to Shearforce Equipment. **Payment for hydraulic power units on new service body truck and rubber mounts for compactor.***
4. *Details of EFT no. 0001546 to PerfectMind Inc. **Payment for Parks & Recreation booking website design and hosting, and training.***
5. *Details of charge to Mayor Ruttan's Mastercard. **Payment for accommodation at the Truck Loggers' Association convention in Victoria, January 16 – 19, 2018.***

Respectfully submitted,

Cathy Rothwell

ENTERED

Cathy Rothwell
Director of Finance

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, August 13, 2018 at 11:00 am
in the City Hall Committee Room**

Present: Councillor Dan Washington, Chair
Councillor Denis Sauvé
Councillor Ron Paulson

Resource Staff: Tim Pley, CAO
Cathy Rothwell, Director of Finance

Media: Dave Wiwchar, Peak Radio

Regrets:

A. Adoption of Agenda

*Paulson/Sauvé
That the agenda be adopted as circulated.*

Carried

B. Minutes

*Sauvé/Paulson
That the minutes of the February 26, 2018 Audit Committee Meeting be adopted
as circulated.*

Carried

C. Responses to questions arising from the June 4, 2018 Audit Committee Meeting

*Sauvé/Paulson
That the report dated June 4, 2018 from the Director of Finance responding to
questions arising from the May 28, 2018 meeting, be received.*

Carried

D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (June 30, 2018)

*Sauvé/Paulson
That the Mayor and Council Travel and Development Expenses report for the
period ending June 30, 2018 be received, and questions arising from the
Quarterly Analysis of Mayor and Council Travel and Convention Expenses be
addressed in a report at the September 4, 2018 Regular Council Meeting.*

Carried

E. Reports

The Director of Finance did not deem any of the items out of the ordinary so no summary was prepared.

General Revenue Fund by Department

Sauvé/Paulson

That the General Revenue Fund report for June 30, 2018 be received.

Carried

Water Revenue Fund

Sauvé/Paulson

That the Water Revenue Fund report for June 30, 2018 be received.

Carried

Sewer Revenue Fund

Sauvé/Paulson

That the Sewer Revenue Fund report for June 30, 2018 be received.

Carried

General Capital Fund

Paulson/Sauvé

That the General Capital Fund report for June 30, 2018 be received.

Carried

Water Capital Fund

Sauvé/Paulson

That the Water Capital Fund report for June 30, 2018 be received.

Carried

Sewer Capital Fund

Sauvé/Paulson

That the Sewer Capital Fund report for June 30, 2018 be received.

Carried

F. Vendor Cheque Register Report

Sauvé/Paulson

That the Vendor Cheque Register Report dated May 23, 2018 through July 26, 2018 be received, and questions arising from the Cheque Register be addressed in a report at the September 4, 2018 Regular Council Meeting.

Carried

G. Investments Report

No report.

H. Other Competent Business

Questions/information requests raised by the Audit Committee to be reported back at the September 4, 2018 Regular Council Meeting:

- 1. Details of cheque no. 141672 – City of Port Alberni.*
- 2. Details of cheque no. 141762 – DKI Services Ltd.*
- 3. Details of cheque no. 141892 – Shearforce Equipment.*
- 4. Details of EFT no. 0001546 – PerfectMind Inc.*
- 5. Details of Mayor's credit card charge – Truck Loggers' Convention.*

There was discussion between CAO Tim Pley and the Audit Committee around the issue of the province's letter to Council regarding failure to comply with the provincial deadline of May 15, 2018 for submission of audited financial statements.

I. Question Period

Dave Wiwchar from The Peak Radio asked what expenses were paid on cheque number 141778 to Ocean Canal Club Inc. for \$1,813.74. The payment was for agreed upon maintenance at Gaiga Park.

J. Next Meeting

The next meeting will be on November 26, 2018 at 4:00 pm in the Committee Room.

K. Adjournment

*Paulson/Sauvé
That the meeting be adjourned at 11:40 am.*

Carried

Respectfully submitted,

Councillor Dan Washington, Chair

Davina Hartwell, City Clerk

2018 Council Travel and Development

| Date | Event | Location | Mayor Ruttan | Councillor Allemany | Councillor Minions | Councillor McLeman | Councillor Paulson | Councillor Sauve | Councillor Washington | | Total |
|---|--|--------------|------------------|------------------------|-----------------------|-----------------------|-----------------------|---------------------|--------------------------|---------|---------------------|
| 1-Jan | 2018 UBCM Convention - hotel pre-pay | Whistler | \$ 262.90 | \$ 262.90 | \$ 262.90 | \$ 262.90 | \$ 262.90 | \$ 262.90 | \$ 218.90 | | \$ 1,796.30 |
| 1-Jan | 2018 AVICC Convention - hotel pre-pay | Victoria | | \$ 135.66 | \$ 135.66 | \$ 135.66 | \$ 135.66 | \$ 135.66 | \$ 135.66 | | \$ 813.96 |
| 1-Jan | AV Chamber of Commerce dinner | Port Alberni | \$ 31.45 | | | | | | | | \$ 31.45 |
| 5-Jan | AV Chamber of Commerce lunch | Port Alberni | \$ 30.00 | | | | | | | | \$ 30.00 |
| 10-Jan | Coast Pulp Fibre Advisory Committee meeting | Victoria | \$ 252.15 | | | | | | | | \$ 252.15 |
| 17-Jan | Truck Logger's Convention - registration | Victoria | \$ 650.00 | | | \$ 680.00 | | | | | \$ 1,330.00 |
| Jan 17-20 | Truck Logger's Convention - expenses | Victoria | \$ 1,009.40 | | | \$ 354.19 | | | | | \$ 1,363.59 |
| 1-Feb | Meeting with Prime Minister at VIU | Nanaimo | \$ 90.20 | | | | | | | | \$ 90.20 |
| 14-Feb | Fed of Cdn Municipalities Conf. - registration pre-pay | Halifax | \$ 971.75 | | | | | | | | \$ 971.75 |
| 20-Feb | AVICC Convention (April 13-15) - registration pre-pay | Victoria | \$ 320.25 | | | | | | | | \$ 320.25 |
| 1-Mar | Coast Pulp Advisory Group meeting | Victoria | \$ 227.40 | | | | | | | | \$ 227.40 |
| 6-Mar | AV Chamber of Commerce lunch | Port Alberni | \$ 31.95 | | | | | | | | \$ 31.95 |
| Mar 14-15 | Mayor's Caucus - registration & expenses | Squamish | \$ 686.31 | | | | | | | | \$ 686.31 |
| 12-Apr | Meeting with MP Gord Johns | Parksville | \$ 58.30 | | | | | | | | \$ 58.30 |
| 13-Apr | AVICC Convention (April 13-15) | Victoria | \$ 539.80 | \$ 275.71 | | | \$ 302.14 | \$ 300.57 | \$ 322.38 | | \$ 1,740.60 |
| 19-Apr | Meeting with Minister Ralston | Victoria | \$ 60.00 | | | | | | | | \$ 60.00 |
| 21-Apr | Top 20 Under 40 Awards | Nanaimo | \$ 95.05 | | | | | | | | \$ 95.05 |
| 21-Apr | Anzac Day | Comox | | | | | | \$ 110.00 | | | \$ 110.00 |
| 8-May | Cosul General of Japan Appointment | Victoria | | | | | | \$ 274.26 | | | \$ 274.26 |
| 21-May | Victoria Day Celebrations - Village of Cumberland | Cumberland | \$ 106.70 | | | | | | | | \$ 106.70 |
| 30-May | Fed of Cdn Municipalities Conf. (May 30 - June 4) | Halifax | \$ 1,852.75 | \$ 1,716.78 | | | | | | | \$ 3,569.53 |
| 1-Jun | RCBC Zero Waster Conference | Whistler | | | | | \$ 410.50 | | | | \$ 410.50 |
| 18-Jun | Meeting with PAPA | Vancouver | \$ 274.00 | | | | | | | | \$ 274.00 |
| Total - 1st Quarter (January - March 2018) | | | \$ 4,563.76 | \$ 398.56 | \$ 398.56 | \$ 1,432.75 | \$ 398.56 | \$ 398.56 | \$ 354.56 | | \$ 7,945.31 |
| Total - 2nd Quarter (April - June 2018) | | | \$ 2,986.60 | \$ 1,992.49 | \$ - | \$ - | \$ 712.64 | \$ 684.83 | \$ 322.38 | | \$ 6,698.94 |
| Total - 3rd Quarter (July - September 2018) | | | | | | | | | | | |
| Total - 4th Quarter (October - December 2018) | | | | | | | | | | | |
| TOTALS - YTD 2018 | | | 7,550.36 | 2,391.05 | 398.56 | 1,432.75 | 1,111.20 | 1,083.39 | 676.94 | | 14,644.25 |
| | | | | | | | | | | Budget | \$ 50,000.00 |
| | | | FCM \$ 4,541.28 | | AVICC \$ 2,874.81 | | UBCM \$ 1,796.30 | | | Balance | \$ 35,355.75 |
| PRIOR YEAR: | | | | | | | | | | | |
| Total - 1st Quarter (January - March 2017) | | | 5,646.77 | 732.45 | 1,628.85 | 2,041.60 | 732.45 | 2,120.09 | 732.45 | | \$ 13,634.66 |
| Total - 2nd Quarter (April - June 2017) | | | 3,766.87 | 166.83 | 878.02 | 228.60 | 186.19 | 1,268.04 | 179.93 | | \$ 6,674.48 |
| Total - 3rd Quarter (July - September 2017) | | | 4,637.65 | 1,738.66 | 1,023.53 | 995.39 | 1,546.08 | 1,377.10 | 281.25 | | \$ 11,599.66 |
| Total - 4th Quarter (October - December 2017) | | | 2,917.35 | 1,164.84 | 1,627.61 | 1,553.63 | 1,164.84 | 1,370.56 | -291.21 | | \$ 9,507.62 |
| TOTALS - Year-End 2017 | | | 16,968.64 | 3,802.78 | 5,158.01 | 4,819.22 | 3,629.56 | 6,135.79 | 902.42 | | \$ 41,416.42 |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | June | Budget | Variance | % Variance | Prior Year | Budget |
|--|-------------------|-------------------|--------------|------------|-------------------|-------------------|
| GENERAL ADMINISTRATION | | | | | | |
| Revenue | | | | | | |
| 011111 General Purposes - Taxes | (\$22,271,887.72) | (\$22,271,803.00) | (\$84.72) | 0.00% | (\$21,622,737.96) | (\$21,622,724.00) |
| 011112 Debt Purposes - Taxes | (211,737.04) | (211,671.00) | (66.04) | 0.03% | (211,618.30) | (211,671.00) |
| 011211 Special Area Levy | (9,387.49) | (10,500.00) | 1,112.51 | (10.60%) | (9,134.08) | (10,500.00) |
| 011910 Utility Tax | (33,842.00) | (600,000.00) | 566,158.00 | (94.36%) | (628,523.71) | (660,000.00) |
| 012110 Federal Buildings | | (500.00) | 500.00 | (100.00%) | (597.64) | (500.00) |
| 012210 Federal CBC Grant | | (2,000.00) | 2,000.00 | (100.00%) | (2,348.62) | (2,000.00) |
| 012310 Provincial Gov't Grant | | (45,000.00) | 45,000.00 | (100.00%) | | (45,000.00) |
| 012410 B.C. Hydro | | (111,000.00) | 111,000.00 | (100.00%) | (113,617.19) | (113,000.00) |
| 012411 Public Housing Grant in Lieu of Taxes | | (60,000.00) | 60,000.00 | (100.00%) | | (60,000.00) |
| 012910 University of Victoria Grant in Lieu of Taxes | | (200.00) | 200.00 | (100.00%) | | (200.00) |
| 014120 Administration Service Charge | (7,191.94) | (30,500.00) | 23,308.06 | (76.42%) | (20,434.72) | (30,500.00) |
| 014560 Economic Development | | (42,230.00) | 42,230.00 | (100.00%) | (287,160.00) | (371,870.00) |
| 015110 Prof. & Business Licence Fees | 2,209.42 | (120,000.00) | 122,209.42 | (101.84%) | (133,403.00) | (120,000.00) |
| 015160 Dog Licence Fees | 2,000.00 | (10,000.00) | 12,000.00 | (120.00%) | (7,127.50) | (10,000.00) |
| 015190 Vacant Building, Licence/Permit | | (1,000.00) | 1,000.00 | (100.00%) | | (1,000.00) |
| 015210 Bylaw Fines and Parking Tickets | (1,879.59) | (9,500.00) | 7,620.41 | (80.21%) | (2,766.26) | (9,000.00) |
| 015510 Interest On Investments | 83,780.13 | (230,000.00) | 313,780.13 | (136.43%) | (13,946.08) | (225,000.00) |
| 015590 Other Interest | (10,171.42) | (25,000.00) | 14,828.58 | (59.31%) | (15,416.75) | (25,000.00) |
| 015611 Current Tax Penalties | | (119,000.00) | 119,000.00 | (100.00%) | (343.69) | (119,000.00) |
| 015621 Arrears & Delinquent Tax Interest | (10,969.70) | (44,800.00) | 33,830.30 | (75.51%) | (11,980.60) | (44,800.00) |
| 015930 Miscellaneous - Other Revenue | (188,786.13) | (249,500.00) | 60,713.87 | (24.33%) | (45,675.66) | (9,500.00) |
| 015940 Computer Support RCMP Recoveries | | (23,800.00) | 23,800.00 | (100.00%) | (5,947.50) | (23,800.00) |
| 016212 Small Community Protection Grant | | (259,000.00) | 259,000.00 | (100.00%) | (272,172.00) | (272,172.00) |
| 016214 Revenue Sharing-Traffic Fines | | (280,700.00) | 280,700.00 | (100.00%) | (280,744.00) | (280,744.00) |
| 016215 Community Gaming Funds | | (445,000.00) | 445,000.00 | (100.00%) | | (445,840.00) |
| 018120 Grant Funding-UBCM/FCM | | | | 0.00% | | (10,000.00) |
| 018121 Grants - Other Governments | (35,150.00) | (70,000.00) | 34,850.00 | (49.79%) | | (73,049.00) |
| Total General Administration Revenue | (22,693,013.48) | (25,272,704.00) | 2,579,690.52 | (10.21%) | (23,685,695.26) | (24,796,870.00) |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | June | Budget | Variance | % Variance | Prior Year | Budget |
|--|-----------------|-----------------|----------------|------------|-----------------|-----------------|
| Expenses | | | | | | |
| 021110 Mayor - Indemnity | 20,063.93 | 44,653.00 | (24,589.07) | (55.07%) | 19,860.26 | 43,777.00 |
| 021130 Councillors - Indemnity | 53,632.62 | 118,743.00 | (65,110.38) | (54.83%) | 53,836.84 | 116,415.00 |
| 021190 Receptions And Other Services | 2,100.30 | 39,000.00 | (36,899.70) | (94.61%) | 38,258.54 | 39,000.00 |
| 021191 Reconciliation Committee | 1,701.56 | | 1,701.56 | 0.00% | | |
| 021211 City Manager | 91,155.58 | 202,325.00 | (111,169.42) | (54.95%) | 118,408.67 | 196,677.00 |
| 021212 Municipal Clerk | 191,632.19 | 411,115.00 | (219,482.81) | (53.39%) | 193,883.24 | 411,841.00 |
| 021215 Legal Services | 13,260.03 | 40,000.00 | (26,739.97) | (66.85%) | 17,212.15 | 40,000.00 |
| 021216 By-Law Enforcement | 52,774.56 | 263,321.00 | (210,546.44) | (79.96%) | 47,776.47 | 90,300.00 |
| 021217 By-Law Enforcement Vehicle | 3,678.67 | 7,505.00 | (3,826.33) | (50.98%) | 4,182.69 | 7,409.00 |
| 021221 Financial Mgmt Administration | 351,213.97 | 732,525.00 | (381,311.03) | (52.05%) | 324,735.62 | 715,100.00 |
| 021222 Administration Vehicle | 3,911.46 | 8,115.00 | (4,203.54) | (51.80%) | 2,441.14 | 7,747.00 |
| 021225 External Audit | | 30,900.00 | (30,900.00) | (100.00%) | 25,000.00 | 30,600.00 |
| 021226 Purchasing Administration | 79,901.08 | 211,000.00 | (131,098.92) | (62.13%) | 113,707.42 | 206,900.00 |
| 021229 Other Financial Management | | 22,200.00 | (22,200.00) | (100.00%) | 20,000.00 | 22,200.00 |
| 021252 City Hall | 68,054.38 | 155,980.00 | (87,925.62) | (56.37%) | 39,787.09 | 90,040.00 |
| 021259 Other Common Services | 156,196.97 | 342,654.00 | (186,457.03) | (54.42%) | 200,540.52 | 344,448.00 |
| 021260 Carbon Offsets Purchased | 48,975.00 | 56,200.00 | (7,225.00) | (12.86%) | | 58,800.00 |
| 021261 Information Systems Admin. | 383,213.54 | 659,309.00 | (276,095.46) | (41.88%) | 447,684.43 | 640,681.00 |
| 021283 Human Resources | 118,625.66 | 274,171.00 | (155,545.34) | (56.73%) | 140,949.94 | 284,887.00 |
| 021285 Employee & Family Assist.Prog. | 8,617.13 | 15,300.00 | (6,682.87) | (43.68%) | 10,144.16 | 15,200.00 |
| 021290 Admin./Acc't Services Recovery | | (456,000.00) | 456,000.00 | (100.00%) | (237,000.00) | (447,000.00) |
| 021911 Election/Referendum Expenses | 5,814.33 | 52,928.00 | (47,113.67) | (89.01%) | | |
| 021920 Training & Development | 59,893.09 | 150,960.00 | (91,066.91) | (60.33%) | 56,275.94 | 144,800.00 |
| 021925 Council Travel & Development | 10,789.29 | 50,500.00 | (39,710.71) | (78.64%) | 22,671.33 | 50,000.00 |
| 021930 Public Liability Insurance | 276,287.65 | 260,100.00 | 16,187.65 | 6.22% | 252,144.92 | 257,500.00 |
| 021931 Damage Claims | 4,611.18 | 20,808.00 | (16,196.82) | (77.84%) | 11,831.18 | 20,400.00 |
| 021950 Grants in Aid | 20,899.49 | 11,000.00 | 9,899.49 | 90.00% | 24,400.47 | 10,820.00 |
| 021990 Other General Services | | 2,000.00 | (2,000.00) | (100.00%) | | 2,000.00 |
| 022510 Emergency Prog. Administration | 247.36 | 500.00 | (252.64) | (50.53%) | 205.38 | 500.00 |
| 022931 Animal Pound Operation | 86,153.02 | 151,212.00 | (65,058.98) | (43.03%) | 73,855.17 | 151,200.00 |
| 026234 Business Development | 71,318.08 | 78,000.00 | (6,681.92) | (8.57%) | 84,756.05 | 75,000.00 |
| 026235 Economic Development | 231,713.77 | 422,421.00 | (190,707.23) | (45.15%) | 171,137.98 | 744,508.00 |
| 026237 Community Investment Plan | 4,019.25 | 43,200.00 | (39,180.75) | (90.70%) | 41,238.25 | 63,060.00 |
| 026238 Sustainability & Community Engagement | | 500.00 | (500.00) | (100.00%) | 8,829.26 | 11,000.00 |
| 026810 Security Lighting Incentive | | 25,000.00 | (25,000.00) | (100.00%) | | |
| 026911 Chamber of Commerce | 42,844.00 | 85,688.00 | (42,844.00) | (50.00%) | 42,420.00 | 84,840.00 |
| 028115 Interest On Prepaid Taxes | 6,487.26 | 1,500.00 | 4,987.26 | 332.48% | 1,171.98 | 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 | 2,099.73 | 6,500.00 | (4,400.27) | (67.70%) | 3,130.66 | 6,500.00 |
| Total General Administration Expenses | 2,630,778.65 | 4,753,504.00 | (2,122,725.35) | (44.66%) | 2,534,370.27 | 4,750,321.00 |
| Net General Administration | (20,062,234.83) | (20,519,200.00) | 456,965.17 | (2.23%) | (21,151,324.99) | (20,046,549.00) |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|----------------------------------|--------------|--------------|----------------|------------|--------------|--------------|
| | POLICE PROTECTION | | | | | | |
| | Revenue | | | | | | |
| 013121 | Detention of Prisoners | (182.00) | (167,000.00) | 166,818.00 | (99.89%) | (42,817.59) | (167,000.00) |
| 014221 | RCMP Building Rental | (7,784.45) | (128,836.00) | 121,051.55 | (93.96%) | (52,267.74) | (128,700.00) |
| | Total Police Protection Revenue | (7,966.45) | (295,836.00) | 287,869.55 | (97.31%) | (95,085.33) | (295,700.00) |
| | Expenses | | | | | | |
| 022121 | R.C.M.P. Contract | 1,425,241.81 | 5,353,114.00 | (3,927,872.19) | (73.38%) | 1,409,180.25 | 5,301,190.00 |
| 022122 | Police Service Administration | 476,933.57 | 885,458.00 | (408,524.43) | (46.14%) | 442,029.77 | 945,313.00 |
| 022123 | RCMP DNA Lab Fees | 5,854.93 | 24,000.00 | (18,145.07) | (75.60%) | 7,195.37 | 22,000.00 |
| 022130 | Community Policing | 6,209.97 | 26,010.00 | (19,800.03) | (76.12%) | 16,971.34 | 25,500.00 |
| 022140 | Commissionaire Services | 13,435.50 | 25,000.00 | (11,564.50) | (46.26%) | 12,108.51 | 25,000.00 |
| 022160 | Police Building Maintenance | 58,277.62 | 153,664.00 | (95,386.38) | (62.07%) | 59,638.00 | 131,250.00 |
| 022180 | Detention/Custody Of Prisoners | 237,508.76 | 507,230.00 | (269,721.24) | (53.18%) | 223,471.97 | 496,158.00 |
| | Total Police Protection Expenses | 2,223,462.16 | 6,974,476.00 | (4,751,013.84) | (68.12%) | 2,170,595.21 | 6,946,411.00 |
| | Net Police Protection | 2,215,495.71 | 6,678,640.00 | (4,463,144.29) | (66.83%) | 2,075,509.88 | 6,650,711.00 |
| | FIRE PROTECTION | | | | | | |
| | Revenue | | | | | | |
| 014241 | Fire Dep't Service Charge | (6,385.96) | (182,932.00) | 176,546.04 | (96.51%) | (51,668.31) | (179,545.00) |
| | Expenses | | | | | | |
| 022411 | Fire Protection Administration | 143,093.00 | 338,811.00 | (195,718.00) | (57.77%) | 142,505.38 | 330,150.00 |
| 022421 | Fire Crew | 1,198,454.09 | 2,612,512.00 | (1,414,057.91) | (54.13%) | 1,292,394.04 | 2,516,470.00 |
| 022422 | Personnel Expense | 2,182.18 | 47,779.00 | (45,596.82) | (95.43%) | 5,453.42 | 47,307.00 |
| 022431 | Communication System | 2,555.92 | 11,604.00 | (9,048.08) | (77.97%) | 2,830.95 | 11,488.00 |
| 022440 | Fire Investigation | | 985.00 | (985.00) | (100.00%) | | 975.00 |
| 022441 | Fire Prevention | 66,313.19 | 152,279.00 | (85,965.81) | (56.45%) | 72,995.28 | 151,109.00 |
| 022471 | Fire Hall Building Maintenance | 22,844.33 | 60,158.00 | (37,313.67) | (62.03%) | 23,250.39 | 59,563.00 |
| 022472 | Fire Boat Shed Maintenance | 43.55 | | 43.55 | 0.00% | 48.65 | |
| 022473 | External Regional Training | 293.21 | 1,641.00 | (1,347.79) | (82.13%) | | 1,624.00 |
| 022480 | Vehicle Repair & Maintenance | 27,525.86 | 223,975.00 | (196,449.14) | (87.71%) | 104,343.29 | 239,051.00 |
| 022481 | Sundry Equip. Maintenance/Rep. | 10,950.85 | 25,945.00 | (14,994.15) | (57.79%) | 3,762.58 | 25,688.00 |
| 022482 | Firefighting Tools/Supp Purch | 2,008.98 | 27,097.00 | (25,088.02) | (92.59%) | 4,669.36 | 26,830.00 |
| | Total Fire Protection Expenses | 1,476,265.16 | 3,502,786.00 | (2,026,520.84) | (57.85%) | 1,652,253.34 | 3,410,255.00 |
| | Net Fire Protection | 1,469,879.20 | 3,319,854.00 | (1,849,974.80) | (55.72%) | 1,600,585.03 | 3,230,710.00 |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|---------------------------------------|---|--------------|--------------|----------------|------------|--------------|--------------|
| ENGINEERING & PUBLIC WORKS | | | | | | | |
| Revenue | | | | | | | |
| 014310 | Public Works Service Charge | (28,232.54) | (65,600.00) | 37,367.46 | (56.96%) | (15,334.40) | (65,600.00) |
| Expenses | | | | | | | |
| 023110 | Engineering Administration | 241,373.22 | 605,003.00 | (363,629.78) | (60.10%) | 244,751.79 | 608,313.00 |
| 023121 | Engineering Consulting Service | 2,101.85 | 32,000.00 | (29,898.15) | (93.43%) | 3,046.50 | 40,000.00 |
| 023129 | Office Admin - Operations | 51,625.27 | 108,549.00 | (56,923.73) | (52.44%) | 49,646.42 | 106,140.00 |
| 023130 | Supervision Operations | 180,547.55 | 372,338.00 | (191,790.45) | (51.51%) | 182,745.69 | 365,000.00 |
| 023134 | Small Tools/Equipment/Supplies | 20,324.95 | 45,869.00 | (25,544.05) | (55.69%) | 22,694.63 | 44,999.00 |
| 023136 | Works Yard Maintenance | 29,661.95 | 65,025.00 | (35,363.05) | (54.38%) | 26,690.99 | 63,400.00 |
| 023137 | Main Building Maintenance | 49,761.59 | 153,033.00 | (103,271.41) | (67.48%) | 46,987.82 | 112,020.00 |
| 023138 | Automotive Shop Overhead | 39,355.06 | 91,470.00 | (52,114.94) | (56.97%) | 42,984.14 | 84,333.00 |
| 023160 | General Equipment Maintenance | 285,530.87 | 721,840.00 | (436,309.13) | (60.44%) | 363,207.88 | 717,457.00 |
| 023161 | Eng.Veh.Maint.& Replacement | 4,416.64 | 10,734.00 | (6,317.36) | (58.85%) | 6,138.39 | 10,500.00 |
| 023162 | Sup.Veh.Maint.& Replacement | 8,641.30 | 32,218.00 | (23,576.70) | (73.18%) | 15,345.87 | 31,506.00 |
| 023205 | Customer Service Requests-Sts. | 27,677.14 | 47,508.00 | (19,830.86) | (41.74%) | 23,848.30 | 46,540.00 |
| 023210 | Small Tools/Supplies-Streets | 2,393.28 | 3,856.00 | (1,462.72) | (37.93%) | 1,266.34 | 3,800.00 |
| 023220 | Streets Inspections | 38,332.11 | 54,725.00 | (16,392.89) | (29.96%) | 20,279.97 | 53,600.00 |
| 023231 | Roadway Surfaces Maintenance | 178,951.69 | 619,527.00 | (440,575.31) | (71.11%) | 185,986.93 | 664,586.00 |
| 023233 | Roadway Allowance Maintenance | 177,729.63 | 256,680.00 | (78,950.37) | (30.76%) | 74,275.22 | 253,078.00 |
| 023234 | New Driveway Crossings | 6,034.25 | 21,324.00 | (15,289.75) | (71.70%) | 10,532.62 | 21,020.00 |
| 023236 | Street Sweeping | 102,731.47 | 141,525.00 | (38,793.53) | (27.41%) | 89,620.70 | 139,500.00 |
| 023237 | Snow and Ice Removal | 67,248.49 | 197,500.00 | (130,251.51) | (65.95%) | 272,588.33 | 185,250.00 |
| 023241 | Bridges, Fencing & Retaining Walls | 77.09 | 43,468.00 | (43,390.91) | (99.82%) | 7,390.41 | 43,500.00 |
| 023250 | Overhead & Decorative Lighting | 139,700.72 | 298,468.00 | (158,767.28) | (53.19%) | 139,961.36 | 298,400.00 |
| 023261 | Signs And Traffic Marking | 120,769.29 | 201,250.00 | (80,480.71) | (39.99%) | 59,481.89 | 199,000.00 |
| 023264 | Traffic And Railroad Signals | 4,006.43 | 12,506.00 | (8,499.57) | (67.96%) | 5,498.73 | 16,450.00 |
| 023272 | Off-Street Parking | 1,901.07 | 8,295.00 | (6,393.93) | (77.08%) | 2,617.81 | 8,200.00 |
| 023291 | Gravel, Sand, Rock & Salt | 126,652.27 | 178,125.00 | (51,472.73) | (28.90%) | 96,788.27 | 177,000.00 |
| 023311 | Ditch/Creek & Dyke Maintenance | 21,042.24 | 116,688.00 | (95,645.76) | (81.97%) | 39,084.67 | 115,000.00 |
| 023331 | Storm Sewer Maintenance | 63,297.37 | 135,000.00 | (71,702.63) | (53.11%) | 42,890.79 | 145,000.00 |
| 023333 | Storm Sewer Pump Station | 2,992.53 | 12,300.00 | (9,307.47) | (75.67%) | 2,896.70 | 14,800.00 |
| 023335 | Storm Sewer Connections | 48,097.60 | 56,175.00 | (8,077.40) | (14.38%) | 41,834.55 | 55,500.00 |
| 023881 | Training Program | 15,538.55 | 76,283.00 | (60,744.45) | (79.63%) | 31,251.67 | 75,000.00 |
| 023882 | Safety | 25,937.42 | 33,570.00 | (7,632.58) | (22.74%) | 25,804.27 | 33,800.00 |
| 023884 | Special Streets Work Orders | 2,693.58 | 8,000.00 | (5,306.42) | (66.33%) | 4,944.45 | 8,500.00 |
| 023951 | General Overhead Recovery | (117,748.57) | (825,000.00) | 707,251.43 | (85.73%) | (342,392.09) | (808,900.00) |
| 023952 | Wrks Yard Purchasing Recovery | | (23,500.00) | 23,500.00 | (100.00%) | (12,000.00) | (24,000.00) |
| 023953 | Shop Overhead Recovery | (17,594.36) | (99,600.00) | 82,005.64 | (82.33%) | (50,092.16) | (97,700.00) |
| 023958 | Equipment Charges Recovery | (261,394.33) | (543,000.00) | 281,605.67 | (51.86%) | (207,631.23) | (532,400.00) |
| 023959 | Gravel Cost Recovery | (82,446.45) | (104,000.00) | 21,553.55 | (20.72%) | (76,662.45) | (102,000.00) |
| | Total Engineering & Public Works Expenses | 1,607,960.76 | 3,165,752.00 | (1,557,791.24) | (49.21%) | 1,494,306.17 | 3,176,192.00 |
| | Net Engineering & Public Works | 1,579,728.22 | 3,100,152.00 | (1,520,423.78) | (49.04%) | 1,478,971.77 | 3,110,592.00 |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|--|--------------|--------------|--------------|------------|--------------|--------------|
| | PUBLIC TRANSIT | | | | | | |
| 014400 | Public Transit Revenue | (127,006.66) | (331,687.00) | 204,680.34 | (61.71%) | (176,686.15) | (327,927.00) |
| | Total Public Transit Revenue | (127,006.66) | (331,687.00) | 204,680.34 | (61.71%) | (176,686.15) | (327,927.00) |
| 023510 | Public Transit | 273,154.67 | 1,095,927.00 | (822,772.33) | (75.08%) | 449,157.00 | 1,077,292.00 |
| | Net Public Transit | 146,148.01 | 764,240.00 | (618,091.99) | (80.88%) | 272,470.85 | 749,365.00 |
| | GARBAGE AND WASTE COLLECTION | | | | | | |
| | Revenue | | | | | | |
| 014433 | Comm. Garbage Collection Fees | | (8,000.00) | 8,000.00 | (100.00%) | (4,201.65) | (8,000.00) |
| 014434 | Res. Garbage Collection Fees | (688.00) | (685,800.00) | 685,112.00 | (99.90%) | (220,246.63) | (676,924.00) |
| 015625 | Residential Garbage Penalty | (2,318.48) | (10,000.00) | 7,681.52 | (76.82%) | (2,297.38) | (10,000.00) |
| | Total Garbage & Waste Collection Revenue | (3,006.48) | (703,800.00) | 700,793.52 | (99.57%) | (226,745.66) | (694,924.00) |
| | Expenses | | | | | | |
| 024320 | Residential Waste Collection | 207,705.68 | 431,105.00 | (223,399.32) | (51.82%) | 207,671.24 | 424,182.00 |
| 024321 | Commercial Waste Collection | 261.70 | | 261.70 | 0.00% | 378.51 | |
| 024322 | Solid Waste Cont Purch/Maint | 3,092.21 | 3,700.00 | (607.79) | (16.43%) | 284.90 | 950.00 |
| 024323 | Solid Waste Disposal | 158,388.40 | 252,500.00 | (94,111.60) | (37.27%) | 120,578.05 | 250,000.00 |
| 024324 | Special Solid Waste-Recycling | 27,794.59 | 45,720.00 | (17,925.41) | (39.21%) | 27,786.24 | 45,000.00 |
| | Total Garbage & Waste Collection Expense | 397,242.58 | 733,025.00 | (335,782.42) | (45.81%) | 356,698.94 | 720,132.00 |
| | Net Garbage & Waste Collection | 394,236.10 | 29,225.00 | 365,011.10 | 1248.97% | 129,953.28 | 25,208.00 |
| | CEMETERY | | | | | | |
| | Revenue | | | | | | |
| 014516 | Cemeteries | (26,033.50) | (61,200.00) | 35,166.50 | (57.46%) | (29,476.25) | (61,200.00) |
| | Expenses | | | | | | |
| 025161 | Cemetery Maintenance | 8,245.86 | 15,278.00 | (7,032.14) | (46.03%) | 8,088.32 | 17,050.00 |
| 025162 | Interments | 20,656.70 | 31,063.00 | (10,406.30) | (33.50%) | 21,503.38 | 30,500.00 |
| 025163 | Memorial Marker Installation | 11,342.21 | 14,281.00 | (2,938.79) | (20.58%) | 9,441.48 | 14,000.00 |
| | Total Cemetery Expense | 40,244.77 | 60,622.00 | (20,377.23) | (33.61%) | 39,033.18 | 61,550.00 |
| | Net Cemetery | 14,211.27 | (578.00) | 14,789.27 | (2558.70%) | 9,556.93 | 350.00 |
| | PLANNING SERVICES | | | | | | |
| | Revenue | | | | | | |
| 014550 | Planning Administration | (14,883.24) | (23,000.00) | 8,116.76 | (35.29%) | (16,517.54) | (22,500.00) |
| | Expenses | | | | | | |
| 026129 | Planning Administration | 120,394.88 | 262,370.00 | (141,975.12) | (54.11%) | 118,549.09 | 251,860.00 |
| | Total Planning Services Expense | 120,394.88 | 262,370.00 | (141,975.12) | (54.11%) | 118,549.09 | 251,860.00 |
| | Net Planning Services | 105,511.64 | 239,370.00 | (133,858.36) | (55.92%) | 102,031.55 | 229,360.00 |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|---|---------------------|-----------------------|--------------------|-----------------|---------------------|-----------------------|
| | BUILDING INSPECTION | | | | | | |
| | Revenue | | | | | | |
| 015170 | Building/Plumbing Permit Fees | (19,585.30) | (77,000.00) | 57,414.70 | (74.56%) | (65,181.30) | (75,000.00) |
| 015181 | Other Const./Demo. Permit Fees | (60.00) | (140.00) | 80.00 | (57.14%) | (60.00) | (140.00) |
| | Total Building Inspection Revenue | (19,645.30) | (77,140.00) | 57,494.70 | (74.53%) | (65,241.30) | (75,140.00) |
| | Expenses | | | | | | |
| 022921 | Building/Plumbing Inspection | 58,817.04 | 103,020.00 | (44,202.96) | (42.91%) | 38,078.35 | 101,510.00 |
| 022926 | Building Inspector Vehicle | 2,199.92 | 3,597.00 | (1,397.08) | (38.84%) | 2,196.23 | 3,562.00 |
| | Total Building Inspection Expenses | 61,016.96 | 106,617.00 | (45,600.04) | (42.77%) | 40,274.58 | 105,072.00 |
| | Net Building Inspection | 41,371.66 | 29,477.00 | 11,894.66 | 40.35% | (24,966.72) | 29,932.00 |
| | PARKS, RECREATION & HERITAGE | | | | | | |
| | Parks & Recreation | | | | | | |
| | Revenue | | | | | | |
| 014710 | Gyro Youth Centre | (3,060.00) | (7,140.00) | 4,080.00 | (57.14%) | (4,292.00) | (7,000.00) |
| 014712 | Echo '67 Centre | (93,716.18) | (217,670.00) | 123,953.82 | (56.95%) | (111,270.23) | (213,384.00) |
| 014714 | Glenwood Centre | (14,914.03) | (43,720.00) | 28,805.97 | (65.89%) | (25,819.25) | (41,500.00) |
| 014716 | Echo Aquatic Centre | (13,519.85) | (38,700.00) | 25,180.15 | (65.06%) | (20,072.56) | (38,000.00) |
| 014718 | Community Arena | (201,273.12) | (550,960.00) | 349,686.88 | (63.47%) | (196,535.19) | (540,400.00) |
| 014720 | Stadium & Athletic Fields | (8,610.75) | (36,860.00) | 28,249.25 | (76.64%) | (12,569.10) | (32,500.00) |
| 014730 | Glenwood Centre | (2,174.54) | (5,000.00) | 2,825.46 | (56.51%) | (5,357.71) | (3,750.00) |
| 014732 | Echo Aquatic Centre | (118,046.42) | (253,350.00) | 135,303.58 | (53.41%) | (157,949.12) | (257,500.00) |
| 014734 | AV Multiplex | (8,905.49) | (22,255.00) | 13,349.51 | (59.98%) | (9,635.39) | (25,350.00) |
| 014738 | Children's Programs | (11,533.97) | (75,000.00) | 63,466.03 | (84.62%) | (79,970.40) | (106,000.00) |
| 014740 | Youth Programs & Services | (2,994.00) | (1,500.00) | (1,494.00) | 99.60% | (752.50) | (7,000.00) |
| 014742 | Adult Programs | (32,993.52) | (85,000.00) | 52,006.48 | (61.18%) | (50,565.17) | (105,000.00) |
| 014750 | Special Events | (500.00) | (1,000.00) | 500.00 | (50.00%) | (747.50) | (1,000.00) |
| 014760 | Community Serv. Misc. Revenue | (1,895.39) | (3,500.00) | 1,604.61 | (45.85%) | (4,176.18) | (3,500.00) |
| 014770 | Contributions & Grants | (15,300.00) | (154,899.00) | 139,599.00 | (90.12%) | (62,429.16) | (150,725.00) |
| | Total Parks & Recreation Revenue | (529,437.26) | (1,496,554.00) | 967,116.74 | (64.62%) | (742,141.46) | (1,532,609.00) |
| | Expenses | | | | | | |
| 027110 | Pks & Rec Management Services | 431,796.85 | 516,066.00 | (84,269.15) | (16.33%) | 244,136.20 | 507,269.00 |
| 027120 | Gyro Youth Centre Maintenance | 17,724.16 | 34,845.00 | (17,120.84) | (49.13%) | 13,974.20 | 28,881.00 |
| 027124 | Glenwood Concessions | 1,595.13 | 6,079.00 | (4,483.87) | (73.76%) | 2,280.80 | 6,000.00 |
| 027126 | Glenwood Skate Shop | 1,084.83 | 3,442.00 | (2,357.17) | (68.48%) | 1,080.50 | 3,382.00 |
| 027128 | Glenwood Centre Maintenance | 43,493.97 | 80,941.00 | (37,447.03) | (46.26%) | 23,610.81 | 63,227.00 |
| 027129 | Bob Dailey Stadium | 4,998.36 | 10,149.00 | (5,150.64) | (50.75%) | 3,862.09 | 9,964.00 |
| 027130 | Echo Activity Centre Maint. | 166,484.12 | 384,517.00 | (218,032.88) | (56.70%) | 160,072.04 | 338,183.00 |
| 027134 | Echo Aquatic Maintenance | 215,867.07 | 525,926.00 | (310,058.93) | (58.95%) | 174,114.47 | 516,437.00 |
| 027140 | AV Multiplex Concessions | 69,722.09 | 160,000.00 | (90,277.91) | (56.42%) | 57,646.69 | 168,000.00 |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|---|--------------|--------------|----------------|------------|--------------|--------------|
| 027142 | AV Multiplex Skate Shop | 3,348.35 | 10,185.00 | (6,836.65) | (67.12%) | 3,024.53 | 10,472.00 |
| 027144 | AV Multiplex Maintenance | 360,808.20 | 771,833.00 | (411,024.80) | (53.25%) | 331,418.16 | 779,995.00 |
| 027146 | Parks Buildings & Fieldhouses | 47,863.28 | 93,481.00 | (45,617.72) | (48.80%) | 49,399.73 | 87,056.00 |
| 027148 | Echo Park Complex | 14,574.47 | 51,092.00 | (36,517.53) | (71.47%) | 24,171.55 | 35,430.00 |
| 027156 | Glenwood Centre Programs | 338.39 | 9,180.00 | (8,841.61) | (96.31%) | 1,507.08 | 9,000.00 |
| 027160 | Echo Aquatic Programs | 410,293.28 | 780,718.00 | (370,424.72) | (47.45%) | 366,380.19 | 754,772.00 |
| 027163 | AV Multiplex Programs | 84,335.32 | 184,622.00 | (100,286.68) | (54.32%) | 83,107.58 | 181,639.00 |
| 027166 | Leisure Services | 134,992.42 | 284,930.00 | (149,937.58) | (52.62%) | 129,818.68 | 269,559.00 |
| 027170 | Youth Services And Programs | 12,402.33 | 24,800.00 | (12,397.67) | (49.99%) | 10,909.39 | 24,500.00 |
| 027173 | Children's Programs | 28,645.07 | 111,000.00 | (82,354.93) | (74.19%) | 49,638.96 | 170,000.00 |
| 027180 | Adult Programs | 35,555.09 | 70,000.00 | (34,444.91) | (49.21%) | 43,393.07 | 85,000.00 |
| 027190 | Special Events | 3,354.09 | 18,040.00 | (14,685.91) | (81.41%) | 6,970.31 | 20,000.00 |
| 027193 | Community Services & Programs | 3,016.13 | | 3,016.13 | 0.00% | | |
| 027198 | Vans Maintenance & Repair | 3,345.42 | 16,905.00 | (13,559.58) | (80.21%) | 3,683.97 | 16,705.00 |
| 027210 | Parks & Facility Mngmnt Serv. | 115,810.39 | 253,342.00 | (137,531.61) | (54.29%) | 131,194.19 | 236,166.00 |
| 027215 | Parks Maintenance | 260,512.70 | 634,315.00 | (373,802.30) | (58.93%) | 253,820.87 | 604,500.00 |
| 027220 | Horticultural Services | 146,084.91 | 285,175.00 | (139,090.09) | (48.77%) | 88,742.80 | 346,550.00 |
| 027225 | Parks Veh & Equip Mtce & Rep | 56,130.50 | 168,298.00 | (112,167.50) | (66.65%) | 84,568.14 | 178,653.00 |
| 027230 | Parks Upgrading | 18,432.41 | 87,750.00 | (69,317.59) | (78.99%) | 31,354.74 | 84,400.00 |
| 027499 | Equipment Recovery Parks | (8,019.93) | (84,897.00) | 76,877.07 | (90.55%) | (35,633.86) | (83,232.00) |
| | Total Parks & Recreation Expenses | 2,684,589.40 | 5,492,734.00 | (2,808,144.60) | (51.12%) | 2,338,247.88 | 5,452,508.00 |
| | Net Parks & Recreation Expenses | 2,155,152.14 | 3,996,180.00 | (1,841,027.86) | (46.07%) | 1,596,106.42 | 3,919,899.00 |
| | Heritage & Cultural Services Revenue | | | | | | |
| 014810 | Museum - Sales & Service | (15,601.13) | (24,250.00) | 8,648.87 | (35.67%) | (36,012.20) | (24,100.00) |
| 014820 | Museum - Federal Grants | | (3,340.00) | 3,340.00 | (100.00%) | | (3,265.00) |
| 014830 | Museum - Provincial Grants | (75,000.00) | (65,000.00) | (10,000.00) | 15.38% | (65,000.00) | (65,000.00) |
| 014910 | McLean Mill - Sales & Service | (7,120.00) | | (7,120.00) | 0.00% | (7.00) | |
| | Total Heritage & Cultural Services Revenue | (97,721.13) | (92,590.00) | (5,131.13) | 5.54% | (101,019.20) | (92,365.00) |
| | Expenses | | | | | | |
| 027510 | Museum Services | 148,930.36 | 334,234.00 | (185,303.64) | (55.44%) | 149,595.26 | 328,378.00 |
| 027515 | Museum Programs - Curatorial | 9,868.05 | 17,555.00 | (7,686.95) | (43.79%) | 8,132.94 | 27,466.00 |
| 027516 | Museum Prog. Permanent Exhibit | | 6,464.00 | (6,464.00) | (100.00%) | 500.00 | 6,299.00 |
| 027517 | Museum Prog. Temp Exhibits | 25,292.51 | 36,618.00 | (11,325.49) | (30.93%) | 8,440.95 | 33,727.00 |
| 027530 | Industrial Collections | 18,722.11 | 30,364.00 | (11,641.89) | (38.34%) | 13,674.16 | 29,835.00 |
| 027550 | Museum Maintenance | 24,563.77 | 60,852.00 | (36,288.23) | (59.63%) | 31,477.32 | 59,231.00 |
| 027555 | McLean Mill | | | | 0.00% | 3,326.34 | |
| 027700 | McLean Mill Society | 229,900.00 | 231,000.00 | (1,100.00) | (0.48%) | 283,050.26 | 261,000.00 |
| 027710 | McLean Mill Society Clty Expenses | 38,299.82 | | 38,299.82 | 0.00% | 8,551.41 | |
| | Total Heritage & Cultural Services Expenses | 495,576.62 | 717,087.00 | (221,510.38) | (30.89%) | 506,748.64 | 745,936.00 |
| | Net Heritage & Cultural Services | 397,855.49 | 624,497.00 | (226,641.51) | (36.29%) | 405,729.44 | 653,571.00 |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|---------------------------------------|-------------|--------------|--------------|------------|-------------|--------------|
| 027600 | LIBRARY Library Services | 363,498.00 | 726,996.00 | (363,498.00) | (50.00%) | 337,596.00 | 675,192.00 |
| | ALBERNI HARBOUR QUAY Revenue | | | | | | |
| 014600 | Marine Commercial Building | (31,522.90) | (73,929.00) | 42,406.10 | (57.36%) | (38,794.50) | (73,197.00) |
| 014601 | Port Building | (9,494.60) | (22,563.00) | 13,068.40 | (57.92%) | (11,170.14) | (22,340.00) |
| 014602 | Market Square | (12,702.30) | (35,377.00) | 22,674.70 | (64.09%) | (14,944.86) | (35,027.00) |
| 014690 | A.H.Q. Miscellaneous Revenue | | (2,500.00) | 2,500.00 | (100.00%) | (724.00) | (2,500.00) |
| | Total Alberni Harbour Quay Revenue | (53,719.80) | (134,369.00) | 80,649.20 | (60.02%) | (65,633.50) | (133,064.00) |
| | Expenses | | | | | | |
| 026701 | A.H.Q. Administration | 2,511.99 | 19,620.00 | (17,108.01) | (87.20%) | 12,988.10 | 21,490.00 |
| 026770 | Harbour Quay-Buildings Mtce | 34,571.66 | 94,651.00 | (60,079.34) | (63.47%) | 31,100.98 | 91,348.00 |
| | Total Alberni Harbour Quay Expenses | 37,083.65 | 114,271.00 | (77,187.35) | (67.55%) | 44,089.08 | 112,838.00 |
| | Net Alberni Harbour Quay | (16,636.15) | (20,098.00) | 3,461.85 | (17.22%) | (21,544.42) | (20,226.00) |
| | LAND & BUILDING RENTALS Revenue | | | | | | |
| 015320 | Land & Building Rentals | (53,388.43) | (142,100.00) | 88,711.57 | (62.43%) | (64,153.81) | (141,000.00) |
| | Expenses | | | | | | |
| 021253 | Other City Buildings & Lands | | 2,845.00 | (2,845.00) | (100.00%) | 391.67 | 2,320.00 |
| | Total Land & Building Rentals Expense | | 2,845.00 | (2,845.00) | (100.00%) | 391.67 | 2,320.00 |
| | Net Land & Building Rentals | (53,388.43) | (139,255.00) | 85,866.57 | (61.66%) | (63,762.14) | (138,680.00) |

CITY OF PORT ALBERNI
GENERAL REVENUE FUND BY DEPARTMENT
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | June | Budget | Variance | % Variance | Prior Year | Budget |
|---------------------------------------|-----------------|----------------|-----------------|------------|-----------------|----------------|
| TRANSFERS TO OTHER AGENCIES | | | | | | |
| Collections for Other Agencies | | | | | | |
| 011212 Parcel Tax | (133,692.95) | (134,000.00) | 307.05 | (0.23%) | (134,192.96) | (133,993.00) |
| 019811 Non-Residential School | (1,888,538.92) | (2,100,000.00) | 211,461.08 | (10.07%) | (1,987,652.86) | (2,100,000.00) |
| 019812 Residential School | (3,408,531.49) | (3,000,000.00) | (408,531.49) | 13.62% | (3,053,179.98) | (3,000,000.00) |
| 019820 Regional Hospital District | (766,792.70) | (707,600.00) | (59,192.70) | 8.37% | (707,591.53) | (707,654.00) |
| 019821 Regional District Of Alb-Clay | (1,178,122.95) | (1,070,000.00) | (108,122.95) | 10.10% | (1,068,737.60) | (1,068,699.00) |
| 019830 Municipal Finance Authority | (555.51) | (500.00) | (55.51) | 11.10% | (482.67) | (500.00) |
| 019831 B.C. Assessment Authority | (155,907.01) | (160,000.00) | 4,092.99 | (2.56%) | (147,863.18) | (160,000.00) |
| Total Collections for Other Agencies | (7,532,141.53) | (7,172,100.00) | (360,041.53) | 5.02% | (7,099,700.78) | (7,170,846.00) |
| Transfers To Other Agencies | | | | | | |
| 028410 Regional District Alberni-Clay | | 1,204,000.00 | (1,204,000.00) | (100.00%) | | 1,202,692.00 |
| 028811 Non-Residential School Levy | | 2,100,000.00 | (2,100,000.00) | (100.00%) | | 2,100,000.00 |
| 028812 Residential School Levy | | 3,000,000.00 | (3,000,000.00) | (100.00%) | | 3,000,000.00 |
| 028820 Hospital District | | 707,600.00 | (707,600.00) | (100.00%) | | 707,654.00 |
| 028830 Municipal Finance Authority | | 500.00 | (500.00) | (100.00%) | | 500.00 |
| 028831 B.C. Assessment Authority | | 160,000.00 | (160,000.00) | (100.00%) | | 160,000.00 |
| Total Transfers to Other Agencies | | 7,172,100.00 | (7,172,100.00) | (100.00%) | | 7,170,846.00 |
| Net Transfers to Other Agencies | (7,532,141.53) | | (7,532,141.53) | 0.00% | (7,099,700.78) | |
| 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 | | (400,000.00) | 400,000.00 | (100.00%) | | (400,000.00) |
| Total Transfers From Reserve Funds | | (402,000.00) | 402,000.00 | (100.00%) | | (402,000.00) |
| Transfers To Reserve Funds | | | | | | |
| 028211 Transfer To Res. & Allowances | | 400,000.00 | (400,000.00) | (100.00%) | | 294,716.00 |
| 028220 Transfer To Gen Capital Fund | | 823,500.00 | (823,500.00) | (100.00%) | | 708,000.00 |
| 028222 Transfer To Reserve Funds | | 64,000.00 | (64,000.00) | (100.00%) | 36,565.00 | 54,000.00 |
| 028230 Transfer To Capital Works Res | | 70,000.00 | (70,000.00) | (100.00%) | | 60,849.00 |
| 028910 Debt Reserve Transfer | | 15,000.00 | (15,000.00) | (100.00%) | | 15,000.00 |
| 029911 Contingency Funds | | 200,000.00 | (200,000.00) | (100.00%) | | 200,000.00 |
| Total Transfers To Reserve Funds | | 1,572,500.00 | (1,572,500.00) | (100.00%) | 36,565.00 | 1,332,565.00 |
| Net Transfers To (From) Reserve Funds | | 1,170,500.00 | (1,170,500.00) | (100.00%) | 36,565.00 | 930,565.00 |
| Total Revenue (Over) Under Expense | (18,781,313.50) | | (18,781,313.50) | 0.00% | (20,316,222.90) | |

CITY OF PORT ALBERNI
WATER REVENUE FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | June | Budget | Variance | % Variance | Prior Year | Budget |
|---|-------------|------------------|----------------|------------|----------------|------------------|
| Water Revenue Fund | | | | | | |
| Revenue From Operations | | | | | | |
| Sales of Service | | | | | | |
| 054421 Metered Sales | \$58,511.32 | (\$3,584,439.00) | \$3,642,950.32 | (101.63%) | (\$821,733.83) | (\$3,258,580.00) |
| 054431 Connections | | (38,639.00) | 38,639.00 | (100.00%) | (21,532.00) | (35,126.00) |
| 054432 Turn-On Charges | (103.00) | (364.00) | 261.00 | (71.70%) | (250.00) | (331.00) |
| 054433 Service Charges Sundry | (941.50) | (9,716.00) | 8,774.50 | (90.31%) | (1,489.25) | (8,833.00) |
| Total Sales of Service | 57,466.82 | (3,633,158.00) | 3,690,624.82 | (101.58%) | (845,005.08) | (3,302,870.00) |
| Other Revenue | | | | | | |
| 055590 Other Interest | (7.55) | (13,300.00) | 13,292.45 | (99.94%) | (3,964.17) | (13,300.00) |
| 055611 Water Penalty | (7,981.17) | (28,000.00) | 20,018.83 | (71.50%) | (6,881.11) | (28,000.00) |
| Total Other Revenue | (7,988.72) | (41,300.00) | 33,311.28 | (80.66%) | (10,845.28) | (41,300.00) |
| Total Revenue From Operations | 49,478.10 | (3,674,458.00) | 3,723,936.10 | (101.35%) | (855,850.36) | (3,344,170.00) |
| Water Supply System | | | | | | |
| Administration | | | | | | |
| 064110 Water Administration & Other | 15,918.33 | 264,269.00 | (248,350.67) | (93.98%) | 136,989.96 | 258,471.00 |
| 064121 Engineering Consulting Service | 3,739.62 | 30,000.00 | (26,260.38) | (87.53%) | | 30,000.00 |
| 064133 Customer Service Requests | 50,667.29 | 92,120.00 | (41,452.71) | (45.00%) | 40,966.08 | 63,100.00 |
| 064136 Small Tools/Equipment/Supplies | 5,555.10 | 11,885.00 | (6,329.90) | (53.26%) | 5,002.50 | 11,750.00 |
| 064141 Supply Inspection & Operation | 82,176.99 | 119,913.00 | (37,736.01) | (31.47%) | 63,704.92 | 123,525.00 |
| 064161 Pumping Inspection & Operation | 118,637.92 | 269,650.00 | (151,012.08) | (56.00%) | 142,521.75 | 266,500.00 |
| 064181 Transmission/Distribution Sys. | 122,476.25 | 294,450.00 | (171,973.75) | (58.41%) | 116,769.46 | 255,400.00 |
| 064183 Connections | 107,519.91 | 133,025.00 | (25,505.09) | (19.17%) | 92,829.73 | 131,000.00 |
| 064185 Meters | 78,166.04 | 228,888.00 | (150,721.96) | (65.85%) | 128,646.33 | 224,400.00 |
| 064187 Hydrants | 49,015.72 | 39,130.00 | 9,885.72 | 25.26% | 9,495.31 | 38,500.00 |
| Total Water Supply System | 633,873.17 | 1,483,330.00 | (849,456.83) | (57.27%) | 736,926.04 | 1,402,646.00 |
| Fiscal Services | | | | | | |
| 068120 Interest On Own Debentures | 22,000.00 | 44,000.00 | (22,000.00) | (50.00%) | 22,000.00 | 44,000.00 |
| 068130 Principal Install.On Own Deb. | 38,742.66 | 38,743.00 | (0.34) | (0.00%) | 38,742.66 | 38,743.00 |
| | 60,742.66 | 82,743.00 | (22,000.34) | (26.59%) | 60,742.66 | 82,743.00 |
| Transfers to Funds and Reserves | | | | | | |
| 068220 Transfer To Water Capital Fund | | 2,035,277.00 | (2,035,277.00) | (100.00%) | | 1,508,276.00 |
| 068230 Transfer to Infrastructure Capital Reserve | | 69,808.00 | (69,808.00) | (100.00%) | | 347,205.00 |
| 068910 Debt Reserve Transfer | | 3,300.00 | (3,300.00) | (100.00%) | | 3,300.00 |
| | | 2,108,385.00 | (2,108,385.00) | (100.00%) | | 1,858,781.00 |
| Total Fiscal Services | 60,742.66 | 2,191,128.00 | (2,130,385.34) | (97.23%) | 60,742.66 | 1,941,524.00 |
| Total Expenses | 694,615.83 | 3,674,458.00 | (2,979,842.17) | (81.10%) | 797,668.70 | 3,344,170.00 |
| Revenue (Over) Under Expense | 744,093.93 | | 744,093.93 | 0.00% | (58,181.66) | |

CITY OF PORT ALBERNI
SEWER REVENUE FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | June | Budget | Variance | % Variance | Prior Year | Budget |
|---|-------------|------------------|----------------|------------|----------------|------------------|
| Sewer Revenue Fund | | | | | | |
| Revenue From Operations | | | | | | |
| Sales of Service | | | | | | |
| 094421 Sewer Fees | \$64,921.80 | (\$2,942,399.00) | \$3,007,320.80 | (102.21%) | (\$754,645.53) | (\$2,888,332.00) |
| 094431 Sewer Connections | (7,500.00) | (37,742.00) | 30,242.00 | (80.13%) | (2,000.00) | (37,002.00) |
| 094432 Service Charges Sundry | | (3,747.00) | 3,747.00 | (100.00%) | (942.50) | (3,674.00) |
| 094433 User Charges | | (17,238.00) | 17,238.00 | (100.00%) | | (16,900.00) |
| 094441 Sewage Disposal Fees | (18,130.50) | (12,232.00) | (5,898.50) | 48.22% | (17,097.75) | (11,992.00) |
| Total Sales of Service | 39,291.30 | (3,013,358.00) | 3,052,649.30 | (101.30%) | (774,685.78) | (2,957,900.00) |
| Other Revenue | | | | | | |
| 095590 M.F.A. Debt Reserve Income | (6.04) | (12,000.00) | 11,993.96 | (99.95%) | (2,846.42) | (12,000.00) |
| 095611 Sewer Penalty Charges | (7,546.93) | (20,000.00) | 12,453.07 | (62.27%) | (6,115.45) | (20,000.00) |
| 091210 Local Improvements | (3,198.21) | (3,200.00) | 1.79 | (0.06%) | (3,198.21) | |
| 095722 Transfer Of Sewer L/I Charges | | | | 0.00% | | (45,208.00) |
| Total Other Revenue | (10,751.18) | (35,200.00) | 24,448.82 | (69.46%) | (12,160.08) | (77,208.00) |
| Total Revenue From Operations | 28,540.12 | (3,048,558.00) | 3,077,098.12 | (100.94%) | (786,845.86) | (3,035,108.00) |
| Transfers | | | | | | |
| 099110 Federal Transfers - Gas Tax | | (46,000.00) | 46,000.00 | (100.00%) | | (40,000.00) |
| 099111 Reserve For Projects/Purchases | | (280,000.00) | 280,000.00 | (100.00%) | | |
| Total Transfers | | (326,000.00) | 326,000.00 | (100.00%) | | (40,000.00) |
| Total Revenue | 28,540.12 | (3,374,558.00) | 3,403,098.12 | (100.85%) | (786,845.86) | (3,075,108.00) |
| Expenses | | | | | | |
| Administration | | | | | | |
| 104210 Sewer Administration & Other | 40,083.30 | 291,900.00 | (251,816.70) | (86.27%) | 143,204.46 | 291,990.00 |
| 104221 Contract Services | 2,505.57 | 31,000.00 | (28,494.43) | (91.92%) | | 25,000.00 |
| 104233 Customer Service Requests | 51,618.83 | 122,825.00 | (71,206.17) | (57.97%) | 57,858.49 | 122,400.00 |
| 104236 Small Tools/Equipment/Supplies | 5,602.84 | 13,931.00 | (8,328.16) | (59.78%) | 3,898.90 | 15,300.00 |
| Total Administrative Expenses | 99,810.54 | 459,656.00 | (359,845.46) | (78.29%) | 204,961.85 | 454,690.00 |
| Collection and Treatment | | | | | | |
| 104240 Sewage Collection System Maint | 79,850.07 | 114,500.00 | (34,649.93) | (30.26%) | 60,675.92 | 100,000.00 |
| 104241 Sewer Service Connections | 140,965.69 | 182,475.00 | (41,509.31) | (22.75%) | 103,914.84 | 181,500.00 |
| 104260 Sewage Lift Stations | 96,382.89 | 160,806.00 | (64,423.11) | (40.06%) | 91,432.71 | 167,600.00 |
| 104280 Sewage Treatment | 157,481.05 | 293,413.00 | (135,931.95) | (46.33%) | 106,716.07 | 287,000.00 |
| 104294 Cost Of Sales - Sewer | 246.00 | 2,000.00 | (1,754.00) | (87.70%) | 819.50 | 2,000.00 |
| Total Collection and Treatment Expenses | 474,925.70 | 753,194.00 | (278,268.30) | (36.95%) | 363,559.04 | 738,100.00 |
| Total Expenses | 574,736.24 | 1,212,850.00 | (638,113.76) | (52.61%) | 568,520.89 | 1,192,790.00 |

CITY OF PORT ALBERNI
SEWER REVENUE FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|--|------------|--------------|----------------|------------|--------------|--------------|
| | Debt | | | | | | |
| 108120 | Interest On Own Debentures | 80,212.50 | 252,925.00 | (172,712.50) | (68.29%) | 80,212.50 | 252,925.00 |
| 108130 | Principal Install On Own Deb. | | 187,932.00 | (187,932.00) | (100.00%) | | 187,932.00 |
| | | 80,212.50 | 440,857.00 | (360,644.50) | (81.81%) | 80,212.50 | 440,857.00 |
| | Transfers | | | | | | |
| 108220 | Transfer To Sewer Capital Fund | | 450,000.00 | (450,000.00) | (100.00%) | | 580,000.00 |
| 108910 | Debt Reserve Transfer | | 2,000.00 | (2,000.00) | (100.00%) | | 2,000.00 |
| 108920 | Transfer to Infrastructure Capital Reserve | | 1,268,851.00 | (1,268,851.00) | (100.00%) | | 859,461.00 |
| | | | 1,720,851.00 | (1,720,851.00) | (100.00%) | | 1,441,461.00 |
| | Total Debt and Transfers | 80,212.50 | 2,161,708.00 | (2,081,495.50) | (96.29%) | 80,212.50 | 1,882,318.00 |
| | Total Expenses, Debt & Transfers | 654,948.74 | 3,374,558.00 | (2,719,609.26) | (80.59%) | 648,733.39 | 3,075,108.00 |
| | Revenue (Over) Under Expenses | 683,488.86 | | 683,488.86 | 0.00% | (138,112.47) | |

CITY OF PORT ALBERNI
GENERAL CAPITAL FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|---|---------------|--------|---------------|------------|---------------|--------|
| | General Capital Fund | | | | | | |
| | Source of Funds | | | | | | |
| | Federal and Provincial Assistance | | | | | | |
| 477211 | Federal Assistance | (\$48,866.01) | | (\$48,866.01) | 0.00% | (\$50,000.00) | |
| 477411 | Provincial Assistance | | | | | | |
| 478126 | Emergency Mgmt BC | | | | 0.00% | | |
| | Total Federal and Provincial | (\$48,866.01) | | (\$48,866.01) | 0.00% | (\$50,000.00) | |
| | | | | | | | |
| 478100 | Other Contributions | | | | 0.00% | (2,319.10) | |
| | | | | | 0.00% | (2,319.10) | |
| | | | | | | | |
| 478105 | New Deal Gas Tax Funding | | | | | | |
| | | | | | | | |
| | Total Other Contributions | | | | 0.00% | (2,319.10) | |
| | | | | | | | |
| | Transfers From Other Funds and Reserves | | | | | | |
| 478123 | P&R Contributions | (107,215.25) | | (107,215.25) | 0.00% | | |
| 479211 | Contr. From Gen. Revenue Fund | | | | | | |
| 479214 | Contr. From Land Sale Reserve | | | | | | |
| 479221 | Contr. From Gen. Revenue Fund | | | | | | |
| 479223 | Contribution From E.R.R.F | | | | | | |
| 479224 | Contribution From Land Sale | | | | | | |
| 479231 | Contr. From Gen. Revenue Fund | | | | | | |
| 479233 | Contribution From E.R.R.F. | | | | | | |
| 479234 | Contr. From Land Sale Reserves | | | | | | |
| 479235 | Contr From Capital Works Res. | | | | | | |
| | Total Transfers from Other Funds and Reserves | (107,215.25) | | (107,215.25) | 0.00% | | |
| | | | | | | | |
| | Borrowing | | | | | | |
| 479222 | Short Term Capital Borrowing | | | | | | |
| 479225 | Debenture Borrowing | | | | | | |
| | Total Borrowing | | | | 0.00% | | |
| | | | | | | | |
| | Other Income | | | | | | |
| 478190 | Gain/Loss on Disposals | | | | | | |
| | | | | | | | |
| | Total Source of Funds | (156,081.26) | | (156,081.26) | 0.00% | (52,319.10) | |

CITY OF PORT ALBERNI
GENERAL CAPITAL FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|--|------------|--------------|--------------|------------|------------|--------------|
| | Projects | | | | | | |
| | Capital Purchases | | | | | | |
| 485310 | Alberni Harbour Quay | 14,468.29 | | 14,468.29 | 0.00% | 14,468.29 | 100,000.00 |
| 485321 | Parks & Rec Admin Cap Purchase | | | | 0.00% | | 17,200.00 |
| 485325 | Parks & Rec - Parks & Playgrounds | 214,318.40 | 90,000.00 | 124,318.40 | 138.13% | 110,219.29 | 60,000.00 |
| 485330 | General Government | 20,854.59 | 134,175.00 | (113,320.41) | (84.46%) | 306,551.17 | |
| 485350 | Fire Protection | 39,071.61 | 129,700.00 | (90,628.39) | (69.88%) | 4,808.00 | 163,000.00 |
| 485360 | Museum Purchases | 95,000.00 | 124,900.00 | (29,900.00) | (23.94%) | 40,100.00 | 125,000.00 |
| 485362 | Aquatic Centre | | | | 0.00% | 1,892.91 | |
| 485365 | McLean Mill Capital Purchases | | | | 0.00% | 25,500.00 | |
| 485370 | Transportation Services | 48,164.67 | 60,000.00 | (11,835.33) | (19.73%) | 997.79 | 853,000.00 |
| | Total Capital Purchases | 431,877.56 | 538,775.00 | (106,897.44) | (19.84%) | 504,537.45 | 1,318,200.00 |
| | Capital Construction | | | | | | |
| 485320 | Parks & Rec Facilities Construction | 32,549.69 | 6,000.00 | 26,549.69 | 442.49% | 22,122.36 | 70,000.00 |
| 485400 | Parks Capital Construction | | 10,000.00 | (10,000.00) | (100.00%) | | |
| 485401 | Recreation Park Revitalization | 528,355.15 | 275,000.00 | 253,355.15 | 92.13% | 116,718.92 | 285,000.00 |
| 485423 | P&R Capital Construction - New | 96,945.67 | | 96,945.67 | 0.00% | | |
| 485429 | Trail Development-Roger Creek | 155,951.34 | | 155,951.34 | 0.00% | | |
| 485430 | Glenwood Roof Replacement | | | | 0.00% | | 27,500.00 |
| 485445 | 18 Blair Park Playground Surface | | 115,000.00 | (115,000.00) | (100.00%) | | |
| 485431 | Gyro Youth Centre Wheelchair Ramp | 8,084.61 | | 8,084.61 | 0.00% | | 35,000.00 |
| | Total Capital Construction | 821,886.46 | 406,000.00 | 415,886.46 | 102.44% | 138,841.28 | 417,500.00 |
| | Paving and Road Construction | | | | | | |
| 485404 | Coal CreekStorm Phase 2 | 122.96 | 130,000.00 | (129,877.04) | (99.91%) | | 130,000.00 |
| 485405 | Paving Argyle- 17th to 21st | | | | 0.00% | | 100,000.00 |
| 485406 | Athol St-3rd to 4th | 638.15 | 35,000.00 | (34,361.85) | (98.18%) | | 35,000.00 |
| 485407 | Margaret St-Richardson to Glenside | | | | 0.00% | 512.96 | 40,000.00 |
| 485408 | Virginia Rd-Leslie to Gordon | | | | 0.00% | | 40,000.00 |
| 485409 | Harbour Rd-Argyle to Dunbar | 8,789.05 | | 8,789.05 | 0.00% | | 50,000.00 |
| 485410 | Burde St-10th to Anderson | | | | 0.00% | 174.35 | 175,000.00 |
| 485411 | Burde St-Estevan to Lyall Pt | | | | 0.00% | | 35,000.00 |
| 485414 | Compton Rd-Asphalt Apron Infill Ditch Neill School | | | | 0.00% | | 25,000.00 |
| 485426 | Stamp Ave Multi Use Path Redford-Roger | 778.99 | | 778.99 | 0.00% | | 200,000.00 |
| 485432 | Beaver Creek Widening-Pineo to Compton | 1,455.98 | | 1,455.98 | 0.00% | | 55,000.00 |
| 485433 | City Hall Elevator | 106,931.24 | | 106,931.24 | 0.00% | | |
| 485434 | Bute St Storm | 456.75 | | 456.75 | 0.00% | | |
| 485435 | Paving & Road Construction | 21,811.64 | | 21,811.64 | 0.00% | 550,823.47 | 130,000.00 |
| 485436 | 18 North Park 7th - 10th | 40,198.02 | 60,000.00 | (19,801.98) | (33.00%) | | |
| 485447 | 18 6th Ave Argyle to Melrose to Bruce | 16,869.60 | 780,000.00 | (763,130.40) | (97.84%) | | |
| | Total Paving and Road Construction | 198,052.38 | 1,005,000.00 | (806,947.62) | (80.29%) | 551,510.78 | 1,015,000.00 |

CITY OF PORT ALBERNI
GENERAL CAPITAL FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|---|--------------|--------------|----------------|------------|--------------|--------------|
| | Storm Drain Construction | | | | | | |
| 485415 | Small Capital Storm Main Replacements | | 100,000.00 | (100,000.00) | (100.00%) | | 200,000.00 |
| 485416 | Craig-Regina to Tebo | | | | 0.00% | | 90,000.00 |
| 485417 | Athol-3rd to 4th Apt Bldg Dev | 445.00 | 55,000.00 | (54,555.00) | (99.19%) | | 55,000.00 |
| 485418 | Virginia Rd-Leslie to Gordon | | | | 0.00% | | 75,000.00 |
| 485419 | Hilton Ave Culvert | 13,109.31 | 60,000.00 | (46,890.69) | (78.15%) | | 25,000.00 |
| 485420 | 14th Ave 3800 Block Alley | | | | 0.00% | 30,892.58 | 20,000.00 |
| 485421 | Somass Mill Drain | 21,801.22 | | 21,801.22 | 0.00% | 4,074.18 | 20,000.00 |
| 485437 | 18 North Park Storm 7th - 10th | 99,678.70 | 150,000.00 | (50,321.30) | (33.55%) | | |
| 485424 | Compton Rd Storm Drain & Infill Ditch Neil School | | | | 0.00% | | 75,000.00 |
| 485425 | Coal Creek Phase 2 | 18,401.60 | 244,000.00 | (225,598.40) | (92.46%) | 17,527.15 | 244,000.00 |
| 485450 | Lathom Rd Gertrude East | | | | 0.00% | 49,894.89 | 25,000.00 |
| | Total Storm Drain Construction | 153,435.83 | 609,000.00 | (455,564.17) | (74.81%) | 102,388.80 | 829,000.00 |
| | | | | | | | |
| | Other Construction | | | | | | |
| 485428 | Solar Installation FSCDC | 14,549.00 | 100,000.00 | (85,451.00) | (85.45%) | 10.47 | 100,000.00 |
| 485486 | Traffic Upgrades | | 25,000.00 | (25,000.00) | (100.00%) | 3,442.00 | |
| 485490 | Works Other Capital Projects | | 25,000.00 | (25,000.00) | (100.00%) | 1,569.75 | |
| 485499 | Other Construction | 561.75 | 6,000.00 | (5,438.25) | (90.64%) | 13,473.79 | 62,600.00 |
| | Total Other Construction | 15,110.75 | 156,000.00 | (140,889.25) | (90.31%) | 18,496.01 | 162,600.00 |
| | | | | | | | |
| | Total Projects | 1,620,362.98 | 2,714,775.00 | (1,094,412.02) | (40.31%) | 1,315,774.32 | 3,742,300.00 |
| | | | | | | | |
| | Transfers | | | | | | |
| | Total Transfers | | | | 0.00% | | |
| | | | | | | | |
| | Revenue (Over) Under Expenses | 1,464,281.72 | 2,714,775.00 | (1,250,493.28) | (46.06%) | 1,263,455.22 | 3,742,300.00 |

CITY OF PORT ALBERNI
WATER CAPITAL FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | June | Budget | Variance | % Variance | Prior Year | Budget |
|--|------------|--------------|----------------|------------|------------|--------------|
| Source of Funds | | | | | | |
| 517211 Federal and Provincial Assistance | | | | | | |
| 517411 Federal Assistance | | | | | | |
| Provincial Assistance | | | | | | |
| Total Federal & Provincial Assistance | | | | 0.00% | | |
| Other Contributions | | | | | | |
| Total Other Contributions | | | | 0.00% | | |
| Transfers From Other Funds and Reserves | | | | | | |
| Total Transfers | | | | 0.00% | | |
| Total Source of Funds | | | | 0.00% | | |
| Projects | | | | | | |
| Capital Construction | | | | | | |
| 525401 Bainbridge Lake New Intake | 2,520.00 | | 2,520.00 | 0.00% | 32,171.13 | 335,000.00 |
| 525402 21st Ave Cowichan Reservoir to Burde St | | | | 0.00% | 55.00 | 160,000.00 |
| 525403 Argyle St-17th to 21st | 140.55 | 700,000.00 | (699,859.45) | (99.98%) | | 600,000.00 |
| 525405 Dead End Water Main Upgrades | 360.89 | | 360.89 | 0.00% | 39.20 | |
| 525406 Margaret St-Richardson to Glenside | | | | 0.00% | 87,312.08 | 125,000.00 |
| 525407 Athol St-3rd to 4th Apt Bldg Dev | | 40,000.00 | (40,000.00) | (100.00%) | | 40,000.00 |
| 525416 Water Main Renewals & Upgrades | 39,872.26 | 300,000.00 | (260,127.74) | (86.71%) | 113,608.55 | 300,000.00 |
| Total Capital Construction | 42,893.70 | 1,040,000.00 | (997,106.30) | (95.88%) | 233,185.96 | 1,560,000.00 |
| Treatment, Pumping & Metering | | | | | | |
| 525408 Water Meter Replacement Program | 54,119.08 | 400,000.00 | (345,880.92) | (86.47%) | | 150,000.00 |
| 525409 Bainbridge Pump Station Pumps | | | | 0.00% | 2,607.63 | 15,000.00 |
| 525420 Treatment, Pumping & Metering | | 280,000.00 | (280,000.00) | (100.00%) | | 30,000.00 |
| 525425 10 SCADA Communications Upgrade | 346,359.01 | | 346,359.01 | 0.00% | 335,326.77 | |
| 525429 21st Ave Cowichan Reservoir to Burde St | | 400,000.00 | (400,000.00) | (100.00%) | | |
| 525430 Rainbow Gardens Water Distr Looping | 49.08 | 250,000.00 | (249,950.92) | (99.98%) | | |
| 525431 6th Ave Argyle St to Melrose to Bruce | 7,770.35 | 362,000.00 | (354,229.65) | (97.85%) | | |
| Total Treatment, Pumping & Metering | 408,297.52 | 1,692,000.00 | (1,283,702.48) | (75.87%) | 337,934.40 | 195,000.00 |
| Total Capital Projects | 451,191.22 | 2,732,000.00 | (2,280,808.78) | (83.48%) | 571,120.36 | 1,755,000.00 |
| Transfers | | | | | | |
| Total Expenses | 451,191.22 | 2,732,000.00 | (2,280,808.78) | (83.48%) | 571,120.36 | 1,755,000.00 |
| Source of Funds (Over) Under Expenses | 451,191.22 | 2,732,000.00 | (2,280,808.78) | (83.48%) | 571,120.36 | 1,755,000.00 |

CITY OF PORT ALBERNI
SEWER CAPITAL FUND
For the Six Months Ending June 30, 2018
For Management Purposes Only

| | | June | Budget | Variance | % Variance | Prior Year | Budget |
|--------|---|--------------|------------|--------------|------------|----------------|------------|
| | Source of Funds | | | | | | |
| | Federal and Provincial Assistance | | | | | | |
| 557212 | Fed Assist - New Deal Gas Tax | | | | 0.00% | (\$396,362.97) | |
| 557411 | Provincial Assistance | | | | 0.00% | (2,193,175.00) | |
| | Total Federal and Provincial Assistance | | | | 0.00% | (2,589,537.97) | |
| | Other | | | | | | |
| | Transfers From Funds and Reserves | | | | | | |
| | Borrowing | | | | | | |
| | Total Source of Funds | | | | 0.00% | (2,589,537.97) | |
| | Projects | | | | | | |
| | Main Renewals and Relines | | | | | | |
| 565400 | Bute St-4th to 5th | 20,488.22 | | 20,488.22 | 0.00% | 5,425.39 | 160,000.00 |
| 565401 | 14th Ave 3800 Block Alley | | | | 0.00% | 33,297.11 | 40,000.00 |
| 565403 | Coal Creek Phase 2 | 28,528.33 | 280,000.00 | (251,471.67) | (89.81%) | | 280,000.00 |
| 565404 | Lagoon Decommission & Wetland Restoration | | | | 0.00% | | 348,030.00 |
| 565405 | Somass Estuary Env Stewardship | 452,015.45 | | 452,015.45 | 0.00% | 185.82 | |
| 565406 | 18-North Pk Sewer 7-10th | 180,446.17 | 200,000.00 | (19,553.83) | (9.78%) | | |
| 565408 | Small Capital Main Replacement | | 100,000.00 | (100,000.00) | (100.00%) | | 100,000.00 |
| 565420 | 6th Ave Argyle to Melrose to Bruce | 207.69 | 150,000.00 | (149,792.31) | (99.86%) | | |
| | Total Renewals and Relines | 681,685.86 | 730,000.00 | (48,314.14) | (6.62%) | 38,908.32 | 928,030.00 |
| | Treatment and Pumping | | | | | | |
| 565431 | 12 Sewer Treatment Upgrade | 1,831,656.30 | | 1,831,656.30 | 0.00% | 1,365,988.62 | |
| | Total Treatment and Pumping | 1,831,656.30 | | 1,831,656.30 | 0.00% | 1,365,988.62 | |
| | Total Capital Projects | 2,513,342.16 | 730,000.00 | 1,783,342.16 | 244.29% | 1,404,896.94 | 928,030.00 |
| | Transfers | | | | | | |
| | Total Expenses | 2,513,342.16 | 730,000.00 | 1,783,342.16 | 244.29% | 1,404,896.94 | 928,030.00 |
| | Source of Funds (Over) Under Expenses | 2,513,342.16 | 730,000.00 | 1,783,342.16 | 244.29% | (1,184,641.03) | 928,030.00 |

| | | | | |
|---------------|--------|--------|---------------|-------|
| Ranges: | From: | To: | From: | To: |
| Cheque Number | 141579 | 141897 | Cheque Date | First |
| Vendor ID | First | Last | Chequebook ID | First |
| Vendor Name | First | Last | | Last |

Sorted By: Cheque Number

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|----------------------------------|-------------|---------------|------------------|-------------|
| 141579 | 10360 | B C HYDRO & POWER AUTHORITY | 5/23/2018 | BM01 | PMCHQ00000936 | \$176.56 |
| 141580 | 202438 | BROOK, JAMES | 5/23/2018 | BM01 | PMCHQ00000936 | \$150.00 |
| 141581 | 204283 | BROOK, KEEGAN | 5/23/2018 | BM01 | PMCHQ00000936 | \$175.00 |
| 141582 | 202041 | FELTRIN, TANIS | 5/23/2018 | BM01 | PMCHQ00000936 | \$237.85 |
| 141583 | 24925 | FODEN, CARA | 5/23/2018 | BM01 | PMCHQ00000936 | \$1,580.62 |
| 141584 | 16501 | FORTIS BC - NATURAL GAS | 5/23/2018 | BM01 | PMCHQ00000936 | \$5,167.83 |
| 141585 | 27371 | HARDING, SHELLEY | 5/23/2018 | BM01 | PMCHQ00000936 | \$45.65 |
| 141586 | 205537 | JOHN DAM & ASSOCIATES INC | 5/23/2018 | BM01 | PMCHQ00000936 | \$7,308.00 |
| 141587 | 203171 | MOUSLEY, BRIAN | 5/23/2018 | BM01 | PMCHQ00000936 | \$1,152.24 |
| 141588 | 44520 | PARKS & RECREATION PETTY CASH | 5/23/2018 | BM01 | PMCHQ00000936 | \$123.20 |
| 141589 | 200900 | RECEIVER GENERAL FOR CANADA - | 5/23/2018 | BM01 | PMCHQ00000936 | \$150.00 |
| 141590 | 10868 | TELUS MOBILITY CELLULAR INC | 5/23/2018 | BM01 | PMCHQ00000936 | \$3,826.08 |
| 141591 | 204988 | PORT ALBERNI MINOR BASKETBALL | 5/23/2018 | BM01 | PMCHQ00000938 | \$5,869.33 |
| 141592 | 200233 | SOLIDCAD | 5/23/2018 | BM01 | PMCHQ00000938 | \$11,475.52 |
| 141593 | 203581 | UPS CANADA | 5/23/2018 | BM01 | PMCHQ00000938 | \$43.40 |
| 141594 | 204714 | SIMPSON, TATIANA | 5/24/2018 | BM01 | PMCHQ00000939 | \$190.00 |
| 141595 | 559 | 0946982 BC LTD | 5/24/2018 | BM01 | PMCHQ00000941 | \$1,027.95 |
| 141596 | 250 | A C E COURIER SERVICES | 5/24/2018 | BM01 | PMCHQ00000941 | \$2,186.18 |
| 141597 | 560 | ACKLANDS - GRAINGER INC | 5/24/2018 | BM01 | PMCHQ00000941 | \$27.34 |
| 141598 | 205535 | ALLY PEST CONTROL | 5/24/2018 | BM01 | PMCHQ00000941 | \$262.50 |
| 141599 | 8600 | BERK'S INTERTRUCK LTD | 5/24/2018 | BM01 | PMCHQ00000941 | \$721.48 |
| 141600 | 205001 | BUSINESS IN VANCOUVER MEDIA GR | 5/24/2018 | BM01 | PMCHQ00000941 | \$3,654.00 |
| 141601 | 17550 | CIRCLE DAIRY 1987 LTD | 5/24/2018 | BM01 | PMCHQ00000941 | \$98.44 |
| 141602 | 203788 | CLOVERDALE PAINT INC | 5/24/2018 | BM01 | PMCHQ00000941 | \$1,967.31 |
| 141603 | 19263 | COMMUNITY FUTURES DEVELOPMENT | 5/24/2018 | BM01 | PMCHQ00000941 | \$50,000.00 |
| 141604 | 202746 | DOLANS GASFITTING & HEATING LT | 5/24/2018 | BM01 | PMCHQ00000941 | \$8,347.06 |
| 141605 | 26320 | GREEN THUMB NURSERIES & | 5/24/2018 | BM01 | PMCHQ00000941 | \$1,624.00 |
| 141606 | 52551 | ISLAND CLEANING SUPPLIES | 5/24/2018 | BM01 | PMCHQ00000941 | \$194.66 |
| 141607 | 31495 | ISLAND FIRE PROTECTION LTD. | 5/24/2018 | BM01 | PMCHQ00000941 | \$471.56 |
| 141608 | 202219 | JOSEPH, MARVIN | 5/24/2018 | BM01 | PMCHQ00000941 | \$94.05 |
| 141609 | 35220 | LITTLE VALLEY DELI | 5/24/2018 | BM01 | PMCHQ00000941 | \$267.96 |
| 141610 | 203600 | LOOMIS EXPRESS | 5/24/2018 | BM01 | PMCHQ00000941 | \$621.08 |
| 141611 | 204572 | RAIDER HANSEN | 5/24/2018 | BM01 | PMCHQ00000941 | \$610.72 |
| 141612 | 203334 | RUTTAN, MIKE | 5/24/2018 | BM01 | PMCHQ00000941 | \$749.40 |
| 141613 | 52733 | SHRED-IT INTERNATIONAL ULC | 5/24/2018 | BM01 | PMCHQ00000941 | \$226.45 |
| 141614 | 53910 | SOUTHSIDE AUTO SUPPLY LTD | 5/24/2018 | BM01 | PMCHQ00000941 | \$1,152.96 |
| 141615 | 203124 | STAPLES ADVANTAGE | 5/24/2018 | BM01 | PMCHQ00000941 | \$1,929.29 |
| 141616 | 205016 | SUPERIOR FARMS LTD | 5/24/2018 | BM01 | PMCHQ00000941 | \$7,162.40 |
| 141617 | 202823 | ULINE | 5/24/2018 | BM01 | PMCHQ00000941 | \$178.10 |
| 141618 | 204848 | VERITIV CANADA, INC | 5/24/2018 | BM01 | PMCHQ00000941 | \$2,382.38 |
| 141619 | 60613 | WESTCOAST HOME HARDWARE | 5/24/2018 | BM01 | PMCHQ00000941 | \$195.13 |
| 141621 | 205538 | JAMES, JORDAN | 5/29/2018 | BM01 | PMCHQ00000943 | \$50.00 |
| 141622 | 250 | A C E COURIER SERVICES | 5/30/2018 | BM01 | PMCHQ00000945 | \$341.93 |
| 141623 | 204532 | ARKLIE, KRISTINE | 5/30/2018 | BM01 | PMCHQ00000945 | \$28.12 |
| 141624 | 205202 | BAKER'S DOZEN CATERING | 5/30/2018 | BM01 | PMCHQ00000945 | \$139.50 |
| 141625 | 202896 | DEL RIO, JIM | 5/30/2018 | BM01 | PMCHQ00000945 | \$175.00 |
| 141626 | 16501 | FORTIS BC - NATURAL GAS | 5/30/2018 | BM01 | PMCHQ00000945 | \$2,253.51 |
| 141627 | 201565 | GUERIN, ANDRE | 5/30/2018 | BM01 | PMCHQ00000945 | \$196.00 |
| 141628 | 91414 | HAACK, ESTER | 5/30/2018 | BM01 | PMCHQ00000945 | \$1,417.50 |
| 141629 | 28205 | HILTON CENTRE | 5/30/2018 | BM01 | PMCHQ00000945 | \$599.00 |
| 141630 | 204574 | IGI RESOURCES | 5/30/2018 | BM01 | PMCHQ00000945 | \$2,652.68 |
| 141631 | 204067 | MINISTRY OF FORESTS, LANDS, NATU | 5/30/2018 | BM01 | PMCHQ00000945 | \$375.00 |
| 141632 | 203633 | ROSE, BRENT | 5/30/2018 | BM01 | PMCHQ00000945 | \$1,093.70 |
| 141633 | 53650 | S P C A | 5/30/2018 | BM01 | PMCHQ00000945 | \$12,294.96 |
| 141634 | 203356 | SAMSON, NOMI | 5/30/2018 | BM01 | PMCHQ00000945 | \$550.00 |
| 141635 | 201269 | CLARK, NANCY | 5/30/2018 | BM01 | PMCHQ00000945 | \$880.00 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|----------------------------------|-------------|---------------|------------------|-------------|
| 141636 | 17572 | CITIZENS ON PATROL | 5/31/2018 | BM01 | PMCHQ00000946 | \$540.00 |
| 141637 | 203958 | GAGNON, MICHELLE | 5/31/2018 | BM01 | PMCHQ00000946 | \$1,448.84 |
| 141638 | 205539 | HEMMINGSSEN, NANCY | 5/31/2018 | BM01 | PMCHQ00000946 | \$722.95 |
| 141639 | 203693 | LADYBIRD ENGRAVING & WEB CREAT | 5/31/2018 | BM01 | PMCHQ00000946 | \$548.80 |
| 141640 | 204571 | N J SHIPLEY | 5/31/2018 | BM01 | PMCHQ00000946 | \$450.00 |
| 141641 | 205536 | NANAIMO MITSUBISHI | 5/31/2018 | BM01 | PMCHQ00000946 | \$46,315.48 |
| 141642 | 202896 | DEL RIO, JIM | 6/6/2018 | BM01 | PMCHQ00000948 | \$180.00 |
| 141643 | 33467 | FEARING, LISA | 6/6/2018 | BM01 | PMCHQ00000948 | \$86.00 |
| 141644 | 24925 | FODEN, CARA | 6/6/2018 | BM01 | PMCHQ00000948 | \$1,585.95 |
| 141645 | 26545 | GREYHOUND COURIER EXPRESS | 6/6/2018 | BM01 | PMCHQ00000948 | \$26.20 |
| 141646 | 44587 | PAULSON, RON | 6/6/2018 | BM01 | PMCHQ00000948 | \$423.75 |
| 141647 | 205105 | RECOLLECT DIGITAL SOLUTIONS | 6/6/2018 | BM01 | PMCHQ00000948 | \$5,757.37 |
| 141648 | 49140 | REGIONAL DISTRICT OF ALBERNI C | 6/6/2018 | BM01 | PMCHQ00000948 | \$950.00 |
| 141649 | 204269 | WADE, BEATRICE | 6/6/2018 | BM01 | PMCHQ00000948 | \$450.00 |
| 141650 | 52450 | SHAW CABLE | 6/6/2018 | BM01 | PMCHQ00000948 | \$493.28 |
| 141651 | 53498 | SMITH, SCOTT | 6/6/2018 | BM01 | PMCHQ00000948 | \$1,681.43 |
| 141652 | 10920 | TELUS | 6/6/2018 | BM01 | PMCHQ00000948 | \$104.10 |
| 141653 | 60030 | WATSON, KENNETH | 6/6/2018 | BM01 | PMCHQ00000948 | \$441.25 |
| 141654 | 200530 | YELLOW PAGES GROUP | 6/6/2018 | BM01 | PMCHQ00000948 | \$48.28 |
| 141655 | 205540 | THOMAS, HAROLD I | 6/6/2018 | BM01 | PMCHQ00000948 | \$1,775.47 |
| 141656 | 205138 | THORPE, WILLA | 6/6/2018 | BM01 | PMCHQ00000948 | \$180.06 |
| 141657 | 21420 | ACCO BRANDS DIRECT | 6/8/2018 | BM01 | PMCHQ00000950 | \$57.11 |
| 141658 | 560 | ACKLANDS - GRAINGER INC | 6/8/2018 | BM01 | PMCHQ00000950 | \$2,636.00 |
| 141659 | 204521 | ALEMANY, CHRIS | 6/8/2018 | BM01 | PMCHQ00000950 | \$1,802.58 |
| 141660 | 205164 | BEAVER ELECTRICAL MACHINERY LT | 6/8/2018 | BM01 | PMCHQ00000950 | \$1,753.50 |
| 141661 | 8600 | BERK'S INTERTRUCK LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$640.24 |
| 141662 | 7540 | BEST WESTERN BARCLAY HOTEL | 6/8/2018 | BM01 | PMCHQ00000950 | \$523.43 |
| 141663 | 205079 | BRITTON, SHAYLA | 6/8/2018 | BM01 | PMCHQ00000950 | \$27.83 |
| 141664 | 204852 | BURWOOD'S MOTOR SERVICE | 6/8/2018 | BM01 | PMCHQ00000950 | \$430.61 |
| 141665 | 203484 | CAMLOCK HOLDINGS LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$583.45 |
| 141666 | 15052 | CANADIAN RED CROSS SOCIETY - C | 6/8/2018 | BM01 | PMCHQ00000950 | \$106.40 |
| 141667 | 15301 | CANADIAN TIRE #488 | 6/8/2018 | BM01 | PMCHQ00000950 | \$103.44 |
| 141668 | 205531 | CAPITAL H2O SYSTEMS INC | 6/8/2018 | BM01 | PMCHQ00000950 | \$2,331.00 |
| 141669 | 17090 | CHARLTON,M D CO LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$82.86 |
| 141670 | 17550 | CIRCLE DAIRY 1987 LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$242.37 |
| 141671 | 17640 | CITY OF PORT ALBERNI | 6/8/2018 | BM01 | PMCHQ00000950 | \$139.59 |
| 141672 | 17920 | CITY OF PORT ALBERNI | 6/8/2018 | BM01 | PMCHQ00000950 | \$48,975.00 |
| 141673 | 46589 | CLEARTECH INDUSTRIES INC | 6/8/2018 | BM01 | PMCHQ00000950 | \$18,414.61 |
| 141674 | 203788 | CLOVERDALE PAINT INC | 6/8/2018 | BM01 | PMCHQ00000950 | \$354.25 |
| 141675 | 202725 | COASTAL COMMUNITY INSURANCE SE | 6/8/2018 | BM01 | PMCHQ00000950 | \$1,177.00 |
| 141676 | 18735 | COFFEE FUND | 6/8/2018 | BM01 | PMCHQ00000950 | \$108.00 |
| 141677 | 204907 | FALCONER, SHEENA | 6/8/2018 | BM01 | PMCHQ00000950 | \$850.00 |
| 141678 | 55160 | FRED SURRIDGE LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$2,274.75 |
| 141679 | 205542 | FRESH WAVE YOGA | 6/8/2018 | BM01 | PMCHQ00000950 | \$80.00 |
| 141680 | 204998 | GREG LLOYD'S PAINTING COMPANY | 6/8/2018 | BM01 | PMCHQ00000950 | \$2,388.75 |
| 141681 | 201565 | GUERIN, ANDRE | 6/8/2018 | BM01 | PMCHQ00000950 | \$64.00 |
| 141682 | 27300 | HANDY ANDY MAINTENANCE LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$49.28 |
| 141683 | 28067 | HETHERINGTON INDUSTRIES LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$525.35 |
| 141684 | 31495 | ISLAND FIRE PROTECTION LTD. | 6/8/2018 | BM01 | PMCHQ00000950 | \$183.38 |
| 141685 | 31675 | ISLAND KEY COMPUTER LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$435.96 |
| 141686 | 205541 | LOW, CAILEAN | 6/8/2018 | BM01 | PMCHQ00000950 | \$1,368.35 |
| 141687 | 36895 | M & D AUTO PARTS LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$10.72 |
| 141688 | 203384 | MAY, COLLEEN | 6/8/2018 | BM01 | PMCHQ00000950 | \$35.09 |
| 141689 | 39000 | MEGA TECH | 6/8/2018 | BM01 | PMCHQ00000950 | \$1,444.76 |
| 141690 | 38560 | MINISTER OF FINANCE - Product | 6/8/2018 | BM01 | PMCHQ00000950 | \$81.17 |
| 141691 | 203389 | MINISTER OF GOVERNMENT SERVICE | 6/8/2018 | BM01 | PMCHQ00000950 | \$236.83 |
| 141692 | 204067 | MINISTRY OF FORESTS, LANDS, NATU | 6/8/2018 | BM01 | PMCHQ00000950 | \$313.62 |
| 141693 | 205038 | NAUTILUS ENVIRONMENTAL COMPANY | 6/8/2018 | BM01 | PMCHQ00000950 | \$630.00 |
| 141694 | 204164 | ORKIN CANADA | 6/8/2018 | BM01 | PMCHQ00000950 | \$156.45 |
| 141695 | 204623 | PATTERSON, WES | 6/8/2018 | BM01 | PMCHQ00000950 | \$50.00 |
| 141696 | 204743 | PAUL DAVIS CENTRAL VANCOUVER I | 6/8/2018 | BM01 | PMCHQ00000950 | \$6,895.88 |
| 141697 | 200900 | RECEIVER GENERAL FOR CANADA - | 6/8/2018 | BM01 | PMCHQ00000950 | \$150.00 |
| 141698 | 201589 | RECEIVER GENERAL FOR CANADA - | 6/8/2018 | BM01 | PMCHQ00000950 | \$263.20 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|-------------|
| 141699 | 52450 | SHAW CABLE | 6/8/2018 | BM01 | PMCHQ00000950 | \$246.72 |
| 141700 | 204021 | SHEARFORCE EQUIPMENT | 6/8/2018 | BM01 | PMCHQ00000950 | \$2,340.80 |
| 141701 | 53910 | SOUTHSIDE AUTO SUPPLY LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$1,173.03 |
| 141702 | 204214 | SPARTAN CONTROLS | 6/8/2018 | BM01 | PMCHQ00000950 | \$527.52 |
| 141703 | 54170 | STAFF FUND | 6/8/2018 | BM01 | PMCHQ00000950 | \$57.00 |
| 141704 | 203124 | STAPLES ADVANTAGE | 6/8/2018 | BM01 | PMCHQ00000950 | \$532.79 |
| 141705 | 202288 | STAPLES/ BD# 321 PORT ALBERNI | 6/8/2018 | BM01 | PMCHQ00000950 | \$20.12 |
| 141706 | 205016 | SUPERIOR FARMS LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$86.13 |
| 141707 | 205138 | THORPE, WILLA | 6/8/2018 | BM01 | PMCHQ00000950 | \$80.64 |
| 141708 | 203092 | TKS HYDRAULICS & SUPPLY | 6/8/2018 | BM01 | PMCHQ00000950 | \$5.96 |
| 141709 | 60613 | WESTCOAST HOME HARDWARE | 6/8/2018 | BM01 | PMCHQ00000950 | \$85.17 |
| 141710 | 204597 | WESTERN EQUIPMENT LTD | 6/8/2018 | BM01 | PMCHQ00000950 | \$259.76 |
| 141711 | 202011 | ZAPLOTINSKY, BLADON | 6/8/2018 | BM01 | PMCHQ00000950 | \$64.00 |
| 141712 | 10360 | B C HYDRO & POWER AUTHORITY | 6/14/2018 | BM01 | PMCHQ00000952 | \$79,471.34 |
| 141713 | 204263 | BROOKS, COLLEEN | 6/14/2018 | BM01 | PMCHQ00000952 | \$1,210.00 |
| 141714 | 202896 | DEL RIO, JIM | 6/14/2018 | BM01 | PMCHQ00000952 | \$129.30 |
| 141715 | 203958 | GAGNON, MICHELLE | 6/14/2018 | BM01 | PMCHQ00000952 | \$339.54 |
| 141716 | 203606 | GAUDET, KEVIN | 6/14/2018 | BM01 | PMCHQ00000952 | \$793.55 |
| 141717 | 204702 | JAMESON WATER SERVICES | 6/14/2018 | BM01 | PMCHQ00000952 | \$787.50 |
| 141718 | 35220 | LITTLE VALLEY DELI | 6/14/2018 | BM01 | PMCHQ00000952 | \$382.80 |
| 141719 | 203600 | LOOMIS EXPRESS | 6/14/2018 | BM01 | PMCHQ00000952 | \$682.12 |
| 141720 | 204065 | MCHALE, COSTA | 6/14/2018 | BM01 | PMCHQ00000952 | \$28.00 |
| 141721 | 205506 | PETERS, KEVIN | 6/14/2018 | BM01 | PMCHQ00000952 | \$1,813.33 |
| 141722 | 57100 | UNITED RENTALS | 6/14/2018 | BM01 | PMCHQ00000952 | \$3,559.58 |
| 141723 | 309 | A D S S | 6/20/2018 | BM01 | PMCHQ00000954 | \$1,310.00 |
| 141724 | 205170 | ADELHARDT CONCRETE PLUS | 6/20/2018 | BM01 | PMCHQ00000954 | \$4,725.00 |
| 141725 | 205547 | ANDERTON, ALBERT | 6/20/2018 | BM01 | PMCHQ00000954 | \$300.00 |
| 141726 | 202896 | DEL RIO, JIM | 6/20/2018 | BM01 | PMCHQ00000954 | \$1,289.19 |
| 141727 | 204783 | GILCHRIST, JESSICA | 6/20/2018 | BM01 | PMCHQ00000954 | \$151.21 |
| 141728 | 202348 | HARRISON, JANETTE | 6/20/2018 | BM01 | PMCHQ00000954 | \$412.20 |
| 141729 | 91167 | MILLER, DORIANNE | 6/20/2018 | BM01 | PMCHQ00000954 | \$712.80 |
| 141730 | 39500 | MINISTER OF FINANCE | 6/20/2018 | BM01 | PMCHQ00000954 | \$250.00 |
| 141731 | 205543 | POOLE, CARL | 6/20/2018 | BM01 | PMCHQ00000954 | \$99.00 |
| 141732 | 205261 | PUUSEPP, ALICIA | 6/20/2018 | BM01 | PMCHQ00000954 | \$363.94 |
| 141733 | 915744 | SCHWARZ, MIKI | 6/20/2018 | BM01 | PMCHQ00000954 | \$502.88 |
| 141734 | 205548 | SCOTT, FLYNN | 6/20/2018 | BM01 | PMCHQ00000954 | \$1,135.36 |
| 141735 | 205544 | SMITH, LORETTA | 6/20/2018 | BM01 | PMCHQ00000954 | \$99.00 |
| 141736 | 205546 | SVILANE. LIJA | 6/20/2018 | BM01 | PMCHQ00000954 | \$55.00 |
| 141737 | 10920 | TELUS | 6/20/2018 | BM01 | PMCHQ00000954 | \$2,058.19 |
| 141738 | 10868 | TELUS MOBILITY CELLULAR INC | 6/20/2018 | BM01 | PMCHQ00000954 | \$3,706.15 |
| 141739 | 204809 | THOMAS, SARAH | 6/20/2018 | BM01 | PMCHQ00000954 | \$135.00 |
| 141740 | 202574 | WALDRUFF, ERIC | 6/20/2018 | BM01 | PMCHQ00000954 | \$408.00 |
| 141741 | 205545 | WALKER, JANNA | 6/20/2018 | BM01 | PMCHQ00000954 | \$49.50 |
| 141742 | 24925 | FODEN, CARA | 6/21/2018 | BM01 | PMCHQ00000955 | \$1,575.33 |
| 141743 | 204779 | 0858133 BC LTD DBA NICKLIN WAS | 6/22/2018 | BM01 | PMCHQ00000957 | \$194.25 |
| 141744 | 559 | 0946982 BC LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$9,367.84 |
| 141745 | 250 | A C E COURIER SERVICES | 6/22/2018 | BM01 | PMCHQ00000957 | \$2,510.65 |
| 141746 | 555 | ACHINBACK FOUNDRY | 6/22/2018 | BM01 | PMCHQ00000957 | \$541.36 |
| 141747 | 560 | ACKLANDS - GRAINGER INC | 6/22/2018 | BM01 | PMCHQ00000957 | \$1,105.07 |
| 141748 | 201833 | ADDY POWER LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$2,338.88 |
| 141749 | 2870 | ALBERNI PAVING & CONTRACTING L | 6/22/2018 | BM01 | PMCHQ00000957 | \$8,862.00 |
| 141750 | 3150 | ALBERNI VALLEY CHAMBER OF COMM | 6/22/2018 | BM01 | PMCHQ00000957 | \$2,000.00 |
| 141751 | 5190 | ARMTEC LIMITED PARTNERSHIP | 6/22/2018 | BM01 | PMCHQ00000957 | \$1,712.07 |
| 141752 | 204827 | ATS TRAFFIC BRITISH COLUMBIA | 6/22/2018 | BM01 | PMCHQ00000957 | \$3,129.11 |
| 141753 | 10360 | B C HYDRO & POWER AUTHORITY | 6/22/2018 | BM01 | PMCHQ00000957 | \$372.51 |
| 141754 | 8600 | BERK'S INTERTRUCK LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$5,753.75 |
| 141755 | 14630 | CANADIAN MUSEUMS ASSOCIATION | 6/22/2018 | BM01 | PMCHQ00000957 | \$400.00 |
| 141756 | 15301 | CANADIAN TIRE #488 | 6/22/2018 | BM01 | PMCHQ00000957 | \$325.57 |
| 141757 | 17550 | CIRCLE DAIRY 1987 LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$309.17 |
| 141758 | 205553 | CLARKSTONE, DOROTHY A | 6/22/2018 | BM01 | PMCHQ00000957 | \$1,757.52 |
| 141759 | 203788 | CLOVERDALE PAINT INC | 6/22/2018 | BM01 | PMCHQ00000957 | \$702.62 |
| 141760 | 203311 | COAST BC CATERING 2010 | 6/22/2018 | BM01 | PMCHQ00000957 | \$184.22 |
| 141761 | 203311 | COFFEE | 6/22/2018 | BM01 | PMCHQ00000957 | \$130.50 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|-----------------|
| 141762 | 204384 | D K I SERVICES LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$23,772.00 |
| 141763 | 201046 | DIGITAL POSTAGE ON CALL | 6/22/2018 | BM01 | PMCHQ00000957 | \$10,500.00 |
| 141764 | 204319 | EBCOL ELECTRIC | 6/22/2018 | BM01 | PMCHQ00000957 | \$683.54 |
| 141765 | 55160 | FRED SURRIDGE LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$904.11 |
| 141766 | 201565 | GUERIN, ANDRE | 6/22/2018 | BM01 | PMCHQ00000957 | \$1,172.67 |
| 141767 | 200497 | HENGSPERGER, ZSOLT | 6/22/2018 | BM01 | PMCHQ00000957 | \$18.00 |
| 141768 | 29260 | HYLAND PRECAST INC | 6/22/2018 | BM01 | PMCHQ00000957 | \$1,402.80 |
| 141769 | 31200 | IRITEX PUMPS & IRRIGATION INC. | 6/22/2018 | BM01 | PMCHQ00000957 | \$584.81 |
| 141770 | 31360 | ISLAND BUSINESS PRINT GROUP LT | 6/22/2018 | BM01 | PMCHQ00000957 | \$768.32 |
| 141771 | 203777 | KLITSA DOORS (2012) LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$313.60 |
| 141772 | 35220 | LITTLE VALLEY DELI | 6/22/2018 | BM01 | PMCHQ00000957 | \$215.41 |
| 141773 | 36890 | M B LABORATORIES LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$5,573.40 |
| 141774 | 203389 | MINISTER OF GOVERNMENT SERVICE | 6/22/2018 | BM01 | PMCHQ00000957 | \$11.82 |
| 141775 | 40865 | MUNICIPAL WORLD | 6/22/2018 | BM01 | PMCHQ00000957 | \$102.91 |
| 141776 | 204553 | NEXCAR SALES LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$145.55 |
| 141777 | 204611 | NEXGEN HEARING INDUSTRIAL | 6/22/2018 | BM01 | PMCHQ00000957 | \$533.40 |
| 141778 | 205551 | OCEAN CANAL CLUB INC | 6/22/2018 | BM01 | PMCHQ00000957 | \$1,813.74 |
| 141779 | 45850 | PORT ALBERNI PORT AUTHORITY | 6/22/2018 | BM01 | PMCHQ00000957 | \$264.00 |
| 141780 | 205426 | PREFONTAINE, WILLOW | 6/22/2018 | BM01 | PMCHQ00000957 | \$27.50 |
| 141781 | 203334 | RUTTAN, MIKE | 6/22/2018 | BM01 | PMCHQ00000957 | \$67.60 |
| 141782 | 204021 | SHEARFORCE EQUIPMENT | 6/22/2018 | BM01 | PMCHQ00000957 | \$78.69 |
| 141783 | 52733 | SHRED-IT INTERNATIONAL ULC | 6/22/2018 | BM01 | PMCHQ00000957 | \$75.49 |
| 141784 | 53910 | SOUTHSIDE AUTO SUPPLY LTD | 6/22/2018 | BM01 | PMCHQ00000957 | \$289.70 |
| 141785 | 54170 | STAFF FUND | 6/22/2018 | BM01 | PMCHQ00000957 | \$58.00 |
| 141786 | 203124 | STAPLES ADVANTAGE | 6/22/2018 | BM01 | PMCHQ00000957 | \$387.11 |
| 141787 | 204288 | TAEKEMA, WILF | 6/22/2018 | BM01 | PMCHQ00000957 | \$56.75 |
| 141788 | 204848 | VERITIV CANADA, INC | 6/22/2018 | BM01 | PMCHQ00000957 | \$432.99 |
| 141789 | 205550 | WEBBER, ALLEN | 6/22/2018 | BM01 | PMCHQ00000957 | \$721.45 |
| 141790 | 60613 | WESTCOAST HOME HARDWARE | 6/22/2018 | BM01 | PMCHQ00000957 | \$400.30 |
| 141791 | 205552 | WHIPP, RONALD | 6/22/2018 | BM01 | PMCHQ00000957 | \$86.10 |
| 141792 | 205202 | BAKER'S DOZEN CATERING | 6/27/2018 | BM01 | PMCHQ00000959 | \$139.50 |
| 141793 | 14990 | CANADIAN PUBLIC WORKS ASSOC | 6/27/2018 | BM01 | PMCHQ00000959 | \$221.55 |
| 141794 | 204343 | CYR, RANDY OR ASHLEY | 6/27/2018 | BM01 | PMCHQ00000959 | \$320.00 |
| 141795 | 202896 | DEL RIO, JIM | 6/27/2018 | BM01 | PMCHQ00000959 | \$2,680.50 |
| 141796 | 16501 | FORTIS BC - NATURAL GAS | 6/27/2018 | BM01 | PMCHQ00000959 | \$2,305.27 |
| 141797 | 25910 | GRAITSON, PAUL | 6/27/2018 | BM01 | PMCHQ00000959 | \$400.00 |
| 141798 | 28205 | HILTON CENTRE | 6/27/2018 | BM01 | PMCHQ00000959 | \$599.00 |
| 141799 | 205555 | JEANNOTTE, JENNIFER | 6/27/2018 | BM01 | PMCHQ00000959 | \$548.75 |
| 141800 | 44520 | PARKS & RECREATION PETTY CASH | 6/27/2018 | BM01 | PMCHQ00000959 | \$86.19 |
| 141801 | 204623 | PATTERSON, WES | 6/27/2018 | BM01 | PMCHQ00000959 | \$305.55 |
| 141802 | 49929 | RANDS, BRIAN | 6/27/2018 | BM01 | PMCHQ00000959 | \$166.00 |
| 141803 | 53650 | S P C A | 6/27/2018 | BM01 | PMCHQ00000959 | \$12,294.96 |
| 141804 | 203356 | SAMSON, NOMI | 6/27/2018 | BM01 | PMCHQ00000959 | \$1,500.00 |
| 141805 | 200969 | VAN NISPEN, PIP | 6/27/2018 | BM01 | PMCHQ00000959 | \$960.00 |
| 141806 | 204343 | CYR, RANDY OR ASHLEY | 7/4/2018 | BM01 | PMCHQ00000961 | \$986.40 |
| 141807 | 203958 | GAGNON, MICHELLE | 7/4/2018 | BM01 | PMCHQ00000961 | \$1,199.90 |
| 141808 | 25730 | GODDARD, DAN | 7/4/2018 | BM01 | PMCHQ00000961 | \$400.00 |
| 141809 | 204813 | KILPATRICK TESTING | 7/4/2018 | BM01 | PMCHQ00000961 | \$472.50 |
| 141810 | 205556 | POTTER, TASHIA | 7/4/2018 | BM01 | PMCHQ00000961 | \$757.47 |
| 141811 | 53650 | S P C A | 7/4/2018 | BM01 | PMCHQ00000961 | \$1,720.00 |
| 141812 | 205548 | SCOTT, FLYNN | 7/4/2018 | BM01 | PMCHQ00000961 | \$156.73 |
| 141813 | 60030 | WATSON, KENNETH | 7/4/2018 | BM01 | PMCHQ00000961 | \$488.00 |
| 141814 | 204534 | RAYMOND JAMES LTD | 7/4/2018 | BM01 | PMCHQ00000962 | \$12,000,000.00 |
| 141815 | 559 | 0946982 BC LTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$5,653.73 |
| 141816 | 560 | ACKLANDS - GRAINGER INC | 7/6/2018 | BM01 | PMCHQ00000964 | \$240.35 |
| 141817 | 205170 | ADELHARDT CONCRETE PLUS | 7/6/2018 | BM01 | PMCHQ00000964 | \$14,898.00 |
| 141818 | 204128 | APW ENGINEERING INC. | 7/6/2018 | BM01 | PMCHQ00000964 | \$519.75 |
| 141819 | 10360 | B C HYDRO & POWER AUTHORITY | 7/6/2018 | BM01 | PMCHQ00000964 | \$101.00 |
| 141820 | 6950 | BAGLEY, CATHY | 7/6/2018 | BM01 | PMCHQ00000964 | \$89.11 |
| 141821 | 8600 | BERK'S INTERTRUCK LTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$559.00 |
| 141822 | 17550 | CIRCLE DAIRY 1987 LTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$337.45 |
| 141823 | 20572 | CUNNINGHAM & RIVARD APPRAISALS | 7/6/2018 | BM01 | PMCHQ00000964 | \$3,885.00 |
| 141824 | 204390 | CHIL RAY INC | 7/6/2018 | BM01 | PMCHQ00000964 | \$894.00 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|----------------|
| 141825 | 205043 | DYNAMIC RESCUE TRAINING LTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$3,048.17 |
| 141826 | 205019 | ECOLLABORATE NOW | 7/6/2018 | BM01 | PMCHQ00000964 | \$600.00 |
| 141827 | 201114 | FREETHY, KAREN | 7/6/2018 | BM01 | PMCHQ00000964 | \$787.36 |
| 141828 | 203958 | GAGNON, MICHELLE | 7/6/2018 | BM01 | PMCHQ00000964 | \$1,126.23 |
| 141829 | 204574 | IGI RESOURCES | 7/6/2018 | BM01 | PMCHQ00000964 | \$906.22 |
| 141830 | 205557 | KENNEDY, SCOTT | 7/6/2018 | BM01 | PMCHQ00000964 | \$1,562.30 |
| 141831 | 203674 | MYRA SYSTEMS CORP | 7/6/2018 | BM01 | PMCHQ00000964 | \$3,439.51 |
| 141832 | 204553 | NEXCAR SALES LTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$279.95 |
| 141833 | 204611 | NEXGEN HEARING INDUSTRIAL | 7/6/2018 | BM01 | PMCHQ00000964 | \$1,869.00 |
| 141834 | 202727 | NORTH ISLAND 9-1-1 CORPORATION | 7/6/2018 | BM01 | PMCHQ00000964 | \$2,048.00 |
| 141835 | 205559 | PETER B KEY ENTERPRISES LTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$2,478.00 |
| 141836 | 46530 | PORTTILLA, LINDA | 7/6/2018 | BM01 | PMCHQ00000964 | \$57.00 |
| 141837 | 205554 | PUBLIMEDIA COMMUNICATIONS INC | 7/6/2018 | BM01 | PMCHQ00000964 | \$3,150.00 |
| 141838 | 203689 | RICOH CANADA | 7/6/2018 | BM01 | PMCHQ00000964 | \$6,332.83 |
| 141839 | 205558 | ROSS RIVERS ENTERPRISELTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$2,205.00 |
| 141840 | 52450 | SHAW CABLE | 7/6/2018 | BM01 | PMCHQ00000964 | \$433.29 |
| 141841 | 205035 | SRM PROJECTS LTD | 7/6/2018 | BM01 | PMCHQ00000964 | \$228.92 |
| 141842 | 10920 | TELUS | 7/6/2018 | BM01 | PMCHQ00000964 | \$353.73 |
| 141843 | 205501 | TOTEM TREE OPERATIONS | 7/6/2018 | BM01 | PMCHQ00000964 | \$2,740.50 |
| 141844 | 16659 | VANCOUVER ISLAND HEALTH AUTHOR | 7/6/2018 | BM01 | PMCHQ00000964 | \$150.00 |
| 141845 | 204848 | VERITIV CANADA, INC | 7/6/2018 | BM01 | PMCHQ00000964 | \$3,852.70 |
| 141846 | 204830 | WELCOME WAGON | 7/6/2018 | BM01 | PMCHQ00000964 | \$78.75 |
| 141847 | 62751 | WISHBONE INDUSTRIES LTD. | 7/6/2018 | BM01 | PMCHQ00000964 | \$7,693.00 |
| 141848 | 203320 | XAGYL COMMUNICATIONS | 7/6/2018 | BM01 | PMCHQ00000964 | \$476.07 |
| 141849 | 200530 | YELLOW PAGES GROUP | 7/6/2018 | BM01 | PMCHQ00000964 | \$54.82 |
| 141850 | 250 | A C E COURIER SERVICES | 7/11/2018 | BM01 | PMCHQ00000966 | \$785.30 |
| 141851 | 205204 | A D S S DRY GRAD | 7/11/2018 | BM01 | PMCHQ00000966 | \$2,100.00 |
| 141852 | 3521 | ALBERNI VALLEY MINOR HOCKEY AS | 7/11/2018 | BM01 | PMCHQ00000966 | \$2,100.00 |
| 141853 | 200669 | ALBERNI WRESTLING CLUB | 7/11/2018 | BM01 | PMCHQ00000966 | \$2,100.00 |
| 141854 | 10500 | B C MUSEUMS ASSOCIATION | 7/11/2018 | BM01 | PMCHQ00000966 | \$350.00 |
| 141855 | 203811 | BCFTOA | 7/11/2018 | BM01 | PMCHQ00000966 | \$1,250.00 |
| 141856 | 205129 | BRICK, JANELLE | 7/11/2018 | BM01 | PMCHQ00000966 | \$178.87 |
| 141857 | 203484 | CAMLOCK HOLDINGS LTD | 7/11/2018 | BM01 | PMCHQ00000966 | \$1,055.30 |
| 141858 | 18008 | DOROTHY CLARKSTONE NOTARY CORP | 7/11/2018 | BM01 | PMCHQ00000966 | \$234.84 |
| 141859 | 205561 | DUPERE, MARIE J | 7/11/2018 | BM01 | PMCHQ00000966 | \$128.06 |
| 141860 | 16501 | FORTIS BC - NATURAL GAS | 7/11/2018 | BM01 | PMCHQ00000966 | \$1,162.51 |
| 141861 | 204783 | GILCHRIST, JESSICA | 7/11/2018 | BM01 | PMCHQ00000966 | \$172.83 |
| 141862 | 205562 | MAYES, NATASHA | 7/11/2018 | BM01 | PMCHQ00000966 | \$55.00 |
| 141863 | 203914 | NEWBERRY, JORDAN | 7/11/2018 | BM01 | PMCHQ00000966 | \$65.52 |
| 141864 | 205600 | PITTMAN, ANDREA | 7/11/2018 | BM01 | PMCHQ00000966 | \$7.70 |
| 141865 | 203402 | PORT ALBERNI SALMON FESTIVAL S | 7/11/2018 | BM01 | PMCHQ00000966 | \$1,000.00 |
| 141866 | 46530 | PORTTILLA, LINDA | 7/11/2018 | BM01 | PMCHQ00000966 | \$58.85 |
| 141867 | 204534 | RAYMOND JAMES LTD | 7/11/2018 | BM01 | PMCHQ00000966 | \$5,000,000.00 |
| 141868 | 205031 | SECURTEK MONITORING SOLUTIONS | 7/11/2018 | BM01 | PMCHQ00000966 | \$756.00 |
| 141869 | 52450 | SHAW CABLE | 7/11/2018 | BM01 | PMCHQ00000966 | \$246.90 |
| 141870 | 203980 | SOGGE, PAULA | 7/11/2018 | BM01 | PMCHQ00000966 | \$288.03 |
| 141871 | 56405 | TD CANADA TRUST | 7/11/2018 | BM01 | PMCHQ00000966 | \$770.00 |
| 141872 | 201960 | WOMENS RECREATIONAL HOCKEY LEA | 7/11/2018 | BM01 | PMCHQ00000966 | \$3,000.00 |
| 141873 | 10360 | B C HYDRO & POWER AUTHORITY | 7/16/2018 | BM01 | PMCHQ00000967 | \$81,096.79 |
| 141874 | 10920 | TELUS | 7/16/2018 | BM01 | PMCHQ00000967 | \$2,065.08 |
| 141875 | 205566 | BELLAS, KEN | 7/18/2018 | BM01 | PMCHQ00000969 | \$172.80 |
| 141876 | 204193 | BONNELL, PHYLLIS | 7/18/2018 | BM01 | PMCHQ00000969 | \$175.92 |
| 141877 | 205563 | BOURELLE, NATHAN | 7/18/2018 | BM01 | PMCHQ00000969 | \$144.90 |
| 141878 | 205568 | BURNIP, LYNN | 7/18/2018 | BM01 | PMCHQ00000969 | \$46.00 |
| 141879 | 205567 | CLARKE, KRISTY | 7/18/2018 | BM01 | PMCHQ00000969 | \$73.50 |
| 141880 | 21600 | DEAKIN, PATRICK | 7/18/2018 | BM01 | PMCHQ00000969 | \$2,336.97 |
| 141881 | 203992 | FOURNIER, FARON | 7/18/2018 | BM01 | PMCHQ00000969 | \$702.75 |
| 141882 | 25910 | GRAITSON, PAUL | 7/18/2018 | BM01 | PMCHQ00000969 | \$600.00 |
| 141883 | 205569 | GRANNEMAN, JOSEPHINE | 7/18/2018 | BM01 | PMCHQ00000969 | \$108.15 |
| 141884 | 27371 | HARDING, SHELLEY | 7/18/2018 | BM01 | PMCHQ00000969 | \$273.20 |
| 141885 | 205236 | MEMORY EXPRESS INC | 7/18/2018 | BM01 | PMCHQ00000969 | \$1,138.80 |
| 141886 | 205564 | MORTLOCK, ROBERT & LEANNE | 7/18/2018 | BM01 | PMCHQ00000969 | \$760.18 |
| 141887 | 204839 | QUATRELL, MICHELLE | 7/18/2018 | BM01 | PMCHQ00000969 | \$1,621.37 |

System: 7/26/2018 10:29:30 AM
User Date: 7/26/2018

City of Port Alberni
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 6
User ID: SPENCER_M

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|------------|
| 141888 | 44520 | PARKS & RECREATION PETTY CASH | 7/18/2018 | BMO1 | PMCHQ00000969 | \$125.05 |
| 141889 | 44660 | PEARSON TIRE LTD | 7/18/2018 | BMO1 | PMCHQ00000969 | \$2,194.26 |
| 141890 | 203402 | PORT ALBERNI SALMON FESTIVAL S | 7/18/2018 | BMO1 | PMCHQ00000969 | \$2,500.00 |
| 141891 | 203633 | ROSE, BRENT | 7/18/2018 | BMO1 | PMCHQ00000969 | \$196.00 |
| 141892 | 204021 | SHEARFORCE EQUIPMENT | 7/18/2018 | BMO1 | PMCHQ00000969 | \$9,788.80 |
| 141893 | 205565 | TODD, DEBBIE | 7/18/2018 | BMO1 | PMCHQ00000969 | \$90.00 |
| 141894 | 204698 | TREMBLAY, JUSTIN | 7/18/2018 | BMO1 | PMCHQ00000969 | \$664.27 |
| 141895 | 200369 | KOCH, DIANE | 7/19/2018 | BMO1 | PMCHQ00000970 | \$2,154.37 |
| 141896 | 204080 | SCHWAGER, SERENA | 7/20/2018 | BMO1 | PMCHQ00000971 | \$500.00 |
| 141897 | 205227 | PRICE, SUZANNE | 7/25/2018 | BMO1 | PMCHQ00000972 | \$1,400.00 |

Total Cheques: 318

Total Amount of Cheques: \$17,747,862.38
=====

Ranges: From: To: From: To:
 Cheque Number EFT0001512 EFT0001703 Cheque Date First Last
 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 |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|-------------|
| EFT0001512 | 35132 | LIFESAVING SOCIETY | 5/23/2018 | BM01 | PMCHQ00000935 | \$80.00 |
| EFT0001513 | 201503 | SAUVE, DENIS | 5/23/2018 | BM01 | PMCHQ00000935 | \$403.45 |
| EFT0001514 | 55727 | TEMPEST DEVELOPMENT GROUP INC. | 5/23/2018 | BM01 | PMCHQ00000937 | \$1,523.81 |
| EFT0001515 | 202415 | ESC AUTOMATION INC | 5/23/2018 | BM01 | PMCHQ00000937 | \$1,210.84 |
| EFT0001516 | 203082 | ADVANCED AUTOMATIC DOORS | 5/24/2018 | BM01 | PMCHQ00000940 | \$583.38 |
| EFT0001517 | 1000 | AGO INDUSTRIES INC | 5/24/2018 | BM01 | PMCHQ00000940 | \$1,663.76 |
| EFT0001518 | 3951 | ALOYD FITNESS | 5/24/2018 | BM01 | PMCHQ00000940 | \$185.65 |
| EFT0001519 | 9900 | B C AIR FILTER LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$3,572.57 |
| EFT0001520 | 7000 | BAILEY ELECTRIC CO LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$15,442.26 |
| EFT0001521 | 7860 | BEAVER CREEK HOME CENTRE | 5/24/2018 | BM01 | PMCHQ00000940 | \$778.83 |
| EFT0001522 | 9515 | BOWMARK CONCRETE LTD. | 5/24/2018 | BM01 | PMCHQ00000940 | \$962.97 |
| EFT0001523 | 14380 | CANADIAN LINEN AND UNIFORM SER | 5/24/2018 | BM01 | PMCHQ00000940 | \$147.81 |
| EFT0001524 | 204107 | CANADIAN MARITIME ENGINEERING | 5/24/2018 | BM01 | PMCHQ00000940 | \$150.12 |
| EFT0001526 | 23250 | COASTAL PEST MANAGEMENT | 5/24/2018 | BM01 | PMCHQ00000940 | \$99.75 |
| EFT0001527 | 204614 | COMMUNICATION CONNECTION | 5/24/2018 | BM01 | PMCHQ00000940 | \$7,126.02 |
| EFT0001528 | 204527 | CPS (CANADA) INC | 5/24/2018 | BM01 | PMCHQ00000940 | \$947.63 |
| EFT0001529 | 20200 | CROCKER EQUIPMENT CO LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$662.81 |
| EFT0001530 | 44880 | DB PERKS & ASSOCIATES LTD. | 5/24/2018 | BM01 | PMCHQ00000940 | \$538.41 |
| EFT0001531 | 22200 | DOLANS CONCRETE LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$8,927.44 |
| EFT0001532 | 42374 | ENEX FUELS LTD. | 5/24/2018 | BM01 | PMCHQ00000940 | \$7,234.45 |
| EFT0001533 | 204276 | GARDAWORLD | 5/24/2018 | BM01 | PMCHQ00000940 | \$1,030.35 |
| EFT0001534 | 2003100 | GIBSON, MARILYN | 5/24/2018 | BM01 | PMCHQ00000940 | \$30.00 |
| EFT0001535 | 26070 | GRAPHICS FACTORY | 5/24/2018 | BM01 | PMCHQ00000940 | \$1,730.40 |
| EFT0001536 | 205009 | GREGG DISTRIBUTORS (BC) LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$228.48 |
| EFT0001537 | 27850 | HAYLOCK BROS PAVING LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$5,803.46 |
| EFT0001538 | 28067 | HETHERINGTON INDUSTRIES LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$263.77 |
| EFT0001539 | 30194 | INLAND KENWORTH/PARKER PACIFIC | 5/24/2018 | BM01 | PMCHQ00000940 | \$239.19 |
| EFT0001540 | 34215 | KOERS & ASSOCIATES ENGINEERING | 5/24/2018 | BM01 | PMCHQ00000940 | \$15,908.95 |
| EFT0001541 | 34420 | L B WOODCHOPPERS LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$278.88 |
| EFT0001542 | 36260 | MCLEAN & HIGGINS LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$129.93 |
| EFT0001543 | 201071 | NEOPOST CANADA LTD. | 5/24/2018 | BM01 | PMCHQ00000940 | \$7,083.90 |
| EFT0001544 | 204256 | ORCA HEALTH & SAFETY | 5/24/2018 | BM01 | PMCHQ00000940 | \$1,890.00 |
| EFT0001545 | 32500 | PLANETCLEAN (NANAIMO) LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$22.84 |
| EFT0001546 | 204735 | PERFECTMIND INC | 5/24/2018 | BM01 | PMCHQ00000940 | \$17,955.00 |
| EFT0001547 | 45593 | PLEY, TIM | 5/24/2018 | BM01 | PMCHQ00000940 | \$847.55 |
| EFT0001548 | 45800 | PORT ALBERNI FIRE FIGHTERS ASS | 5/24/2018 | BM01 | PMCHQ00000940 | \$4,704.00 |
| EFT0001549 | 47333 | QUALITY FOODS | 5/24/2018 | BM01 | PMCHQ00000940 | \$128.20 |
| EFT0001550 | 47950 | RAYNER BRACHT CONSTRUCTION | 5/24/2018 | BM01 | PMCHQ00000940 | \$6,435.15 |
| EFT0001551 | 48940 | REC TEC INDUSTRIES | 5/24/2018 | BM01 | PMCHQ00000940 | \$5,145.42 |
| EFT0001552 | 202207 | SHERINE INDUSTRIES LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$590.69 |
| EFT0001553 | 204329 | STERICYCLE COMMUNICATION SOLUT | 5/24/2018 | BM01 | PMCHQ00000940 | \$200.35 |
| EFT0001554 | 56323 | TOM HARRIS CELLULAR LTD | 5/24/2018 | BM01 | PMCHQ00000940 | \$279.65 |
| EFT0001555 | 57040 | UAP INC | 5/24/2018 | BM01 | PMCHQ00000940 | \$23.66 |
| EFT0001556 | 62740 | WINDSOR PLYWOOD | 5/24/2018 | BM01 | PMCHQ00000940 | \$2,472.10 |
| EFT0001557 | 10950 | B C TRANSIT | 5/30/2018 | BM01 | PMCHQ00000944 | \$80,636.00 |
| EFT0001558 | 49140 | REGIONAL DISTRICT OF ALBERNI C | 5/30/2018 | BM01 | PMCHQ00000944 | \$720.00 |
| EFT0001559 | 53999 | SPIFFY IN A JIFFY JANITORIAL I | 5/30/2018 | BM01 | PMCHQ00000944 | \$1,260.00 |
| EFT0001560 | 17971 | CIVIC INFO BC | 6/6/2018 | BM01 | PMCHQ00000947 | \$892.50 |
| EFT0001561 | 204106 | DOMINION GOVLAW LLP | 6/6/2018 | BM01 | PMCHQ00000947 | \$92.96 |
| EFT0001562 | 201071 | NEOPOST CANADA LTD. | 6/6/2018 | BM01 | PMCHQ00000947 | \$238.51 |
| EFT0001563 | 640 | ACME SUPPLIES LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$34.14 |
| EFT0001564 | 27020 | AIR LIQUIDE CANADA INC | 6/8/2018 | BM01 | PMCHQ00000949 | \$695.11 |
| EFT0001565 | 45585 | ALBERNI ECO DRY CLEANERS | 6/8/2018 | BM01 | PMCHQ00000949 | \$969.15 |
| EFT0001566 | 2540 | ALBERNI INDUSTRIAL MARINE SUPP | 6/8/2018 | BM01 | PMCHQ00000949 | \$529.40 |
| EFT0001567 | 3665 | ALBERNI VALLEY REFRIGERATION | 6/8/2018 | BM01 | PMCHQ00000949 | \$215.25 |
| EFT0001568 | 58200 | ALBERNI VALLEY REFRIGERATION | 6/8/2018 | BM01 | PMCHQ00000949 | \$22,296.16 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|----------------|
| EFT0001569 | 5740 | ASSOCIATED ENGINEERING (BC) LT | 6/8/2018 | BM01 | PMCHQ00000949 | \$2,742.36 |
| EFT0001570 | 7860 | BEAVER CREEK HOME CENTRE | 6/8/2018 | BM01 | PMCHQ00000949 | \$971.41 |
| EFT0001571 | 203651 | BELZONA MOLECULAR LTD. | 6/8/2018 | BM01 | PMCHQ00000949 | \$2,492.70 |
| EFT0001572 | 9065 | BLACK PRESS GROUP | 6/8/2018 | BM01 | PMCHQ00000949 | \$2,063.77 |
| EFT0001573 | 9515 | BOWMARK CONCRETE LTD. | 6/8/2018 | BM01 | PMCHQ00000949 | \$2,773.63 |
| EFT0001574 | 11765 | BUDGET CAR AND TRUCK RENTAL | 6/8/2018 | BM01 | PMCHQ00000949 | \$1,463.30 |
| EFT0001575 | 13790 | CANADIAN CORPS OF COMMISSIONAI | 6/8/2018 | BM01 | PMCHQ00000949 | \$2,206.07 |
| EFT0001576 | 14380 | CANADIAN LINEN AND UNIFORM SER | 6/8/2018 | BM01 | PMCHQ00000949 | \$478.89 |
| EFT0001577 | 204107 | CANADIAN MARITIME ENGINEERING | 6/8/2018 | BM01 | PMCHQ00000949 | \$591.62 |
| EFT0001578 | 15580 | CANADIAN UNION OF PUBLIC EMPLO | 6/8/2018 | BM01 | PMCHQ00000949 | \$12,072.42 |
| EFT0001579 | 18040 | CLAYMORE CLOTHING LTD. | 6/8/2018 | BM01 | PMCHQ00000949 | \$242.76 |
| EFT0001580 | 23250 | COASTAL PEST MANAGEMENT | 6/8/2018 | BM01 | PMCHQ00000949 | \$94.50 |
| EFT0001581 | 22200 | DOLANS CONCRETE LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$6,809.10 |
| EFT0001582 | 201054 | E-CARD ID PRODUCTS | 6/8/2018 | BM01 | PMCHQ00000949 | \$269.18 |
| EFT0001583 | 23181 | EMCO LIMITED | 6/8/2018 | BM01 | PMCHQ00000949 | \$843.23 |
| EFT0001584 | 42374 | ENEX FUELS LTD. | 6/8/2018 | BM01 | PMCHQ00000949 | \$21,578.77 |
| EFT0001585 | 202415 | ESC AUTOMATION INC | 6/8/2018 | BM01 | PMCHQ00000949 | \$627.90 |
| EFT0001586 | 23450 | EVITT ELECTRIC CO LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$42.54 |
| EFT0001587 | 204015 | FRIESEN PLASTICS INC | 6/8/2018 | BM01 | PMCHQ00000949 | \$1,099.85 |
| EFT0001588 | 205009 | GREGG DISTRIBUTORS (BC) LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$164.89 |
| EFT0001589 | 26710 | GUILLEVIN INT. INC. IND/SAFETY | 6/8/2018 | BM01 | PMCHQ00000949 | \$149.53 |
| EFT0001590 | 27009 | HACH SALES & SERVICE CANADA | 6/8/2018 | BM01 | PMCHQ00000949 | \$189.72 |
| EFT0001591 | 27850 | HAYLOCK BROS PAVING LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$2,750.17 |
| EFT0001592 | 204137 | ISLAND EQUIPMENT RENTALS | 6/8/2018 | BM01 | PMCHQ00000949 | \$1,409.10 |
| EFT0001593 | 32400 | JAL DESIGNS AND GRAPHICS INC | 6/8/2018 | BM01 | PMCHQ00000949 | \$84.00 |
| EFT0001594 | 33777 | KENDRICK EQUIPMENT 2003 LTD. | 6/8/2018 | BM01 | PMCHQ00000949 | \$2,828.13 |
| EFT0001595 | 34420 | L B WOODCHOPPERS LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$3,309.30 |
| EFT0001596 | 35105 | LEWKOWICH GEOTECHNICAL ENGINEE | 6/8/2018 | BM01 | PMCHQ00000949 | \$591.78 |
| EFT0001597 | 35260 | LOMBARD PRE-CAST LIMITED PARTN | 6/8/2018 | BM01 | PMCHQ00000949 | \$4,757.96 |
| EFT0001598 | 202355 | LORDCO PARTS LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$56.18 |
| EFT0001599 | 203605 | MCCONNELL, ROBYN | 6/8/2018 | BM01 | PMCHQ00000949 | \$20.08 |
| EFT0001600 | 36260 | MCLEAN & HIGGINS LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$1,972.83 |
| EFT0001601 | 40250 | MONK OFFICE | 6/8/2018 | BM01 | PMCHQ00000949 | \$5,852.52 |
| EFT0001602 | 27010 | NUU-CHAH-NULTH TRIBAL COUNCIL | 6/8/2018 | BM01 | PMCHQ00000949 | \$40.00 |
| EFT0001603 | 32500 | PLANETCLEAN (NANAIMO) LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$519.13 |
| EFT0001604 | 45725 | PORT ALBERNI CIVIC MANAGERS AS | 6/8/2018 | BM01 | PMCHQ00000949 | \$510.00 |
| EFT0001605 | 46595 | PRAXAIR DISTRIBUTION | 6/8/2018 | BM01 | PMCHQ00000949 | \$47.35 |
| EFT0001606 | 47333 | QUALITY FOODS | 6/8/2018 | BM01 | PMCHQ00000949 | \$155.44 |
| EFT0001607 | 48370 | RECEIVER GENERAL FOR CANADA - | 6/8/2018 | BM01 | PMCHQ00000949 | \$1,425,241.81 |
| EFT0001608 | 49140 | REGIONAL DISTRICT OF ALBERNI C | 6/8/2018 | BM01 | PMCHQ00000949 | \$35,482.00 |
| EFT0001609 | 50260 | ROLLINS MACHINERY LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$477.34 |
| EFT0001610 | 52375 | SHARE CANADA | 6/8/2018 | BM01 | PMCHQ00000949 | \$6,510.00 |
| EFT0001611 | 202207 | SHERINE INDUSTRIES LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$1,806.07 |
| EFT0001612 | 55727 | TEMPEST DEVELOPMENT GROUP INC. | 6/8/2018 | BM01 | PMCHQ00000949 | \$3,442.69 |
| EFT0001613 | 915751 | THYSSENKRUPP ELEVATOR | 6/8/2018 | BM01 | PMCHQ00000949 | \$265.23 |
| EFT0001614 | 58172 | VAN KAM FREIGHTWAYS LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$337.43 |
| EFT0001615 | 203234 | VAN ISLE FORD | 6/8/2018 | BM01 | PMCHQ00000949 | \$40.80 |
| EFT0001616 | 200217 | VOYSEY, SHANE | 6/8/2018 | BM01 | PMCHQ00000949 | \$266.26 |
| EFT0001617 | 203499 | WESTVAC INDUSTRIAL LTD | 6/8/2018 | BM01 | PMCHQ00000949 | \$965.01 |
| EFT0001618 | 7860 | BEAVER CREEK HOME CENTRE | 6/14/2018 | BM01 | PMCHQ00000951 | \$3,096.55 |
| EFT0001619 | 53999 | SPIFFY IN A JIFFY JANITORIAL I | 6/14/2018 | BM01 | PMCHQ00000951 | \$1,260.00 |
| EFT0001620 | 203417 | HAUTZINGER, TIM | 6/20/2018 | BM01 | PMCHQ00000953 | \$709.20 |
| EFT0001621 | 204775 | TREMBLAY, KRISTA | 6/20/2018 | BM01 | PMCHQ00000953 | \$298.35 |
| EFT0001622 | 640 | ACME SUPPLIES LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$320.31 |
| EFT0001623 | 27020 | AIR LIQUIDE CANADA INC | 6/22/2018 | BM01 | PMCHQ00000956 | \$124.45 |
| EFT0001624 | 2540 | ALBERNI INDUSTRIAL MARINE SUPP | 6/22/2018 | BM01 | PMCHQ00000956 | \$720.71 |
| EFT0001625 | 3150 | ALBERNI VALLEY CHAMBER OF COMM | 6/22/2018 | BM01 | PMCHQ00000956 | \$6,300.00 |
| EFT0001626 | 3665 | ALBERNI VALLEY REFRIGERATION | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,386.53 |
| EFT0001627 | 3951 | ALOYD FITNESS | 6/22/2018 | BM01 | PMCHQ00000956 | \$6,273.75 |
| EFT0001628 | 52570 | ANDREW SHERET LIMITED | 6/22/2018 | BM01 | PMCHQ00000956 | \$28,264.94 |
| EFT0001629 | 7860 | BEAVER CREEK HOME CENTRE | 6/22/2018 | BM01 | PMCHQ00000956 | \$351.27 |
| EFT0001630 | 9065 | BLACK PRESS GROUP | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,302.44 |
| EFT0001631 | 6510 | BOHANNAN & CO LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$4,408.96 |

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|--------------|
| EFT0001632 | 10997 | BRANDT TRACTOR LTD. | 6/22/2018 | BM01 | PMCHQ00000956 | \$803.68 |
| EFT0001633 | 54350 | BRENNTAG CANADA INC. | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,879.15 |
| EFT0001634 | 13790 | CANADIAN CORPS OF COMMISSIONAI | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,161.09 |
| EFT0001635 | 14380 | CANADIAN LINEN AND UNIFORM SER | 6/22/2018 | BM01 | PMCHQ00000956 | \$346.83 |
| EFT0001636 | 15580 | CANADIAN UNION OF PUBLIC EMPLO | 6/22/2018 | BM01 | PMCHQ00000956 | \$11,926.00 |
| EFT0001637 | 17971 | CIVIC INFO BC | 6/22/2018 | BM01 | PMCHQ00000956 | \$446.25 |
| EFT0001638 | 12586 | CMJ EQUIPMENT | 6/22/2018 | BM01 | PMCHQ00000956 | \$362.25 |
| EFT0001639 | 204595 | COAST INTERIOR ARCHAEOLOGY | 6/22/2018 | BM01 | PMCHQ00000956 | \$11,099.00 |
| EFT0001640 | 19300 | COMOX PACIFIC EXPRESS LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$646.74 |
| EFT0001641 | 44880 | DB PERKS & ASSOCIATES LTD. | 6/22/2018 | BM01 | PMCHQ00000956 | \$479.36 |
| EFT0001642 | 22200 | DOLANS CONCRETE LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$740.55 |
| EFT0001643 | 23181 | EMCO LIMITED | 6/22/2018 | BM01 | PMCHQ00000956 | \$427.29 |
| EFT0001644 | 203978 | ENCORE BUSINESS SOLUTIONS INC | 6/22/2018 | BM01 | PMCHQ00000956 | \$94.50 |
| EFT0001645 | 42374 | ENEX FUELS LTD. | 6/22/2018 | BM01 | PMCHQ00000956 | \$9,128.85 |
| EFT0001646 | 202415 | ESC AUTOMATION INC | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,017.80 |
| EFT0001647 | 204015 | FRIESENE PLASTICS INC | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,099.85 |
| EFT0001648 | 204276 | GARDAWORLD | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,030.35 |
| EFT0001649 | 25368 | GENESIS FIRE PROTECTION | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,974.00 |
| EFT0001650 | 27850 | HAYLOCK BROS PAVING LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$6,296.39 |
| EFT0001651 | 28877 | HOULE PRINTING | 6/22/2018 | BM01 | PMCHQ00000956 | \$152.32 |
| EFT0001652 | 204137 | ISLAND EQUIPMENT RENTALS | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,276.30 |
| EFT0001653 | 8680 | J W BERRY TRUCKING LTD. | 6/22/2018 | BM01 | PMCHQ00000956 | \$369.60 |
| EFT0001654 | 31960 | J K F IND BRUSH LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$399.84 |
| EFT0001655 | 32270 | JACK'S TIRE SALES & SERVICES L | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,681.12 |
| EFT0001657 | 34215 | KOERS & ASSOCIATES ENGINEERING | 6/22/2018 | BM01 | PMCHQ00000956 | \$12,219.36 |
| EFT0001658 | 34420 | L B WOODCHOPPERS LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$946.59 |
| EFT0001659 | 35260 | LOMBARD PRE-CAST LIMITED PARTN | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,383.45 |
| EFT0001660 | 202355 | LORDCO PARTS LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$36.16 |
| EFT0001661 | 35900 | MCGILL & ASSOCIATES | 6/22/2018 | BM01 | PMCHQ00000956 | \$3,286.43 |
| EFT0001662 | 36260 | MCLEAN & HIGGINS LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$2,290.58 |
| EFT0001663 | 40250 | MONK OFFICE | 6/22/2018 | BM01 | PMCHQ00000956 | \$470.07 |
| EFT0001664 | 32500 | PLANETCLEAN (NANAIMO) LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,155.08 |
| EFT0001665 | 45725 | PORT ALBERNI CIVIC MANAGERS AS | 6/22/2018 | BM01 | PMCHQ00000956 | \$525.00 |
| EFT0001666 | 46595 | PRAXAIR DISTRIBUTION | 6/22/2018 | BM01 | PMCHQ00000956 | \$47.35 |
| EFT0001667 | 46686 | PROFIRE EMERGENCY EQUIPMENT IN | 6/22/2018 | BM01 | PMCHQ00000956 | \$374.62 |
| EFT0001668 | 47333 | QUALITY FOODS | 6/22/2018 | BM01 | PMCHQ00000956 | \$2,064.05 |
| EFT0001669 | 47950 | RAYNER BRACHT CONSTRUCTION | 6/22/2018 | BM01 | PMCHQ00000956 | \$5,997.08 |
| EFT0001670 | 9325 | SHANKS, RONDI | 6/22/2018 | BM01 | PMCHQ00000956 | \$43.45 |
| EFT0001671 | 202207 | SHERINE INDUSTRIES LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,986.16 |
| EFT0001672 | 9868 | TECHNICAL SAFETY BC | 6/22/2018 | BM01 | PMCHQ00000956 | \$1,911.00 |
| EFT0001673 | 204775 | TREMBLAY, KRISTA | 6/22/2018 | BM01 | PMCHQ00000956 | \$134.07 |
| EFT0001674 | 57040 | UAP INC | 6/22/2018 | BM01 | PMCHQ00000956 | \$72.74 |
| EFT0001675 | 204597 | WESTERN EQUIPMENT LTD | 6/22/2018 | BM01 | PMCHQ00000956 | \$364.43 |
| EFT0001676 | 35130 | YOUNG, ANDERSON | 6/22/2018 | BM01 | PMCHQ00000956 | \$993.70 |
| EFT0001677 | 64065 | ZEP SALES & SERVICE OF CANADA | 6/22/2018 | BM01 | PMCHQ00000956 | \$637.97 |
| EFT0001678 | 204614 | COMMUNICATION CONNECTION | 6/27/2018 | BM01 | PMCHQ00000958 | \$7,137.21 |
| EFT0001679 | 53999 | SPIFFY IN A JIFFY JANITORIAL I | 6/27/2018 | BM01 | PMCHQ00000958 | \$1,260.00 |
| EFT0001680 | 204504 | AON REED STENHOUSE | 7/4/2018 | BM01 | PMCHQ00000960 | \$30,000.00 |
| EFT0001681 | 25871 | GFOA OF BC | 7/4/2018 | BM01 | PMCHQ00000960 | \$409.50 |
| EFT0001682 | 45800 | PORT ALBERNI FIRE FIGHTERS ASS | 7/4/2018 | BM01 | PMCHQ00000960 | \$7,056.00 |
| EFT0001683 | 640 | ACME SUPPLIES LTD | 7/6/2018 | BM01 | PMCHQ00000963 | \$924.90 |
| EFT0001684 | 1000 | AGO INDUSTRIES INC | 7/6/2018 | BM01 | PMCHQ00000963 | \$568.90 |
| EFT0001685 | 52570 | ANDREW SHERET LIMITED | 7/6/2018 | BM01 | PMCHQ00000963 | \$6,009.25 |
| EFT0001686 | 5740 | ASSOCIATED ENGINEERING (BC) LT | 7/6/2018 | BM01 | PMCHQ00000963 | \$103,430.54 |
| EFT0001687 | 7000 | BAILEY ELECTRIC CO LTD | 7/6/2018 | BM01 | PMCHQ00000963 | \$2,638.58 |
| EFT0001688 | 21541 | DESIGNED AIR SYSTEMS LTD | 7/6/2018 | BM01 | PMCHQ00000963 | \$3,423.00 |
| EFT0001689 | 23181 | EMCO LIMITED | 7/6/2018 | BM01 | PMCHQ00000963 | \$188.43 |
| EFT0001690 | 205009 | GREGG DISTRIBUTORS (BC) LTD | 7/6/2018 | BM01 | PMCHQ00000963 | \$1,027.47 |
| EFT0001691 | 203782 | I-open Technologies | 7/6/2018 | BM01 | PMCHQ00000963 | \$11,725.00 |
| EFT0001692 | 34420 | L B WOODCHOPPERS LTD | 7/6/2018 | BM01 | PMCHQ00000963 | \$74.09 |
| EFT0001693 | 40250 | MONK OFFICE | 7/6/2018 | BM01 | PMCHQ00000963 | \$507.93 |
| EFT0001694 | 32500 | PLANETCLEAN (NANAIMO) LTD | 7/6/2018 | BM01 | PMCHQ00000963 | \$238.56 |
| EFT0001695 | 26133 | PLANETCLEAN (NANAIMO) LTD | 7/6/2018 | BM01 | PMCHQ00000963 | \$1,915.20 |

System: 7/26/2018 10:32:37 AM
User Date: 7/26/2018

City of Port Alberni
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 4
User ID: SPENCER_M

* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name | Cheque Date | Chequebook ID | Audit Trail Code | Amount |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|------------|
| EFT0001696 | 203759 | VICTORIA BOX & PAPER | 7/6/2018 | BMO1 | PMCHQ00000963 | \$496.75 |
| EFT0001697 | 61130 | WESTERN CANADA TURFGRASS ASSOC | 7/6/2018 | BMO1 | PMCHQ00000963 | \$525.00 |
| EFT0001698 | 45593 | PLEY, TIM | 7/11/2018 | BMO1 | PMCHQ00000965 | \$102.54 |
| EFT0001699 | 32500 | PLANETCLEAN (NANAIMO) LTD | 7/11/2018 | BMO1 | PMCHQ00000965 | \$464.95 |
| EFT0001700 | 49150 | REGIONAL DISTRICT OF ALBERNI C | 7/11/2018 | BMO1 | PMCHQ00000965 | \$1,440.00 |
| EFT0001701 | 53999 | SPIFFY IN A JIFFY JANITORIAL I | 7/11/2018 | BMO1 | PMCHQ00000965 | \$1,260.00 |
| EFT0001702 | 1561 | ALBERNI VALLEY BULLDOGS | 7/18/2018 | BMO1 | PMCHQ00000968 | \$3,383.81 |
| EFT0001703 | 7860 | BEAVER CREEK HOME CENTRE | 7/18/2018 | BMO1 | PMCHQ00000968 | \$2,060.80 |

Total Cheques: 190

Total Amount of Cheques: \$2,128,814.73
=====



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

To: Tim Pley, CAO
From: Cathy Rothwell, Director of Finance
Copy: Mayor and Council
Date: August 28, 2018

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

Tim Pley, CAO

Subject: Raymond James Ltd. Investments Portfolio Report

The Audit Committee requested periodic reports on the City's investment portfolio. Raymond James Ltd., the City's brokerage firm, provided a detailed report (attached) covering yields, growth, and valuations from January 1, 2017 to June 30, 2018.

In brief, page 1 lists each of the accounts holding invested general and reserve funds. There is a yearly equity graph on page 2 that shows the growth and deposits and withdrawals from mid-2015 through to June 2018. The reserve funds comprise the bulk of the investments, and are added to with sale of land, gas tax contributions, carbon tax, parkland, and ERRF contributions. They are drawn down where budgeted to fund various capital projects. The general funds collected from property taxes are invested midyear and drawn down to fund operations until the following year's tax season. The rate of return since inception is 1.42%; and has increased to 1.75% in the last year.

To align with the City's cash flow requirements, there is a mix of investments, from cash equivalents (liquid) to fixed income GICs that attract a higher rate of return, and are listed on pages 3 through 9. In accordance with the City's Investment Policy Statement, all investments are fully guaranteed.

The last page of the report contains a short commentary on trends and rates, and an opinion that shorter term investments will provide more flexibility to take advantage of rising interest rates when they occur.

Respectfully submitted,

Cathy Rothwell
Director of Finance

ENTERED

As Of June 30, 2018

CITY OF PORT ALBERNI
4850 ARGYLE ST
PORT ALBERNI BC V9Y 1V8

Investment Advisor: JOCK ROSS

Tel.: 604-654-1168

Fax:

Email: jock.ross@raymondjames.ca

Assistant: Karen Whelan

Tel.: 604-659-8261

Email: karen.whelan@raymondjames.ca

Exchange Rate at Valuation Date: USD\$1.000 = CAD\$1.3190

| Client Name | Account Open | Account | Type of Account | Market Value |
|--|----------------|----------------|-------------------------|-------------------------|
| CITY OF PORT ALBERNI | April 14, 2015 | 1H5 - JT0A - 0 | CASH ACCOUNT | 9,460,233.06 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 1 | CASH ACCOUNT | 389,696.53 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 2 | CASH ACCOUNT | 5,737,078.44 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 3 | CASH ACCOUNT | 203,748.46 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 4 | CASH ACCOUNT | 272,542.42 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 5 | CASH ACCOUNT | 748,402.32 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 6 | CASH ACCOUNT | 1,865,675.53 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 7 | CASH ACCOUNT | 1,824,614.18 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 8 | CASH ACCOUNT | 571,692.87 CAD |
| CITY OF PORT ALBERNI | April 15, 2015 | 1H5 - JT0A - 9 | CASH ACCOUNT | 307,346.67 CAD |
| CITY OF PORT ALBERNI | April 14, 2015 | 1H5 - JTVA - 0 | CASH ACCOUNT - Viridian | 0.00 CAD |
| Total Portfolio Value of CAD\$ Accounts | | | | \$ 21,381,030.48 |
| Total Consolidated Value of all Accounts in CAD\$ | | | | \$ 21,381,030.48 |

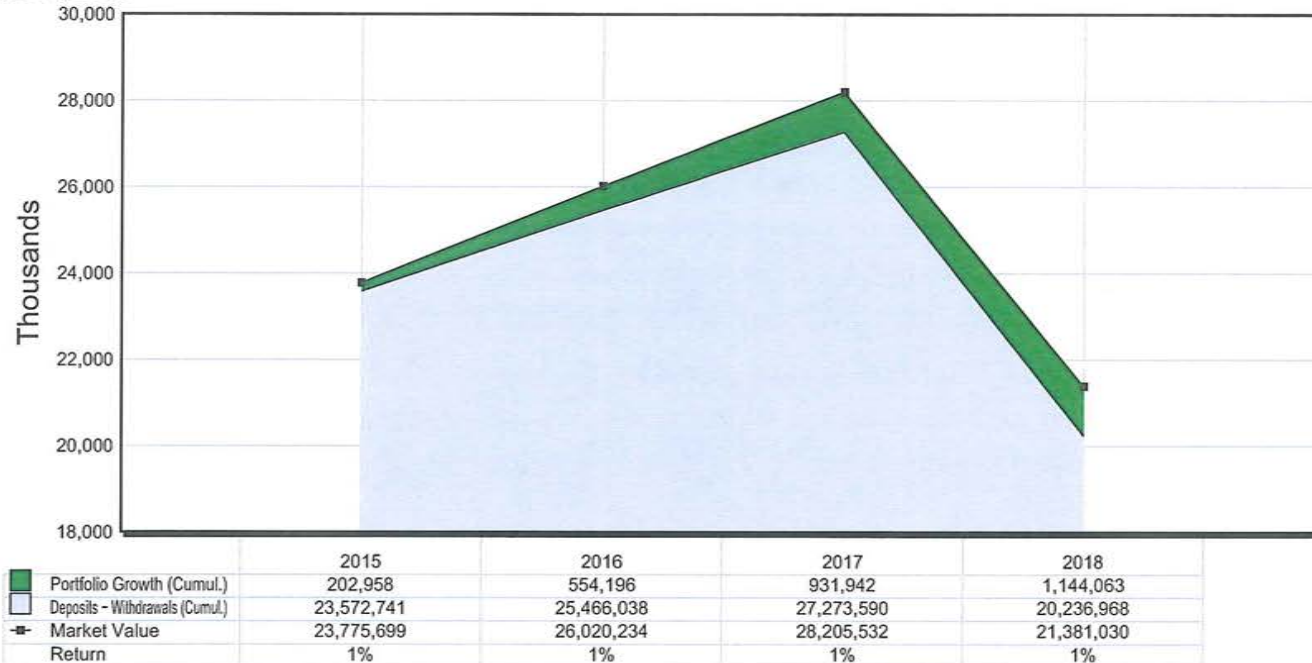
Disclaimer

*** Assets identified by "****" as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

From April 15, 2015 to June 30, 2018

Client Name: **CITY OF PORT ALBERNI**

Account Number: 1H5-JT0A-0, 1H5-JT0A-1
1H5-JT0A-2, 1H5-JT0A-3
1H5-JT0A-4, etc...



Rate of Return:

The annualized rate of return since inception (April 15, 2015):

1.42%

The annualized rate of return in the last twelve months:

1.75%

Disclaimer

*** Assets identified by ***** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

From January 1, 2017 to June 30, 2018

Client Name: **CITY OF PORT ALBERNI**

Account Number: 1H5-JT0A-0, 1H5-JT0A-1
1H5-JT0A-2, 1H5-JT0A-3
1H5-JT0A-4, etc...

| Cash And Cash Equivalents | | Client Name | Account No. | Quantity | Price | Market Value |
|---------------------------------------|----------------------------|----------------------|----------------|------------|------------|------------------------|
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 0 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 1 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 3 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 4 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 5 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 6 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 7 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 8 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JT0A - 9 | | | 0.00 |
| CASH ON DEPOSIT | | CITY OF PORT ALBERNI | 1H5 - JTVA - 0 | | | 0.00 |
| MIP501 | MANULIFE BK PREMIUM ISA-NL | CITY OF PORT ALBERNI | 1H5 - JT0A - 0 | 132.750 | 10.000 CAD | 1,327.50 |
| MIP501 | MANULIFE BK PREMIUM ISA-NL | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | 38,495.690 | 10.000 CAD | 384,956.90 |
| MIP501 | MANULIFE BK PREMIUM ISA-NL | CITY OF PORT ALBERNI | 1H5 - JT0A - 4 | 23,317.610 | 10.000 CAD | 233,176.10 |
| MIP501 | MANULIFE BK PREMIUM ISA-NL | CITY OF PORT ALBERNI | 1H5 - JT0A - 6 | 12,434.030 | 10.000 CAD | 124,340.30 |
| MIP501 | MANULIFE BK PREMIUM ISA-NL | CITY OF PORT ALBERNI | 1H5 - JT0A - 7 | 40,945.580 | 10.000 CAD | 409,455.80 |
| Total Cash And Cash Equivalents (CAD) | | | | | | <u>\$ 1,153,256.60</u> |

| Fixed Income | | Client Name | Account No. | Quantity | Price | Market Value |
|--------------------------------------|--|----------------------|----------------|--------------|-------------|--------------|
| BLUESHORE CU GIC 1.65% 16JUL18 | | CITY OF PORT ALBERNI | 1H5 - JT0A - 0 | 1000,000.000 | 100.000 CAD | 1,015,867.12 |
| Maturity Date: 07/16/18 | | | | | | |
| Maturity Value: 1,016,590.41CAD | | | | | | |
| Total Interest Accrued: 15,867.12CAD | | | | | | |

Disclaimer

*** Assets identified by ***** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

Client Name: **CITY OF PORT ALBERNI**

Account Number: 1H5-JT0A-0, 1H5-JT0A-1

1H5-JT0A-2, 1H5-JT0A-3

1H5-JT0A-4, etc...

| Fixed Income | Client Name | Account No. | Quantity | Price | Market Value |
|---|----------------------|----------------|--------------|-------------|--------------|
| PROSPERA GIC 1.8% 23AUG18R Maturity Date: 08/23/18 Maturity Value: 1,018,000.00CAD Total Interest Accrued: 15,336.99CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | 1000,000.000 | 100.000 CAD | 1,015,336.99 |
| G&F CSH GIC 1.85% 25OCT18E Maturity Date: 10/25/18 Maturity Value: 6,439,183.73CAD Total Interest Accrued: 79,469.47CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 0 | 6322,222.610 | 100.000 CAD | 6,401,692.08 |
| G&F CU CSH GIC 1.8% 15NOV18E Maturity Date: 11/15/18 Maturity Value: 512,643.19CAD Total Interest Accrued: 5,637.32CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | 503,578.770 | 100.000 CAD | 509,216.09 |
| G&F CU CSH GIC 1.8% 15NOV18E Maturity Date: 11/15/18 Maturity Value: 753,439.17CAD Total Interest Accrued: 8,285.26CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 5 | 740,117.060 | 100.000 CAD | 748,402.32 |
| FIRST WT CSH GIC 1.6% 10DEC18E Maturity Date: 12/10/18 Maturity Value: 773,496.74CAD Total Interest Accrued: 6,807.45CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | 761,250.000 | 100.000 CAD | 768,057.45 |
| CCS GIC 2.4% 21FEB19R Maturity Date: 02/21/19 Maturity Value: 1,039,360.00CAD Total Interest Accrued: 8,609.42CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 0 | 1015,000.000 | 100.000 CAD | 1,023,609.42 |

Disclaimer

*** Assets identified by ***** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

From January 1, 2017 to June 30, 2018

Client Name: **CITY OF PORT ALBERNI**
 Account Number: 1H5-JT0A-0, 1H5-JT0A-1
 1H5-JT0A-2, 1H5-JT0A-3
 1H5-JT0A-4, etc...

| Fixed Income | Client Name | Account No. | Quantity | Price | Market Value |
|---|----------------------|----------------|--------------|-------------|--------------|
| CCS GIC 2.4% 21FEB19R Maturity Date: 02/21/19 Maturity Value: 1,039,360.00CAD Total Interest Accrued: 8,609.42CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | 1015,000.000 | 100.000 CAD | 1,023,609.42 |
| FIRST WT CSH GIC 1.95% 15MAR19 Maturity Date: 03/15/19 Maturity Value: 1,032,181.46CAD Total Interest Accrued: 5,787.54CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | 1012,438.900 | 100.000 CAD | 1,018,226.44 |
| FIRST WT CSH GIC 1.95% 15MAR19 Maturity Date: 03/15/19 Maturity Value: 206,540.87CAD Total Interest Accrued: 1,158.10CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 3 | 202,590.360 | 100.000 CAD | 203,748.46 |
| FIRST WT CSH GIC 1.95% 15MAR19 Maturity Date: 03/15/19 Maturity Value: 39,905.84CAD Total Interest Accrued: 223.76CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 4 | 39,142.560 | 100.000 CAD | 39,366.32 |
| FIRST WT CSH GIC 1.95% 15MAR19 Maturity Date: 03/15/19 Maturity Value: 1,765,200.60CAD Total Interest Accrued: 9,897.66CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 6 | 1731,437.570 | 100.000 CAD | 1,741,335.23 |
| FIRST WT CSH GIC 1.95% 15MAR19 Maturity Date: 03/15/19 Maturity Value: 579,528.05CAD Total Interest Accrued: 3,249.47CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 8 | 568,443.400 | 100.000 CAD | 571,692.87 |

Disclaimer

*** Assets identified by **** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

From January 1, 2017 to June 30, 2018

Client Name: **CITY OF PORT ALBERNI**
 Account Number: 1H5-JT0A-0, 1H5-JT0A-1
 1H5-JT0A-2, 1H5-JT0A-3
 1H5-JT0A-4, etc...

| Fixed Income | Client Name | Account No. | Quantity | Price | Market Value |
|---|----------------------|----------------|--------------|-------------|-------------------------|
| FIRST WT CSH GIC 1.95% 15MAR19 Maturity Date: 03/15/19 Maturity Value: 311,558.92CAD Total Interest Accrued: 1,746.94CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 9 | 305,599.730 | 100.000 CAD | 307,346.67 |
| WESTSCU CSH GIC 1.75% 15MAR19E Maturity Date: 03/15/19 Maturity Value: 394,492.42CAD Total Interest Accrued: 1,988.99CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 1 | 387,707.540 | 100.000 CAD | 389,696.53 |
| WESTSCU CSH GIC 1.75% 15MAR19E Maturity Date: 03/15/19 Maturity Value: 1,432,574.35CAD Total Interest Accrued: 7,222.90CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 7 | 1407,935.480 | 100.000 CAD | 1,415,158.38 |
| FIRST CAL GIC 2.6% 24MAY19R Maturity Date: 05/24/19 Maturity Value: 1,041,390.00CAD Total Interest Accrued: 2,675.15CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 2 | 1015,000.000 | 100.000 CAD | 1,017,675.15 |
| FIRST CAL GIC 2.6% 06JUN19R Maturity Date: 06/06/19 Maturity Value: 1,042,416.00CAD Total Interest Accrued: 1,736.94CAD | CITY OF PORT ALBERNI | 1H5 - JT0A - 0 | 1016,000.000 | 100.000 CAD | 1,017,736.94 |
| Total Fixed Income (CAD) | | | | | <u>\$ 20,227,773.88</u> |
| Total Portfolio (CAD) | | | | | <u>\$ 21,381,030.48</u> |

Disclaimer

*** Assets identified by **** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

From January 1, 2017 to June 30, 2018

Client Name: **CITY OF PORT ALBERNI**

Account Number: 1H5-JT0A-0, 1H5-JT0A-1

1H5-JT0A-2, 1H5-JT0A-3

1H5-JT0A-4, etc...

| Cash And Cash Equivalents | Quantity | Average Cost | Book Value | Price | Market Value | % of Total | Div / Int | Income | Market Yield |
|---------------------------------------|-------------|--------------|------------------------|--------|------------------------|-------------|-----------|---------------------|---------------|
| CASH | 0.00 | 1.00 | 0.00 | | 0.00 | 0.00 | | | |
| MUTUAL FUNDS | | | | | | | | | |
| MANULIFE BK PREMIUM ISA-NL | 115,325.660 | 10.00 | 1,153,256.17 | 10.000 | 1,153,256.60 | 5.39 | \$ 0.15 | 16,723 | 1.45 |
| Total Cash And Cash Equivalents (CAD) | | | <u>\$ 1,153,256.17</u> | | <u>\$ 1,153,256.60</u> | <u>5.39</u> | | <u>\$ 16,722.69</u> | <u>1.45 %</u> |

| Fixed Income | Quantity | Average Cost | Book Value | Price | Market Value | % of Total | Div / Int | Income | Market Yield |
|-----------------------------------|--------------|--------------|--------------|---------|--------------|------------|-----------|---------|--------------|
| CORPORATE BONDS | | | | | | | | | |
| BLUESHORE CU GIC 1.65% 16JUL18 | 1000,000.000 | 100.00 | 1,000,000.00 | 100.000 | 1,015,867.12 | 4.75 | 1.65 % | 16,500 | 1.65 |
| Maturity Date: 07/16/18 | | | | | | | | | |
| Maturity Value: 1,016,590.41 | | | | | | | | | |
| Total Interest Accrued: 15,867.12 | | | | | | | | | |
| PROSPERA GIC 1.8% 23AUG18R | 1000,000.000 | 100.00 | 1,000,000.00 | 100.000 | 1,015,336.99 | 4.75 | 1.80 % | 18,000 | 1.80 |
| Maturity Date: 08/23/18 | | | | | | | | | |
| Maturity Value: 1,018,000.00 | | | | | | | | | |
| Total Interest Accrued: 15,336.99 | | | | | | | | | |
| G&F CSH GIC 1.85% 25OCT18E | 6322,222.610 | 100.00 | 6,322,222.61 | 100.000 | 6,401,692.08 | 29.94 | 1.85 % | 116,961 | 1.85 |
| Maturity Date: 10/25/18 | | | | | | | | | |
| Maturity Value: 6,439,183.73 | | | | | | | | | |
| Total Interest Accrued: 79,469.47 | | | | | | | | | |
| G&F CU CSH GIC 1.8% 15NOV18E | 1243,695.830 | 100.00 | 1,243,695.83 | 100.000 | 1,257,618.41 | 5.88 | 1.80 % | 22,387 | 1.80 |
| Maturity Date: 11/15/18 | | | | | | | | | |
| Maturity Value: 753,439.17 | | | | | | | | | |
| Total Interest Accrued: 13,922.58 | | | | | | | | | |

Disclaimer

*** Assets identified by **** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

From January 1, 2017 to June 30, 2018

Client Name: **CITY OF PORT ALBERNI**

Account Number: 1H5-JT0A-0, 1H5-JT0A-1

1H5-JT0A-2, 1H5-JT0A-3

1H5-JT0A-4, etc...

| Fixed Income | Quantity | Average Cost | Book Value | Price | Market Value | % of Total | Div / Int | Income | Market Yield |
|-----------------------------------|--------------|--------------|--------------|---------|--------------|------------|-----------|--------|--------------|
| FIRST WT CSH GIC 1.6% 10DEC18E | 761,250.000 | 100.00 | 761,250.00 | 100.000 | 768,057.45 | 3.59 | 1.60 % | 12,180 | 1.60 |
| Maturity Date: 12/10/18 | | | | | | | | | |
| Maturity Value: 773,496.74 | | | | | | | | | |
| Total Interest Accrued: 6,807.45 | | | | | | | | | |
| CCS GIC 2.4% 21FEB19R | 2030,000.000 | 100.00 | 2,030,000.00 | 100.000 | 2,047,218.84 | 9.57 | 2.40 % | 48,720 | 2.40 |
| Maturity Date: 02/21/19 | | | | | | | | | |
| Maturity Value: 1,039,360.00 | | | | | | | | | |
| Total Interest Accrued: 17,218.84 | | | | | | | | | |
| FIRST WT CSH GIC 1.95% 15MAR19 | 3859,652.520 | 100.00 | 3,859,652.52 | 100.000 | 3,881,715.99 | 18.15 | 1.95 % | 75,263 | 1.95 |
| Maturity Date: 03/15/19 | | | | | | | | | |
| Maturity Value: 311,558.92 | | | | | | | | | |
| Total Interest Accrued: 22,063.47 | | | | | | | | | |
| WESTSCU CSH GIC 1.75% 15MAR19E | 1795,643.020 | 100.00 | 1,795,643.02 | 100.000 | 1,804,854.91 | 8.44 | 1.75 % | 31,424 | 1.75 |
| Maturity Date: 03/15/19 | | | | | | | | | |
| Maturity Value: 1,432,574.35 | | | | | | | | | |
| Total Interest Accrued: 9,211.89 | | | | | | | | | |
| FIRST CAL GIC 2.6% 24MAY19R | 1015,000.000 | 100.00 | 1,015,000.00 | 100.000 | 1,017,675.15 | 4.76 | 2.60 % | 26,390 | 2.60 |
| Maturity Date: 05/24/19 | | | | | | | | | |
| Maturity Value: 1,041,390.00 | | | | | | | | | |
| Total Interest Accrued: 2,675.15 | | | | | | | | | |

Disclaimer

*** Assets identified by **** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

From January 1, 2017 to June 30, 2018

Client Name: **CITY OF PORT ALBERNI**

Account Number: 1H5-JT0A-0, 1H5-JT0A-1

1H5-JT0A-2, 1H5-JT0A-3

1H5-JT0A-4, etc...

| Fixed Income | Quantity | Average Cost | Book Value | Price | Market Value | % of Total | Div / Int | Income | Market Yield |
|----------------------------------|--------------|--------------|-------------------------|---------|-------------------------|---------------|-----------|----------------------|---------------|
| FIRST CAL GIC 2.6% 06JUN19R | 1016,000.000 | 100.00 | 1,016,000.00 | 100.000 | 1,017,736.94 | 4.76 | 2.60 % | 26,416 | 2.60 |
| Maturity Date: 06/06/19 | | | | | | | | | |
| Maturity Value: 1,042,416.00 | | | | | | | | | |
| Total Interest Accrued: 1,736.94 | | | | | | | | | |
| Total Fixed Income (CAD) | | | <u>\$ 20,043,463.98</u> | | <u>\$ 20,227,773.88</u> | <u>94.61</u> | | <u>\$ 394,240.62</u> | <u>1.97 %</u> |
| Total Portfolio (CAD) | | | <u>\$ 21,196,720.15</u> | | <u>\$ 21,381,030.48</u> | <u>100.00</u> | | <u>\$ 410,963.31</u> | <u>1.94 %</u> |

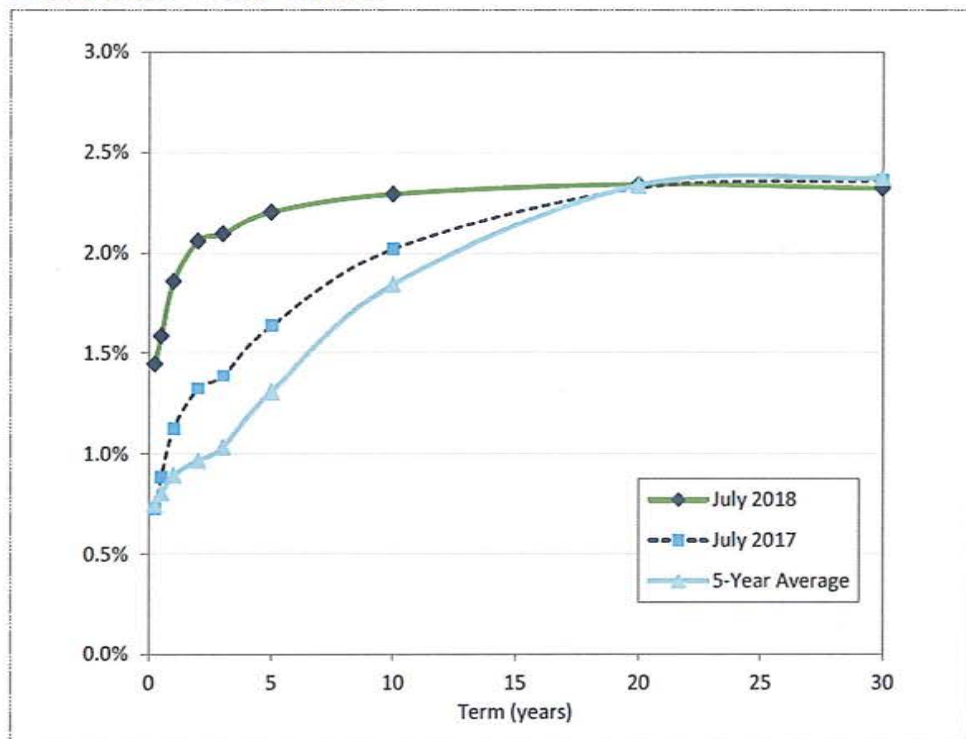
Disclaimer

*** Assets identified by **** as well as other off-book holdings and plans such as RDSPs are NOT held by Raymond James and are NOT ELIGIBLE for CIPF coverage. This is NOT an official statement. Refer to your monthly statements to determine which positions are covered by CIPF. Information in this report was obtained from sources believed to be reliable but we are unable to guarantee its completeness and accuracy. We are not responsible for errors in book value (BV). Please check the accuracy of BVs and provide your Advisor with corrections as necessary. BV may be adjusted for subsequent events. Trust unit BV is reduced for return of capital every April relating to prior year distributions. Corporate reorganizations can result in inaccurate BVs. Some mutual fund switches are not taxable but appear in the Gain Loss report. Options exercised do not adjust the BV of the underlying security. Option assignments may not be reported accurately. Review all dispositions with your Tax Advisor before reporting to CRA. Contact your Advisor regarding any error. Yields on step up bonds are an approximation. Return on investment uses the net of fees IRR method.

Commentary:

With the Bank of Canada tightening monetary policy, we believe investors would be prudent to stick to the short-end of the curve, specifically three months to two years. With short end yields roughly equivalent to those on the longer end of the curve, investors are not being compensated for going longer; ultimately, the flattening of the yield curve has virtually erased any term premium. We can see just how flat the Canadian yield curve is now compared to last year in the graph below. Typically investors in fixed income markets are compensated with higher interest rates to invest in longer terms in exchange for tying up their capital for longer periods of time. With the current state of the yield curve, the risk/reward trade-off doesn't provide the incentive to invest in the longer end when investors are only getting a slightly better rate compared to shorter term products. That, combined with economists' consensus estimates of rising rates over the coming year, lends us to believe that investors are better suited to stay shorter termed. This strategy will realize an adequate return while investors wait for rates on the longer end of the curve to materialize. At this present time, we recommend investors to take advantage of our cashable GIC offerings to better position themselves when rates do increase. This strategy can not only offer investors the flexibility of locking in higher deposit rates in the near term, but also fulfill their on-going liquidity needs in treasury management.

Canadian Yield Curve



Source: Bloomberg, Raymond James Ltd.



CITY OF PORT ALBERNI

ECONOMIC DEVELOPMENT MANAGER REPORT

TO: Tim Pley, CAO
FROM: Pat Deakin, Economic Development Manager
DATE: August 30, 2018

SUBJECT: SECTOR DIVERSIFICATION BY DATA DESIGN

Background:

This is a report for information only; no decisions are required.

Discussion:

Diversification of the economy is a primary goal of the economic development function in Port Alberni and successive Councils have supported that work. In 2016, the City's EDM was pursuing more than 80 actions in 16 economic sectors with the intent of diversifying. New opportunities and new challenges arose every year and progress towards completion of the actions originally was slow.

Recognizing that many other communities in BC were in a similar situation, the provincial government decided to try a new approach to identifying those sectors of the economy that had the best chance of success for diversification efforts in any particular community.

Port Alberni volunteered to be the pilot community in which this work was done and the Sector Diversification by Data Design (or SD3) project was born. This project has taken longer to complete than anyone had expected for a few reasons. These include that sets of census data that had been deemed valuable to have, did not become available until earlier this year; a change of provincial government took place; a new provincial budget had to be adopted; the division that was doing that work got moved into another provincial Ministry; and other priorities were adopted by the EDM at the municipal level. However all parties involved have persevered and the foundation of the work is now almost complete.

Two analytical methods were selected to try and provide a balanced approach to understanding the structure and performance of the local economy and a way to identify industries that may have a local advantage. These methods were economic base analysis and cluster analysis. The methods along with their techniques and the findings of this work are explained in the attached 15 page summary. The full report on this work will be available within a month but the summary provides a great starting point for narrowing the sectors that are likely to have the best chances of growing a cluster of businesses.

As Council will see, in no particular order of ranking it is thought that the target sectors for diversification should be Ocean & Marine, Aerospace, Agriculture, Aboriginal Administration and Forestry/Logging. This does not mean that other sectors will be ignored. Based on the data, there are real grounds for understanding who and what businesses compose the Professional, Scientific & Technical Services category and how they can be supported. Based on common sense and

other indicators that are buried in the data, the Tourism sector should also be a priority. And Port Alberni, like every other community in the world will continue to support and/or try and attract Technology businesses.

Next Steps:

Over the coming months, the EDM will consult with businesses in each of the aforementioned sectors, specialists, other stakeholders and other levels of government with respect to the best approaches to developing clusters of businesses or employment opportunities in their respective sectors.

The provincial government has also advised it is:

- likely that further support for cluster development will be done within a 'community economic development framework'
- considering what additional resources might be made available to support further diversification efforts.

That the report from the Economic Development Manager dated August 30, 2018 providing information on the Sector Diversification by Data Design (or SD3) project, be received.

Sincerely,



Pat Deakin
Economic Development Manager

Sector Diversification by Data Design

Case Analysis Summary Report for Port Alberni, BC



May 17, 2018

Ministry of Forests, Lands, Natural Resources Operations and Rural Development
PO Box 9837 Stn. Prov. Government
Victoria, British Columbia V8W 9T5

1. Introduction

1.1 Background

The Sector Diversification by Data Design (SD3) Project is led by the Regional Economic Operations (REO) branch of the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). The pilot project was conducted over two phases with two primary and related objectives:

1. Assist rural communities to make targeted and evidence-based decisions regarding their economic planning and strategy through the use of enhanced data, sector analysis and key stakeholder engagement.
2. Ensure that this assistance can effectively lead to more targeted economic development programming and implementation by communities through ongoing partnership with ministry staff.

Phase I of the pilot project was conducted in 2017 in partnership with the City of Port Alberni to test initial research techniques designed to better understand the local economy. This included identifying and reviewing available local economic data, the application of various economic analysis techniques, and a facilitated workshop in Port Alberni with key government and industry stakeholders/business leaders to provide feedback on the conclusions the data arrived at and discuss potential opportunities and challenges related to implementation (sector development).

This report is a summary document that provides the results of the revised Phase II (2018) economic analysis using updated 2016 Census data and a second community workshop in Port Alberni.

1.2 Project Context

Rural communities are the backbone of BC's natural resource economy. They are hubs for primary manufacturers and transporting goods from isolated regions to major cities and commercial hubs. A variety of changes in international commodity markets have resulted in challenges for natural resource dependent economies and highlights the importance of provincial investment supporting sector diversification. Building a diverse economy begins with better understanding the local economy using quantitative and qualitative information. Regional data can be compared to provincial and national data to identify local emerging markets or highlight competitive advantages of certain industries. Further, local expertise and participation is central to realizing long-term sector diversification opportunities. Combining a quantitative economic base analysis with qualitative community knowledge of the local economy supports a balanced approach to sector diversification and community economic development.

Accurate data collection is essential to maintaining the integrity of research, making informed business decisions and ensuring quality assurance. The data sets accessed for this pilot project are reputable as stand-alone data sources. However, as with most cases where data sources span time frames and varying collection methodologies, matching these sources with each other introduces the potential for subjective bias. Likewise, extracting data to specific geographic locations across data sets may produce varying results. The outcomes of the methodologies in this report are consistent at a high level and pair with the experience and knowledge of workshop participants. All efforts to ensure that the data and analysis contained in this report is consistent and accurate to the highest degree possible have been taken, but it is important to acknowledge that many initial indicators and/or trends will require supplemental research and context. Due to these limitations, it is noted that this material should not be regarded as a definitive or conclusive account of the local economy, but rather an initial overview of

those industries and trends which the data indicates are likely to present significant opportunities for development or that may require further investigation.

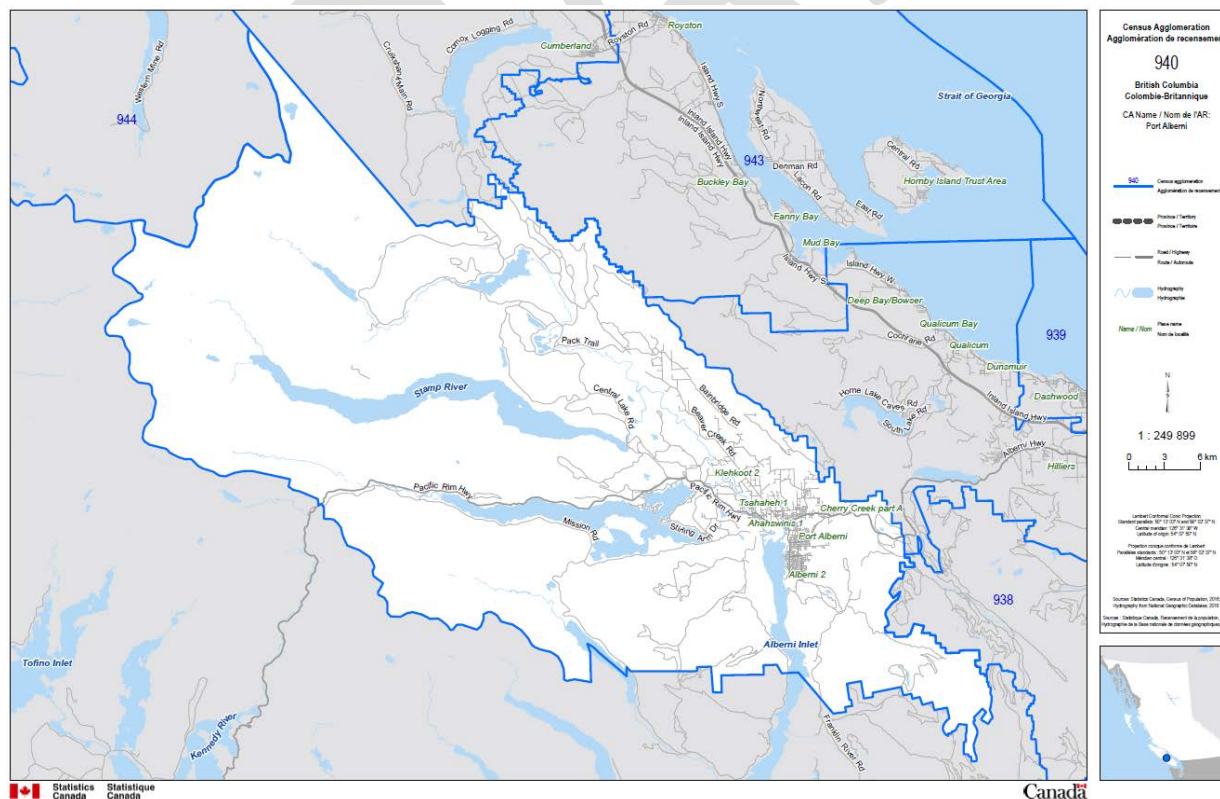
1.3 Geography

As a result of a review of the quality and availability of relevant data, and through consultation with the City of Port Alberni's Economic Development Officer, it was determined that the Port Alberni Census Agglomeration (CA) local economic area best suits this study. Census data from Ucluelet and Tofino were excluded as this could have caused misrepresentations of the local economy in Port Alberni. The Port Alberni CA includes:

- Ahahswinis 1 (Hupacasath First Nation Indian Reserve)
- Alberni 2 (Tseshaht First Nation Indian Reserve)
- Alberni-Clayoquot B (Beaufort Regional District Electoral Area)
- Alberni-Clayoquot D (Sproat Lake Regional District Electoral Area)
- Alberni-Clayoquot E (Beaver Creek Regional District Electoral Area)
- Alberni-Clayoquot F (Cherry Creek Regional District Electoral Area)
- Klehkoot 2 (Hupacasath First Nation Indian Reserve)
- Port Alberni (City)
- Tsahehah 1 (Tseshaht First Nation Indian Reserve)

Two First Nations Areas, Alberni 2 and Klehkoot2, have very small 2016 Census populations and face data suppression on most data categories. Figure 1 below outlines the boundaries of the Port Alberni Census Agglomeration.

Figure 1: Port Alberni Census Agglomeration



Source: Statistics Canada (2018)

1.4 Community Profile¹

The Port Alberni CA has a total population of 25,110. There were 10,291 households in 2016 with an average family size of 2-3 people. Nearly 70% of the homes are owned and the remainder rented. The income per capita is \$32,821 and the median age is 49.6 years of age. The age distribution is similar to other rural communities in British Columbia and Canada; the number of children is declining and there are an increasing number of citizens 55+ years of age.

The distribution of educational attainment of those in the workforce (ages 15 – 64) is comparable to other rural communities across BC. In Port Alberni, 18.6% of the population do not have a high school diploma, 29.8% have a high school diploma, and 51.6% with some form of post-secondary training.

The majority of companies in Port Alberni are small businesses. Notably, there are roughly a dozen large companies that represent a significant portion of the output and revenues. The Forestry and Public Sectors are the most prominent among these. Since 2009, the employment and income in the traditional industries of the region have been declining – primarily forestry, agriculture, manufacturing. Construction has been relatively stable with some minimal growth expected, but given the increases in construction trends in urban areas, a comparison of national averages to this region would not provide illustrative analysis.

1.5 Port Alberni Labour Force Trends

There are industries in Port Alberni with a higher percentage of employment than British Columbia, but are in decline (Wood Product Manufacturing, Paper Manufacturing, Forestry/Logging, Support Activities for Agriculture and Forestry). While not as pronounced, there are also significant increases in the healthcare field and social assistance which may reflect an aging workforce. It should be noted that “social assistance” is a broad North American Industry Classification System (NAICS) designation that encompasses many types of labour in the community such as child-care, learning aides and other occupations that relate to providing services to increase the general well-being of residents.

The North American Industry Classification System is used to classify business establishments according to type of economic activity in Canada, Mexico, and the United States of America. This report will refer to both industries and sectors. Industries are a technical term defined in the context of their NAICS code. Sectors are a more generic term used for a group of related businesses.

Subsectors within industries can provide a higher level of detail and understanding of the percentage changes over the same time period (Table 2). However, context and relative significance are critical to keep in mind when interpreting percentage changes as comparisons given the potential for differences in the ranges of numbers within each industry (i.e. a change of two people employed to four people would represent a much larger percentage than a change of 200 people employed to 300). Overall, the total labour in Port Alberni increased by 390, or 3.3% between 2006 and 2016.

Table 1: Employment Change from 2006 to 2016 of Select Industry Subsectors

| [NAICS] Industry | Industry Subsectors and Employment Changes from 2006 to 2016 |
|--|---|
| [21] Mining and oil and gas extraction | Support activities for mining and oil and gas 10 to 65 (550.0%) |

¹ Community Profile data sources: ESRI Canada (2017) and Statistics Canada (2012) (2017)

↑

| | | |
|---|---|--|
| [23] Construction | Heavy and civil engineering construction 95 to 185 (↑ 94.7%) | |
| [11] Agriculture, forestry, fishing and hunting | Farming 175 to 250 (↑ 20.0%) | Forestry and logging 585 to 450 (↓ 23.1%) |
| [31-33] Manufacturing | Wood product manufacturing 685 to 445 (↓ 35.0%) | Paper manufacturing 600 to 300 (↓ 50.0%) |

2. Economic Analysis

2.1 Analytical Methodology

Two analytical methods were selected for the Port Alberni sector diversification analysis: economic base analysis, which provides a quantitative assessment of the local economy, and cluster analysis, which provides complementary qualitative information. Together, these analyses provide a balanced approach to understanding the structure and performance of the local economy and a way to identify industries that may have a local advantage.

The economic base analysis was carried out using three distinct analytical techniques: Shift-share trend analysis, Carvalho model and the McLean/Voytek model, which are discussed in further detail below. Shift-share was applied to provide a historical perspective of the region's critical employment and economy. The Carvalho model and the McLean/Voytek model were applied to better understand sector performance and identify potential trends of growth or decline. The quantitative information gained from the economic base analysis provides a starting point for assessing Port Alberni's economy but has limitations as it does not include local knowledge and understanding of trends and opportunities that are not always evident in the data. Further, the quantitative assessment can contain errors and data gaps that would not otherwise be known to someone outside of the community. Therefore, qualitative information was incorporated to complement the economic base analysis.

Qualitative information was collected through cluster analysis during a facilitated workshop of local business leaders and local government staff who were asked targeted questions about the regional and local economy. This is an important process of community economic development as it builds on existing capacity and community knowledge of the regional and local economy. The qualitative information gained at the workshop served to validate the findings from the quantitative economic base analysis, highlight errors or information gaps, and identify emerging trends and cluster opportunities not evident in the data analysis that require further research in the future. A summary of workshop findings is presented in section 3.

2.2 Data

Key data sources for this project include:

- Statistics Canada Data
 - Census profiles
 - Detailed labour force by age and gender
 - Business registry
- Employment and Social Development Canada
 - Canadian Occupation Projection System ten year forecast

- ESRI Canada
 - Demographics and businesses

2.3 Industry Targeting Analysis

The formulas of each method vary from one another and are designed for targeted outcomes. However, similarities and themes emerged when comparing the results from each method. Table 3 summarizes the results of industries that either ranked high in all the three economic methods or that were identified at the workshop as community priority industries. These industries have potential to be strong clusters with future research and investment. Industries indicated by an asterisk (*) generated the most discussion at the workshop, indicating a strong linkage between local knowledge and economic base analysis.

Below is a brief discussion of each of the techniques and models used in the economic base analysis (for a detailed explanation of the methodology that was employed, please see the “Methodology” section in the references included at the end of this report):

Shift-Share Analysis (SSA): Using 2006 and 2016 Census data, SSA compares local employment to national or provincial employment over a given period of time to identify if a local competitive advantage exists. A high number indicates a strong local competitive advantage, whereas a negative number suggests no local advantage compared to regional or national economies. Numbers are generated from a formula and are not actual employment numbers. The higher the number, the better the community is positioned. SSA results do not indicate *why* a trend is occurring.

Carvalho Model: Using 2006 and 2016 Census data, the Carvalho model highlights comparative advantages of a region relative to provincial or national competitive advantages. It classifies industries into 12 categories range from Marginal, to Accelerating and at highest performance, to Driving. This study did not include industries that ranked below Transitional classification and are identified in Table 3 ranked as “Below study threshold”. Lack of in-depth data does not allow for detailed analysis and comparisons between successive periods.

McLean/Voytek Model: using 2006 and 2016 Census data, the McLean/Voytek Model uses location quotient, employment growth and local competitive effect to assign industries to one of eight categories.

Table 3: Comparative Summary of Economic Analyses

| Industry | Shift-Share Analysis | Carvalho Method | McLean/Voytek Method |
|---|----------------------|-----------------|----------------------|
| Heavy and civil engineering construction* | 53 | Driving | Current strengths |
| Oil and gas extraction | 45 | Driving | Current strengths |
| Waste management and remediation services | 23 | Driving | Current strength |
| Fishing, hunting and trapping* | 8 | Driving | Current strength |
| Health and personal care stores | 38 | Accelerating | Current strength |
| Heritage institutions | 12 | Accelerating | Current strength |
| Farms * | 8 | Accelerating | Current strength |
| Machinery, equip. & supplies wholesaler-distributors | 30 | Rising | Current strength |

| | | | |
|---|------|-----------------------|--|
| Professional, scientific and technical services* | 116 | Rising | Emerging strength |
| Air transportation* | 31 | Transitional | Current strength |
| Wood product manufacturing | -105 | Below study threshold | Current strength |
| Forestry and logging* | -87 | Below study threshold | Prospects limited due to external trends |
| Aboriginal public administration* | -178 | Below study threshold | Prospects limited due to external trends |

2.4 Sectors Prioritized for Further Evaluation

Several workshop priorities emerged after reviewing and discussing the initial economic base analysis. These industries ranked strongly in the quantitative assessment or otherwise were found to be critical to an accurate understanding of the current economy and therefore merited further discussion and analysis.

- Aerospace (see Air transportation and Heavy and civil engineering construction)
- Agriculture (see Farms)
- Ocean and Marine (see Heavy and civil engineering construction and Fishing, hunting and trapping)
- Forestry and logging, and Wood product manufacturing
- Aboriginal Administration

Aerospace (see Heavy and civil engineering construction), Agriculture (see Farms) and Ocean and Marine (see Heavy and civil engineering construction and Fishing, hunting and trapping) are all current community priorities and rank high across the three economic models, including all three ranking as a current strength in the McLean/Voytek Method.

Forestry and logging, wood product manufacturing, and Aboriginal Administration were identified at the workshop as local strengths and clustering priorities. Each ranked below the study threshold in the Carvalho ranking, which doesn't include anything below "Transitional" classification. Wood product manufacturing ranked "Current Strengths" in the McLean/Voytek model. The outcomes of the economic models should not be interpreted as economies that do not support the community, but rather as an indication that these industries have changed over time.

3 Port Alberni Cluster Development Workshop

3.1 Overview

A workshop for key industry stakeholders and community business leaders was held on March 19, 2018 to review and discuss the economic base and industry targeting analysis and narrow the list of industries/sectors identified as having the highest potential for future cluster development and economic diversification in the region. A review of the top-ranked industries from the 2017 Phase I workshop was also undertaken.

A broad list of 13 major industries were identified and discussed, with the majority having a direct linkage to export or basic sector activities (Table 4). Many service industries that are classified as non-basic economic drivers, such as food stores and personal services, were excluded from the list.

A notable point of discussion at the workshop was consideration of industries that were not reflecting local production. Such was the case for oil and gas extraction and petroleum and coal product manufacturing. Both industries had location quotients above one, which would normally indicate some form of comparative advantage for local producers. However, local knowledge confirmed that a majority of these operations resided in other jurisdictions, not locally based. This may also be the case with heavy and civil engineering construction, but further investigation is required for definitive confirmation.

Table 4: Top ranked industries weighted for all methods, Location Quotient > 1 (2016)

| Industry | Location Quotient | Export Sector | Workshop Target |
|---|-------------------|---------------|-----------------|
| 111-112 Farms (agriculture) | 1.09 | Yes | Yes |
| 113 Forestry and logging | 5.73 | Yes | Yes |
| 114 Fishing, hunting and trapping | 6.54 | Yes | Yes |
| 211 Oil and gas extraction | 2.48 | Yes | No |
| 237 Heavy and civil engineering construction | 1.96 | Yes | Partial |
| 321 Wood product manufacturing | 3.71 | Yes | Yes |
| 322 Paper manufacturing | 5.9 | Yes | No |
| 324 Petroleum and coal product manufacturing | 2.24 | Yes | No |
| 481 Air transportation | 1.14 | Yes | Yes |
| 526 Funds and other financial vehicles | 3.26 | No | Partial |
| 623 Nursing and residential care facilities | 2.21 | No | Partial |
| 624 Social assistance (daycare, at-homecare etc.) | 1.83 | No | No |
| 712 Heritage institutions | 1.24 | Partially | Yes |

Table 5 provides comments by workshop attendees on indicators other than employment and employment income that can contribute to a better understanding of local industries and clusters.

Table 5: Potential Indicators for Industry and Cluster Assessment

| Indicator | Comment |
|-----------------------------|---|
| Landed values | <ul style="list-style-type: none"> • Made in reference to fishing industry • Data is available by DFO fishing area, but may only indicate place/area of catch not place/area of actual landing |
| Revenues | <ul style="list-style-type: none"> • By industry and company • Available from third-party databases such as InfoCanada • Included in ESRI Community Analyst |
| Employment by place of work | <ul style="list-style-type: none"> • Published tables in Stats Can community profiles are employment by place of residence • Place of work tables can be accessed on request • It was also noted that the Census does provide data on worker mobility, i.e. the number of workers in the Port Alberni CA that commute to outside employment, and where they commute to |
| Payroll | <ul style="list-style-type: none"> • Also available from ESRI Community Analyst • Statistics Canada provides Census and survey information on wages, salaries and payrolls |
| Capital investment | <ul style="list-style-type: none"> • By company or industry |

- It was noted that the BC Major Projects Inventory has this for major projects
- Statistics Canada estimates annually for major industry in all provinces and the country

3.2 Evaluation of Clusters

The final part of the evaluation process is the evaluation of the clusters and industries, again through facilitated discussion among workshop participants. A suggested intermediate step is to assemble industry forecasts, which fortunately are available from a variety of sources, including the Government of Canada, the chartered banks and the Conference Board of Canada. The latter research comes at a heavy cost that most rural communities cannot afford, while bank forecasts are oriented for the investment community and not economic development practitioners. The following forecasts are drawn from Employment and Social Development Canada but only at the major industry (i.e. two-digit NAICS) level. The metric of most interest is employment projections by industry for BC to 2025. A similar set of projections is available for Vancouver Island but a percentage change estimate could not be calculated due to the absence of an available baseline.

What the BC projections suggest is that the employment downtrends evident in the economic base analysis during the 2000s are expected to continue well into the future. Expected growth in the primary sectors and manufacturing is expected to remain lacklustre at best, with a particularly worrisome prognostication for forestry, although regional performance may well be better than the provincial forecasts.² It is noted that GDP will be positive for these industries so output will increase and wages will as well, but productivity improvements due to technological change will suppress employment.

Table 6 outlines the detailed change in employment and GDP for each major sector.

Table 6: Forecast Change in Employment and GDP for Major Industries

| | 2016 % of Total Employ. | 2015-2024 Canada | 2016-2020 BC | 2020-2025 BC |
|--|----------------------------|---------------------|------------------------|------------------------|
| | Port Alberni 2016 | % Change in GDP | % Change Employment | % Change Employment |
| Agriculture | 1.7% | 16.0% | 0.9% | 0.0% |
| Forestry | 3.7% | 9.0% | -1.1% | -0.3% |
| Mining | 1.0% | 18.0% | 2.4% | -0.1% |
| Utilities | 0.2% | 16.0% | 0.1% | 0.0% |
| Construction | 7.9% | 15.0% | 7.0% | 0.4% |
| Manufacturing | 9.3% | 20.0% | 0.0% | 0.0% |
| Trade (Wholesale and Retail) | 15.3% | 20.0% | 1.5% | 1.5% |
| Transportation | 4.0% | 18.0% | 1.1% | 0.8% |
| Finance, Insurance and Real Estate | 2.4% | 20.0% | 1.3% | 1.2% |
| Professional, scientific & tech. services | 4.3% | 25.0% | 1.8% | 1.6% |
| Admin, waste man | 4.3% | 19.0% | 1.0% | 0.8% |
| Health Services | 14.5% | 24.0% | 1.7% | 2.3% |
| Education | 5.6% | 7.0% | 0.7% | 1.3% |
| Hospitality | 8.1% | 11.0% | 2.8% | 1.4% |
| Government | 4.8% | 9.0% | 4.2% | 1.0% |

² The BC forecast would be heavily influenced by the aftermath of the mountain pine beetle epidemic in the BC Interior. The Coastal forest industry is unaffected by these events.

The final session of the March 19, 2018 workshop in Port Alberni explored different criteria of the short-listed clusters/industries, with participants asked a series of exploratory statements covering the different aspects of competitiveness. The yes/no approach helped clarify those sectors that had strengths and those that were lacking in specific areas. The aggregate responses are shown in Table 7.

Table 7: Workshop Participant Cluster/Industry Rankings

| Workshop Question | Aerospace | Ocean + Marine | Aboriginal Administration | Forestry + Logging | Tourism | "Lone Eagles" | Agriculture | Real Estate + Construction | Professional, scientific + technical services |
|--|-----------|----------------|---------------------------|--------------------|---------|---------------|-------------|----------------------------|---|
| Does cluster enhance productivity, innovation, and exports? | Yes | Yes | No | Partial | No | Partial | Yes | No | Not ranked |
| How strong is the local industry leadership? | High | High | High | Medium | Low | Low | Low | Low | |
| Is there a partner organization to coordinate the plan development and implementation? | No | Yes | Yes | Yes | Partial | No | Yes | No | |
| Is there an anchor company? | Yes | Yes | Yes | Yes | Yes | No | No | No | |
| What is the level of talent? | High | Diverse | Diverse | High | Diverse | High | Diverse | Diverse | |
| Is there a research strength? | Yes | Yes | No | Yes | No | Yes | No | No | |
| Is there a critical mass of specialization? | Partial | Partial | Partial | Yes | No | - | No | No | |
| Is there a critical mass of employment and establishments? | No | Yes | Yes | Yes | No | - | No | No | |
| Does cluster attract high wage, highly qualified talent? | Yes | Medium | Yes | Yes | No | Yes | No | Yes | |
| Does the cluster attract foreign direct investment? | Yes | Yes | No | No | No | - | No | Yes | |
| Can the cluster's unique challenges be addressed locally? | Yes | Yes | No | No | Yes | Yes | Yes | Yes | |

Compared to the 2017 workshop, participants appeared more objective in their rankings. For example, tourism was rated poorly on most criteria but was seen as still having good potential. Aerospace and ocean and marine were seen as having fairly narrow business foundations, but also with good future potential. Ultimately, a greater level of participation from industry experts would contribute to more informed and objective discussions.

In the end, the clusters most favoured in the 2017 workshop remained a priority in 2018. In no particular order/ranking, the preferred targets were:

- Ocean and Marine
- Forestry/Logging
- Aerospace
- Aboriginal Administration
- Agriculture

3 Next Steps/Moving Forward

Community Economic Development (CED) is a community-centered process that blends social and economic development to foster the economic, social, ecological and cultural well-being of communities. CED is an inclusive and participatory process by which communities initiate and generate their own solutions to economic problems. To be effective, solutions must be rooted in local knowledge and led by community members.

Five principles guide our CED work with communities in British Columbia: sustainability, community-based, participatory, asset-based and self-reliance³.

- Sustainability: Analysis and planning to implement policies and practices that will make communities resilient for the long-term.
- Community-based: Facilitates community control utilizing a grass-roots, bottom-up process that serves the interest of the broader community.
- Participatory: Invites active and inclusive participation of a broad and diverse range of community members in planning and implementation of strategies.
- Asset-based: Builds on local community resources and assets.
- Self reliance: Analysis and planning to reduce economic dependence of communities.

Moving forward may involve exploring cluster development within a CED framework. This could potentially include a community economic development self-assessment to determine next steps that will provide the greatest value to the community of Port Alberni. The precise nature of the implementation supports and options that will be made available through this pilot program are still in development and an exact timeline will be determined based on participant feedback and resource availability.

4 References

5.1 Literature Cited

BC Stats. 2018. Statistics Canada's Business Register Data by Establishment for the City of Quesnel and British Columbia.

Canadian Occupational Projection System (COPS). 2015. *Canadian Occupational Projection System 2015 Projections Industrial Summaries 2015-2024*. Employment and Social Development Canada.

Canada Revenue Agency. 2018. Individual Tax Statistics by Area (ITSA). Available at: <https://www.canada.ca/en/revenue-agency/programs/about-canada-revenue-agency-cra/income-statistics-gst-hst-statistics/individual-tax-statistics-area-itsa.html>. Accessed January 30, 2018.

ESRI Canada. 2017. Demographic and Business Data. Available at: <http://esri.ca/en/products/demographic-business-data>. Accessed: February 12, 2018.

Statistics Canada. 2001. 1997 North American Industry Classification (422), Class of Workers and Sex for Labour Force 15 years and Over. Custom Run by CD and CSD.

Statistics Canada. 2011. 2007 North American Industry Classification (427), Class of Workers and Sex for Labour Force 15 years and Over. Custom Run by CD and CSD.

³ <https://www.ced.org/pdf/Economic-Policy-in-a-New-Environment.pdf>

Statistics Canada. 2012. 2001 Community Profile. Statistics Canada Catalogue no. 93F0053X1E. Ottawa. Available at: <http://www12.statcan.gc.ca/english/profil01/CP01/Index.cfm?Lang=E>. Accessed January 27, 2018.

Statistics Canada. 2017. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released October 25 2017. Available at: <http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>. Accessed January 26, 2018.

Statistics Canada. 2018a. Quesnel Census Agglomeration Map, Census Profile, 2016 Census. Available at: <http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/search-recherche/results-resultats.cfm?Lang=E&TABID=1&G=1&Geo1=&Code1=&Geo2=&Code2=&SearchText=quesnel&SearchType=Begin#>. Accessed February 9, 2018.

Statistics Canada. 2018b. 2012 Labour Force Status and Industry by North American Industry Classification (427A) for Population Aged 15 years and Over in Private Households. Custom Run by CD and CSD.

WorkBC. 2015. British Columbia 2025 Labour Market Outlook.

4.2 Methodology

Economic Base Analysis

Location Quotients

A location quotient (LQ) is an analytical statistic that measures a region's industrial specialization relative to a larger geographic unit (usually the nation or province). An LQ is computed as an industry's share of a regional total for some economic statistic (earnings, GDP, employment, etc.) divided by the industry's share of the national total for the same statistic. For example, an LQ of 1.0 in mining means that the region and the nation are equally specialized in mining; while an LQ of 1.8 means that the region has a higher concentration in mining than the nation (Bureau of Economic Analysis 2017). The formula is as follows.

LQ_i = location quotient for sector i in the regional economy

$$LQ_i = \frac{\frac{e_i}{e}}{\frac{E_i}{E}} \text{ where,}$$

e_i = employment in sector i in the regional economy

e = total employment in the local region

E_i = employment in industry i in the national economy

E = total employment in the national economy

Shift-share Analysis

Shift-share analysis is used primarily to allocate employment change within an economy over time to three dimensions:

- National Growth Share: Growth attributable to growth in the national economy.
- Industrial Mix Share: Growth attributable to the mix of faster or slower than average growing industries.
- Local Share: Growth attributable to the competitive nature of the local industries.

Shift-share analysis is a descriptive tool that is good at generating a snap shot of the local economy. It does not take into account many factors that influence change and is sensitive to both the benchmark area and the time period under investigation.

The regional change in industry i employment, between the two years t and $t+n$ is defined as the sum of the three shift-share effects: national growth effect (NS_i), industry mix effect (IM_i), and local share effect (RS_i).

$$e_i^{t+n} - e_i^t = NS_i + IM_i + RS_i$$

The beginning and ending values of employment within a particular industry are e_i^t and e_i^{t+n} , respectively. Each of the three effects is defined as a percentage of the beginning value of employment.

$$\begin{aligned} NS_i &= e_i^t (G) \\ IM_i &= e_i^t (G_i - G) \\ RS_i &= e_i^t (g_i - G_i) \end{aligned}$$

The total percent change in employment nationwide for all industries combined is G , while the national and regional industry-specific percent changes are G_i and g_i , respectively.

Further discussion about location quotients and shift share and how they have been used in BC can be found in Horne (2009).

Industry Targeting Analysis

Methodologies have been developed to use location quotients and shift-share tables to further refine the process of industry targeting. For this project, the following three techniques were applied to the Port Alberni data including:

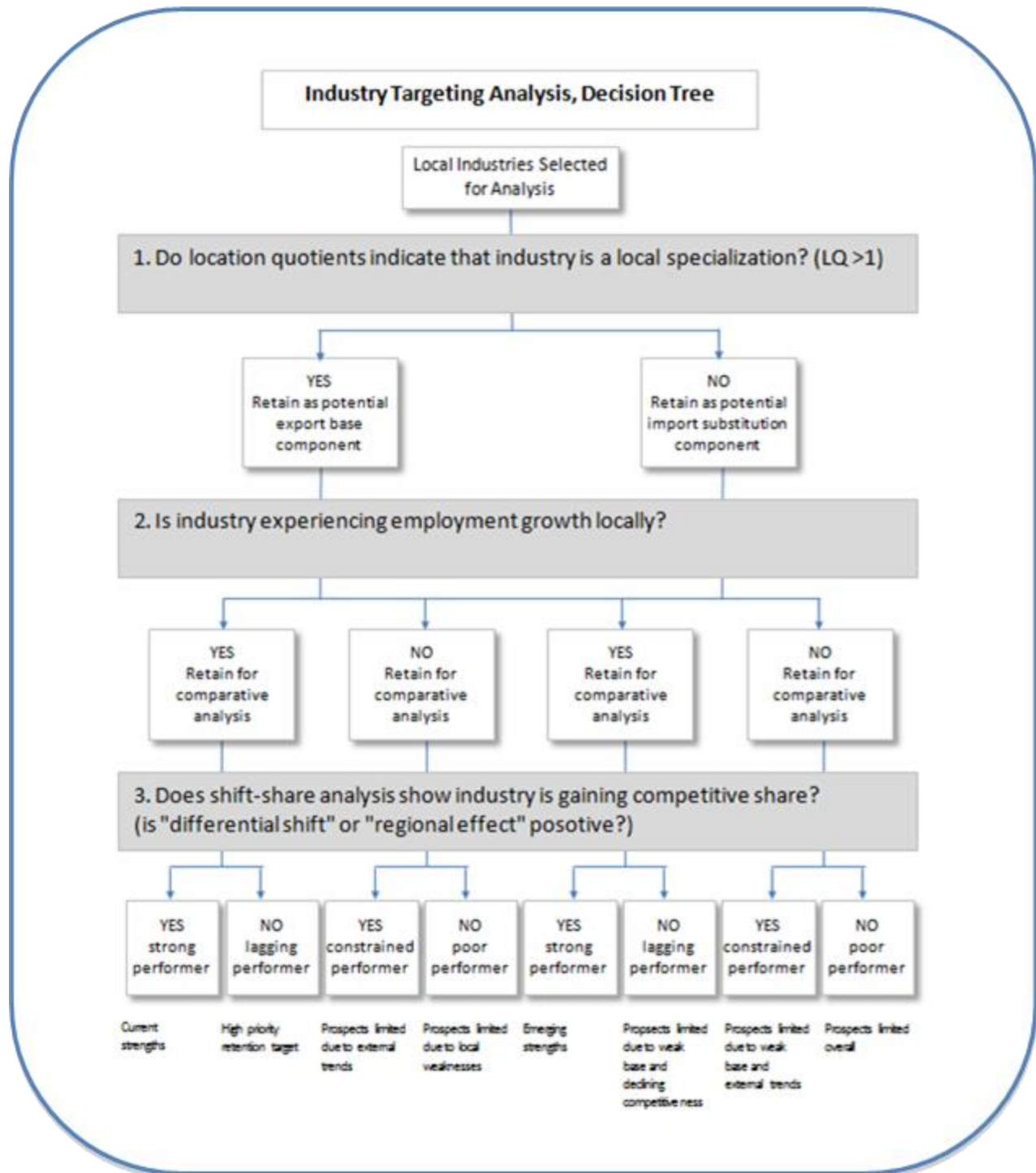
- **Carvalho** - The Carvalho classification system (below) combines three measures from the above analyses (location quotient, industrial mix effect, and local competitive effect) to assign each industry to one of 12 categories according to local competitiveness and the industry's growth

trajectory (Landry 2014). The categories range from Marginal, then Vulnerable up to Accelerating and finally driving depending on the results of the three metrics.

| Classification | Location Quotient | Industrial Mix Effect | Local Competitive Shift Effect |
|------------------|-------------------|-----------------------|--------------------------------|
| High | | | |
| 12. Driving | > 1.25 | Positive | Positive |
| 11. Accelerating | 0.75 – 1.25 | Positive | Positive |
| 10. Rising | < 0.75 | Positive | Positive |
| Medium | | | |
| 9. Evolving | > 1.25 | Negative | Positive |
| 8. Transitional | 0.75 – 1.25 | Negative | Positive |
| 7. Moderate | < 0.75 | Negative | Positive |
| 6. Promising | > 1.25 | Positive | Negative |
| 5. Yielding | 0.75 – 1.25 | Positive | Negative |
| 4. Modest | < 0.75 | Positive | Negative |
| Low | | | |
| 3. Challenging | > 1.25 | Negative | Negative |
| 2. Vulnerable | 0.75 – 1.25 | Negative | Negative |
| 1. Marginal | < 0.75 | Negative | Negative |

- **McLean/Voytek-** The McLean/Voytek model (Table 2) also uses three measures (location quotient, employment growth, and local competitive effect) to assign industries to one of eight categories (McLean and Voytek 1992).

Table 2: McLean/Voytek Model





CITY CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: August 24, 2018

SUBJECT: Royal Canadian Legion Branch #293 Alberni Valley – Liquor Licence

The Royal Canadian Legion Branch #293 (4680 Victoria Quay) is applying to the Liquor & Cannabis Regulation Branch (LCRB) to transition their Liquor Primary Club Licence to a Liquor Primary Licence. In addition to maintaining a member only section, the proposed change would allow for a general public section with the ability to host public events, fundraisers and special events.

Hours of liquor service are intended to remain unchanged. Hours are 11:00 am to 1:00 am, Monday to Saturday and 11 am to midnight on Sunday.

As part of the process, Council is required to consider the application and either provide the Branch with a resolution including comments and a recommendation with respect to the licence application or "opt out" of the process in which case the LCRB will gather the views of residents and may request additional information from staff to determine if it would be in the public interest to approve the application.

Regulatory criteria the City must consider and comment on:

- a) Impact of noise on the community in the vicinity of the establishment
- b) The general impact on the community if the application is approved
- c) The views of the residents and a description of the method used to gather views;
- d) The local government's recommendations (including whether the application should be approved) and the reasons on which they are based.

The location of the establishment in the Victoria Quay area is adjacent to the Kitsuksis Creek and the dyke walking path on one side and a mix of commercial and residential use on the other. The Legion is also in close proximity to The Blue Marlin Hotel which is also the site of a Liquor Primary Licence.

The hours of liquor service are 11:00 a.m. to 1:00 a.m., Monday to Saturday and 11:00 a.m. to midnight on Sunday. The upper floor accommodates a total person capacity of 180 persons and the lower area accommodates 185 persons.

The City has enjoyed a good long term working relationship with the Royal Canadian Legion and fully supports them in our community, however, Council should consider whether development of a liquor primary license at the Victoria Quay location is in the best long term interest of the City.

It should be noted that if a Liquor Primary Licence is granted and the building changes ownership in the future, the new owner could apply for a transfer of the licence (assuming there are no changes to occupancy/liquor service hours) without local government input.

a) Impact of Noise

Minimal additional noise increase is anticipated.

b) General Impact on the Community

The ability to host public events and functions in this venue may enable The Royal Canadian Legion Branch #293 to generate additional revenues which are contributed to local veterans, seniors, youth and other community organizations.

Development of a liquor primary license in this location, however, is not deemed to be in the interests of the community long-term.

c) View of Residents

A notice was published in the Alberni Valley News (attached) on July 18th and 25th, 2018 and was placed in the City's Public Notice Posting Places. No comments were received.

Recommendation:

That Council for the City of Port Alberni not support the transition from a Liquor Primary Club to a Liquor Primary Licence for The Royal Canadian Legion Branch #293 and endorse the comments as provided in the report from the City Clerk dated August 8, 2018 for submission to the Liquor & Cannabis Regulation Branch.

Council direction is requested.

Respectfully submitted

Davina Hartwell

Davina Hartwell
City Clerk

J:\Clerks\Liquor Licence Applications\Royal Canadian Legion\Report To Council_Aug8.doc



CITY OF PORT ALBERNI

NOTICE FOR PUBLIC COMMENT

The Royal Canadian Legion Branch #293 Alberni Valley at 4680 Victoria Quay is applying to the Liquor Control & Licensing Branch to transition their Liquor Primary Club Licence to a Liquor Primary Licence. In addition to maintaining a member only section, the proposed change will allow for a general public section with the ability to host public events, fundraisers and special events.

Hours of liquor service will remain unchanged. Hours are 11:00 am to 1:00 am, Monday to Saturday and 11 am to midnight on Sunday.

Under the Provisions of the *Liquor Control and Licensing Act*, the City is inviting the views of the public on the proposed amendment.

Any person who deems their interest affected by the above described application, may direct their comments to City Council by addressing a letter to the City Clerk, 4850 Argyle Street, Port Alberni BC V9Y 1V8 or via email to davina_hartwell@portalberni.ca

Submissions must be received by 12 noon on Wednesday, August 8, 2018.

Davina Hartwell
City Clerk

AV News – July 18th & 25th, 2018

J:\Clerks\Liquor Licence Applications\Royal Canadian Legion\Notice for Public Comment.doc

**APPLICATION TO TRANSITION FROM A LIQUOR PRIMARY CLUB LICENSE
TO A LIQUOR PRIMARY**

AT: 4680 VICTORIA QUAY, PORT ALBERNI, BC V9Y 6G5

APPLICANT: ROYAL CANADIAN LEGION, BRANCH # 293 ALBERNI VALLEY

LETTER OF INTENT

INTRODUCTION

This letter of intent is provided in support of the application submitted to the Liquor Control & Licensing Branch of British Columbia by the Royal Canadian Legion Branch # 293 Alberni Valley for a conversion of the existing Liquor Primary – Club License to a straight Liquor Primary License. The proposed conversion will maintain a member only section and will also allow for a general public section.

The liquor primary license will provide an added amenity for the liquor service to the public and a wide variety of events such as Fundraisers, Seasonal Parties (i.e. Christmas and Halloween parties), Corporate Meetings, Functions, Ceremonies, Receptions, Sporting events, Celebrations of Life, Meat Draws, Music Events, Karaoke, Card Games, as well as participation in local Port Alberni Dart and Pool leagues. The license will also provide a section for members to come and play darts, pool, and cards. Food service will be available for our normal Friday Night Meals, Monthly Steak Nights, Burger Nights and Fish Fry's.

The hours of licensing will be maintained at Monday to Saturday at 11 am to 1:00 am; and Sunday 11 am to midnight.

TARGET MARKET

The target market for this venue will be local residents, businesses and Legion members. The Liquor Primary license will allow the Legion to include the general public in its functions and provides an additional venue for community events, fundraisers and special events. It will also provide a venue for local musicians to perform and therefore support local artists.

OTHER FACTORS

The applicant also submit the following additional factors for consideration.

- A Liquor primary License would be of great benefit to the Legion and the community
- The maximum licensed capacity of this facility will not be increased.
- There is a need for this type of facility within the community.
- There will be food services available.
- The applicant wishes to retain their Family Food Services endorsement.
- There should be no notable noise increase.
- The Legion will continue to provide space for the many non-profits, Cadets, CIBC run for the cure, the Terry Fox run,
- The Legion contributed over \$40,000 to Veterans, seniors, cadets and local organizations in 2017.
- The Legion has been a part of the Port Alberni community since 1926.



CLERK'S DEPARTMENT
REPORT TO COUNCIL

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor & Council
DATE: August 30, 2018

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

Tim Pley, CAO

**SUBJECT: Port Pub (King Edward Hotel) – 5170 Argyle Street
Liquor Licence – Application for Structural/Permanent Change**

The Port Pub (King Edward Hotel) has applied to the Liquor Control and Licensing Branch for amendments to their Liquor Primary Licence as follows:

- Structural Change to accommodate renovations to their existing bar
- a permanent change for an extension to their hours of liquor sale

Structural Change:

The changes proposed to the bar are minor in nature and will result in a reduced occupancy load of 6 persons (135 to 129).

Permanent Change:

The proposed hours of liquor sale are 11:00 a.m. to 3:00 a.m. Monday through Sunday. Current hours are 11:00 a.m. to 1:00 a.m. Monday through Saturday and 11:00 a.m. to midnight on Sunday.

Should Council wish to comment on this particular Application, the following criteria must be addressed:

- (a) Potential for noise if the application is approved
- (b) Impact on the Community if the application is approved
- (c) Indicate whether or not the views of the residents were gathered (if not, why not)
- (d) If views of the residents gathered, explain the views of the residents, method used to gather views and their comments and recommendations
- (e) A recommendation with respect to whether the amendment should be approved.

Council also has the option of **not** providing comment on the change request but must still provide a resolution stating this decision and forward such resolution to the Liquor Control and Licensing Branch (LCLB). The LCLB is responsible for issuing liquor licences and should Council choose not to provide comment or not comment within 90 days of receipt of the application, the LCLB will review and make a decision regarding the application.

The establishment is located on lower Argyle Street surrounded by a mix of commercial and residential properties. It is in close proximity to the new Uchucklesaht owned Thunderbird Apartment/Office Building as well as the Harbourquay Residences apartment building.

The Port Pub previously applied for a permanent change to their Liquor Licence for an extension to their hours to 2:00 a.m. in 2016. Council did not support the request.

The RCMP has advised they do not support an extension in hours to 3:00 a.m. as police resources would be stretched even further with likely more calls for service.

Calls for service history is as follows:

2016 - 42
2017 - 54
2018 - 56 (year to date)

a) Impact of Noise

Significant additional noise increase is anticipated with a 2 hour extension in liquor service hours.

b) Impact on the Community

An extension of hours would negatively impact the peace, quiet and potential safety of residents/business owners in the neighbourhood of the establishment. Police resources would be challenged by the likely issues arising from increased opportunities to consume alcohol.

c) Views of Residents

A notice was published in the Alberni Valley News (attached) on August 8th and 15th, 2018 and was placed in the City's Public Notice Posting Places. The notice was also mailed to all residents/businesses within 75m of the location of the establishment.

The following comments were received (letters attached hereto):

Carla Halvorsen, Uchucklesaht Tribe Government: Opposed to the application in order to preserve the peace and quiet for the many residents of the Thunderbird building at 5251 Argyle Street.

Donald & Sandra Gill: Own 2 lots they are planning to build on and opposed to the application stating a 3 am closure is not in their interests.

Les Toth: Opposed to the application as a business owner and investor in the area trying to progress forward.

Carl Scott: An owner and part-time resident in the area stating his opposition to the application.

Lily Diotte: Business owner strongly opposed to the application stating the negative effects on businesses and residents in the area – more problems, no benefits.

Wilma Walker: Resident in the area already experiencing late night noise and police calls – opposed to the application.

Nicole Chmielewski: Neighbour to the pub strongly opposed to the application stating noise, fights, police calls, littering with longer hours to consume liquor only making matters worse.

Gayle Stephen-Player: Business owner opposed to the application encouraging the Port Pub to look at alternative plans to further improve their business and the neighbourhood that other business owners and residents have been working to improve.

Stephen Willson/Karen James: Live in close proximity and are opposed to the application citing drug deals, fights, and general drunken behaviour.

Darcy Dean: Adjacent property owner opposed to the application noting the largely residential area and negative consequences of an extended opening.

Brian Hutchinson: Resident opposed to the application stating issues of late night noise in a largely residential area and feels it would be a step back for Port Alberni.

Krista McKitrick: Business owner in the area opposed to the application stating she feels there will be a negative effect to the community.

Joan Williams: Thunderbird apartment resident strongly opposed to the application expressing noise and safety concerns.

Marion Guiraud: opposed to the application citing noise issues and statistics showing extended hours of liquor service are not needed for the wellbeing of the community.

Susan Sigurdson: opposed to the application stating she likes some of the activities being offered at the Port Pub but not the kinds of activities that take place during the night-time hours.

Recommendation

Two recommendations are provided based on the two applications received:

That Council for the City of Port Alberni recommend to the Liquor & Cannabis Regulation Branch that the application from the Port Pub (King Edward Hotel) for a structural change to their liquor licence to accommodate renovations to their existing bar be approved.

*That Council for the City of Port Alberni recommend to the Liquor & Cannabis Regulation Branch that the application from the Port Pub (King Edward Hotel) for a permanent change to their liquor licence to extend their hours of liquor sale to 3:00 a.m. **not** be approved.*

Respectfully submitted

Davina Hartwell

Davina Hartwell
City Clerk



CITY OF PORT ALBERNI

NOTICE FOR PUBLIC COMMENT

The Port Pub at 5170 Argyle Street is applying to the Liquor Control & Licensing Branch for a structural change to their liquor licence to accommodate renovations to their existing bar which will reduce their person capacity from 135 to 129. As well, they are applying for a permanent change to their liquor licence for an increase in their hours of liquor service from **11:00 a.m. to 3:00 a.m.** Monday through Sunday.

Under the Provisions of the *Liquor Control and Licensing Act*, the City is inviting the views of the public on the proposed amendment.

Any person who deems their interest affected by the above described application, may direct their comments to City Council by addressing a letter to the City Clerk, 4850 Argyle Street, Port Alberni BC V9Y 1V8 or via email to davina_hartwell@portalberni.ca

Submissions must be received by 12 noon on Wednesday, August 29, 2018.

Davina Hartwell
City Clerk

Publish August 8 and 15 – AV News
PNPP
Distribute to all properties within 75m

J:\Clerks\Liquor Licence Applications\Port Pub_King Edward_2018\Notice for Public Comment.doc

From: Carla Halvorsen [mailto:Carla.Halvorsen@Uchucklesaht.gov]
Sent: Monday, August 20, 2018 2:13 PM
To: Davina Hartwell
Subject: Port Pub: Hours: Comments

Hello Davina:

Due to preserving the peace and quiet in the early mornings for the many residents of The Thunderbird located at 5251 Argyle Street, we would prefer that the liquor license service hours are not increased to 3:00am at the Port Pub.

The pub can get loud and they have many intoxicated patrons that move outside into the streets to smoke and therefore bring the additional noise out into the street.

Keeping the current close time of 1:00am is preferred.

*Carla B. Halvorsen
The Thunderbird
Uchucklesaht Tribe Government*

From: Sandra` Gill [mailto:sandra.gill@gmail.com]
Sent: Tuesday, August 14, 2018 4:44 PM
To: Davina Hartwell
Subject: The Port Pub

Hello! Don and I recieved the notices for our two lots. While we have not built yet, having a bar open to 3am is not in our interest on our street. I don't know their hours now, but if someone has to drink til 3 am, they should do it at home.
Thanks for allowing our input.
Donald & Sandra Gill

From: Card Corner [mailto:info@thecardcorner.com]
Sent: Monday, August 13, 2018 8:18 PM
To: Davina Hartwell
Subject: Extended drinking hours

I do not approve of this as I am a business owner and investor to the area. Know the kinds of people that live above the port pub and the customers that frequently attend that facility I flat out do not approve. I worked hard with other business owners to bring people to our businesses which shows progress moving forward. I am not interested in going backwards.

Les Toth

The Card Corner

From: Carl Scott [REDACTED]
Sent: Monday, August 13, 2018 4:46 PM
To: Davina Hartwell
Cc: Judy Gray; Christine Brice
Subject: Port Pub

Hi Davina,

I understand you are looking for feedback about the extension of hours at the Port Sports Pub to 3:00 a.m. I own and reside part time at 205-5262 Argyle. The street is noisy enough through the night without the releasing of guests to the street one block away at 3:00 in the morning.

I do not like the idea of there being an increase in the opening hours for the pub.

Best to you,
Carl Scott
RE/MAX Mid-Island Realty
250-726-2228

From: Lily [REDACTED]
Sent: Monday, August 13, 2018 1:50 PM
To: Davina Hartwell
Subject: Public Notice-Port Pub hours

Hello Davina

I am responding to the notice sent out recently of Port Pubs request for extended hours.
As a business owner of two businesses in the Kingsway Crossing/ Carmoor area, I am strongly opposed to the application.
I feel it will have a negative effect on businesses and residents in the area, with more problems and no benefits.

Our business community has been working hard to create a welcoming and attractive place for locals and visitors.
We are looking to encourage investors to build more resident living and for new people to open new shops. With the problems of a later closing, I see this as counterproductive.

Thank you for your time on this matter.

Sincerely

Lily Diotte

**Swale Rock Cafe,
5328 Argyle St., Port Alberni, BC**

and

**Koliber Gifts
3074 Kingsway Ave., Port Alberni, BC**

From: Gayles Fashions [mailto:info@gaylesfashions.com]
Sent: Monday, August 13, 2018 12:00 PM
To: Davina Hartwell
Subject: Notice for Public Comment-Port Pub

Hello Davina,

I am responding to the notice sent out recently, in regards to the Port Pub's request to extend their hours.

I am very strongly opposed to this application.

I truly believe it will only have a negative affect on our neighborhood. Business owners and residents have invested their money, time and energy into this area, and have been working diligently to improve the lower Argyle atmosphere.

Extension of Pub hours is counter-productive to the work that has been put in up to this point.

I encourage the Port Pub to look at alternative plans to further improve their business, and therefore the entire neighborhood.

Yours truly,
Gayle Stephen-Player
Gayle's Fashions
C-5262 Argyle St.
Port Alberni, B.C. V9Y 1T9

From: "[REDACTED]"
To: "davina-hartwell" <davina-hartwell@portalberni.ca>
Cc: "[REDACTED]"
Sent: Wednesday, August 8, 2018 11:13:12 AM
Subject: Port Pub public comment

Good Morning, We are responding to your public notice regarding the Port Pub. We are not in favour of the pub being able to stay open until 3:00am monday thru sunday. We live in close proximidy to the pub and have a clear view of the goings on daytime and nite time. Such as drug deals going down on a regular basis, fights, general drunken behaviour, people defacating in the alley ways. We cant believe they are asking to extend the hours! Police and ambulance are called there on a almost daily basis. Theives also congregate there. Our vehicles have been vandalised including our gas tanks drilled into. If the building burned down in would probably not bother 90 percent of the people in this aarea.

In summary I would like to see the city decrease their hours of operation or simply run the owners out of town but of course this will never happen because they have RIGHTS?????

Signed
Stephen Willson
Karen James

From: Darcy and Yvonne Dean [REDACTED]
Sent: Wednesday, August 08, 2018 9:47 AM
To: Davina Hartwell
Cc: Dean, Darcy
Subject: Port Place Pub

Hello Davina,

My name is Darcy Dean and I am the property owner at [REDACTED] 1st Avenue, Port Alberni - just up from the Port Place Pub.

I received your notice requesting public comment on the application to extend the hours of the Port Place Pub through to 3:00 am and do wish to make my feelings on the matter known.

I can see absolutely no benefit to the community by allowing this application, but rather can anticipate numerous negative consequences of the action. The Port Place Pub is situated in a largely residential area providing service to the community and particularly to the visitors of the Harbour Quay. In this role it has served the community well. As the Quay is not an active night time facility the effect of having the pub stay open to 3:00 am would serve little purpose beyond destabilizing the residence of the area. The community surrounding the pub has worked hard to attempt to address the stigma of a disruptive neighborhood with frequent criminal activity. By allowing the pub to stay open beyond regular business hours would serve no other purpose but to draw this same disruptive element back to our area. My property has been damaged on numerous occasions but late night foot traffic from intoxicated individuals. To allow the pub to cater to these same individuals for an extended period into the night would not by any means make our community safer or lessen disruption to the residence of the area. Please consider the residence who call this area home before allowing any action that would undermine these same residence. Allowing this application would benefit one at the expense of many - hardly an action that I believe should be supported by a Council attempting to make Port Alberni back into a viable thriving community.

Respectfully,
Darcy Dean
Property Owner

RECEIVED

AUG 07 2018

CITY OF PORT ALBERNI

Grian Hutchinson

~~5251~~ 5251 Angyle St

Port Alberni, B.C. V99 1V1

Darina Hartwell
City Clerk

I am writing this letter to express my opposition to the Port Pub being able to extend their hours of liquor service to 3:00 A.M. Many times in the later hours of their evening opening the people gathered outside the doors to smoke talk very loud and sometimes shooting ensues. This is a very frequent occurrence and these new hours would extend it into the middle of the night. It is not a large single family home area but there is some just up 1st Ave. Also there is numerous apartment buildings close by. The apartments facing the Port Pub can definitely be bothered by the late night noise especially if they are using their balconies or have windows open. I have mentioned this change of hours proposal to a few friends that don't live in this neighbourhood and they feel it would be a step backward for Port Alberni. In closing I would to say I am definitely opposed to this extension of hours.

B. Hutchinson

From: Wilma [REDACTED]
Sent: Friday, August 03, 2018 8:06 PM
To: Davina Hartwell
Subject: Port Pub

In response to your Notice for Public Comment, I live half a block away from this pub and experience the noise into the late evening and observe the number of police calls that occur there, so I strongly object to them being open until 3:00. It's ridiculous in my opinion.

Wilma Walker

Harbourquay Residences

From: Nicole Chmielewski [REDACTED]
Sent: Friday, August 03, 2018 12:09 PM
To: Davina Hartwell
Subject: Port pub liquor liscence

Hi, i recieved a letter asking for public input on the port pub extending liquor service hours. I live next door to the pub. Pn average i call the police about 2-3 times a week due to the noise and fights in the alley behind the pub as is. There is a constant stream of people up and down the alley from the pub that make so much noise i dont sleep at night. There is the issue of all the littering that does on there aswell and i feel longer hours for people to consume liquor will only make matters worse. People park in the parking lot for my building and the one adjacent to it and comeout to the cars for drinks and to crank the stereo at all hours of the night. I have called the police after witnessing people selling drugs out of the cars in said parkinglot. This is already a terrible neighbourhood to live in, andi strongly feel extending the hours will increase the late night activity and make the area even more difficult to live in. I am very strongly against the hour extension. Thank you

Davina Hartwell

From: Belle's Haircare <[REDACTED]>
Sent: Monday, August 27, 2018 6:03 AM
To: Davina Hartwell
Subject: Public Notice - Port Pub

--Hi Davina

I am responding to the notice regarding the Port Pub extending their hours.

I strongly oppose the extensions of hours.

As a business owner in the area I feel this will be negative effect to business's , residential and for the over all community .

Regards
Krista Mckitrick
Belle's Haircare Boutique Salon
Belleshaicare.ca
778-419-1919

Sent from Mail for Windows 10

Davina Hartwell

From: Mail-Team [REDACTED]
Sent: Saturday, August 25, 2018 9:09 AM
To: Davina Hartwell
Subject: PortPub

I am a resident at The Thunderbird Apartment building and I strongly object to the Port Pub application to extend their hours to 3pm. There is a lot going on with the noise level already during the early hours of the morning without extending hours of the pub. I also object for safety reasons as there are sirens going off quite often.

Joan Williams, [REDACTED], 5251 Argyle St., Port Alberni.

Davina Hartwell

From: Marion Guiraud <marion.guiraud@cityofportalberni.ca>
Sent: Tuesday, August 28, 2018 8:22 PM
To: Davina Hartwell
Subject: The Port Pub - Public Comment

Dear Madam,

The Port Pub application for a permanent change to their liquor licence regarding an increase in their hours of liquor service from 11:00 a.m. to 3:00 a.m Monday through Sunday is, in my opinion, inappropriate.

People living within 75m of The Port Pub should not have to put up with noise pollution until 3:00 a.m. 7 days a week. Families, workers and elderly do not need more music after 10:00 p.m., more noise from intoxicated people yelling in the street, more noise from ridiculously loud motorcycles and cars. My husband and I have been witnessing this for the past year and a half and do not need to witness more.

It is certain, my wellbeing will be affected if The Port Pub application goes through, but I'm also wondering: what are the benefits in the Port Alberni's population? A place to consume alcohol until 3:00 a.m. and to increase ones risk of health issues such as injuries, violence, liver diseases, and cancer?!

The Port Alberni Community Facts sheet mentions that "a higher rate of death is due to diabetes, alcohol related causes, and motor vehicle accidents" (Island Health, 2013). Furthermore, the Alberni Local Health Profile shows that "alcohol consumption per capita is higher than the Island Health and BC average, as are the rates of alcohol [and tobacco]related hospitalizations. Similar to Island Health and BC, alcohol-related hospitalizations have shown an increasing trend over the past decade" (Island Health, 2015).

The local statistics are clearly showing that extended hours of liquor service are certainly not needed for the wellbeing of our community.

The City of Port Alberni needs to look at the big picture and ponder carefully on the consequences of such a decision, which will go beyond a 75m perimeter and will affect many of us in the community, directly or indirectly.

Sincerely,

Mrs. Marion GUIRAUD

Davina Hartwell

From: Susan Sigurdson <jsigurdson@shaw.ca>
Sent: Wednesday, August 29, 2018 1:27 PM
To: Davina Hartwell
Subject: Port Pub extended hours

I would like to say I am NOT in favour of having the hours at the Port Pub extended to 3:00 a.m.

I like some of the activities that the Port Pub is offering like: Dance lessons, Karaoke - anything that is having a sense of community and having people come together to participate in good wholesome activities. I cannot see that these activities will be done in the wee hours of the morning.

On a regular basis, I pass the Port Pub on my way home. I often see people outside on the sidewalk smoking. Just as often there is some kind of altercation happening on the sidewalk. I do not think this is the type of activities that the city should be promoting in this neighbourhood. I think the atmosphere should be one of encouraging visitors to our city to come to the Harbour Quay area to show off the beautiful area we have - not to see fighting and smoking in the streets.

Susan Sigurdson
[REDACTED]-5262 Argyle Street
Port Alberni, B.C.
V9Y 1T9



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: August 29, 2018

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


Tim Pley, CAO

SUBJECT: Assignment of Corporate Administration Duties/Deputy Approving Officer

Issue:

Assignment of corporate administration duties in the absence of the City Clerk and appointment of a Deputy Approving Officer.

Background:

Corporate Officer

The Community Charter requires that "one of the municipal officer positions be assigned the responsibility of corporate administration which includes a number of powers, duties and functions" (s. 148). The City Clerk is assigned those responsibilities.

The Director of Development Services is currently assigned corporate administration duties in the Clerk's absence and with his upcoming departure it is necessary to assign those duties in order to ensure adequate authority is in place in the Clerk's absence.

Deputy Approving Officer

Council must appoint an officer to approve subdivisions. Council sets the regulations for subdivisions but cannot direct the approving officer to approve or not approve a plan - the approving officer is responsible to the Province to carry out the duties as set out in the Acts [appointed under s. 77 of the *Land Title Act*]. The Director of Development Services is the City's Approving Officer. With his imminent departure and without a successor likely to be in place for some time, a Deputy Approving Officer should be appointed by Council. The Deputy Approving Officer may be required to access technical expertise from external sources prior to signing off on any approvals.

Recommendation:

That the report from the City Clerk dated August 29, 2018, be received.

That in the absence of the City Clerk, the responsibility of corporate administration be assigned to the CAO.

ENTERED

That Council for the City of Port Alberni appoint Tim Pley, CAO as the City's Deputy Approving Officer effective September 17, 2018 and that the Land Title and Survey Authority of BC be notified of same.

Respectfully submitted,

Dawn Hartwell

J:\Clerks\Memos\DG H\2018\Council_assignment of corp admin duties_Deputy approving officer_Aug29.doc



CITY OF PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT

TO: Tim Pley, CAO

FROM: Scott Smith, Director of Development Services

DATE: August 28, 2018

I concur, forward to next Regular
Council Meeting for Consideration



Tim Pley, CAO

SUBJECT: DEVELOPMENT APPLICATION - Development Permit No. 18-02
4760 Tebo Ave. - Lot A, District Lot 137, Alberni District, Plan 45224
(PID: 007-789-700)
Applicant: Kyle Riley as agent for Castle Crag Holdings Ltd.

ISSUE

At issue is the consideration of an application for Development Permit No. 18-02 to facilitate the development of an Industrial office and workshop at 4760 Tebo Avenue.

BACKGROUND

The property is zoned M2 Medium Industrial is within Development Permit Area No. 3 (Industrial). The Development Permit guidelines cover the form and character of the project with the intent being to ensure a high quality and appropriate development. The applicant has submitted plans in support of a Development Permit.

DISCUSSION

Project Site Description

The proposed development is for a new office and workshop building for a linesman company of 360 m² in size. The subject property is located at 4760 Tebo Avenue and is bare land in between two existing industrial lots.

Zoning

The property is zoned M2 - Medium Industrial and the new storage warehouse being proposed conforms to the zoning. The new building is 31.3 m x 12.2 m in size at its' largest and has an angled east wall to align with the property line. The building is 8.5 m high and falls within height limits allowed in the M2 zoning and is within all required setbacks.

ENTERED

Proposed Building, Form and Character

The proposed building is located as close to Tebo Avenue as Zoning will allow. This allows a larger rear yard storage space within the pie shaped lot. The business proposed is a linesman company, servicing power lines, and the facility will be a satellite base with equipment storage and repair. As such, there is an emphasis on large overhead doors to accommodate boom trucks to be serviced on the inside.

The building form follows the intended use, with a rectilinear format with large overhead doors on each side for truck pull through. There are timber framed canopies on the front façade to denote the entrance to the two office areas and provide weather protection for the smaller overhead door and man doors.

The building exterior and shape is that of a shed roofed building, with the high side facing Tebo Ave. The cladding system for this building consists of a vertical corrugated metal, currently shown in a light tan. The office floor is punctuated with large windows allowing natural daylight to both floors. Along the front face, there are some higher level windows that allow for natural lighting for the shop and mezzanine level. These also provide a visual break in the exterior facade.

The majority of lighting will be building mounted, with cut offs to focus light to the ground. If pole mounted light is required for the yard, it will be the same, with cut offs to control light spread.

Landscaping

The landscaping for the project consists of an area fronting the proposed building and site entrance along Tebo Avenue. This consists of a few trees, with shrubs, grasses and ground cover plantings in groups with a rock cobble mulch finish. The cost estimate for the landscaping is \$10,086.30 and security in this amount will be required at the building permit stage.

New chain-link fencing will be added to the site and joined to the existing fencing. The fenced portion will be connected to the building with a swing gate. The front of the property will remain unfenced.

Parking

A total of 5 parking stalls have been indicated in the site plan meeting the zoning requirements. One handicapped parking space has been allocated in front of the building, with the remaining parking to the rear of the building in the yard.

CONCLUSIONS

The plans submitted for the Development Permit meet the intent of the guidelines. The Development Services department supports the issuance of a Development Permit to allow for the construction of the industrial office and workshop at 4760 Tebo Avenue.

RECOMMENDATIONS

1. *That Council for the City of Port Alberni approve Development Permit No. 18-02 and that the City Clerk be authorized to sign the permit.*

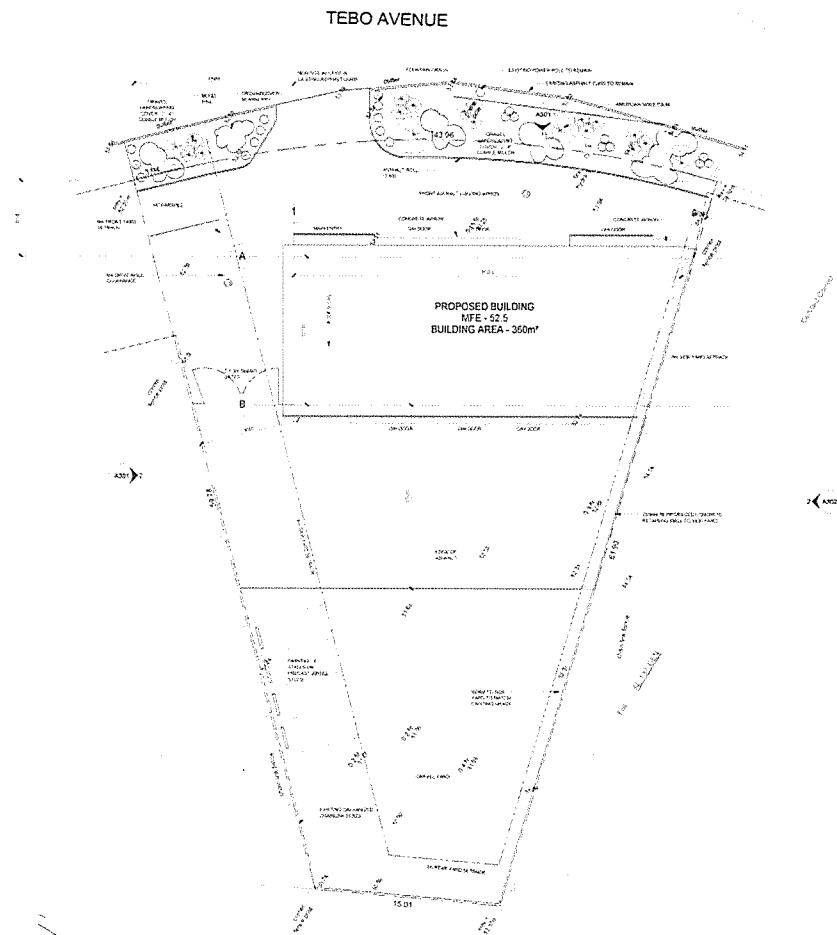
Respectfully submitted



Scott Smith, MCIP
Director of Development Services



J:\Engineering\Planning\Development Applications\DevelopmentPermits\DP-2018\DP18-02-4760_TeboAve\DP18-02-4760_TeboAve SiteMapWOrtho.dwg, 8/27/2018 3:25:43 PM



SITE INFO

| | |
|--|---|
| 1. What is the purpose of the study? | to find out if there is a relationship between the amount of time spent on the internet and the amount of time spent on other activities |
| 2. What is the research question? | Is there a relationship between the amount of time spent on the internet and the amount of time spent on other activities? |
| 3. What is the hypothesis? | There is a negative relationship between the amount of time spent on the internet and the amount of time spent on other activities. |
| 4. What is the independent variable? | Amount of time spent on the internet |
| 5. What is the dependent variable? | Amount of time spent on other activities |
| 6. What is the sample size? | 100 |
| 7. What is the data collection method? | Survey |
| 8. What is the data analysis method? | Correlation coefficient |
| 9. What is the conclusion? | There is a negative relationship between the amount of time spent on the internet and the amount of time spent on other activities. |
| 10. What are the limitations of the study? | Only one variable was measured, and the sample size was small. |
| 11. What are the implications of the study? | It suggests that people who spend more time on the internet spend less time on other activities. |
| 12. What are the future research directions? | Future research should investigate the relationship between the amount of time spent on the internet and the amount of time spent on other activities in a larger sample. |

| ISSUES | |
|--------|-----------------------|
| 74 | Ca's case: 100.00 PCA |

TEBO AVENUE INDUSTRIAL BUILDING

EST. 1925-1972

CASTLECREIGHT POLYCOSS



**HEROLD
ENGINEERING**
34708 Silverman Rd. Manassas, VA 20108
703-298-2071 ext. 2000 F. 298-7454

[illegible]





Development Permit Issued to: **Castle Crag Holdings Ltd., Inc. No. BC0618821**
3316 Tenyson Street,
Victoria, BC V8Z 3P3

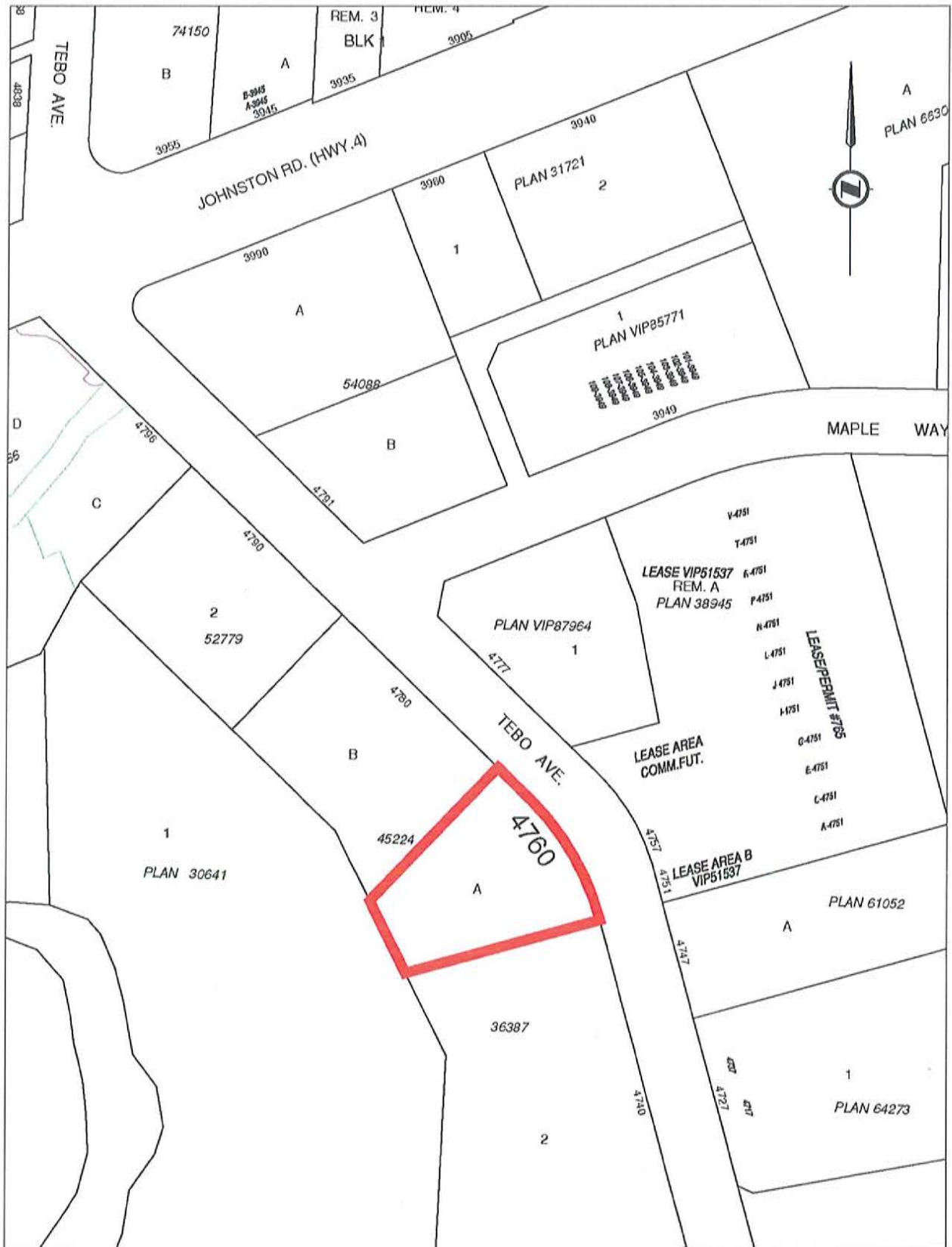
Lot A, District Lot 137, Alberni District, Plan 45224
(PID: 007-789-700)
located at
4760 Tebo Avenue

1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
2. Development of the land to be undertaken shall be in accordance with the development plan shown on Schedule B attached hereto and forming part of Development Permit No. 18-02.
3. An Irrevocable Letter of Credit or other security is required in the amount of \$10,086.30 for landscaping.
4. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
5. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
6. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

In accordance with the provisions of Section 489 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____, 2018.

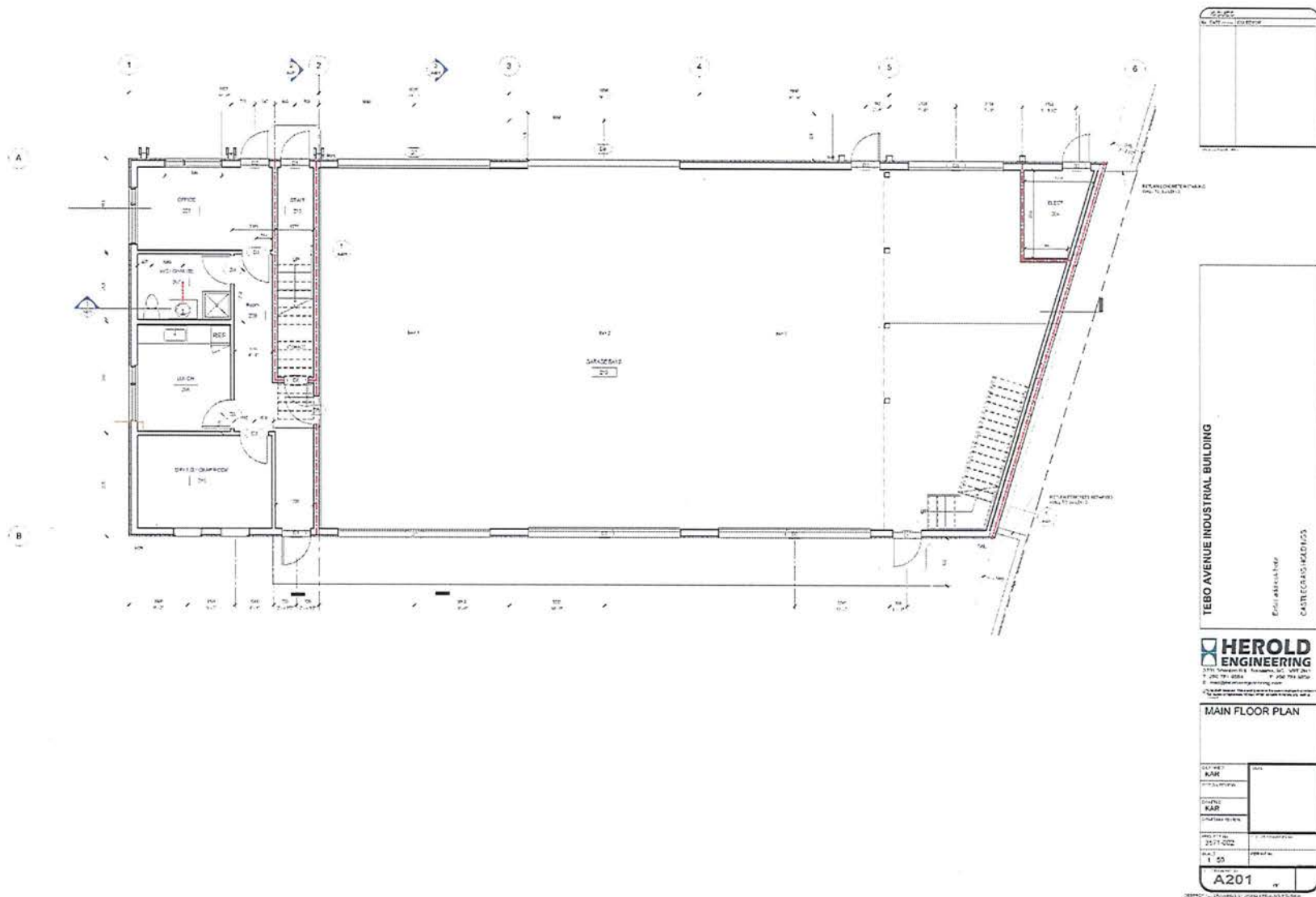
Clerk

SCHEDULE A TO DEVELOPMENT PERMIT 18-02

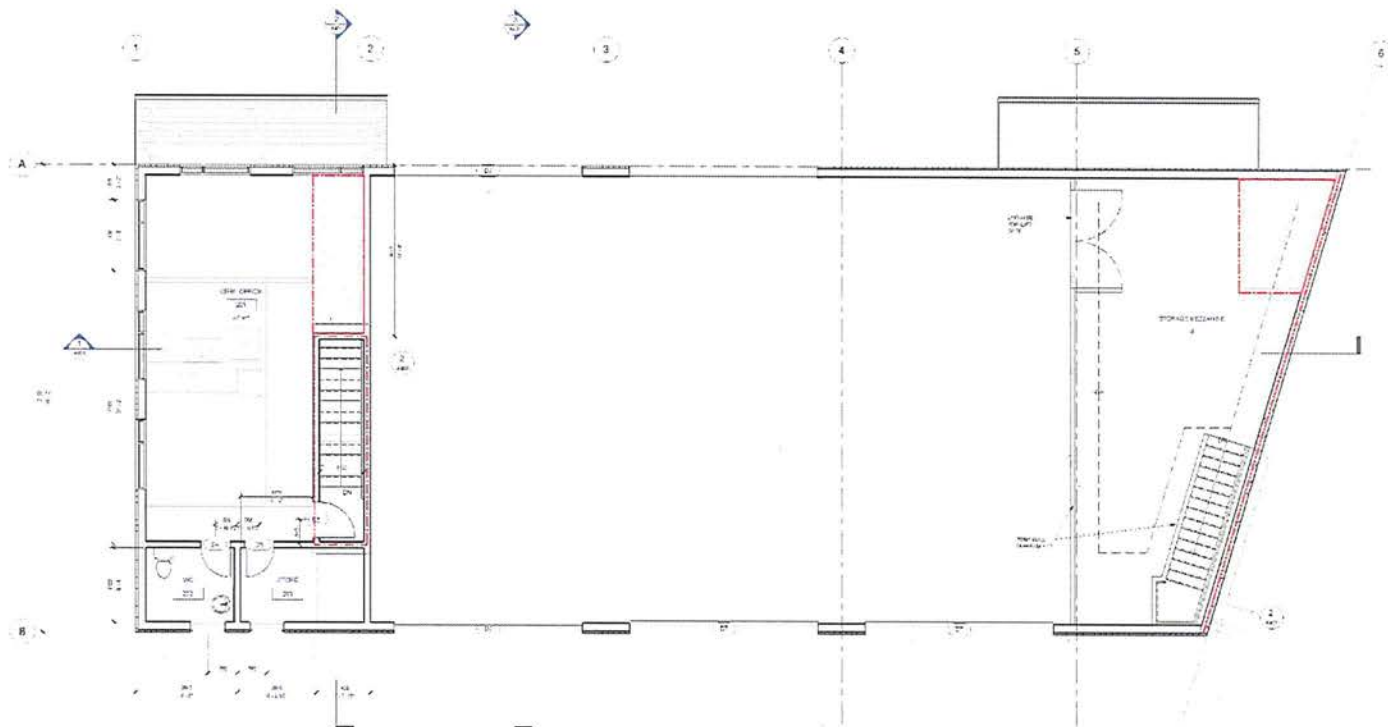


J:\Engineering\Planning\Development Applications\Development\Permits\DP-2018\DP18-02-4760_TeboAve\DP18-02-4760_TeboAve-Map.dwg, 8/27/2018 3:48:07 PM

SCHEDULE B TO DEVELOPMENT PERMIT 18-02



SCHEDULE B TO DEVELOPMENT PERMIT 18-02



TEBO AVENUE INDUSTRIAL BUILDING

CONSTRUCTION

ENGINEER

HEROLD ENGINEERING

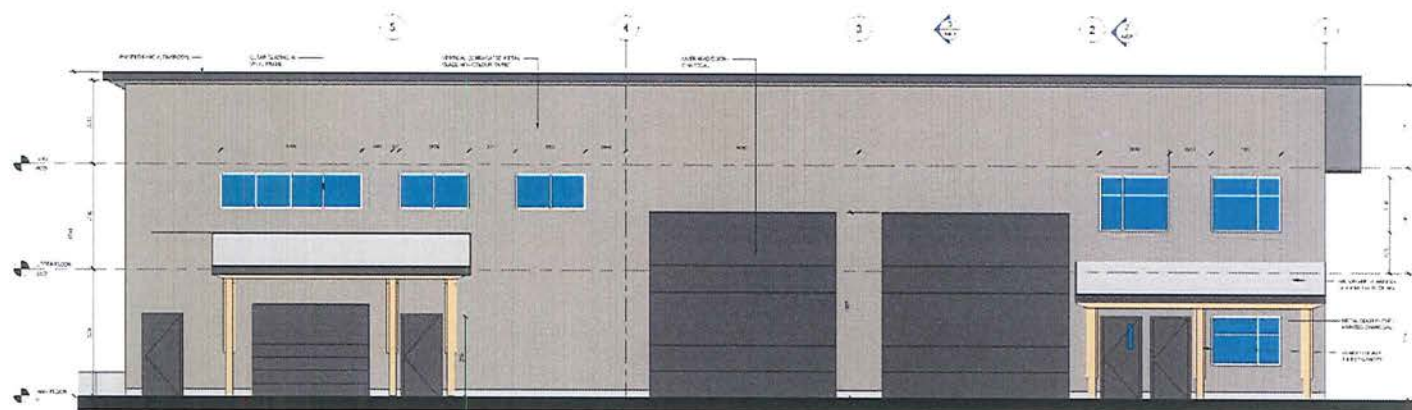
3701 Highway 104, Suite 100, Waukegan, IL 60087

TEL: 847.476.4444 FAX: 847.476.4445

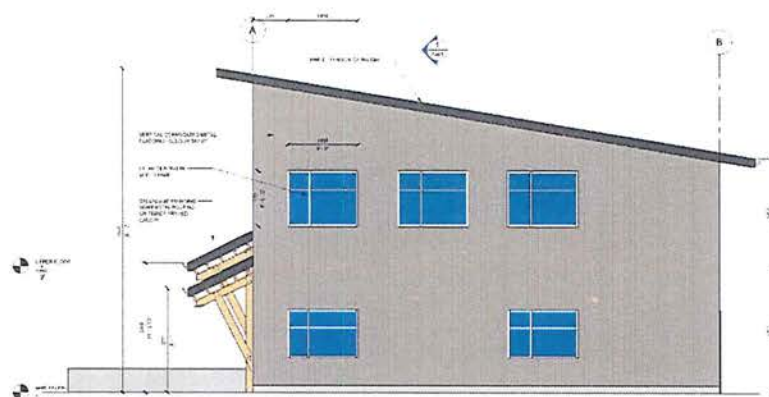
www.herold-engineering.com

UPPER FLOOR AND MEZZAINE FLOOR PLAN

| | |
|---------------|-------|
| OWNER: | DATE: |
| ARCHITECT: | |
| PROJECT: | |
| CONTRACT NO.: | |
| PROJECT NO.: | |
| SCALE: | |
| A202 | |

[illegible]

NORTH ELEVATION



2 WEST ELEVATION

TEBO AVENUE INDUSTRIAL BUILDING

EASTERN ORANGE, N.J. 07017

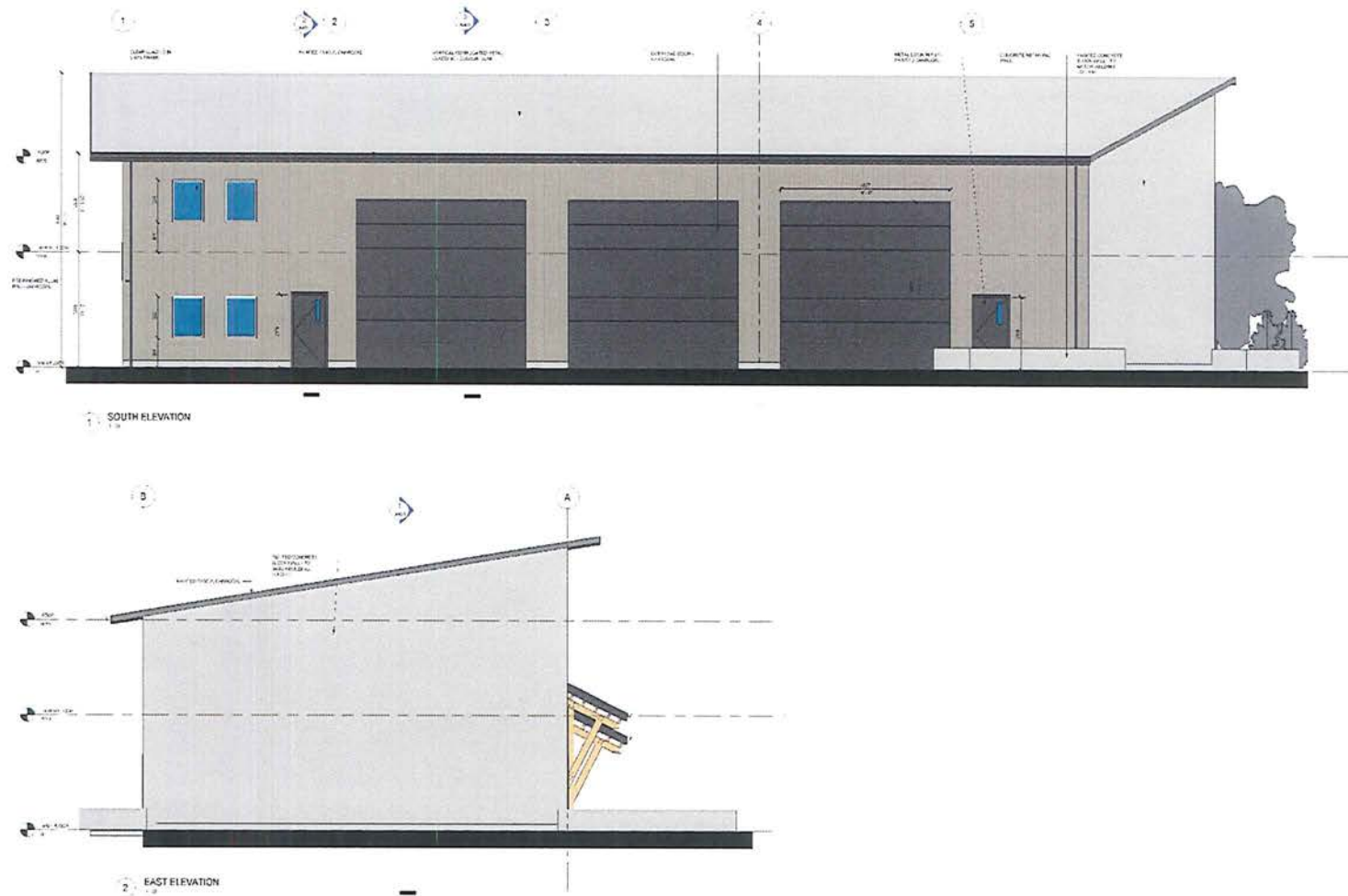


✓ **Answer:** **True** – a small percentage of the population are born with a form of resistance to HIV and cannot be infected by the virus.

BUILDING ELEVATIONS

| | |
|-----------------------|---------------|
| NAME KAR | |
| STREET ADDRESS | |
| CITY KAR | |
| COUNTRY/REGION | |
| PHONE NO. 3571-002 | |
| BULK 1 50 | DATE OF ORDER |
| TOTAL PRICE | |
| A301 | |

SCHEDULE B TO DEVELOPMENT PERMIT 18-02



| NO. | DESCRIPTION |
|-----|-------------|
| | |
| | |

TEBO AVENUE INDUSTRIAL BUILDING

Client: [Redacted]

CAUSE NO. 18-02

HEROLD ENGINEERING

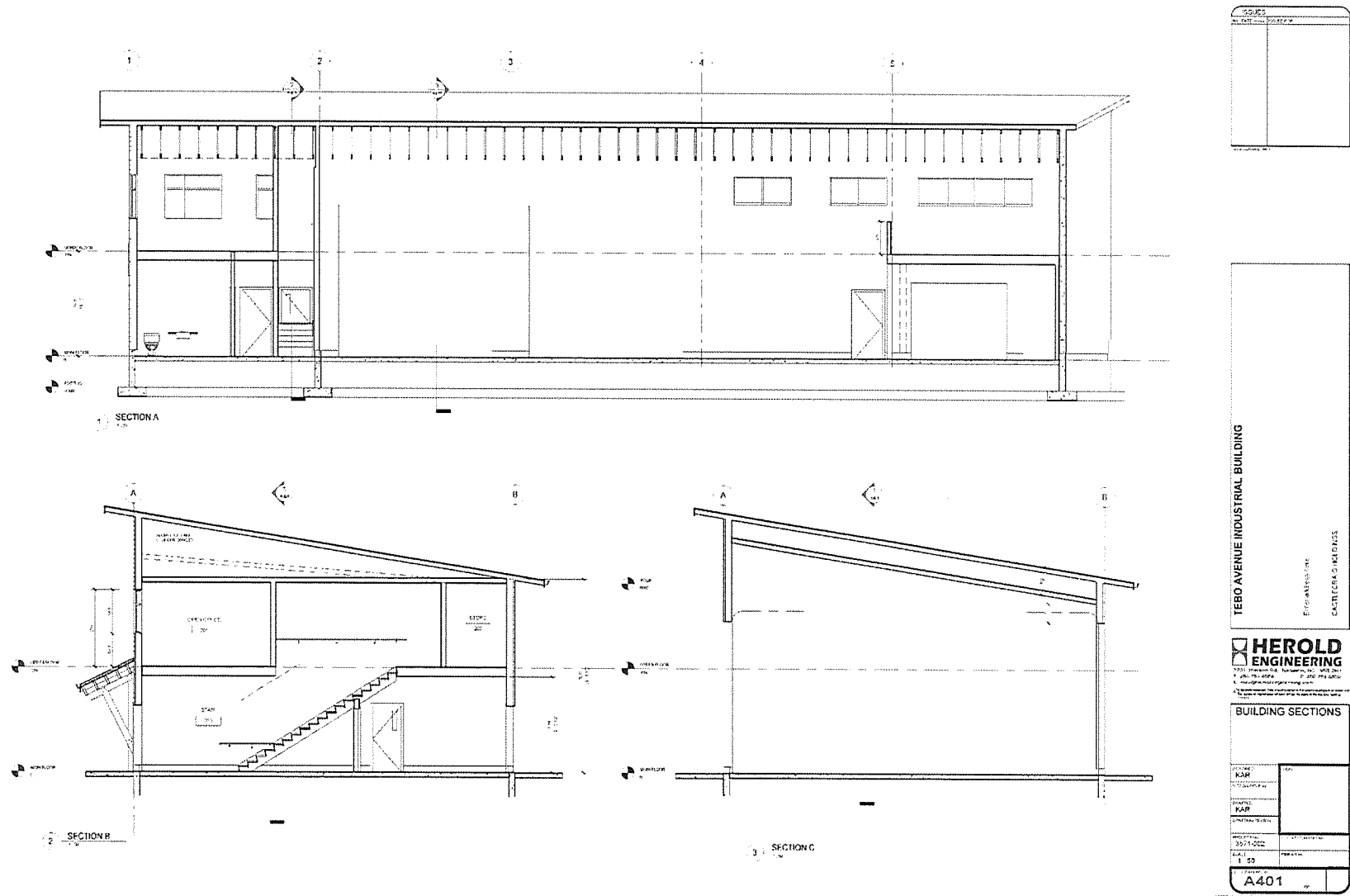
11111 Highway 101, Suite 100, San Jose, CA 95131

Phone: (408) 261-1111

www.herold-engineering.com

| BUILDING ELEVATIONS | |
|---------------------|--|
| PROJECT NAME | |
| CLIENT NAME | |
| PROJECT NO. | |
| DATE | |
| SCALE | |
| A302 | |

SCHEDULE B TO DEVELOPMENT PERMIT 18-02





CITY OF PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT

TO: Tim Pley, CAO
FROM: Scott Smith, Director of Development Services
DATE: August 28, 2018

I concur, forward to next Regular
Council Meeting for Consideration


Tim Pley, CAO

SUBJECT: Wastewater Treatment Facility

Issue

City Council's approval is requested to award the main construction contract for the City of Port Alberni Wastewater Treatment Facility project.

Background

The City of Port Alberni has been working for several years towards a major upgrade to the City's Wastewater Treatment infrastructure. As part of moving towards construction on the project, the City of Port Alberni issued a request for proposals on the main construction contract.

This project has had a significant amount of stakeholder involvement and public information sessions. The City has updated our communication outreach program on this major infrastructure project. A copy of a fact sheet on project is attached for Council information. This fact sheet and regular updates on the project will be provided to the public.

The City of Port Alberni received three bids for the Wastewater Treatment Lagoon Upgrades, Construction Contract. Associated Engineering has reviewed the three bids (see attached letter) and is recommending the City of Port Alberni accept the low bid from Tritech Group. This work is for the main construction contract is within the expected cost range for the overall project. The previously approved UV equipment and Aeration equipment contracts are included within this main construction contract.

Recommendations

That the report dated August 27, 2018 from the Director of Development Services regarding the award of the Wastewater Treatment Lagoon Upgrades, Construction Contract be received.

That Council for the City of Port Alberni award Construction Contract RFP 017-18 Wastewater Treatment Lagoon Upgrades to Tritech Group for \$17,128,429.53 plus GST

Respectfully submitted,



Scott Smith, MCIP, Director of Development Services

August 27, 2018

File: 2017-2972.00.C.01.00

Scott Smith
City Planner
City of Port Alberni
Planning and Development
4850 Argyle Street
Port Alberni, BC V9Y 1V8

**Re: WASTEWATER TREATMENT LAGOON UPGRADES
RECOMMENDATION FOR AWARD OF CONTRACT**

Dear Mr. Smith:

Bids were received for the above project and opened at 2 p.m. on August 17, 2018 at City Hall in Port Alberni. A summary of bids received follows in the table below. All tenders have been checked and the amounts shown in the summary have been found to be correct.

| Bidder | Total Bid Price |
|----------------------------------|-----------------|
| Tritech Group | \$17,128,429.53 |
| Bennett Mechanical Installations | \$18,049,600.00 |
| Copcan Civil Ltd. | \$21,156,026.00 |

The lowest compliant bid was submitted by Tritech Group. The total bid price includes the cost of equipment procurement contracts for the UV disinfection equipment and aeration equipment. This equipment was selected through a Request for Proposal (RFP) process earlier in the summer and the supply contracts will be novated into the general contract after contract award.

Tritech Group has completed a significant number of municipal infrastructure projects in B.C. and Alberta, including a number of projects that Associated Engineering has been involved in. The reference project information submitted by Tritech includes projects ranging in value from \$1.1 million to \$12.5 million, and includes both water and wastewater treatment projects. In addition, AE has worked with Tritech on several water and wastewater projects in recent years, and have found their work to be satisfactory on projects with similar scope and components to the wastewater lagoon upgrades project in Port Alberni.

We understand that the Notice to Award can be issued once the contract award has been approved by City council.

August 27, 2018
Scott Smith
City of Port Alberni
- 2 -

Based on our review, we would recommend awarding the wastewater treatment lagoon upgrades project to Trittech Group.

If you are in agreement with our recommendation, in accordance with Article No. 1.11.2.2 of the Instructions to Bidders, it would be in order for you to issue a Notice of Award to the successful Bidder. For your convenience, we have enclosed a draft Notice of Award to be retyped on your letterhead. Please provide a copy of that letter to us for our records.

Yours truly,



Christian Brumpton, M.Eng., P.Eng.
Project Manager

CB/lp

Enclosure(s)



City of Port Alberni Wastewater Treatment Plant Upgrades

The City of Port Alberni treats wastewater from approximately 18,000 people in the Alberni Valley. To provide this service, the City uses a centralized wastewater treatment plant and lagoon that has been in place since the 1950's. With the infrastructure aging and the Canadian wastewater treatment standards changing, the City is upgrading the plant and lagoon.



Wastewater Treatment Plant Upgrades

Starting fall 2018, a City contractor will break ground on the Wastewater Treatment Plant Upgrades project. Work will be carried out in four phases and will take approximately two years to complete.

When complete, the upgraded plant will:

- improve effluent quality (treated wastewater for discharge)
- provide enhanced environmental protection
- increase operational capacity
- meet the new Canadian wastewater treatment standards.

By improving the collection, treatment and disposal of our wastewater, we ensure the continued health and well-being of our community, as well as the natural habitat we hold so dear.



WORK HOURS

Work will generally occur Monday to Friday from 7 a.m. to 8 p.m. However, there may be times when crews will need to work longer hours or on weekends to maintain the construction schedule.

PROJECT DESCRIPTION

The City’s current wastewater treatment plant consists of a lagoon that uses a secondary treatment process known as extended aeration. This process involves introducing air into the wastewater to help bacteria and other microorganisms break down the organic material. The treated wastewater is then discharged through an open channel that connects to the Somass River.

While the current lagoon has served Port Alberni well, upgrades are required to meet the new treatment standards. Over the past several years, the City has been developing the detailed design for the wastewater treatment upgrades by repurposing the former Catalyst lagoon adjacent to the existing City lagoon (see map on the right).

This much larger lagoon was purchased by the City in 2012 and will be upgraded as part of the project. This innovative reuse of industrial infrastructure has allowed the City

to proceed with the upgrades at a fraction of the cost of building a new plant.

Benefits to the “new” lagoon include increased operational capacity, system redundancy and improved effluent quality.

Improved aeration plus additional treatment steps of screening and Ultraviolet (UV) light disinfection will also be included in the plant upgrades. Combined, these steps will reduce levels of potentially harmful pathogens and improve the quality of effluent entering the Alberni Harbour.

The City will also be constructing a new outfall that extends 800 metres into the Alberni Harbour; discharging the effluent through a series of five sub-surface diffusers that spread the effluent out over a broad area.

The final component of the project involves decommissioning the old City lagoon and returning that area to wetland habitat.



Project map of wastewater treatment plant upgrades



NOISE

All work will comply with the City’s noise bylaws. When practical, crews will attempt to reduce noise impacts. Generators may be required to run overnight.



LET’S CONNECT

For additional information on this project or to sign up for project newsletters and event notifications, please visit www.letsconnectpa.ca.

To learn more about your local government and the services offered, go to www.portalberni.ca.

PROJECT TIMELINE

| | | |
|---------|---|---------------------------|
| Phase 1 | Plant construction and lagoon upgrades | Summer 2018 - spring 2019 |
| Phase 2 | Outfall and difuser construction | Winter - spring 2019 |
| Phase 3 | Plant and lagoon commissioning | Spring 2019 |
| Phase 4 | Lagoon decomissioning and habitat restoration | 2020 |

DID YOU KNOW?

TO HELP PAY FOR THE UPGRADES AND REDUCE COSTS, THE CITY PURSUED GRANT OPPORTUNITIES. IN 2017, THE CITY RECEIVED 6.9 MILLION FROM THE CLEAN WATER AND WASTEWATER FUND. COMBINED WITH GRANTS RECEIVED IN PREVIOUS YEARS, THE CITY HAS NOW RECEIVED A TOTAL OF 18.1 MILLION FOR THIS PROJECT.

OUR COMMITMENT TO YOU

The City of Port Alberni is committed to minimizing the impacts of this project on the community, neighbouring First Nations and regional areas, the environment, and to working closely with key stakeholders throughout the project.

As part of our commitment, the City is:

- Following rigorous permitting and approval processes at all levels of government;
- Working with local First Nations and other government agencies to identify potential project impacts and determine possible mitigation measures;
- Developing and implementing an environmental monitoring program to ensure construction does not negatively impact fish, wildlife and the surrounding estuary or neighbouring Somass River; and
- Providing regular project updates via newsletters, fact sheets, outreach events and web updates.



4850 Argyle Street
Port Alberni, BC
250.723.2146 ph
250.723.1003 fax
www.portalberni.ca



CITY OF PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT

TO: Tim Pley, CAO
FROM: Scott Smith, Director of Development Services
DATE: August 29, 2018

SUBJECT: Cannabis Retail Stores

Issue

City Council consideration of changes to bylaw regulations to transition from medical marijuana dispensaries to cannabis retail stores in the City of Port Alberni.

Background

The nationwide legalization of non-medical cannabis will come into effect on October 17, 2018. In the Province of BC the wholesale distribution of non-medical cannabis will be solely through the Liquor Distribution Branch. The Liquor and Cannabis Regulation Branch will be responsible for licensing and monitoring the retail sector with a mixed public/private model. For the Province to issue a licence, applicants must have the support of the local government.

In 2016, the City of Port Alberni approved changes to the Zoning and Business Licence Bylaws to allow for medical marijuana dispensaries. The following outlines the amendments that were made to the bylaws:

Zoning Bylaw regulations

Add the following to the Definition Section of the Zoning Bylaw: "Medical Marijuana Dispensary" means a building or part thereof in which marijuana for medical purposes may be obtained directly by the public."

Add Medical Marijuana Dispensary as a permitted use in the following commercial zones, subject to provisions in the General Regulations section:

1. C2 – General Commercial;
2. C3 – Service Commercial;
3. C4 – Highway Commercial and
4. C7 – Core Business

Add the following to the General Regulations of the Zoning Bylaw:

1. A Medical Marijuana Dispensary is not permitted within 300 metres of the nearest property line of a site containing a school.
2. A Medical Marijuana Dispensary is not permitted within 1000 metres of the nearest property line of a site containing another Medical Marijuana Dispensary.
3. A Medical Marijuana Dispensary is not permitted in conjunction with any other use.
4. A Medical Marijuana Dispensary is not permitted in conjunction with an Automated Teller Machine (ATM) use.

Business License Bylaw

1. Add the following to the Interpretation section of the Business Licence Bylaw: "Medical Marijuana Dispensary means a retail business in which marijuana for medical purposes is offered for sale directly to the public."

Add a new section to the business licence bylaw related to Medical Marijuana Dispensaries as follows:

1. No person shall carry on a business as a Medical Marijuana Dispensary without having first obtained a business licence from the City of Port Alberni.
2. No person shall carry on business as a Medical Marijuana Dispensary without having signed an acknowledgement that a business licence is only a representation that the dispensary complies with local government bylaws and is not a representation that the dispensary complies with all other laws, including provincial and federal laws.
3. A Medical Marijuana Dispensary shall be conducted within a completely enclosed building.
4. No person shall permit a minor (i.e. under 19 years of age) to enter or remain on the business premises of a Medical Marijuana Dispensary.
5. No person shall carry on business as a Medical Marijuana Dispensary between the hours of 8:00 pm and 8:00 am the following day.
6. No person shall smoke or consume marijuana in a Medical Marijuana Dispensary or within 3 metres of any doors of a dispensary.
7. No person shall block the windows of the business premises of a Medical Marijuana Dispensary with opaque material, artwork, posters, shelving or similar elements.
8. Signage at the entrance of a Medical Marijuana Dispensary, prohibiting minors (under the age of 19 years).
9. Product Warning signage at the entrance and service counter of a Medical Marijuana Dispensary.
10. Must have a monitored security and fire alarm system, including video surveillance.

Discussion

The City of Port Alberni has approved four business licences for medical marijuana dispensaries within City boundaries. With the upcoming legalization of non-medical cannabis, the City of Port Alberni should begin the process to amend the Zoning and Business Licence bylaws to transition from medical marijuana dispensaries to cannabis retail stores.

The following is recommended as a working framework to make bylaw changes to cannabis retail stores:

1. Delete definition of Medical Marijuana Dispensary and add a definition of Cannabis Retail. There should be no separate medical marijuana permitted use, everything should be under cannabis retail.
2. Maintain the four commercial zones for cannabis retail.
3. Maintain the 300 metre school setback.
4. Maintain the 1000 metre between cannabis retail stores. This regulation has been requested to be changed on several occasions.
5. Delete regulation 2 and 9 from the Business Bylaw. With the legalization of cannabis these regulations are no longer necessary.
6. Maintain all other regulations.

Conclusions

Under the proposed changes the four existing medical marijuana dispensaries would have an opportunity to apply for a Provincial licence for a cannabis retail store.

Any changes to the Zoning Bylaw will require a formal public hearing. The City of Port Alberni should consider having some public involvement prior to beginning the formal bylaw changes. This could be done in a Committee of the Whole meeting with receiving input from the public, cannabis industry etc.

Recommendation

That the report dated August 29, 2018 from the Director of Development Services regarding the transition from medical marijuana dispensaries to cannabis retail stores be received, and Council for the City of Port Alberni endorse the recommendations and public involvement process outlined in the report.

Respectfully submitted,



Scott Smith, MCIP
Director of Development Services

| Council Directed Action Items on Current Status Report | | | | | |
|--|--|--|--------------------------------|--|----------|
| | Meeting Date | Item | Strategic Plan Fit | Status / Recommendation | Priority |
| Chief Administrative Officer (CAO) | | | | | |
| 1. | Regular March 27/17 | MOU between City and Hupacasath First Nation | Goal #5: Responsive Government | Council to Council discussion | High |
| 2. | Regular March 27/17 | Renewal of Protocol (Accord) Agreement with Tseshaht First Nation | Goal #5: Responsive Government | Council to Council discussion | High |
| 3. | Regular March 27/17 | Report regarding the Truth and Reconciliation Commission's specific Calls to Action and the United Nations Declaration of Indigenous Peoples | Goal #5: Responsive Government | Review pending completion of Reconciliation Committee work. Reconciliation Committee reconvening in September – final report with recommendations to be completed | High |
| 4. | Org. Structure Review | Pursue Shared Service opportunities with ACRD | Goal #5: Responsive Government | Ongoing. Direction from Council (May 15/17) to schedule meeting of Council to discuss this matter before requesting a meeting with the ACRD. | Medium |
| 5. | January 8/18 | Issue RFP for supply and installation of solar PV arrays on one or more city owned facilities | | Not to exceed \$100,000 available in Carbon Reserve Fund. RFP currently being developed. Awaiting Engineer sign-off of roof load capacity | Medium |
| 6. | Regular May 24/16 Special Dec 12/16 | Staff to investigate potential for receiving market revenues for services from properties under jurisdiction of senior governments. | Goal #5: Responsive Government | Ongoing | Low |
| Clerk's Dept. | | | | | |
| 7. | Regular April 23/18 | Representatives of business, labour and the general public to develop formula for council wages taking into account recent tax changes | | To be completed early August Deputy Director of Finance working with Committee – Report to Council September 4 | High |
| 8. | Regular July 9/13 | Social Media Code of Conduct for elected officials and reps to council committees | | CAO/Clerk to develop for adoption by new Council | Medium |

| Council Directed Action Items on Current Status Report | | | | | |
|--|---|--|---|---|----------|
| | Meeting Date | Item | Strategic Plan Fit | Status / Recommendation | Priority |
| 9. | SICC Jan 7/08 | Policy requiring review and adoption of Policy Manual following each general municipal election | Goal #5: Responsive Government | Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council. | Medium |
| 10. | Regular Sep 5/17 | Update AV Community Forest Legacy Committee Terms of Reference | | City Clerk to review | Low |
| Parks, Recreation & Heritage | | | | | |
| 11. | Regular March 27/17 April 23/18 | Pursue development of a quad-partite agreement between City, Tseshah, Hupacasath and ACRD for operation of the Alberni Valley Museum | Goal #1 Live Within Our Means | Separate meetings to be arranged with each of the parties to determine interest (City Clerk). In process – have reached out to each organization | High |
| 12. | Regular June 27/16 | Draft development plan options for Canal Beach for public consultation regarding a long-term development plan. | Goal #4: Revitalizing Economy/Liveability | Kiwanis delegation April 24/17 – initiatives supported by Council. WFP advised of planned improvements. Review of structural integrity of pier supports complete | Low |
| Economic Development Dept. | | | | | |
| Engineering & Public Works Dept. | | | | | |
| 13. | Regular Sept 14/15 Regular May 28/18 Regular June 25/18 | Report recommending alternate truck route options (other than 3 rd /Anderson) | Goal #2: Connected Community | Bring forward project for consideration in 2019 budget | High |

| Council Directed Action Items on Current Status Report | | | | | |
|---|--|--|---|--|-----------------|
| | Meeting Date | Item | Strategic Plan Fit | Status / Recommendation | Priority |
| 14. | Regular April 10/17 Regular Jan 11/16 | Update of Active Transportation Plan with options for “AAA” bike facilities Create a phased implementation plan for all-abilities protected bike lanes including possible tree and garden planting (FSCDC Report) | Goal #2: Connected Community | Director of Engineering & Public Works | Medium |
| 15. | Regular Sep 5/17 | Investigate improvements to intersection of Gertrude & Southgate | Goal #2: Connected Community | Report on traffic counts received and forwarded to ICBC for comment. Will consider what improvements can be made | Medium |
| 16. | Regular Sep 5/17 | Investigate improvements to intersection of Argyle & Anderson | Goal #2: Connected Community | Report on traffic counts received and forwarded to ICBC for comment. Will consider what improvements can be made | Medium |
| 17. | Regular June 25/18 | Proposal and design options to improve 3 rd Avenue (request from Uptown Merchants for Traffic Circle) | | | Medium |
| Finance | | | | | |
| 18. | Regular Nov 27/17 | Develop a purchasing policy that supports local vendors and contractors. | Goal #5 Responsive Government | | High |
| 19. | Regular Dec 11/17 | Review social procurement policy examples | Goal #5 Responsive Government | | High |
| Fire Dept. | | | | | |
| Development Services Dept. (Planning/Development) | | | | | |
| 20. | Regular Dec. 14/15 | Report on secondary suite provisions of zoning bylaw including provisions for carriage houses | Goal #4: Revitalize Economy/Liveability | | High |

| Council Directed Action Items on Current Status Report | | | | | |
|---|---|--|---|---|-----------------|
| | Meeting Date | Item | Strategic Plan Fit | Status / Recommendation | Priority |
| 21. | Regular May 23/17 April 23/18 Aug 13/18 | Commence remedial action against owner of Arrowview Hotel, Athol Street. | Safety Issue | Council direction provided to proceed with formal tender process for demolition | High |
| 22. | Regular Jan 23/17 | Issue RFP for sale and development of a portion of City owned property adjacent to Westporte | Goal #4: Revitalize Economy/Liveability | RFP to be issued – appraisal complete | Medium |
| 23. | Regular Feb. 9/16 Regular Dec 11/17 | Draft bylaw to establish a Social Planning Commission | Goal #5 Responsive Government | Social Planning Council attendance at COW April 16, 2018 – no recommendation from COW to Council. | Medium |
| 24. | Regular May 15, 2018 | Review current bylaws related to marijuana/cannabis to ensure compliance with potential fed govt changes | | | Medium |

Development Services Dept. (Bylaw Services)

| | | | | | |
|-----|---------------------|---|---|-----------------------------------|---------------|
| 25. | Regular March 12/18 | Bylaw enforcement compliance and enforcement Policy | Goal #4: Revitalize Economy/Liveability | | High |
| 26. | Budget Feb 1/18 | Identify how fines levied under Nuisance Abatement & Property Maintenance Bylaws could help fund additional bylaw services in 2019. | Goal #4: Revitalize Economy/Liveability | | Medium |
| 27. | Regular Feb 13/18 | Include Schedule A of Nuisance Abatement Bylaw with Property Maintenance Bylaw | Goal #4: Revitalize Economy/Liveability | Update Fee Schedule | Medium |
| 28. | Regular Jan 22/18 | Report and recommendations for consideration on panhandling bylaw | Goal #4: Revitalize Economy/Liveability | | Medium |
| 29. | Regular March 27/17 | Report re general regulation and licensing of dogs | | COW November 20/December 19, 2017 | Low |

| Council Directed Action Items on Current Status Report | | | | | |
|--|------------------------|--|---|-----------------------------------|----------|
| | Meeting Date | Item | Strategic Plan Fit | Status / Recommendation | Priority |
| 30. | Regular March 27/17 | Report re the current provision of parking enforcement within business districts | Goal #4: Revitalize Economy/Liveability | COW November 20/December 19, 2017 | Low |
| 31. | Regular June 11/18 | Options re banning plastic straws | | | Low |

Respectfully Submitted



Tim Pley - CAO

J:\Clerks\Council\RegularCouncilMeetings\Status Reports\2018\September_4_18.doc



ENGINEERING & PUBLIC WORKS DEPARTMENT HIGHLIGHTS OF DEPARTMENTAL ACTIVITIES JULY 2018

PUBLIC WORKS - STREETS/ CONSTRUCTION/ UTILITIES/ MECHANICAL

- **North Park Drive – 7th Ave to 10th Ave:**
Completed asphalt curbing and boulevard restoration
- **Johnston Road (Hwy 4) Sidewalk (RR Xing to Muir Road):**
Completed 211 m of new concrete sidewalk and drainage works



- **Water Main Upgrade (Compton Road to Russell Place at Rainbow Gardens)**
Installed and commissioned 250 m of new 150 mm dia. water main



- **Coal Creek Sanitary Sewer 5th Ave to 6th Ave**
Contractor Hazelwood Construction Services mobilized equipment to site last week of July
- **Roadway Line Painting:**
Completed painting of centerlines, shoulder lines, and dividing lines
- **Cemetery:**
1 full burial, 3 interments of cremated remains, 4 plot marker installations
- **Ongoing Maintenance Activities:**
Asphalt pothole and utility patches, brushing, weed eating, street sweeping, litter pickup, sidewalk replacements and grinding of trip hazards

Water Distribution

- Continued implementation of Stage 1 water restrictions, effective July 1st
- Customer Water Service Requests – 33
- Installed 2 new 150 mm dia. water services; repaired 5 water services; and repaired 3 water meters

Sewage Collection and Drainage

- Customer Sewer Service Requests – 16
- Processed 96 BC One Calls
- Sewage Lagoon sampling and maintenance
- Pump station maintenance
- Sewer main flushing and videoing
- Sewer and/or drain service installations and repairs at 12 homes

Mechanical Services

- Performed PM services on 6 pieces of heavy equipment, and 2 fleet vehicles
- Performed repairs on 12 pieces of heavy equipment, and 3 fleet vehicles

ENGINEERING

- **6th Avenue, Argyle St to Bruce St**
 - a. Continued to work with Koers & Associates on detailed design and cost estimates resulting in decision to undertake installation of a new sanitary sewer main along 6th Ave by City crews, sidewalk repairs and repaving of the driving lanes
- **Argyle St, 17th Ave to 21st Ave Water Main Replacement**
 - a. Continued to work with Koers & Associates on final design and cost estimates
 - b. Construction tender to be issued for fall 2018 construction
- **Ongoing Developments** (ie. Athol St Apts, 4000 Burde St (Old ADSS Site), Uplands Phase 2, 8th Ave Shelter, Rainbow Gardens)
 - a. Continued to work with developer's engineers on site and servicing details



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on August 16, 2018,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Ken McRae (Chair)
John Douglas (Vice-Chair)
Amy Anaka
Jeannette Nichols
Sandy McRuer
Larry Ransom - (SD #70 Liaison)
Don Ferster
Councilor Denis Sauvé (Council Liaison)
Rob Gaudreault (Parks Liaison)
Rick Newberry (P.A.F.D. Liaison)

Staff

Scott Smith, Director of Development Services
Cara Foden, Dev. Services Technician

Guests

Members of the Public – 0
G. McNeal (applicant)

Regrets

Jim Tatoosh (Hupacasath First Nation)
Cynthia Dick (Tseshah First Nation)
S. Sgt. Terry Smith (R.C.M.P. Liaison)

Alternates (not in attendance)

Councilor Ron Paulson (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
John Bennie (Alternate S.D.70)
Steve Tatoosh (Alternate Hupacasath First Nation)



1. Adoption of June 21, 2018 Minutes

- Introductions were made and those in attendance were welcomed by the Chair.
- The minutes of the June 21, 2018 meeting of the Advisory Planning Commission were adopted.

(Douglas / Anaka) CARRIED

**2. DEVELOPMENT APPLICATION – Official Community Plan Bylaw and Zoning Bylaw
3250 and 3258 3rd Avenue**

Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197
(PID: 009-278-842 and 009-278-869)

Applicant: G. McNeal and S. Gibbons

- The Director of Development Services (DDS) summarized his report to the APC dated August 9, 2018.
- The APC discussed the application as follows:
 - Applicant has previously renovated several other commercial lots within the city. The proposal is for four (4) units. Three (3) units will be two bedroom units and the remaining unit will be one bedroom. There are a lot of stairs and none of the units will be handicapped accessible. Parking will be located to the rear of the building.
 - When asked by the APC, the applicant was unsure of the specific requirements for bringing the building up to current code. A Building Permit will require documentation from a Registered Professional in BC to facilitate the change of use to multi-family.

MOTIONS:

1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, from 'General Commercial' to '**Multi-Family Residential**' use.
2. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule B Development Permit Areas Map to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, from 'Development Permit Area No. 2 (General Commercial)' to '**Development Permit Area No. 1 (Multiple Family Residential)**'.
3. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, as shown outlined on the map below, from 'C7 Core Business' zone to '**RM1 Low Density Multiple Family Residential**' zone.
4. That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Zoning Bylaw Section 5.14.2 RM1 Low Density Multiple Family Residential Site Development Regulations as follows:
 - a. Below the text;
 'Minimum Lot Area
 Four (4) dwelling units or less 900 m² (9,688 ft²)'
Add the text;
 "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line 700 m² (7,535 ft²)"
 - b. Below the text;
 'Minimum Frontage
 Four (4) dwelling units or less 25 m (82 ft)'
Add the text;
 "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line 20 m (65.6 ft)"
5. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
 - a. Consolidate Lot 5 and Lot 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869) into one legal parcel.

- b. Submission of an application for a Building Permit that is satisfactory to the Building Inspector, and is supported by documentation from a Registered Professional in BC to facilitate the change of use to multi-family.*

(Ransom / Nichols) CARRIED

3. Update – Director of Development Services provided the following verbal updates:

- Temporary Use Permit 18-01 at 5405 Argyle St. was approved Aug. 13/18 permitting up to 3 offices in specified units for a 3 year term.
- Development Permit 18-01 was approved Aug. 13/18
- Application has been received for a Microbrewery in C7.
- Application has been received to rezone the remainder of the 4000 Burde St. site. Subdivision is close to final approval and will start soon.

4. Other business - The Director of Development Services has taken a position as General Manager of Planning and Development Services for the Comox Valley Regional District. The City has posted a Manager of Planning position. APC members wished Scott well in his new position and Scott thanked everyone for their service.

5. Adjournment – The meeting adjourned at 1:00 p.m. The regularly scheduled meeting for September 20, 2018 will be cancelled.

(McRae / Douglas) CARRIED



Davina Hartwell - City Clerk

Ken McRae – Chair



CITY OF PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, Director of Development Services

DATE: August 9, 2018

SUBJECT: DEVELOPMENT APPLICATION
Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments
3250 and 3258 3rd Avenue - Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197
(PID: 009-278-842 and 009-278-869)
Applicant: G. McNeal and S. Gibbons

Issue

At issue is the consideration of an application for map amendments to the Official Community Plan (OCP) Bylaw, and to the Zoning Bylaw, for the property located at 3250 and 3258 3rd Avenue.

Background

The applicant is proposing the conversion of a building, formerly used as a Hostel (Fat Salmon Backpackers Hostel), into a multiple family building containing four (4) dwelling units. The former Hostel was sold and the building changed ownership. It has been renovated by the previous owner into four (4) dwelling units without a building permit. The rezoning would allow the owner to apply for a building permit and carry out any work to ensure the dwelling units meet the building and fire codes.

Official Community Plan and Zoning Bylaw

- a) The properties, *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869)*, located at **3250 and 3258 3rd Avenue** are currently designated 'General Commercial' on the Official Community Plan Schedule A – Land Use Map. A map amendment is required to change the designation on the properties from '**General Commercial**' to '**Multi-Family Residential**' use.
- b) The properties, *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869)*, located at **3250 and 3258 3rd Avenue** are currently included in 'Development Permit Area No. 2 General Commercial' on the Official Community Plan Schedule B – Development Permit Area Map. A map amendment is required to change the designation to '**Development Permit Area No. 1 Multi-Family Residential**'.

- c) The properties, *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869)*, located at **3250 and 3258 3rd Avenue** are currently zoned 'C7 Core Business' on the Zoning Bylaw Schedule - A Zoning Map. A map amendment is required to re-zone the property to '**RM1 Low Density Multiple-Family Residential**' zone.

Discussion

The property is located on the west side of 3rd Avenue on the edge of the Southport uptown core business area.

Surrounding Area

North: Commercial
 East: Minor Commercial, Residential and Multi-Family Residential
 South: Commercial
 West: Vacant property and Residential on commercially zoned land

Official Community Plan:

The applicant has requested to amend the Official Community Plan to designate the properties as 'Multi-Family Residential' and to include the site in the Form and Character Development Permit Area No. 1 (Multi-Family Residential).

The Official Community Plan policy states that the City will consider the following criteria for new areas for multi-family development:

- *Should be within walking distance (approx. 800 m) of commercial, recreational, public/institutional nodes, or community scale parks;*
- *Should be located on or in proximity to major collectors or arterial roads in order to reduce traffic impacts on local roads; and*
- *An adequate transition between lower density housing and compatibility with adjacent land uses must be provided.*

The Uptown commercial area is just a short distance away for shopping. Access to Dry Creek walking trails and Recreation Park is within easy walking distance. 3rd Avenue is designated an arterial road and transit is readily available.

Zoning:

The current zoning on the properties is 'C7 Core Business'. The site is made up of two legal parcels with each parcel being ~10 m (33 ft.) wide and ~38.1 m (125 ft.) deep. The total site area is ±766.4 m² (± 8250 ft²) with frontage on 3rd Avenue being 20 m (66 ft.).

| Properties | Actual | Required in RM1 |
|---------------|----------------------|--------------------|
| Site Area | 766.4 m ² | 900 m ² |
| Frontage | 20 m | 25 m |
| Site Coverage | Unknown | Max. 40% |
| Parking | Unknown | 5 spaces |

The requested zoning, 'RM1 Low Density Multiple Family Residential', requires a minimum frontage of 25 metres (82 ft.) and the minimum lot area requirement is 900 m² (9,688 ft²). The site does not meet the minimum frontage or lot area requirements for the RM1 zone.

The Development Services Department is supportive of small multi-family infill projects on smaller lots, where a laneway exists, than what is currently permitted in RM1 zone. It is recommended that a text amendment be made to the RM1 zone, where a lot can be accessed from a lane abutting a side or rear property line, reducing the required lot area and frontage regulations, for four (4) dwelling units or less, as follows;

Below the text; 'Minimum Lot Area

Four (4) dwelling units or less 900 m² (9,688 ft²)'

Add the text "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line 700 m² (7,535 ft²)"

Below the text 'Minimum Frontage

Four (4) dwelling units or less 25 m (82 ft)'

Add the text "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line 20 m (65.6 ft)"

Infrastructure and Servicing:

Water: There is a water main running along 3rd Avenue with a connection to the building.

Sewer: There are mains along the 3rd Avenue frontage and the lane to the west of the rear property line. There is no information regarding a current connection and this will need to be investigated.

Traffic and Parking:

The zoning bylaw requirement is 1.25 parking spaces for each dwelling unit for a total of five (5) spaces for this proposal. There is some parking located to the rear of the existing building. The existing parking is only accessible from the paved public lane to the west. It appears that there is sufficient area at the rear of the property for parking. The applicant will be required to provide a plan showing how the parking can be accommodated.

Agency Comments

BC Hydro: Interests are unaffected.

Fire Dept.: No objections providing the building is brought up to current Building and Fire Codes

TELUS: No concerns

Building Inspector: Requests that the owner engage a registered professional to facilitate the Building Permit application to change the use from Commercial to Residential

RCMP: No concerns

Conclusions

In considering the Official Community Plan Bylaw and Zoning Bylaw amendments, the Advisory Planning Commission and City Council should consider whether the proposed amendment is appropriate for the site and for the community.

The proposal would amend the Official Community Plan by designating the site as 'Multi-Family Residential'. The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed bylaw amendments are compatible with the neighbourhood and the Development Services Department supports amending the bylaws, as proposed, in conjunction with the adoption of the recommended conditions.

Recommendations

1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, from 'General Commercial' to '**Multi-Family Residential**' use.
2. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule B Development Permit Areas Map to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, from 'Development Permit Area No. 2 (General Commercial)' to '**Development Permit Area No. 1 (Multiple Family Residential)**'.
3. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, as shown outlined on the map below, from 'C7 Core Business' zone to '**RM1 Low Density Multiple Family Residential**' zone.
4. That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Zoning Bylaw Section 5.14.2 RM1 Low Density Multiple Family Residential Site Development Regulations as follows:
 - a. Below the text;

| | | |
|---------------------------------|--------------------|---------------------------|
| 'Minimum Lot Area | | |
| Four (4) dwelling units or less | 900 m ² | (9,688 ft ²)' |

 Add the text;

| | | |
|--|--------------------|---------------------------|
| "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line | 700 m ² | (7,535 ft ²)" |
|--|--------------------|---------------------------|
 - b. Below the text;

| | | |
|---------------------------------|------|----------|
| 'Minimum Frontage | | |
| Four (4) dwelling units or less | 25 m | (82 ft)' |

 Add the text;

| | | |
|--|------|------------|
| "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line | 20 m | (65.6 ft)" |
|--|------|------------|

5. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
- a. *Consolidate Lot 5 and Lot 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869) into one legal parcel.*
 - b. *Submission of an application for a Building Permit that is satisfactory to the Building Inspector supported by documentation from a Registered Professional in BC to facilitate the change of use to multi-family.*

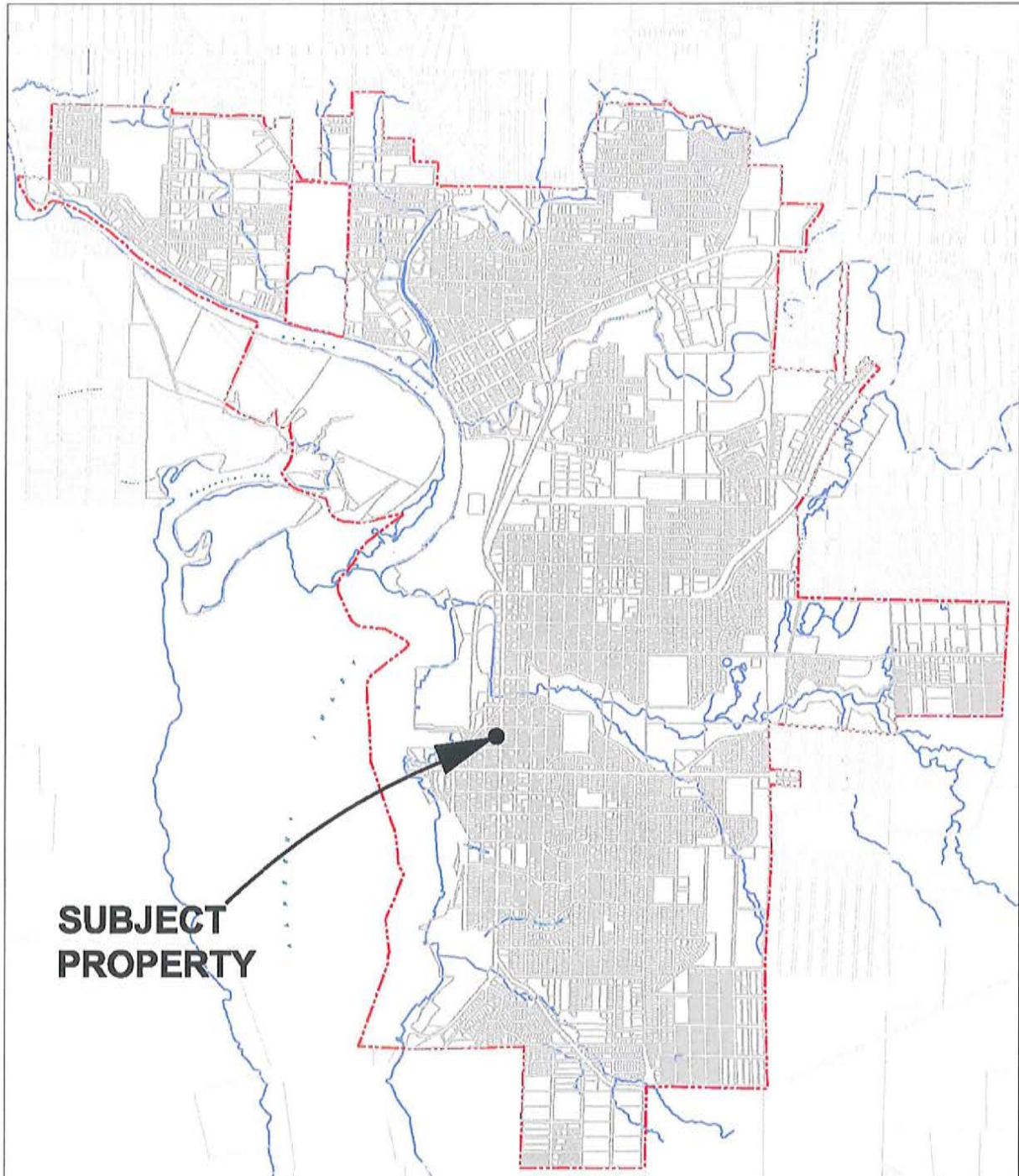
Respectfully submitted,



Scott Smith, MCIP
Director of Development Services



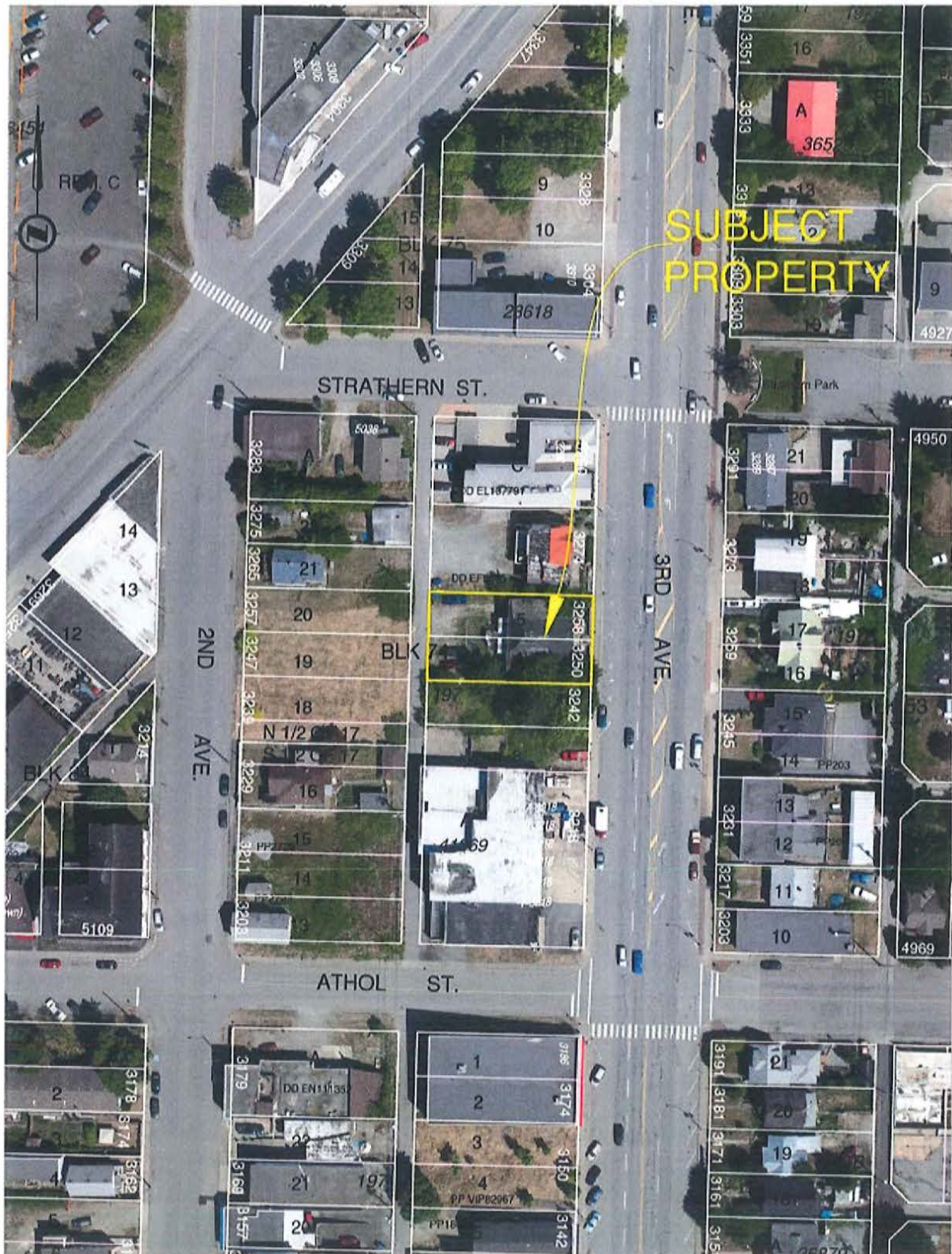
CITY OF PORT ALBERNI LOCATION MAP



**SUBJECT
PROPERTY**

3250 and 3258 3rd Avenue

SUBJECT PROPERTIES - 3250 and 3258 3rd Avenue



PID # 009-278-867

3258
3250
HOUSE No.

3RD AVE
3RD AVE
STREET

1
1
D.L.

74
74
BLK.

5
6
LOT

197
197
PLAN

213MPS
411002

7 6 5 B

N →

W/L 300^{MM}

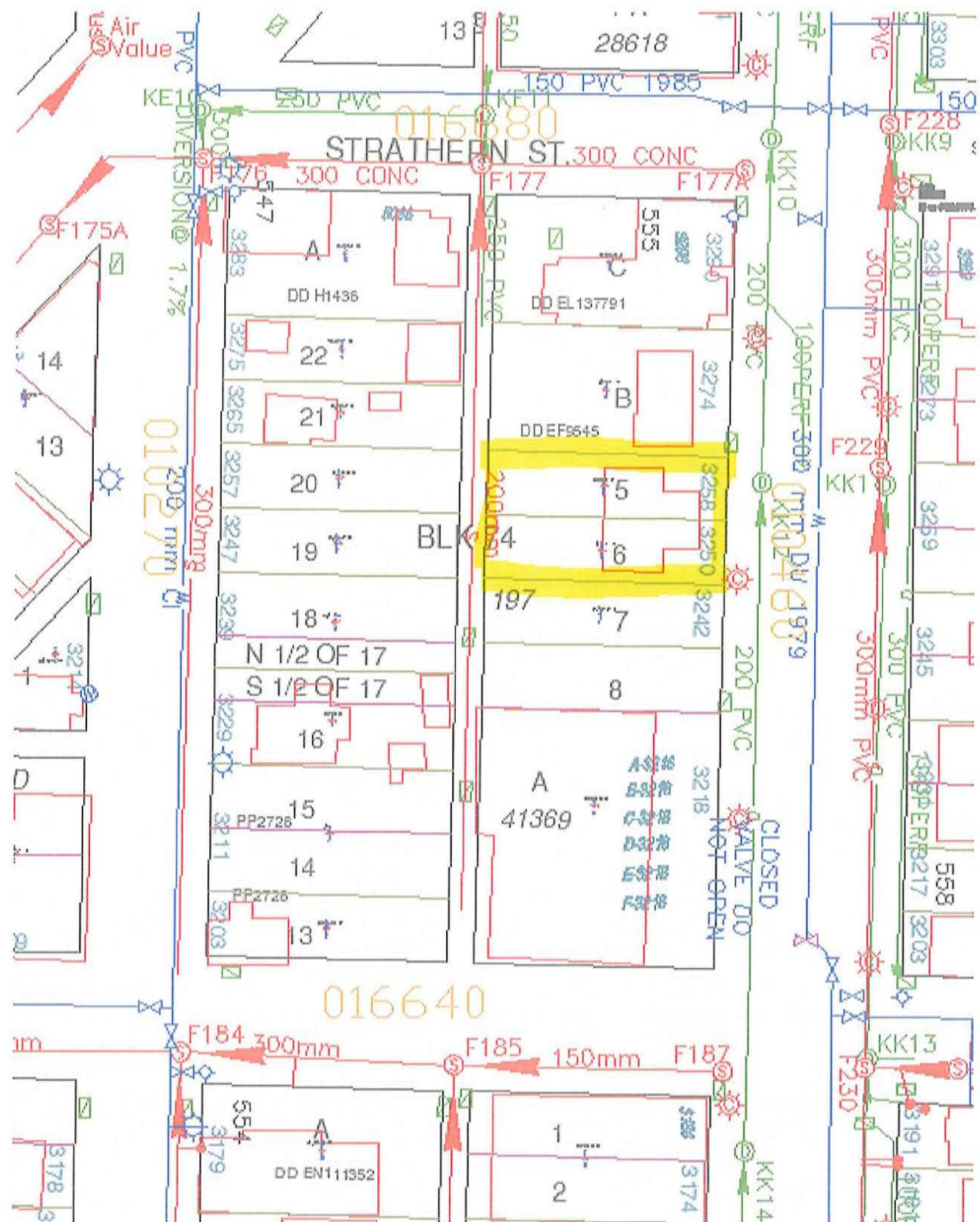
3RD AVE

D.T. (RON)

WATER & SEWER SERVICE CONNECTION RECORD CARD

| STORM | | WATER | | SEWER | |
|---------------------------------------|--|---------------------------------|-------------------|---------------------------------------|--|
| INSTALLATION DATE | | INSTALLATION DATE | | INSTALLATION DATE | |
| | | SEPT 1995 | | | |
| CONNECTION DATE | | CONNECTION DATE | | CONNECTION DATE | |
| | | SEPT 1995 | | | |
| SIZE | | SIZE COPPER | 40 ^{MM} | SIZE | |
| LENGTH | | DISTANCE FROM MAIN TO CURB STOP | 15.1 ^M | LENGTH | |
| RISER | | CURB STOP 12x1 1/2 SADDLE | ✓ | RISER | |
| FITTING AT MAIN | | CURB STOP ON METER SETTER | ✓ | FITTING AT MAIN | |
| ° BENDS | | COUPLINGS 1 | ✓ | ° BENDS | |
| DEPTH AT PROPERTY LINE | | REDUCER 1 1/2 x 3/4 3/4 x 1/2 | ✓ | DEPTH AT PROPERTY LINE | |
| DISTANCE FROM M.H. TO FITTING ON MAIN | | METER # 49947106 | | DISTANCE FROM M.H. TO FITTING ON MAIN | |
| MEASURED | | MEASURED FROM NE CORNER 8.1 | | MEASURED | |
| | | | | | |
| | | | | | |
| | | | | | |

Printed by Lucky Printers



Bylaw 4832

RM1 – LOW DENSITY MULTIPLE FAMILY RESIDENTIAL

5.14 The purpose of this zone is to provide for lower density multiple family residential development.

5.14.1 Permitted usesPrincipal Uses

Boarding and lodging
Community care facility
Multiple family dwelling
Single family dwelling
Two family dwelling

Accessory Uses

Home occupation

5.14.2 Site Development RegulationsMinimum Lot Area

| | | |
|---------------------------------|----------------------|---------------------------|
| Single family dwelling | 500 m ² | (5,382 ft ²) |
| Two family dwelling | 700 m ² | (7,535 ft ²) |
| Four (4) dwelling units or less | 900 m ² | (9,688 ft ²) |
| Over four (4) dwelling units | 1,000 m ² | (10,764 ft ²) |

Minimum Frontage

| | | |
|---------------------------------|------|---------|
| Single family dwelling | 15 m | 49.2 ft |
| Two family dwelling | 20 m | 65.6 ft |
| Four (4) dwelling units or less | 25 m | 82.0 ft |
| Over four (4) dwelling units | 30 m | 98.4 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

5.14.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.14.2, useable open space shall be provided on the lot of not less than 45 m² (484.4 ft²) for each dwelling unit containing 3 or more bedrooms, and not less than 28 m² (301.4 ft²) for each dwelling unit of smaller size.
- (b) Density bonusing is available as follows:
- (i) Where a minimum of ten percent (10%) of the dwelling units are designed as accessible, the permitted maximum floor area ratio of the building may be increased by a maximum of 0.1; and

Bylaw 4832

- (ii) Where a minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with the Land Title Office, the permitted maximum *floor area ratio* of the principal *building* may be increased by a maximum of 0.1; and
- (iii) Where both (i) and (ii) are undertaken, the maximum permitted *lot coverage* may be increased by 5%.
- (c) The principal access to each *dwelling* unit shall be from an outdoor area.
- (d) Groups of single and two *family* or multiple *family* dwellings are permitted, as an exception to Section 6.1 of this bylaw.
- (e) *Home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.
- (f) Site development for single *family* and two *family* dwellings must be in accordance with the R2 *zone* regulations provided in Sections 5.12.2 and 5.12.3.

CITY OF PORT ALBERNI

BYLAW NO. 4971

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. 26 (3250 and 3258 3rd Avenue – McNeal and Gibbons), Bylaw No. 4971**".

2. Official Community Plan Amendments

2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869, located at 3250 and 3258 3rd Avenue*, from 'General Commercial' 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 change the designation of *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869, located at 3250 and 3258 3rd Avenue*, from 'Development Permit Area No. 2 (General Commercial)' to '**Development Permit Area No. 1 (Multiple Family Residential)**' as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2018.

READ A SECOND TIME THIS DAY OF , 2018.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2018.

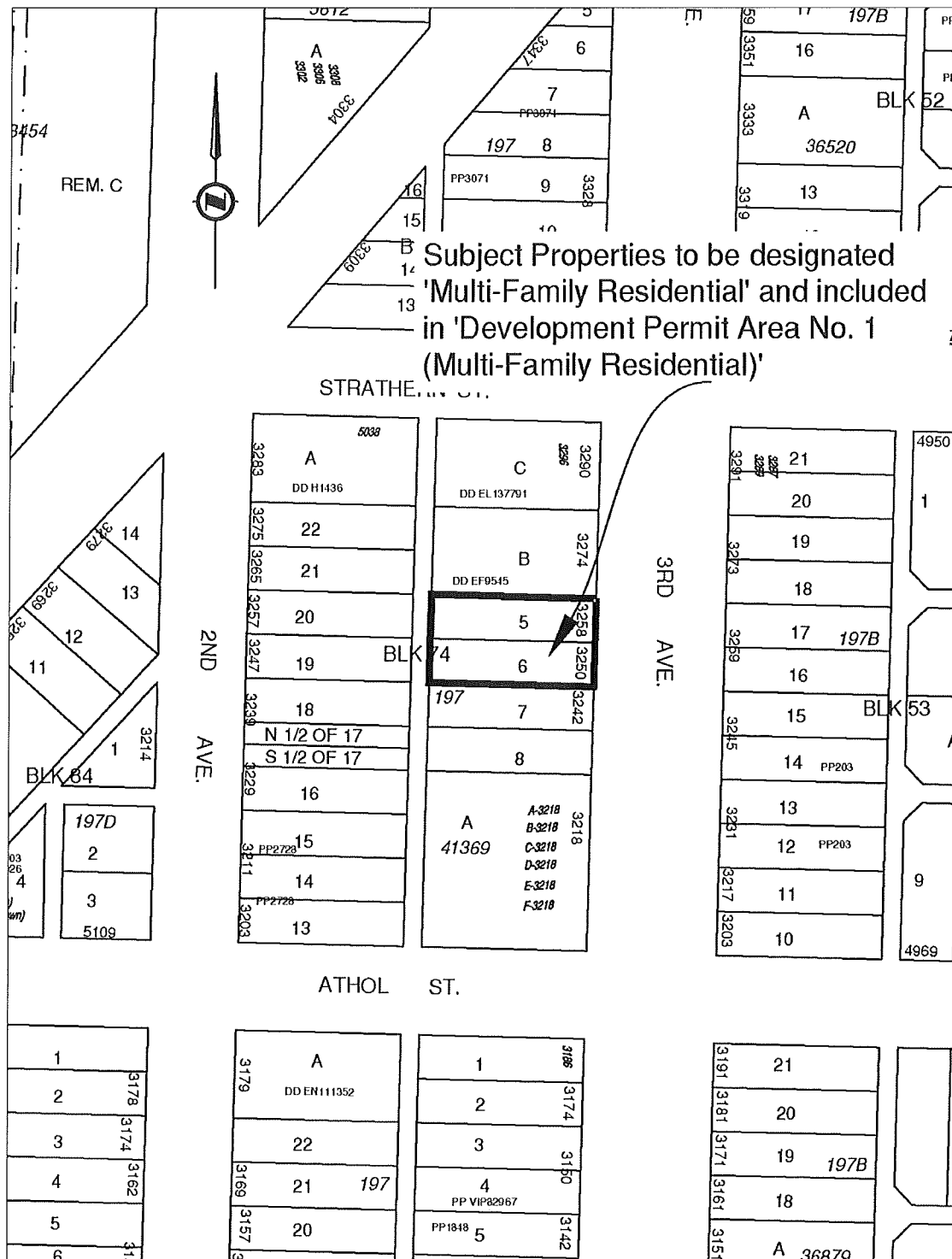
READ A THIRD TIME THIS DAY OF , 2018.

FINALLY ADOPTED THIS DAY OF , 2018.

Mayor

Clerk

Schedule "A" to Bylaw 4971



J:\Clerks\Bylaws\BYLAWS\4971_3250-3258-3rdAve-McNealGibbons-OCPAmendBylaw.docx

CITY OF PORT ALBERNI

BYLAW NO. 4972

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. 29 (3250 and 3258 3rd Avenue – McNeal and Gibbons), Bylaw No. 4972**".

2. Zoning Amendment

2.1 That *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869, located at **3250 and 3258 3rd Avenue**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'C7 Core Business' zone to '**RM1 Low Density Multiple Family Residential**' zone.*

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 , 2018.

READ A SECOND TIME THIS DAY OF , 2018.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2018.

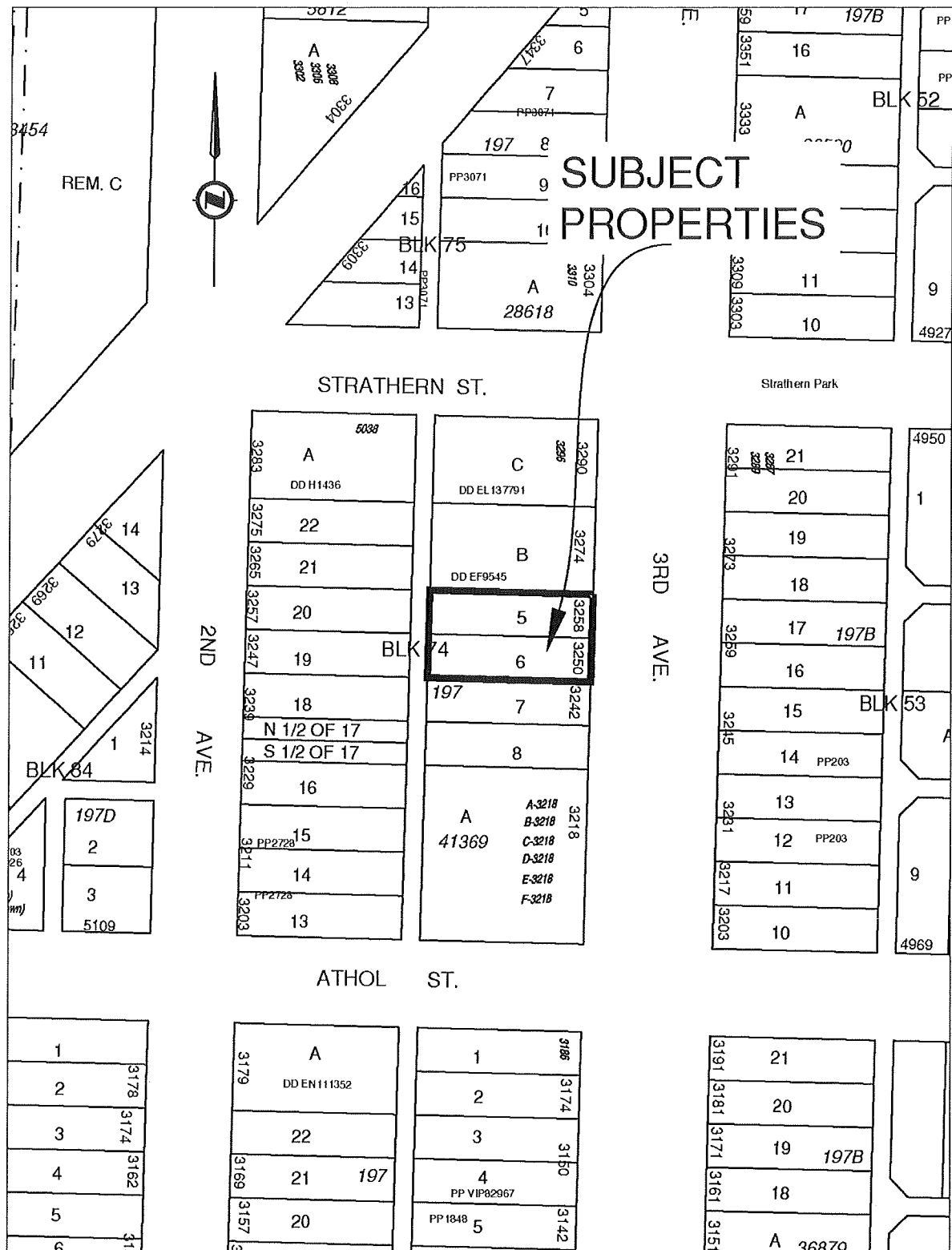
READ A THIRD TIME THIS DAY OF , 2018.

FINALLY ADOPTED THIS DAY OF , 2018.

Mayor

Clerk

Schedule "A" to Bylaw No. 4972



J:\Clerks\Bylaws\BYLAWS\4972_3250-3258-3rdAve-McNealGibbons-ZonMapAmendBylaw.docx

CITY OF PORT ALBERNI

BYLAW NO. 4973

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. T15 (3250 and 3258 3rd Avenue – McNeal and Gibbons), Bylaw No. 4973"**.

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by adding text to Section 5.14.2 RM1 Low Density Multiple Family Residential Site Development Regulations as follows:

a) *Below the text;*

'Minimum Lot Area

Four (4) dwelling units or less 900 m² (9,688 ft²)'

Add the following text;

"Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line 700 m² (7,535 ft²)"

b) *Below the text;*

'Minimum Frontage

Four (4) dwelling units or less 25 m (82 ft)'

Add the following text;

"Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line 20 m (65.6 ft)"

READ A FIRST TIME THIS DAY OF , 2018.

READ A SECOND TIME THIS DAY OF , 2018.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2018.

READ A THIRD TIME THIS DAY OF , 2018.

FINALLY ADOPTED THIS DAY OF , 2018.

Mayor

City Clerk

J:\Clerks\Bylaws\BYLAWS\4973_3250-3258-3rdAve-McNealGibbons-ZonTextAmendBylaw.docx

From: David Peterson [<mailto:davidjames25@hotmail.com>]
Sent: Thursday, August 09, 2018 12:03 PM
To: CityPa
Subject: To mayor and council: Fire Safety

Dear Mayor Ruttan and city council:

Given the hot dry summers our city experiences, and given that computer weather models point to increasingly hotter and drier summers, as a city resident, I am offering some suggestions for fires safety for your consideration:

1. Ban smoking at all city parks and trails, permanently. Even in cooler, wetter weather, it is frustrating to be hiking or walking in a city park or along a trail only to be confronted with a cloud of tobacco or marijuana smoke. Given the fires and health risks, it would seem that banning all smoking from city parks and trails is the right thing to do.
2. Establish clear signage at parks and trails as well as on the city website and Facebook page indicating the same. While signage costs money, the cost is small compared to the costs of battling fires and evacuating people due to a fire caused by a carelessly tossed cigarette.
3. Put up a sign or banner at the Fire Hall in big red letters indicating "Camp fire ban." I have seen this in other communities and it captures one's attention, raising awareness.
4. Continue to support the homeless population with supportive housing options in order to decrease the number of people living in the bush.
5. Construct and maintain fire breaks around the city.
6. Remove dead standing trees on city property - this is a fire hazard as well as a safety hazard in high winds, etc.

I applaud the action taken to increase the number of bylaw officers in the city. Laws require enforcement if they are to fulfill their intended purpose.

Thank you for your time and consideration.

Sincerely,

David Peterson

ENTERED



August 27, 2018

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

Dear Mayor and Council:

Re: Exempt Staff Compensation Policy for EOC Activations

At the August 22, 2018 Board meeting, the Alberni-Clayoquot Regional District Board of Directors passed a resolution to approve an Exempt Staff Compensation Policy for Emergency Operations Centre, ("EOC") Activations.

The policy will provide exempt staff with equitable compensation in line with unionized staff and other local government exempt staff policies which will be reimbursed through a task number issued by Emergency Management BC (EMBC) for time worked in excess of normal working hours during the activation of an EOC.

EMBC provides task numbers when local governments respond to specific incidents and reimburse the cost of extra ordinary expenditures incurred due to the planning, response and recovery for the incident. The extra ordinary expenditures include the cost of replacement staff or overtime for staff who are required to work beyond the normal working hours or on scheduled days off.

Many municipal and regional local governments have implemented these types of compensation policies to ensure exempt staff are treated fairly and compensated for their extra time. EMBC will not reimburse a local government for exempt staff wages unless a policy is in place which outlines the compensation to be paid to exempt staff for extra time worked during an EOC activation in response to a large scale emergency or disaster.

Because of the integrated nature of emergency response between the ACRD and the City of Port Alberni, employees of both organizations will be working side by side in the event of an EOC activation. It is critically important that all those responding are doing so on an equal footing. Inasmuch as the City's unionized staff have their overtime covered through the collective agreement, we respectfully request that the City consider adopting an overtime policy for its exempt employees. This will ensure that all local government employees are treated in a similar fashion for similar service and the costs will be recoverable from the

ENTERED

4.3

Provincial Government. The policy is attached for reference.

We also understand that Council is currently considering its remuneration policy. Inasmuch as members of City of Port Alberni will, in certain circumstances, form all or part of an EOC policy committee during response activation, we recommend that its policy allow for remuneration when this committee sits. The ACRD's Board Member Remuneration, Expenses and Benefits Bylaw No. A1084 provides a payment for Policy Committee meetings in relation to an activated Emergency Operations Centre at the following rates:

| | |
|---|-------------------|
| Committee meeting up to 3 hours in length | \$77 per meeting |
| Committee meeting between 3 and 5 hours in length | \$125 per meeting |
| Attendance at conferences, conventions, or committee meetings exceeding 5 hours in length | \$176 per day |

Rates will be subject to CPI increases over the term.

Thank you for consideration of these matters. If you have any questions in relation to them, please contact Teri Fong or myself.

Sincerely,



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Attachment



Alberni-Clayoquot Regional District

Exempt Staff Compensation Policy – EOC Activation

Policy Issued by: Board of Directors
Date Adopted: August 22, 2018
Date(s) Amended:

1.0 RATIONALE

Exempt staff may be required to work in excess of the normal scheduled working hours in response to an emergency incident or disaster that is supported through the ACRD Emergency Operations Center (EOC) under a Emergency Management BC (EMBC) task number.

2.0 PURPOSE

The purpose of this policy is to establish a compensation guideline applicable to all exempt staff of the Alberni-Clayoquot Regional District.

This Exempt Staff Compensation Policy provides an equitable means of compensation for exempt staff when working excessive hours in an emergency or disaster situation that is supported through a Emergency Management BC task number.

3.0 PROCEDURE

- 3.1** When called in under the approval of the EOC Director to work in the EOC or support the EOC; an exempt employee's time worked in excess of the regular scheduled working hours will be tracked separately and paid out to the exempt employee at the following rates:
 - 3.1.1** 1 ½ times their calculated hourly rate for the first 3 hours worked beyond their regular scheduled working hours.
 - 3.1.2** 2 times their calculated hourly rate for any hours worked in excess of 3 hours beyond their regular scheduled working hours.
- 3.2** The extra compensation paid to the exempt employee will be submitted to the appropriate agency under the Emergency Management BC (EMBC) task number for reimbursement to the ACRD.

August 25, 2018

Melissa Bartley

PO Box 2547

Garibaldi Highlands, BC V0N 1T0

melissadawnbartley@gmail.com

604-815-1004

Mayor and Council

City of Port Alberni

4850 Argyle Street

Port Alberni BC V9Y 1V8

Dear Mayor and Council of Port Alberni,

I am writing to ask the council to consider revising the bylaw on secondary suites in Port Alberni. I am aware that currently secondary suites are permitted in owner-occupied homes only and building of carriage homes is not permitted. I believe that should secondary suites be allowed to be installed in nonowner-occupied homes and if carriage houses could be built in unused garage spaces, then more suites will be available to people who do not have the current funds to rent an entire house. Also, this change will make buying property in Port Alberni more appealing for potential landlords.

My husband and I recently purchased a property that we intend to move into in a few years time. Currently we are renting the entire house to four lovely people. They are all adults choosing to rent the entire house together for affordability. While this works for our tenants, it has become a worry of mine that this setup is not maximizing the livability of the property should our tenants decide to move out. Maximizing rental space encourages people to create suites to offset costs of owning a home and it provides much-needed housing for people in need of affordable housing options.

According to the *Still at Home in the Alberni Valley: Port Alberni's Strategic Plan to House our Community and End Homelessness*

(https://www.portalberni.ca/sites/default/files/doc_library/Still%20at%20home.pdf, December 2015), the housing market "is lacking by at least 355 bedrooms" and is "critically unaffordable". The study also states that young people and seniors are among the most vulnerable groups affected by homelessness. Census Canada listed Port Alberni's population at 20,715 in 2016. Of those, of those people, 6,810 people lived in homes consisting of one or two people

(<http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=POPC&Code1=0654&Geo2=PR&Code2=48&Data=Count&SearchText=Port%20Alberni&SearchType=Begin&SearchPR=01&B1=All&TABID=1>, Statistics

Canada, 2017). If a four-bedroom home like the one I bought could be split into two two-bedroom suites, then my property could potentially house two small families and up to eight people rather than only four. Also, if a carriage home could be put in the garage, then even more people could be housed. Families just starting out in the market may be looking for smaller places to rent costing them less money than renting an entire house.

Upon investigation, it has been made known to me that the bylaw to only have suites in owner-occupied homes was made in an effort to limit complaints from noise and parties. I understand this thought process, however right now my entire house is rented out without me living on the premises. With rents rising to pay for rising mortgage prices, then single people are going to have to share rooms in a large space. More adults on a property means more vehicles and potentially more noise than if a home is split into two smaller units for smaller families.

Cities like Kelowna, Nelson and Nanaimo allow for carriage houses to be built with restrictions on size, private yards and parking with successful outcomes (<https://www.nanaimo.ca/docs/property-development/building-permits/secondariesuiteguidehomesuitehome.pdf>). In the study *Secondary suites: A guide for local governments* (<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-resources/housing-guides>, September 2005), it cites multiple benefits of allowing more suites to be built such as affordable housing options and access to amenities as well as “low-impact densification” (p9) in which the look of the community doesn’t change much while allowing for the housing of more people within it.

Changing a bylaw like this would take time and careful consideration. I understand that there could be an issue with many landlords that are less-than willing to maintain their properties. That is why I am bringing this issue to council; when suites are legalized, they are inspected and meet code.

While looking at the street my new property is on, I couldn’t help but notice the wasted potential of no fewer than twelve garages on our laneway that have housing potential. Talking to neighbours and looking at local websites, it seems that many people rent out their garage space for storage. I love the charm of laneway garages and I love the charm of old buildings. It would be wonderful to consider keeping the charm of the community while allowing for the expansion of the population through the legalization of multiple suites on a property.

I should end by saying that I am not a developer and this property is my first property bought as an investment. Entering this process has led me to start asking questions and considering the future. I am aware that there is probably a lot involved that I haven’t considered. I thought that this topic was worthy of researching and bringing to the attention of council. Thank you for your consideration and time you’ve spent reading my letter. Please feel free to contact me for more discussion.

Sincerely,

Melissa Bartley

From: Recycling Council of British Columbia [<mailto:jessie=rcbc.ca@mail215.atl171.mcdlv.net>] **On**
Behalf Of Recycling Council of British Columbia
Sent: Wednesday, August 22, 2018 9:05 AM
To: Davina Hartwell
Subject: Waste Reduction Week 2018 Proclamation Request

Proclaim your Support for Waste Reduction Week 2017!

[View this email in your browser](#)



WASTE REDUCTION WEEK IN CANADA

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 15th through 21st, 2018 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

ENTERED

natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 15th-21st, 2018 as National Waste Reduction Week in Canada and lending your support!

[CLICK HERE FOR A SAMPLE PROCLAMATION](#)

Completed proclamations can be sent by email, fax or mail to the contact below:

Jessie Christophersen
Information Services Assistant
Recycling Council of British Columbia
#10 – 119 W. Pender Street, Van., BC V6B 1S5
E: jessie@rcbc.ca
W: www.rcbc.ca
Fax: (604)683-7255
T: (604) 683-6009 ext. 317

Copyright © 2018 RCBC, All rights reserved.

You are receiving this email as a past participating in Waste Reduction Week Proclamations.

Our mailing address is:
RCBC
10-119 West Pender Street, Vancouver, BC, Canada
Vancouver, Bc V6B1S5
Canada

[Add us to your address book](#)

Want to change how you receive these emails?



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

August 10, 2018

His Worship Mayor Mike Ruttan in Council
City of Port Alberni
4850 Argyle Street
Port Alberni, B.C.

Your Worship,

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 7th to October 13th 2018, be proclaimed as "Fire Prevention Week" in Port Alberni.

The theme this year is "LOOK. LISTEN. LEARN."

Fire Prevention Week 2018 will focus on educating the public to,

- LOOK for places fire could start
- LISTEN for the sound of the smoke detector
- LEARN 2 ways out of every room

We will re-inforce these fire safety messages through out, "Fire Prevention Week 2018 "

Thank you for your support,

Rick Newberry
Chief Fire Prevention Officer
Port Alberni Fire Department
LAFC #2764
E-mail: rick_newberry@portalberni.ca

NEWS RELEASE

July 23, 2018
For Immediate Release

Ten-year high for complaints and enquiries to B.C. Ombudsperson about provincial and local governments

Victoria – B.C. Ombudsperson Jay Chalke released his office's 2017/18 Annual Report today highlighting that the public is contacting the office more frequently than any year in the last decade.

"This 10-year high is both positive and negative," said Chalke. "It's great that people know we are here to receive and investigate concerns about fair and reasonable treatment by provincial and local governments. However, it also signals that there is still lots of work to be done until public bodies in the province are treating all people fairly."

The office received 8,400 complaints and enquiries last year, the highest number in the past decade. Complaints were about a wide range of public bodies with the highest number of complaints being about two government ministries that provide service to vulnerable people; the Ministry of Social Development and Poverty Reduction and the Ministry of Children and Family Development.

"As has been the case every year in the past decade, we received more complaints about the Ministry of Social Development and Poverty Reduction than any other public body. Their complaint numbers have been coming down and that is good news, but their overall volume remains high," said Chalke. "It is time for the ministry's fairness issues to be addressed as part of government's broader poverty reduction strategy being developed this year."

A broad spectrum of concerns were examined in today's report about how social services are administered by these two ministries. Following these investigations, positive changes took place including:

- A commitment by the Ministry of Social Development and Poverty Reduction to revise its information provided to the public about how provincial Hardship Assistance impacts federal Employment Insurance Benefits. Two complainants came to our office concerned they would not be able to afford rent



or food because of increased deductions to their EI after they had received provincial Hardship Assistance. Our investigation found information provided by the Ministry of Social Development and Poverty Reduction about how EI payments would be affected was inadequately communicated.

- Following an investigation into a complaint regarding a one-year delay in the placement of a nine-year old child, the Ministry of Children and Family Development acknowledged the delay and also agreed to provide increased training for staff about how to conduct safe home studies and restricted home placements which had slowed down the placement process.
- After our investigation into a complaint from a mother that she was not getting regular supervised access to her children in care, a Delegated Aboriginal Agency contracted by the Ministry of Children and Families agreed to ensure the mother was able to visit with her children twice a week.

"These cases reflect the fact that despite large complaint volumes, public bodies will make changes when issues are brought to their attention, and sometimes these changes can be very significant and impact not just one person, but many," Chalke said.

In addition to its investigative work, this past year the Ombudsperson also launched a new three-year initiative to help public bodies proactively make their services more fair.

"Increasingly, public bodies are recognizing the importance of trying to resolve fairness problems before they escalate and our office is here to help them proactively do that," said Chalke. "After all, an ounce of prevention is worth a pound of cure."

Key statistical highlights from the 2017/18 Annual Report include:

- 376 complaints came from health authorities, the top non-ministry complaint category. Among the health authorities, Island Health had the most complaints (89)
- Other top non-ministry complaints include those about ICBC (325), the Workers' Compensation Board (182) and BC Hydro (155)
- The Office received 680 complaints about local governments. The top three areas of complaints related to bylaw enforcement, developing/zoning and municipal fees and charges
- Most complaints (1940) came from the Lower Mainland

View the Office of the Ombudsperson's 2017/18 Annual Report at www.bcombudsperson.ca

About the Office of the Ombudsperson

The Office of the Ombudsperson receives enquiries and complaints about the practices and services of public agencies within its jurisdiction. Its role is to independently and impartially investigate these complaints to determine whether public agencies have acted fairly and reasonably, and whether their actions and decisions were consistent with relevant legislation, policies and procedures. In addition to investigating individual complaints, the Ombudsperson also conducts systemic investigations into complex issues. The Ombudsperson has jurisdiction over a wide range of public agencies, including provincial government ministries, crown corporations, government boards, schools, universities and colleges, local governments and self-regulating professions.

Media Contact – Sara Darling | 778 679 2588 | 250 356 7740

-30-



RECEIVED

AUG 20 2018

CITY OF PORT ALBERNI

Ref: 238247

August 15, 2018

His Worship Mayor Mike Ruttan and Councillors
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Ruttan and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to undertake significant corporate or community-wide climate action to reduce GHG emissions in the 2017 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporate or community-wide) to reduce GHG emissions for the 2017 reporting year, you have been awarded Level 3 recognition – 'Accelerating Progress on Charter Commitments'.

.../2

ENTERED



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2017 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their [community's community energy and emissions inventory](#) receive a letter from the GCC and a 'BC Climate Action Community 2017' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>



Reference: 241599

August 27, 2018

VIA EMAIL: tanis_feltrin@portalberni.ca

His Worship Mayor Mike Ruttan
City of Port Alberni
4850 Argyle Street
Port Alberni, British Columbia
V9Y 1V8

Dear Mayor Ruttan:

Your letter of August 16, 2018, to Premier John Horgan, regarding Port Alberni's contribution to the wildland firefighting effort, has been referred to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for a response.

While response and community recovery is our first priority at this point in time, we are eager to work with communities to improve wildfire prevention opportunities. The Province of British Columbia is working with the federal government and other provinces and territories to develop actions to support the implementation of the 2016 Canadian Wildland Fire Strategy. This strategy provides a comprehensive foundation for a substantive, collective shift away from a purely reactive approach to one of integrated prevention and mitigation.

Wildfire prevention is a shared responsibility of all levels of governments, communities, individuals and businesses. No single prevention method or activity will be successful if used in isolation. Encouraged by your interest in assisting with wildfires, and commending the work that has been ongoing in your area since 2009, we urge the City of Port Alberni to continue to work with the Coastal Fire Centre to advance FireSmart and wildfire prevention in your region and to access available funding.

Regarding the points in your constituent's letter, it is with great sympathy and condolence that I read about her experience. I assure you and her that protecting lives is our first priority.

The BC Wildfire Service generally uses the closest and most suitable BC resources available for our firefighting operations. When our own personnel are stretched to capacity, we can call on other resources from local contract crews or from our national and international partners. Resources brought in from out-of-province are used in Type 1 roles and for highly specialized duties, typically working on Incident Management Teams. During times of heightened activity, to ensure that we are using local resources as much as possible, we cycle Type 1 crews off the fire line as soon as possible and replace them with contract or emergency

Page 1 of 3

Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development

BC Wildfire Service

Mailing Address:
3080 Airport Drive
Kamloops, BC V2B 7X2

Tel: 250 312-3032
Email: Madeline.Maley@gov.bc.ca

ENTERED

firefighting crews. This gives employment opportunities to BC contractors and ensures that out-of-province resources are not taking work away from local qualified and available companies.

We are grateful for the support of all levels of crews, staffs and volunteers dedicated to helping with the wildfire response efforts. As I mentioned, the safety of the public, including first responders, is the first priority. All wildfire firefighters employed by the BC Wildfire Service are highly trained professionals who meet or exceed national standards in their training. Because fighting forest fires is dangerous and exhausting work, we are obligated to use professional wildland fire fighters who are trained, physically fit and properly equipped. In accordance with the requirements under *Workers Compensation Act*, untrained firefighters are not employed on BC firelines.

With respect to the use of Coulson aircraft, the BC Wildfire Service works continually to ensure that the most appropriate, efficient and cost-effective equipment is available to protect our natural resources and communities from wildfire risks. The Coulson Group's helicopters have been and continue to be on a qualified supplier list for BC Wildfire Services. Their lack of participation this season has been because they are unavailable. The Coulson Group's 737 fixed-wing aircraft are not yet approved by the regulator for use as an airtanker.

While the BC Wildfire Service has called upon the services of the Martin Mars on previous occasions, officials have found that the Mars has limited applications compared to more modern aircraft and there are unique logistical challenges in using this aircraft. Whereas more modern airtankers run on easily accessible jet fuel, the Mars runs on leaded-type fuel, which is becoming increasingly scarce. The considerable size and design of the Mars means it can scoop from only 113 water bodies in British Columbia (where modern amphibious skimmers can access 1,700), and it is limited to landing on water (as opposed to amphibious aircraft that can land on water or tarmac). The Mars must be refuelled on water, which requires the installation of significant infrastructure while operating away from its home base in Port Alberni. These factors greatly reduce the operational flexibility of the Mars.

Another important point is that the capacity of the Mars makes it difficult to integrate with fire suppression operations in the air and on the ground. The large drop pattern of this water bomber means that firefighters on the ground have to stop work until the drops are completed, which may increase the risk of a fire escaping during the critical attack stage. The targeting accuracy of more modern aircraft allows firefighting crews to take a more aggressive approach to fighting a wildfire and enables skimming aircraft to work in conjunction with retardant-delivering airtankers and rotary-wing operations.

The province maintains a fleet of 32 fixed-wing and rotary-wing aircraft, including 16 airtankers, 8 bird dogs, 2 parattack jumpships and 6 helicopters. When additional resources are needed, the province has contracts in place with several different companies for firefighting aircraft, fixed-wing and helicopters, including the Coulson Group. The province can also make use of long-standing mutual aid sharing agreements to bring in aerial resources from other agencies. Through these agreements, the province has the ability to increase its air tanker capacity significantly this season, as and when needed.

His Worship Mayor Mike Ruttan

In December 2017, the province announced the BC Flood and Wildfire Review (BCFWR) with George Abbott and Chief Maureen Chapman serving as co-chairs. The goal of the BCFWR was to learn from the 2017 experience by determining what worked well and identifying recommendations for improvement, including ways to enhance cooperation between agencies. The final report was delivered to government on April 30, 2018, and is available online at <https://bcfloodfirereview.ca>. The recommendations will play a significant role in determining how British Columbia approaches wildfire risk reduction, including firefighting technology and aerial resources.

Thank you for taking the time to express your views.

Sincerely,

A handwritten signature in black ink, appearing to read "Madeline Maley". The signature is fluid and cursive, with the first name "Madeline" and the last name "Maley" clearly distinguishable.

Madeline L. Maley
Executive Director
BC Wildfire Service

pc: Honourable John Horgan, Premier of British Columbia



Office of the Mayor

CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146
www.portalberni.ca

Fax: 250-723-1003

August 16, 2018

Premier John Horgan
West Annex Parliament Buildings
Victoria, BC V8V 1X4

Dear Premier Horgan,

I write this letter to you expressing concern about the state of our wildfire fighting capabilities in this area and the possible risk to the citizens of Port Alberni.

We find ourselves, at this particular point in time, seemingly surrounded by fires. We have had four fires start within the space of a week and local fire-fighting capabilities tested to their limits as a result. To say that people are worried would be an understatement.

I attach a letter from one of our local area citizens which outlines her concerns because of her experiences in Australia.

I share the concerns and feel that our current practice of reacting to the threat once it has occurred is not one that will stand us in good stead in future years. The wildfire situation demands different approaches and different technology than what is currently employed.

I believe that the time has come to look at developing a much more robust fire response capability than is currently the case. I further believe that, as a city, Port Alberni has much to offer in the way of adding to that fire fighting capability.

Yours truly,
CITY OF PORT ALBERNI

Mike Ruttan,
Mayor

J:\Clerks_Confidential\Administration\Mayor\Letters\2018\PremierHorgan_FireFighting_Aug2018.docx

Joanne Callender.
9050 Faber Road,
Port Alberni,
V9Y 9C1,
British Columbia.

Dear Mayor Mike Ruttan, Honorable Scott Frazer and Mr. Gord Johns.

I am writing to you with regards to the 2018 wildfire season in British Columbia (and particularly Vancouver Island). However, I wanted to start by letting you know what prompted my husband Brian and I to leave Australia. Brian and I lived in Melbourne in 2009. We experienced a severe and extended heatwave with temperatures reaching 47 degrees in some of our neighbourhoods. Brian and I drove out to the river to try to escape the heat and unbeknown to us a fire was starting on the other side of the ridge. There was no sign of it where we swam as the increasing wind blew the smoke and the fire in the opposite direction to us. By the time we got home 7 people were already dead and by the time it was done more than 180 people died. Some stayed to defend their homes and livestock, some tried to escape and were burnt in their cars as they fled. It was truly unbearable to witness and the illuminous orange skies we had for weeks afterwards will haunt me always. It was the end of my time in Australia. I didn't want to spend my life living in fear of the next wildfire, but here we are almost 10 years later and I am more afraid than ever. Here's why...

When we returned to Sproat Lake where Brian grew up, he became a volunteer firefighter, as he wanted to give something back to the community that he loved so much. He is trained to put out structure fires and act as a first responder to the ambulance service. He is not trained to go out to the frontline and fight wildfires nor is he paid for endangering his life. I am writing to you all because from my living room window I stare straight across at the lake to the Coulson bomber base and just beyond that, the airport where Coulson's newest wildfire fighting technology sits idol. I require an explanation for this injustice. I need to know why, when there are 184,010 hectares are burning in our province right now, we are calling on civilian firefighters, interprovincial and international firefighters to work these fires. Why are the people who crafted the technology to fight wildfires at night not allowed to put out fires that threaten to destroy their own equipment in their own backyard (Turtle Lake fire 2 days ago my husband was there for 12 hours straight)?

I would like to know what the NDPs stance was 3 years ago when the Christy Clarke government refused to let the bombers fly and put the Dog Mountain fire?

I would like to know why the NDP has not given these deeply capable, sufficiently trained wildfire fighting innovators the contracts they deserve to help our province manage this deeply stressful time?

I would like to know how much CO₂ is being contributed to our atmosphere and how much further that takes us from our climate goals?

I would like to know how much pressure the respiratory and other health complications caused by this put on our health care system?

What are the real costs of these fires on our province compared with the cost of hiring local professionals to assist with this urgent problem? I would like to know how we are going to cope as our climate changes and these fires become bigger, and more frequent and our fire season is extended. I am not sure how to find these answers but I am starting to search and if our government doesn't know these answers, you need to start searching too.

My husband is a physiotherapist not a wildfire technician and this issue is not about money, these fires will cost us dearly in many more important ways than the financial aspect. I implore you to hear my concerns, I beg of you reopen this discussion and make better choices than the government that came before you. Coulson needs to be contacted again if not for the province at last for our island communities, they must be allowed to work in their backyard to keep their neighbours safe.

I would have liked to take the time to visit with each of you to discuss this matter, however I understand that you are busy and I don't want to impose on your valuable time. I have had the pleasure of meeting each of you in person and believe you all to be honest and hard-working, and I believe you have our communities' best interests at heart and that this issue must matter to you also. Please take my letter to our Premier, Mr. John Horgan. Please make him understand that he has an ethical responsibility to make sure we have every available resource accessible to us as we fight this annually growing crisis.

I thank you for your time and your understanding, and I hope to hear a prompt response from you all. My Husband is gone again today. He is 4 days into his first vacation in 6 years, and instead of spending it with his 3 small children and his mother on her birthday, he is spending a second day fighting another wildfire. Two more developed over night, our community is currently surrounded by multiple fires.

Kindest regards and deepest respect for your continued efforts within our community,

Joanne Callender.





Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

August 18, 2018

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

RECEIVED

AUG 27 2018

CITY OF PORT ALBERNI

Your File Votre référence
100-157

Our File Notre référence
E753-28-5

Municipal Policing Agreement
April 1, 2018 to March 31, 2019 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **July 31, 2018**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2018 to **March 31, 2019**. This statement also contains reference to indirect costs which are included in the year end forecast.

Should you have any questions regarding this material, please contact Paul Richardson, Financial Manager Municipal Policing at 778-290-2490.

Maricar Bains, B. Comm., MBA
Acting Regional Director
Finance Section, E & M Division
Corporate Management & Comptrollership Branch

c.c. OIC Port Alberni Detachment

Canada

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

ENTERED

PORT ALBERNI

16-Aug-18

Expenditures to 2018/07/31

| REPORTING OBJECT | BUDGET CAP | CURRENT MONTH | YEAR TO DATE | YEAR END FORECAST | EST. SURPLUS(+) / DEFICIT(-) |
|--|---------------|------------------|-----------------|----------------------|---------------------------------|
| STANDARD OBJ. 01 - PERSONNEL | | | | | |
| CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES | 0 | 0 | 0 | 0 | 0 |
| CEG 11 - OVERTIME - PS | 0 | 0 | 0 | 0 | 0 |
| CEG 30 - PAY - MEMBERS: | | | | | |
| CE 500110 - REGULAR PAY | 3,200,881 | 251,519 | 863,261 | 2,735,478 | 465,403 |
| CE 500112 - RETROACTIVE PAY | | 0 | 0 | 0 | 0 |
| CE 500113 - ACTING PAY | 18,000 | 1,659 | 7,826 | 18,000 | 0 |
| CE 500114 - SERVICE PAY | 85,800 | 7,740 | 28,334 | 85,800 | 0 |
| CE 500117 - SHIFT DIFFERENTIAL | 52,300 | 2,252 | 8,072 | 52,300 | 0 |
| CE 500164 - SENIOR CST ALLOWANCE | 43,000 | 5,411 | 15,867 | 43,000 | 0 |
| CE 501127 - RETRO PAY - PRIOR YEAR | | 0 | 0 | 0 | 0 |
| CE 501194 - REGULAR TIME - RESERVISTS | 10,000 | 0 | 0 | 10,000 | 0 |
| CE 502103 - OPERATIONAL CLOTHING ALLOWANCE | 6,800 | 380 | 1,467 | 6,800 | 0 |
| MISC. CE's INCLUDED UNDER CEG 30 | 2,600 | 0 | 13 | 2,600 | 0 |
| CEG 30 - PAY - MEMBERS - TOTAL | 3,419,381 | 268,960 | 922,840 | 2,953,978 | 465,403 |
| CE 500111 - OVERTIME | 315,000 | 13,028 | 68,083 | 272,332 | 42,668 |
| CE 501110 - OPERATIONAL AVAILABILITY | | 2,569 | 12,137 | 48,549 | -48,549 |
| CE 501128 - RETROACTIVE OVERTIME | | 0 | 0 | 0 | 0 |
| CEG 31 - OVERTIME - MEMBERS - TOTAL | 315,000 | 15,598 | 80,220 | 320,882 | -5,882 |
| CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 01 - PERSONNEL | 3,734,381 | 284,558 | 1,003,060 | 3,274,860 | 459,521 |
| STANDARD OBJ. 02 - TRANSPORTATION & TELECOMMUNICATION | | | | | |
| CEG 50 - TRAVEL | 42,800 | 318 | 1,496 | 42,800 | 0 |
| CEG 52 - TRAINING TRAVEL (DCCEG) | 36,100 | 1,262 | 3,252 | 36,100 | 0 |
| CEG 53 - TRAINING TRAVEL (POST) | 6,000 | 0 | 1,862 | 6,000 | 0 |
| CEG 70 - FREIGHT, POSTAGE, ETC. | 4,700 | 477 | 1,479 | 4,700 | 0 |
| CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG) | 0 | 0 | 0 | 0 | 0 |
| CEG 101 - TELEPHONE SERVICES (POST) | 0 | 0 | 0 | 0 | 0 |
| CEG 140 - COMPUTER COMM SERVICES (SSC) | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 02 - TRANSPORTATION & TELECOM | 89,600 | 2,057 | 8,090 | 89,600 | 0 |
| STANDARD OBJ. 03 - INFORMATION | | | | | |
| CEG 120 - ADVERTISING | 0 | 0 | 0 | 0 | 0 |
| CEG 130 - PUBLICATION SERVICES | 0 | 0 | 11 | 11 | -11 |
| TOTAL STANDARD OBJ. 03 - INFORMATION | 0 | 0 | 11 | 11 | -11 |
| STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS | | | | | |
| CEG 160 - LEGAL SERVICES (Credit Item) | | 0 | 1,670 | 0 | 0 |
| CEG 190 - TRAINING & SEMINARS (DCCEG) | 95,000 | 2,473 | 5,063 | 95,000 | 0 |
| CEG 191 - TRAINING & SEMINARS (POST) | 3,800 | 0 | 0 | 3,800 | 0 |
| CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item) | | 0 | 0 | 0 | 0 |
| CEG 219 - PROFESSIONAL SERVICES | 42,800 | 9,590 | 15,746 | 42,800 | 0 |
| CEG 220 - OTHER SERVICES | 5,700 | 106 | 570 | 5,700 | 0 |
| CEG 221 - IMIT SERVICES | 52,020 | 0 | 0 | 52,020 | 0 |
| CEG 223 - RADIO COMMUNICATIONS SYSTEMS | 22,000 | 0 | 0 | 22,000 | 0 |
| CEG 228 - CADIC SPENDING OF PROCEEDS | 0 | 0 | 0 | 0 | 0 |
| CEG 229 - CADIC ALLOCATED (Credit) | | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS | 221,320 | 12,170 | 23,048 | 221,320 | 0 |
| STANDARD OBJ. 05 - RENTALS | | | | | |
| CEG 280 - INFORMATION TECHNOLOGY RENTALS | 5,500 | 0 | 0 | 5,500 | 0 |
| CEG 290 - RENTAL - OTHERS | 4,200 | 133 | 394 | 4,200 | 0 |
| TOTAL STANDARD OBJ. 05 - RENTALS | 10,200 | 133 | 394 | 10,200 | 0 |
| STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE | | | | | |
| CEG 370 - REPAIR OF VEHICLES | 51,000 | 2,157 | 7,571 | 51,000 | 0 |
| CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT | | 0 | 0 | 0 | 0 |
| CEG 390 - REPAIR OF MISC. EQUIPMENT | 1,600 | 0 | 0 | 1,600 | 0 |
| CEG 392 - REPAIR OF AFIS EQUIP | | 0 | 0 | 0 | 0 |
| CEG 393 - IT REPAIR AND MAINTENANCE | 730 | 0 | 0 | 730 | 0 |
| TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT | 53,330 | 2,157 | 7,571 | 53,330 | 0 |
| STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES | | | | | |
| CEG 430 - FUEL | 66,300 | 5,800 | 20,934 | 83,736 | -17,436 |
| CEG 470 - PHOTOGRAPHIC GOODS | 800 | 197 | 443 | 800 | 0 |
| CEG 500 - STATIONERY | 18,000 | 1,083 | 2,628 | 18,000 | 0 |
| CEG 510 - CLOTHING & KIT | 15,800 | 745 | 3,930 | 15,800 | 0 |
| CEG 530 - LABORATORY SUPPLIES | | 0 | 0 | 0 | 0 |
| CEG 540 - SUPPLY & SUNDRY EQUIPMENT | 23,900 | 1,135 | 2,995 | 23,900 | 0 |
| CEG 541 - ACQUISITION CREDIT CARDS | 0 | 0 | 0 | 0 | 0 |
| CEG 550 - HOUSE FURNISHINGS | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP | 124,800 | 8,960 | 30,930 | 142,236 | -17,436 |
| STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & EQUIPMENT<\$10,000 OR ASSETS UNDER CONSTR. | | | | | |
| CEG 440 - TRANSPORT SUPPLIES | 4,300 | 205 | 4,326 | 4,326 | -26 |

PORT ALBERNI

16-Aug-18

Expenditures to 2018/07/31

| REPORTING OBJECT | BUDGET CAP | CURRENT MONTH | YEAR TO DATE | YEAR END FORECAST | EST. SURPLUS(+) DEFICIT(-) |
|---|------------|---------------|--------------|-------------------|----------------------------|
| CEG 441 - VEHICLE CHANGEOVERS | 24,000 | 0 | 0 | 24,000 | 0 |
| CEG 450 - COMNS PARTS & CONSUMABLES | 2,100 | 0 | 0 | 2,100 | 0 |
| CEG 480 - FIREARMS & AMMUNITION | 12,800 | -812 | 5,787 | 12,800 | 0 |
| CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USE | 18,100 | 0 | 0 | 18,100 | 0 |
| CEG 771 - COMMS. EQUIPMENT | 470 | 0 | 0 | 470 | 0 |
| CEG 810 - LABORATORY EQUIPMENT | 0 | 0 | 182 | 182 | -182 |
| CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE | 0 | 0 | 0 | 0 | 0 |
| CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT | 15,500 | 0 | 0 | 15,500 | 0 |
| CEG 842 - ACQUISITION OF SOFTWARE | 0 | 0 | 0 | 0 | 0 |
| CEG 860 - AUDIO VISUAL AIDS | 0 | 32 | 32 | 32 | -32 |
| CEG 860 - INVESTIGATIONAL EQUIPMENT | 5,300 | 0 | 0 | 5,300 | 0 |
| CEG 890 - VEHICLES (CAPITAL) | 70,000 | 0 | 0 | 70,000 | 0 |
| CEG 891 - MISC. VEHICLES | 0 | 0 | 0 | 0 | 0 |
| CEG 900 - OTHER EQUIPMENT | 0 | 0 | 0 | 0 | 0 |
| CEG 910 - OFFICE MACHINES | 4,300 | 259 | 259 | 4,300 | 0 |
| CEG 920 - SECURITY EQUIPMENT | 1,000 | 0 | 0 | 1,000 | 0 |
| TOTAL STANDARD OBJ. 09 - MACHINERY & EQUIPMENT | 157,870 | -316 | 10,585 | 158,110 | -240 |

STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS

| | | | | | |
|--|-------|------|-------|-------|---|
| CEG 570 - PRISONER EXPENSES | 0 | 0 | 0 | 0 | 0 |
| CEG 580 - SECRET EXPENSES | 4,900 | -161 | 1,098 | 4,900 | 0 |
| CEG 620 - CLAIMS and COMP. SETTLEMENTS (Credit Item) | 0 | 0 | 0 | 0 | 0 |
| CEG 650 - WRITE-OFF | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS | 4,900 | -161 | 1,098 | 4,900 | 0 |

| | | | | | |
|---------------------------|------------------|----------------|------------------|------------------|----------------|
| TOTAL DIRECT COSTS | 4,396,401 | 309,558 | 1,084,787 | 3,954,567 | 441,834 |
|---------------------------|------------------|----------------|------------------|------------------|----------------|

| | | | | | |
|--|--|---|--------|---|--|
| YEAR TO DATE CREDITS | | | | | |
| MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32 | | - | - | | |
| TRANSFER ALLOWANCES - CEG 40 & 41 | | - | 14,948 | | |
| TRANSFER COSTS - CEG's 60 - 66 | | - | 2,812 | | |
| TRAVEL ADVANCE CEG 51 & SALARY OVERPAYMENT PSE CE 1080 | | - | - | | |
| LEGAL FEES CEG 160, OFF. LANG. TRNG CEG 192 | | - | 1,670 | | |
| HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210 | | - | - | | |
| COMP. CLAIMS & EX-GRATIAS - CEG 620 | | - | - | | |
| ICBC REPAIRS TO POLICE VEHICLE CREDITS | | | | | |
| REFUND OF CREDITS UNDER CE 1691 / 1680 / 1687 | | | | | |
| TOTAL CREDITS | | - | 19,430 | - | |

| | | | | | |
|---|------------------|----------------|------------------|------------------|----------------|
| TOTAL DIRECT COST AFTER CREDITS | 4,396,401 | | 1,084,787 | 3,954,567 | 441,834 |
| ADJUSTMENTS TO DIRECT COSTS (See 'A' below) | | | | | |
| TOTAL DIRECT COSTS | 4,396,401 | 309,558 | 1,084,787 | 3,954,567 | 441,834 |

| | | | | | |
|---|------------------|--|--|------------------|----------------|
| INDIRECT COST (Summary) | | | | | |
| 1) RM Pensions | 634,970 | | | 546,200 | 88,770 |
| 2) RM CPP | 91,063 | | | 82,200 | 8,863 |
| 3) Employer's Contr. to E.I. for R/M's | 39,976 | | | 31,800 | 8,176 |
| 4) Division Administration (per cap x avg.# RM's) | 894,200 | | | 856,300 | 37,900 |
| 5) Recruitment & Training | 191,794 | | | 182,000 | 9,794 |
| 6) National Programs, Other Indirect Costs & Consolidated Svcs. | 85,919 | | | 77,500 | 8,419 |
| 7) Police Dog Service Training | 25,304 | | | 24,900 | 404 |
| 8) Amortization of Equipment > \$150,000 @ 10% | - | | | - | - |
| 9) CPP & EI for Reservists | 411 | | | 400 | 11 |
| 10) Cost of ERC/PCC as a Per Capita of...(PCC Incl. under Nat. Prog | - | | | - | - |
| TOTAL INDIRECT COSTS | 1,963,637 | | | 1,801,300 | 162,337 |

| | | | | | |
|--|------------------|--|--|------------------|----------------|
| TOTAL COSTS (Direct + Indirect) @ 100% | 6,360,038 | | | 5,755,867 | 604,171 |
| FEDERAL COST 10 % | 636,004 | | | 575,587 | 60,417 |
| TOTAL MUNICIPAL POLICING COSTS 90% | 5,724,034 | | | 5,180,280 | 543,754 |

| | | | | | |
|------------------------------------|-----------------------------|--|--|----------------------------|--------|
| FTE - FULL TIME EQUIVALENTS | ESTABLISHED STRENGTH | | | CURRENT UTILIZATION | |
| RM / CM - ESTABLISHED | 34.00 | | | | |
| RM / CM - FUNDED | 34.00 | | | 31.19 | 2.81 |
| RESERVISTS | 0.10 | | | 0.12 | (0.01) |

| | | | | | |
|---|-----------|--|--|-----------|--------|
| INDIRECT COSTS - DETAILS | | | | | |
| REGULAR & CIVILIAN MEMBERS | | | | | |
| 1) Pensions (Total Pensionable Earnings) | 3,329,681 | | | 2,864,278 | |
| Pension Rate | 19.07% | | | 19.07% | |
| Total Cost of RM/CM Pension..... | 634,970 | | | 546,218 | 88,752 |
| 2) CPP (Pensionable Items) based on a Per Capita Cost of... | 2,678 | | | 2,635.82 | |
| Total Cost CPP (per Cap x FTE) | 91,063 | | | 82,223.03 | 8,840 |

PORT ALBERNI

16-Aug-18

Expenditures to 2018/07/31

| REPORTING OBJECT | BUDGET CAP | CURRENT MONTH | YEAR TO DATE | YEAR END FORECAST | EST. SURPLUS(+) DEFICIT(-) |
|--|-------------------|------------------|-----------------|--------------------------|-------------------------------|
| 3) Employer's Contributions to EI based on a Per Capita Cost of... | 1,176 | | | 1,018.91 | |
| Total Cost of E.I. Contributions (per Capita x FTE) | 39,976 | | | 31,784 | 8,191 |
| 4) Division Administration based on a Per Capita Cost of... | 26,300 | | | 27,450 | |
| Total Cost of Div. Administration (Per Capita x FTE) | 894,200 | 894,200 | | 856,288 | 37,912 |
| 5) Recruitment & Training | | | | | |
| Per Capita Cost of Training.....(effective 2015/16)... | 1,249 | | | 4,513 | |
| Per Capita Cost of Recruiting.... | 4,392 | | | 1,320 | |
| Total Cost of Recruitment & Trng (Per Capita X FTE Util) | 191,794 | 191,794 | | 181,957 | 9,837 |
| 6) National Programs, Other Indirect Costs & Consolidated Services | 2,527 | | | 2,485 | |
| Total Cost of National Programs (See Below) | 85,919 | | | 77,524 | 8,396 |
| 7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 2015/16) | 25,304 | | | 27,064 | |
| Total Cost of PDS.Trng (Per cap. X # of PD Teams) | 25,304.00 | 25,304.00 | | 24,897.80 | 406 |
| TOTAL INDIRECT COSTS - RM's & CM's | 1,963,226 | | | 1,800,893 | 162,333 |
| INDIRECT COSTS - Reservists | | | | | |
| a) CPP for Reservists Per Capita Cost of | 2,678 | | | 2,636 | |
| Total Cost of Reservists CPP (Per Capita x FTE) | 273 | | | 306 | (33) |
| b) Employer's Contr. to E.I. Per Capita Cost | 1,361 | | | 1,208 | |
| Total Cost of Reservists' E.I. Contributions (Per Capita x FTE) | 139 | | | 140 | (2) |
| TOTAL INDIRECT COSTS - RESERVISTS | 411 | | | 446 | (35) |
| TOTAL INDIRECT COSTS | 1,963,637 | | | 1,801,339 | 162,298 |
| NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDATED SERVICES | | | | | |
| OTHER INDIRECT COSTS | | | | | |
| Public Complaints Committee (PCC) | 489.44 | 16,640.96 | | 449.03 | |
| Enhanced Reporting & Accountability | 118.11 | 4,015.74 | | 117.65 | |
| Legal Advisory Services | 175.49 | 5,986.66 | | 174.49 | |
| Estimated Severance Payout | 1,023.00 | 34,782.00 | | 1,023.00 | |
| CONSOLIDATED SERVICES | | - | | | |
| Shared Services Canada | 721.00 | 24,514.00 | | 721.00 | |
| Accounting Operations | - | | | - | |
| TOTAL PER CAPITA COST | 2,527.04 | 85,919.36 | | 2,486.17 | |
| YEAR TO DATE CREDITS (INFO ONLY) | | | | | |
| MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32 | | - | | | |
| TRANSFER ALLOWANCES - CEG 40 & 41 | | - | 14,948 | | |
| TRANSFER COSTS - CEG's 60 - 66 | | - | 2,812 | | |
| TRAVEL ADVANCE CEG 51 & SALARY OVER PMT PSE CE 1080 | | - | - | | |
| LEGAL FEES CEG 160, OFF.LANG.TRNG CEG 192 | | - | 1,670 | | |
| HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210 | | - | - | | |
| COMP. CLAIMS & EX-GRATIAS - CEG 620 | | - | - | | |
| ICBC REPAIRS TO POLICE VEHICLE CREDITS | | - | - | | |
| REFUND OF CREDITS UNDER CE 1691 / 1680 / 1687 | | - | - | | |
| TOTAL CREDITS | | - | 19,430 | | |
| SUMMARY | BUDGET CAP | | | YEAR END FORECAST | EST. SURPLUS / DEFICIT |
| PAY | 3,734,381 | | | 3,274,860 | 459,521 |
| BENEFITS (RM Pensions, CPP & E.I.) | 766,009 | | | 660,225 | 105,783 |
| OPERATING & MAINTENANCE | 504,150 | | | 521,597 | (17,447) |
| CAPITAL | 157,870 | | | 158,110 | (240) |
| INDIRECTS | 1,197,629 | | | 1,141,075 | 56,554 |
| TOTAL DIRECT and INDIRECT | 6,360,039 | | | 5,756,867 | 604,171 |
| MUNICIPAL COST 90 % | 5,724,034 | | | 5,180,280 | 543,754 |

SENIORS ADVISORY COMMITTEE
Minutes of Meeting Thursday, August 16th, 2018
Held at 4:30pm in the Committee Room at City Hall

Present: Councillor Denis Sauve, Ian Staton, Seva Dhaliwal, and Jan Cole

Present from the Community: Neil Anderson representing the Municipal Pension Retirees Association and Leslie Walerius representing the Alberni Valley Seniors Citizens Home Society

Regrets: Margaret Vatamaniuck

Meeting called to order at 4:35pm.

Minutes of the February 8th, 2018 meeting were approved as read by Councillor Sauve

1. Elections – Councillor Sauve advised the committee that election of officers to the Board will be postponed until after November Municipal Election.
2. Island Health AGM - Councillor Sauve attended the AGM and reported on some of the discussion around transportation and other issues relevant to local seniors.
3. There was general discussion around the Terms of Reference for the Seniors Advisory Committee and Councillor Sauve explained that they will be announced after the Election. Both of the representatives present asked that their Societies be included in the new Terms of Reference. Councillor Sauve said that he would take their wishes under advisement.
4. Alzheimer's Society Walk – Councillor Sauve advised the Committee that the Alzheimer's Society met their goal of \$7,000.00 for the Walk.
5. Transportation Challenges – Ian Staton advised the Board that Wheels for Wellness will provide transportation to the Oceanside Clinic but that the distance does not fit the criteria for free transportation. Councillor Sauve explained that our local public transport makes their decisions annually on items such as bus stops, etc.
6. Elevator - Councillor Sauve advised us that the elevator installation at City Hall is now complete.

Meeting adjourned at 5:55pm.

Next meeting to take place Thursday, October 11th at 4:30pm, in the Committee Room at City Hall

ENTERED

From: Waddell, Lisa [Lisa.Waddell@bchydro.com]
Sent: August-20-18 12:30 PM
To: Mike Ruttan
Cc: Timothy Pley
Subject: BC Hydro - Beautification Fund Reminder



August 20, 2018

Mayor Mike Ruttan and Council
City of Port Alberni

Dear Mayor Ruttan and Council:

BC Hydro budgets \$1 million in annual financial assistance to support municipal beautification projects. Municipalities wanting to convert existing overhead electrical distribution lines to underground equipment or to place decorative wraps on BC Hydro pad mounted equipment are welcome to apply for funding.

Previous projects have included areas prone to graffiti, as well as high traffic or visible areas such as town centres, parks, commercial districts and civic squares.

Additional details regarding the Beautification Fund and application form can be found at:
www.bchydro.com/beautification.

If you are considering a beautification project, an application form must be submitted by **October 1, 2018** with a description of the project, photos of the poles or equipment, a map showing the extent of the project and an explanation of the project's objectives. Proposals should be submitted through:
beautification@bchydro.com.

Once we've reviewed the proposals, each applicant for an undergrounding project will be asked to confirm intent – by **November 15, 2018** – to fund two-thirds of the estimated cost. Successful applicants will be notified by the end of January 2019 if funding is approved. All accepted projects must begin within the fiscal year that they are approved and be completed within 12 months.

Following this application year, we'll be making changes to our decorative wraps program. Since wraps were first added to the beautification program a few years ago, we've seen year over year increases. Due to this popularity, we'll establish a stand-alone funding program, making it easier to apply in the future. We'll provide you with additional information on the new application process later this fall. The Beautification Fund will remain and continue to support undergrounding projects.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Olynk".

Ted Olynk
Community Relations Manager
Vancouver Island-Sunshine Coast

ENTERED