



# **CITY OF PORT ALBERNI**

## **POLICY MANUAL**

**CITY OF PORT ALBERNI - POLICY MANUAL****Table of Contents - by Page**

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<b>TITLE: ANIMAL CONTROL - SELF DEFENSE AND USE OF FORCE POLICY</b>				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 4

**1. Preamble**

The City of Port Alberni recognizes that the safety of its employees and others in the community is of paramount importance and that the actions of Bylaw Enforcement Officers must be judged on this basis as relates to animal control.

**2. Legal Authorization for Use of Force:**

Subsection 25(3) of the *Criminal Code* authorizes a Bylaw Enforcement Officer to use force only if:

- a) he is in lawful execution of his duties; and,
- b) believes on reasonable and probable grounds that it is necessary for self-preservation or the preservation of anyone under the Bylaw Enforcement Officer's protection from death or grievous bodily harm from animals.

**3. Justification for the Use of Force:**

When a Bylaw Enforcement Officer uses any force option in the execution of his duties, he does so only to:

- a) protect himself or others from physical harm from animals

Any force option used by a Bylaw Enforcement Officer to control an animal must be reasonable and justifiable.

Determination of reasonableness of a Bylaw Enforcement Officer's use of force will be based on whether their actions are objectively reasonable in the light of facts and circumstances perceived by the Bylaw Enforcement Officer at the time of the use of force incident, and whether that Officer was acting in good faith.

Factors that may be used to determine the reasonableness of a force option selection include, but are not limited to:

- a) Environmental Factors
- b) friendly/hostile territory
- c) availability of cover

If a Bylaw Enforcement Officer's use of force is found to be unreasonable and unjustifiable, then the Bylaw Enforcement Officer may be held criminally, civilly, and/or internally liable for his/her actions.

**4. Authorized Force Options:**

a) Disengagement

A Bylaw Enforcement Officer's first option, prior to engaging in any kind of physical use of force, if appropriate and reasonable, is to disengage.

**5. Intermediate Defensive Tools**

When in uniform, all Bylaw Enforcement Officers working in the field must carry the following defensive tools at all times:

- i) Oleoresin Capsicum Spray
- ii) Expandable Tactical Baton

**6. Oleoresin Capsicum (O.C.) Aerosols**

- a) Bylaw Enforcement Officers shall only carry and use those oleoresin capsicum units, which are issued by the City of Port Alberni.
- b) Oleoresin capsicum aerosols issued by the City of Port Alberni must be safe for use on animals.
- c) Oleoresin capsicum aerosol units, which are issued by the City of Port Alberni, are prohibited from being carried by Bylaw Enforcement Officers while off duty.
- d) If a Bylaw Enforcement Officer uses a oleoresin capsicum aerosol unit on an animal, the Bylaw Enforcement Officer should make every effort, when appropriate and reasonable, to do the following:
  - i) Take steps to further control the animal if necessary;
  - ii) Advise the owner of the animal that is has been sprayed with oleoresin capsicum and that the effects are only short term and non-life threatening. If the owner or person in charge of the animal is not available, post a notice where the owner is most likely to see the notice;
  - iii) If possible monitor the animal to ensure its safety; and,
  - iv) If the animal is impounded, ensure that it is decontaminated as soon as possible.

**7. Expandable Baton**

- a) The impact defensive tool currently authorized by the City of Port Alberni for Bylaw Enforcement Officers use is the 21" and 26" A.S.P. Expandable Baton. The Expandable Baton must be carried in the provided holster when not in use. This is subject to change as new impact defensive tools are developed and adopted for use by the City of Port Alberni.
- b) All other impact defensive tools, other than those issued by the City of Port Alberni, are prohibited from being carried by officers while on duty.

- c) Expandable Batons issued by the City of Port Alberni are prohibited from being carried by Bylaw Enforcement Officers while off duty.
- d) The expandable baton can be used as a Bite Stick when confronted by aggressive animals.

## **8. Reporting Use of Force**

When any impact weapon or oleoresin capsicum aerosol is used on an animal an incident report must be completed and submitted to the supervisor as soon as practicable.

## **9. Training**

All uniformed Officers authorized to carry defensive tools will be certified in Oleoresin Capsicum Spray and Expandable Batons.

The training prescribed in paragraph one will be renewed as required. The current standard for Force Options and Defensive Tool re-certification is every 1-3 years.

## **10. Protective Equipment**

All uniformed Officers authorized to carry defensive tools will be issued protective footwear and slash gloves.

Uniformed Officers working in the field are required to carry a phone, radio or similar communications device.

**IMPORTANT**

**Notice to Resident / Occupant**

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(address)

A City of Port Alberni Bylaw Enforcement Officer attended at your residence to investigate a complaint, regarding;

\_\_\_\_\_ but, you were not home.

While at your property the Officer discharged dog repellent/pepper spray to defend him/herself from being bitten/attacked by a dog, described as:

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Regrettably, this dog has been contaminated with Oleoresin Capsicum, an irritant that can cause severe, temporary, discomfort to humans and animals and can be transferred to anyone who comes in contact with this dog.

**IMPORTANT: Keep children away from this dog prior to decontamination.**

To decontaminate, thoroughly wash the entire dog with ample amounts of cool fresh water for 15 to 20 minutes. Do not touch your eyes, nose, mouth or open wounds if you have had contact with this dog prior to decontamination. If you become contaminated, wash affected areas with ample amounts of cool fresh water for 15 to 20 minutes. See a doctor immediately if symptoms persist or if you have difficulty breathing.

Officer called at \_\_\_\_\_ (hr.) this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Officer's name \_\_\_\_\_

Phone No. **250 720-2831**

<b>TITLE: ANIMAL CONTROL – DANGEROUS (VICIOUS) DOG POLICY</b>				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 6

**1. Preamble**

Procedure and Policy to investigate and determine whether a dog should be designated as a “Dangerous (Vicious) Dog” under the City of Port Alberni *Animal Control and Pound Bylaw, No 4593* and /or Section 49 of the *Community Charter*.

**2. Policy Objective**

Use the following guidelines when investigating complaints involving a dog that attacks or bites a person/other animal. Dogs that endanger, charge and/or nearly attack/bite a person/other animal can also be designated as a Dangerous (Vicious) Dog if the owner has received prior notice of their dog’s propensity, tendency or disposition to attack. The policy is not meant to apply to Police Dogs in the course of their duties.

**3. Definitions**

“ANIMAL CONTROL OFFICER” means any person appointed by City Council as an animal control officer or bylaw enforcement officer, and includes a peace officer and the Poundkeeper;

“BYLAW” means City of Port Alberni “*Animal Control and Pound Bylaw, No. 4593*”.

“DANGEROUS (VICIOUS) DOG” means:

- (a) a dog which, according to the records of the City or the Poundkeeper, has killed or injured an animal or a human, or which has, without provocation, aggressively chased or threatened a human, or
- (b) a dog which, to the knowledge of its owner, has killed or injured an animal or human or which has, without provocation, aggressively chased or threatened a human, or
- (c) a dog specifically bred for fighting or training purposes, or
- (d) a dog with a known tendency, propensity or disposition to attack animals or humans without provocation.

“DANGEROUS (VICIOUS) DOG SIGN” as per the *Animal Control and Pound Bylaw*

“OFF LEASH AREA” means those areas as designated and signed by the City as an off leash area where dogs may be at large.

“POUNDKEEPER” means any person appointed by the City as the Poundkeeper or any contractor who has entered into an agreement with the City to assume the responsibilities of the Poundkeeper pursuant to this Bylaw, and includes the deputy, assistants, and employees of the Poundkeeper.



#### **4. Policy**

Some dog bite/attack complaints may result in an immediate voluntary surrender of the dog for euthanization. It is not necessary to designate these dogs as Dangerous (Vicious) as long as the City of Port Alberni or Poundkeeper has physical and lawful possession of the dog. The owner of the dog shall be presented a copy of the dangerous dog policy and made aware of the voluntary surrender provisions as per paragraph I.

##### **A. Create a New File and Assign Number**

- Obtain basic details from the Victim/Complainant – direct them to write out a statement
- Prepare file for Animal Control Officer to commence investigation

##### **B. Interview Victim/Complainant and Gather Evidence**

- If necessary, visit the Victim/Complainant.
- Take/obtain photographs of injuries sustained by Victim/Complainant or Victim/Complainants animal as soon as possible, emailed photographs are acceptable. Document who took the photographs, when and where they were taken. Identify who / what is being shown in the photographs. The Animal Control Officer must initial the photographs and date-stamp them when received. Email showing a date is acceptable.
- Pickup/obtain a written statement from the Victim/Complainant; email statements are acceptable if Victim/Complainant provides their name, residential address and phone number (all Victim/Complainants must provide a written statement) In some circumstances it may be necessary to obtain a dictated statement from the Victim/Complainant.
- Ask open ended questions, get all the details, thoroughly understand and clarify what took place from the Victim/Complainants point of view.
- What was the Victim/Complainant doing at the time of the attack?
- Ensure time/date/exact location is identified.
- Were there other witnesses? If so, interview other witnesses and obtain Witness statements if possible.
- Get copy of vet bills/medical report from the Victim/Complainant (if willing to provide).

##### **C. Check Records**

- Check computer records and files for history about the dog and its owner. If the dog has come from another area or had previous owners, check records again and contact other Animal Control agencies and make appropriate enquiries.

##### **D. Identify and Interview Subject of Complaint and Gather Evidence**

- If the Subject of Complaint is identified, make an appointment to meet with/visit the Subject of Complaint.
- Use PPE (Personal Protective Equipment).
- Is the dog licensed? Who owns the dog?
- Who had care and control of the dog at the time of incident?
- Was the dog leashed? Was it tied and/or unattended? Did the incident occur in a designated Off Leash Area?

- Did incident occur on the owner's residence or property?
- Did the incident occur on private property other than the dog owner's own private property?
- Question the Subject of Complaint about the incident, get their version of events, use open ended questions.
- If the Subject of Complaint is not the owner of the dog, it may also be necessary to meet with the dog owner and meet the dog(s)
- Does the Subject of Complaint, or the dog owner, admit to any other aggression/biting incidents regarding the dog?
- Determine whether a bylaw violation took place in the course of the incident.
- Ask the Subject of Complaint and/or dog owner "What will neighbours tell me about the dog?"

#### **E. Interview Subject of Complaint or Dog Owners Neighbours**

- If necessary, find out what neighbours know about the dog and its owner; have neighbours witnessed behavior that causes them concern?
- Do neighbours have knowledge of the dog chasing/biting anyone?

#### **F. Analyze the Circumstance of the Incident**

- Why did the dog come into contact with the Victim/Complainant? (open gate/door, no leash, owner lack of attention, - describe circumstances)
- Did the owner intentionally or unintentionally allow the dog to be in circumstances that permitted the attack/bite to take place?
- Did the Victim/Complainant have their own dog with them at the time of the attack?
- At the time of the incident was the dog attempting to prevent a person from committing an unlawful act?
- Is there evidence that the dog is owned for the purpose of dog fighting?
- Was the dog purposefully provoked, teased or tormented, protecting itself?
- Was the dog responding to pain or injury?
- Was the dog protecting its offspring or its owner's personal property?
- Did the incident result over; a toy, territory, food, rough play?
- Did the Victim/Complainant recognize warnings (body language) from the dog?
- Did the dog leap up and bite or attempt to bite a person on their neck or face?
- Was the dog in heat or responding to a dog in heat?
- Are the Victim/Complainants injuries consistent with a dog bite?
- If there was no injury to the Victim/Complainant, determine and explain, why not. Did the Victim/Complainant use an item as a shield to ward off the dog? Was the Victim/Complainant just fortunate in managing to avoid a bite or did their clothing take the brunt of the attack?
- Consider the seriousness of the injuries: Minor / Moderate / Severe / Death.
- Consider the type(s) of injuries: bruising, swelling, scrape, cut, puncture(s), broken bones, disfiguring lacerations, multiple injury sites, paralysis, death.
- Do injuries suggest accidental contact or motivated wounds?

#### **G. Decide if Action is Warranted**

There are two key questions that the Animal Control Officer's investigation must satisfactorily answer:

- a) Did an attack/bite occur? (always consider accidental tooth contact with Victim/Complainant)
- b) Did the Victim/Complainant purposely or overtly provoke the dog thereby causing the attack?

If the answer is “Yes” to #1 and “No” to #2 an Animal Control Officer can lawfully make a Dangerous (Vicious) Dog Designation as per bylaw regulations.

After analyzing the contributing factors of the incident an Animal Control Officer must determine if any enforcement action is required. The options may vary, from no action whatsoever, to seizing the dog under section 49 of the *Community Charter* and seeking a Destruction Order through the BC Courts. Most incidents do result in either a Dangerous (Vicious) Dog Caution (DDC) or a Dangerous (Vicious) Dog Designation (DDD) with or without a time limit. A Municipal Ticket should always be issued in incidents where a violation of a Bylaw regulation clearly occurred (usually “Dog in public place without restraint” or “Animal on private land without consent”). Consider issuing a ticket for the act of attacking or biting, if available.

If the incident was serious or if the victim is a child the dog MUST be designated Dangerous (Vicious).

Judgement is required when a dog attacks or bites a person or another animal and the nature of the incident is less serious. A dog that nips another dog and leaves a very small puncture wound to an ear would not likely be designated Dangerous (Vicious). A dog that bites a passerby and leaves a bruise to the back of the Victim/Complainants leg might be designated Dangerous (Vicious) depending on the circumstances.

Whether or not to designate a dog Dangerous (Vicious) often depends on the answers to the following questions:

- a) Is the dog too great a safety risk to citizens for it not to be designated Dangerous (Vicious)?
- b) What is the likelihood for another incident to occur?

Consider past and current circumstances and the owner’s ability/attitude to adequately respond to the issue. In actual practice it is expected that Animal Control Officer will use discretion in the enforcement of this regulation just like all the other regulations in the *Animal Control and Pound Bylaw*.

If appropriate (meaning: the owner is a responsible person who understands the seriousness of the matter and is sincerely going to take steps to prevent other incidents through training, fencing, relocation of mailbox, etc.) designate the dog Dangerous (Vicious) subject to signage, leash and muzzle requirements in the *Animal Control and Pound Bylaw*.

Decisions must consider the seriousness of the attack, whether a person (adult/child) or a companion animal was the Victim/Complainant, the age of the Dangerous (Vicious) Dog, the apparent motivation for the attack, whether or not the dog is altered, the degree of concern/responsibility exhibited by the owner, the physical barriers in place to prevent another incident, previous history and other factors.

#### **H. Serve the Dangerous Dog Designation Form to the Subject of Complaint**

Complete the Dangerous (Vicious) Dog Designation form (original copy for the file) and deliver copy to the Subject of Complaint dog owner. Go over the form with the Subject of Complaint and ensure they fully understand their additional responsibilities and consequences for non-compliance. If the Subject of Complaint has a fixed residence a Dangerous (Vicious) Dog sign must be posted by the Subject of Complaint within 48 hours. Shortly after the 48 hours has passed an Animal Control Officer must attend at the Subject of Complaints residence to ensure the signage has been posted as required by the *Animal Control and Pound Bylaw, No. 4593*. Enforce if required (\$50 per day Municipal Ticket for non-compliance). No exceptions, signage requirements must be strictly enforced.

Inform the Poundkeeper of the change in the dog's status to ensure the database reflects the dog is now designated Dangerous (Vicious).

#### **I. Discuss Voluntary Surrender for Destruction**

If the circumstances of the incident and/or history of aggression and/or lack of responsible ownership is a major concern the Animal Control Officer should consider approaching the dog owner to discuss the possibility of surrendering the dog for euthanization. Factors to consider: viciousness of the current attack; history of biting; the owner does not accept responsibility for dog's actions; the Victim/Complainant was a child; the Victim/Complainant was bitten on the face/head/neck; it was a prolonged attack; the dog disengaged and then attacked again; the dog attacked and bit multiple Victim/Complainants; the attack took place at a location other than the Subject of Complaints residence; the Victim/Complainants dog was killed during the attack or died subsequently as a result of its injuries.

Depending on circumstances the Animal Control Officer may negotiate special services to ensure the surrender of the dog ie: pay for euthanization and cremation of the dog or any other thing within reason and the capabilities of the Animal Control Officer.

#### **J. Impoundment of a Dangerous (Vicious) Dog as per Bylaw**

Persons who have a dog that has been designated Dangerous (Vicious) who do not follow leash and muzzle requirements may have their dog impounded. Animal Control Officers should not hesitate to use this authority in circumstances where they find anyone in violation of leash and muzzle requirements. Persons who do not claim their Dangerous (Vicious) Dog after 4 days risk having their dog euthanized because the Bylaw does not permit dogs that have been designated Dangerous (Vicious) to be sold or given away. Unclaimed Dangerous (Vicious) Dogs will be euthanized.

**K. Seizure of a Dangerous (Vicious) Dog** (under *Community Charter* Section 49)

The Animal Control Officer must advise the dog owner that the dog is being seized under section 49 of the *Community Charter* and will be held for 21 days. If the owner surrenders the dog, the dog should be secured and transported to the Pound without delay. The City then has 21 days to commence legal proceedings to seek the court ordered euthanization of the dog. If the owner refuses to comply the Animal Control Officer will advise and consult with a Supervisor. If instructed to do so an Animal Control Officer will obtain a warrant and execute the warrant with the assistance of Police and seize the dog.

If a dog is seized per Section 49 of the *Community Charter* the incident must be reported to the City for authorization to proceed to a Destruction Hearing through the BC Courts.

TITLE: <b>BAINBRIDGE LAKE</b>				
EFFECTIVE DATE: 1987	DEPARTMENT: Engineering	AUTHORIZED BY: BC Fisheries Regs./ Council	REPLACES: Original	PAGE 1 OF 1

**Fishing Regulations/Restrictions**

1. No angling from boats - "no person shall, while angling, use a boat or raft in waters identified with this restriction."
2. Age restriction - "no person who is 16 to 64 years of age inclusive, shall at any time fish in waters identified with this restriction."

Source: Fishing Regulations Synopsis 1987 - 88, B.C. Fisheries



### 1) POLICY STATEMENT

- 1.1 Municipal bylaws are enacted by the City, under the regulatory authority of the *Community Charter* and the *Local Government Act*.
- 1.2 The Bylaw Enforcement Policy aligns with the *Corporate Strategic Plan*, building a community where people feel safe, welcome and proud to live.
- 1.3 The goal of the Bylaw Enforcement Program is to achieve voluntary compliance with reasonable standards through a progressive enforcement approach involving increased public education and awareness of City regulations and the rationale for them.
- 1.4 The City has no duty to take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction, allowing discretion based on need and urgency.

### 2) PURPOSE

- 2.1 The purpose of this policy is to provide guidance on the receipt of complaints and initiation of investigation and enforcement proceedings as they related to contravention of designated City regulatory bylaws.

### 3) SCOPE AND APPLICATION

- 3.1 The City's approach to bylaw enforcement, outside of health and safety violations and Council determined priorities, is primarily complaint based. The City does not have the resources to proactively monitor all areas of the City to confirm compliance with all potentially applicable bylaws.
- 3.2 It is the policy of the City of Port Alberni to refuse disclosure of complainant or responder information unless consent is obtained from the person who supplied the information or ordered to do so by a higher authority.
- 3.3 This policy applies to all staff engaged in bylaw enforcement activities on behalf of the City.

### 4) DEFINITIONS

- 4.1 Proactive Enforcement: Enforcement action taken on the initiative of a bylaw enforcement officer or other designated official that was not a response to a complaint.
- 4.2 Progressive Enforcement: Enforcement action on a continuum starting with education and awareness, progressing to verbal warning, written warning and stronger deterrents such as tickets (monetary penalty), or other means of forced compliance under the provisions of the *Community Charter*, where required.
- 4.3 Valid Complaint: complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant's name, address and telephone number, and which is not a vexatious complaint.
- 4.4 Vexatious Complaint: complaint that is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.



## 5) POLICY

- 5.1 The primary goal of bylaw enforcement is to gain compliance with municipal bylaws through a tiered process by means of progressive enforcement.
- 5.2 In situations where compliance could cause hardship, staff will use discretion and undertake a reasonable and appropriate enforcement approach to achieve compliance over a longer time frame, as outlined in a compliance agreement taking all relevant factors into consideration.
- 5.3 Steps towards compliance begin with:
- a) Voluntary compliance on a case-by-case basis through education;
    - i. Verbal or written notice educating the offender about the offence and requesting voluntary compliance in a reasonable amount of time;
    - ii. Enforcement officers will seek an open dialogue, where possible to facilitate understanding and cooperation;
    - iii. The posting of signs may also be considered notice;
  - b) Formal written direction to comply by a specified date;
  - c) Formal inducements to comply including tickets and/or legal proceedings if voluntary compliance is not achieved;
  - d) Forced compliance through remedial action mechanisms or work done by the City at the expense of the offender.
- 5.4 Bylaw enforcement officers may not follow all steps to achieve compliance in every circumstance. For priority offences, offences with immediate risk of harm to health, safety or environment, or for repeat offences, bylaw enforcement may proceed to later steps in the compliance process outlined in Section 5.3.
- 5.5 As time permits, bylaw enforcement officers may take opportunities to educate people of bylaw infractions when they notice an offence in progress in order to prevent the potential escalation of the issue.
- 5.6 Enforcement priorities are as follows:
- a) Priority 1: Violations affecting public health and safety – identified by Valid Complaint or Proactive Enforcement.
  - b) Priority 2: Proactive enforcement of bylaws identified as Council priorities within this policy.
  - c) Priority 3: Level ii and iii Valid Complaints as staff resources allow.
- 5.7 The City's response to Valid Complaints will be prioritised according to the following levels:
- i. Risk of harm to public health, safety, or environment  
The alleged bylaw violation may adversely impact the environment or public safety. These violations will be investigated and enforced as soon as possible given the availability of staff and other resources. Prior warning notices or education may not be appropriate or practical. Bylaw services staff will also take proactive enforcement action on violations that have public health or safety implications.
  - ii. Significant negative impact to adjacent properties or public property  
The alleged bylaw contravention is significantly impacting adjacent properties in a negative manner, but it generally does not pose an immediate risk to the health or public safety of the community. Such violations will be causing, or have the potential to cause, some manner of personal harm, economic harm, or harm to the fair administration and well-being of the community if not stopped, or the ability of individuals to peacefully use and enjoy public property. The City's investigation and enforcement of Priority 2 matters will most often be initiated in response to valid complaints received by the City. These will be investigated and enforced as staff resources allow. Investigating





staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances, particularly with new offenders. In some cases due to the severity of the impacts, or for repeat offences, bylaw may take immediate enforcement action.

iii. General nuisance

The alleged bylaw contravention may be a matter that is a general community concern. These contraventions are less serious in nature and generally do not affect the health or public safety of the community. The City's investigation and enforcement of Priority 3 matters is initiated in response to complaints. Staff receiving a complaint will use discretion to determine whether there is sufficient geographic or other connection between the complainant and the location of the alleged violation to constitute a valid complaint. Investigating staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances. If a confirmed violation is minor in nature and/or if it appears the complaint may be a vexatious complaint or is part of a larger neighbourhood conflict, staff may conclude it is not in the City's or community's best interest to pursue the matter.

5.8 Offences on private property will not be proactively enforced unless:

- a) There is risk of harm to a person, neighbouring property, or the natural environment;
- b) The offence is a continuation of a previous offence;

5.9 Council may specify bylaws, sections of bylaws, or specific offences as priority enforcement areas for proactive enforcement. Council's priority bylaws for proactive enforcement are aligned with the *Corporate Strategic Plan*. These include, but are not limited to, parking enforcement, unsightly premises, property and boulevard maintenance, building without a permit, non-compliance use within zoning, littering and dumping, street storage, unlicensed vehicles on the streets, camping in public spaces, and signage. Council may also from time-to-time identify other bylaws, sections of bylaws, or specific offences for priority and proactive enforcement by way of resolution.

## 6) COMPLAINTS PROCEDURE

6.1 Complaints may be received in person, by phone, in writing or via email, and will be entered in the City's complaint database for tracking, follow-up and statistical information.

6.2 While all complaints will be received and logged, not all complaints will be investigated:

- a) Anonymous complaints will not be acted upon unless the alleged violation falls within the scope of Priority 1 or is something the City otherwise proactively enforces (e.g. parking, signs on public property); and
- b) Vexatious complaints will not be acted on.

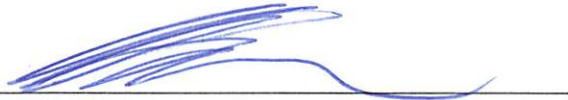
6.3 Upon receipt of a valid complaint, enforcement staff in the appropriate department(s) or division(s) will be assigned to investigate in accordance with the priorities described in this policy.

6.4 Should a violation be confirmed, staff will exercise discretion to determine whether further enforcement is appropriate in accordance with the principles set out in this policy and, if enforcement is appropriate, the best method to gain compliance. Relevant considerations include, but are not limited to, the nature, number and duration of the violation(s); the current, short- and long-term impacts of the violation(s); the potential for precedent; and the resources available to resolve the matter. Enforcement staff with questions about the appropriate use of discretion should discuss with their supervisors and/or managers. Supervisory and management staff in the Legal and Bylaw Enforcement division are also available for assistance.

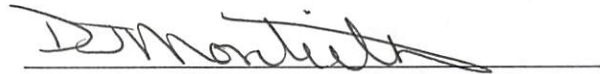
6.5 The City's bylaw enforcement resources are prioritized to ensure the timely receipt and investigation of complaints. It is not the City's practice to proactively provide follow-up information to complainants.



Staff will respond to specific requests for information (subject to confidentiality requirements) as time permits.



Sharie Minions  
Mayor



Donna Monteith  
Corporate Officer

<b>TITLE: INTERNAL CONTROLS AND CASH MANAGEMENT POLICY</b>				
<b>EFFECTIVE DATE:</b> June 25, 2013	<b>DEPARTMENT:</b> Finance	<b>AUTHORIZED BY:</b> Council	<b>REPLACES:</b> New	<b>PAGE 1 OF 2</b>

**1. Policy**

This policy sets out good business practices for handling cash and cash receipts. All City departments that handle cash must have both an awareness of and show a commitment to strong internal controls for cash receipts.

There are eight locations handling and receiving City cash: Museum, Echo Centre, Multiplex, McLean Mill, City Hall, RCMP, Public Works on occasion, and the Fire Hall. Most of these locations have a petty cash fund as well. All employees working at these locations and handling cash must follow the procedures outlined in support of the internal controls.

Petty cash funds are issued to departments, in charge of a custodian, to be used on a revolving basis for the payment of small emergency and incidental expenses. Credit cards can and should be used for small expected, recurring expenditures. Petty cash funds are established on an imprest basis, which means that a fixed amount is restored to its authorized level at frequent intervals by replenishing the cash in an amount equal to the expenditures.

**2. Purpose**

- The purpose of this document is to provide both general and specific information, as it relates to cash management, and formalizing internal controls and cash management procedures. This policy establishes consistent processes and standards for City employees who collect cash as part of their job.
- To provide guidelines for the establishment, use, and safeguarding of petty cash and to strengthen the City's internal control over petty cash funds.

**3. Scope**

This policy and procedure applies to all employees who handle cash.

**4. Responsibility**

***Managers***

Managers are responsible for ensuring that this policy is applied within their department and to respond to and resolve any issues arising under this policy. Managers are also responsible for establishing and maintaining the proper environment of internal controls.

Managers are responsible for establishing and monitoring any petty cash funds in their department. They are responsible for designating the custodian (and alternate) of the fund and ensuring that all procedures and internal controls are followed.

The Director of Finance will:

- Ensure that the policy requirements for cash handling are clearly documented and current.
- Establish and monitor compliance of petty cash funds
- Approve this policy and any future amendments
- Provide education about the policy.

***Supervisors***

Supervisors are responsible for administering this policy and ensuring that all employees are aware of the policy.

Supervisors are responsible for assuring that all staff handling cash are properly trained in the procedures for handling and accounting for cash and that all procedures are followed.

***Employees***

Employees are responsible for abiding by the terms of this policy and following the procedures as established.

**5. Definitions**

“**Cash**” includes all forms of valid currency, including coins, paper bills, cheques, money orders, debit and credit card transactions, and the transfer of funds made electronically.

**6. References and Related Statements of Policy and Procedure****7. Procedure**

See attached.

**8. Attachments**

Internal Controls and Cash Management Procedures

<b>TITLE: INTERNAL CONTROLS &amp; CASH MANAGEMENT PROCEDURES</b>				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 9

## Internal Controls and Cash Management Procedures

The purpose of this document is to provide both general and specific information, as it relates to cash management, and formalizing internal controls and cash management procedures. Everyone handling City cash - or supervising someone who does - should be familiar with the information provided in this document.

There are five sections:

1. General Information
2. Cash Handling
3. Daily Cashier Operations
4. Petty Cash
5. Security and Loss Prevention

### Section 1 – General Information

The information contained in this section establishes consistent processes and standards for City employees who collect cash as part of their job.

There are eight locations handling and receiving City cash: Museum, Echo Centre, Multiplex, McLean Mill, City Hall, RCMP, Public Works on occasion, and the Fire Hall. Most of these locations have a petty cash fund as well. Transactions are recorded through Tempest or Class, batches are created, then exported for posting to Wescom.

### Glossary

- **Beginning Cash** – Cash in cashier's drawer at the start of the day or shift.
- **Cash Drawer** – Metal drawer used to store currency, coin, and cheques during cashier's shift when completing transactions. This drawer should always be locked when cashier is away for any reason.
- **Ending Cash** – Cash in a cashier's drawer at the end of the day or shift.
- **MICR - Magnetic Ink Character Recognition** – Magnetic codes on the bottom of the cheque that indicate bank account number, cheque number and dollar amount of cheque that provides a way for the machine to read the cheque.
- **Negotiable Instrument** – Written promise to pay - such as a cheque, promissory note, draft, or bill of exchange - payable to order or to bearer and transferred by endorsement.
- **NSF (Non-sufficient funds)** – Indicates that the drawer's account balance is less than the amount of a cheque or withdrawal order presented for payment.
- **Over/Short Account** – Specific general ledger account that departments can use to document when a deposit is over or short.
- **Overage** – The amount by which the cash in the cash drawer exceeds the reported revenue.
- **Secure Pouch (G4S bags)** – A plastic sealed numerical bank bag used by each department to insert cash, cheques, coin and a deposit slip for transmittal to the bank.
- **Shortage** – The amount by which the reported revenue exceeds the actual cash in the cash drawer.

- **Stale Dated Cheque** – A cheque, which is dated more than 180 days prior to the current date. The bank does not honour cheques that are six months or older.

## **City Cashiers**

City cashiers are in the front line of public relations for the City. Our goal is to provide knowledge, information and skills to ensure that employees are kept informed on current legal, financial, technical and operational changes that directly affect municipal government and the City.

## **Section 2 – Cash Handling**

A set routine for counting and balancing cash must be in place. Currency must be counted by a second person and yield the same results. Bill counters and coin counters are to be used where practical and possible.

If any discrepancies exist between the cashier's total and the customer's total, a recount is necessary. If a discrepancy still exists, ask the customer to count the money.

Maintain an awareness that counterfeit bills do surface sometimes. Generally a notice will be issued in the local area to watch for certain denominations and characteristics. Refer to the "Security and Loss Prevention" section of this document for more detail.

Put away, into the cash drawer, all currency and coins from the last transaction before starting a new transaction.

Customer receipts, statements, and cheques are to be franked at the time of the transaction.

## **Making Change**

There are two ways to give change back to a customer. Cash handling software will calculate the dollar amount to be returned to the customer. The other way is for the cashier to count from the amount of the transaction to the amount tendered. Change should be counted at least two times: once when the cashier counts it out of the cash drawer and a second time when the cashier counts it back to the customer.

## **Handling Mutilated Money**

Cashier duties include removing from circulation all torn or otherwise mutilated bills. Whenever such a bill is received, it is to be placed into your cash drawer in a place to keep it out of circulation, then included with the regular deposit. The deposit service will return the mutilated money to the appropriate authority for redemption.

Currency is mutilated whenever it is torn, written on, missing a portion, or otherwise damaged. Coins are mutilated whenever they are bent, worn, broken, or otherwise damaged.

### **Cheques and Cheque Cashing**

No cash may be given back for a cheque transaction because that constitutes an unlawful loan of City funds. No cheques drawn on foreign currency should be accepted.

Company cheques may have stubs or copies attached. Remove stubs or copies and process only the original cheque, retaining the stubs or copies for backup.

- **Cashier's Cheques** – This is a cheque drawn by a bank on its own funds. Only the failure of the bank would cause the bank not to honour such cheques.
- **Personal Money Orders** – Money Orders are accepted the same as currency.
- **Traveler's Cheques** – These cheques are designed for use by persons on business or vacation, but are also used in other situations. They are signed on the face of the cheque when purchased and countersigned when cashed, either on the face or on the back. When using a traveler's cheque at a City facility, the customer must countersign and write in the payee in the presence of the cashier. Traveler's cheques should be stamped with the endorsement and placed with the other cheques. The City cannot accept Traveler's cheques drawn on foreign currency.

### **Cheque Negotiability**

Several requirements make a cheque negotiable or valid.

The cheque must have:

- Name, address, and phone number of person/company presenting the cheque;
- Current date;
- The City as payee;
- The amount appears twice, once spelled out, and once numeric;
- A signature.

### **Identification**

At this time there is no citywide policy requiring identification from citizens or customers. If a person buys merchandise or pays fees or services with a cheque that is later returned by the bank, there is no way to retrieve the merchandise, fees, or service. If the cheque is returned by the City's bank to Finance every effort will be made to recover the amount. If the cheque is uncollectible, in cases of property related payments, the amount of the dishonoured cheque will be added to delinquent taxes.

## **Section 3 – Daily Cashier Operations**

### **Opening Activity**

Each City cashier is responsible for setting up his/her cash drawer. The opening float must be counted, and must equal the previous day's closing count (after the daily receipts have been removed for deposit).

All cash and coin must be kept secure in the safe or in the cash drawer except when in use. "Sign-in" identification, individual and particular to each cashier, must be used.

Cash must be monitored during the workday:

- When a significant amount of cash has accumulated, the excess is to be counted and bundled and moved to the safe;
- The cash drawer must never be left open, even if the cashier is in attendance;
- The cash drawer must never be left unattended;
- The cash drawer is not to be touched by anyone else.

At present, finance department staff counts and verifies the Engineering deposit, and seals it into a deposit bag. A cash edit list is prepared and 2 copies of the deposit slip go in bag with the cheques & bills, as well as copies of all receipts.

There are challenges at Echo with regards to separation of duties and 2 persons signing off the counts, as there are only 2 employees there for part of the day, and only one on Fridays. Float verification and deposit preparation is similar to the procedures in use at City Hall: cash is counted, verified, and the deposits prepared and shipped to the banking centre via G4S three times a week.

Cash operations must have permanent collection records, such as cash register tapes and debit machine slips, which record all transactions including voids or cancels. Cash register tapes are stored at vaults on site, and the debit machines are sent to City Hall with the daily cash information. The permanent collection record is also retained electronically in the Tempest and Class systems.

### **Receiving and Receipting City Funds**

All cheques for City transactions should be made payable to the City of Port Alberni. The written cheques need to be legible, dated, and signed. Customer receipts, statements, and cheques are to be franked at the time of the transaction.

### **Overage/Shortage**

An overage or shortage is an unintentional collection mistake such as a change making error. An overage occurs when a cashier has collected too much money and cannot return the excess to a specific customer. The difference between an "overage/shortage" and a "loss" is when the cashier has obtained custody of money and then due to reasons like negligence, an act of God or an unlawful action cannot deposit that money. An example of negligence is leaving City money unattended and not properly safeguarding that money from loss.

### **Cheque Cashing**

The City's practice is to cash small cheques for employees, however, this is infrequent and there is no history of abuse. Cheques are not cashed for customers. Cash may not be given back for a customer cheque transaction. The cheque must be for the amount of the transaction - all money must be applied to the transaction - and a refund request may be made for the overage if required. The refund request will be processed by cheque requisition.



### **Closing Activity**

At the end of the workday, the cashiers are responsible for documenting all of the City money received. This involves the balancing the cash drawer(s), preparing the deposit and removing ending cash to the safe and reporting to Finance all monies received. All cash received is to be verified.

### **Balancing Cash Drawer**

At the end of the shift, all cashiers need to account for all increases and decreases of cash in their cash drawer. To protect cashiers' safety, balancing should occur out of public view in a location away from the collection area. Cashiers may have their own methods for balancing their cash drawers, however, there are several steps that all cashiers have in common:

- Remove all currency, coin and cheques from the cash drawer;
- Count the money, then have the backup cashier or available finance staff do the second count;
- Voids require an explanation for audit control.

G4S pickup and delivery is done three times a week: Monday, Wednesday and Friday. The City and G4S retains the other's checklist, and the items are verified on pickup and delivery

### **Refunds**

The City should not, as a rule, process refunds out of the cash drawer at any of its payment locations. It is appropriate in some circumstances, for example, garbage tags. A petty cash form must be completed and signed by the customer as having received the cash.

Barring the exception noted in the preceding paragraph, all refunds must be made by Accounts Payable cheque or, if the original payment was made using a credit card, a credit card refund must be generated. All refunds must have the appropriate backup attached and be approved by the appropriate authority. Upon request by the customer, the City will refund any amount that is due.

## **Section 4 – Petty Cash**

### **Establishment of Petty Cash Fund**

The establishment of the petty cash fund and the subsequent request for the increase, decrease, or closing of its balance needs the approval and authorization of the department head and must have the following:

- Reason(s) for establishing, increasing, decreasing, or closing of the petty cash fund;
- Amount requested to be established, increased, decreased, or closed;
- Name of the department where the petty cash fund will be located;
- Name of the authorized custodian responsible for the petty cash fund;
- Name of employee(s) designated as the custodian's alternate(s).

A cheque requisition will be prepared and submitted to Accounts Payable, which will issue the appropriate funds.

## **Disbursement of Petty Cash**

### **Custodian Responsibilities**

- Identify the need for petty cash and make sure that the item to be purchased will be used to support City operations;
  - Complete a petty cash advance form:
    - specify the date, payee, description of item(s) to be purchased;
    - general ledger account number; and,
    - the amount of cash advance requested.
  - Issue the cash and have the employee/purchaser sign the petty cash advance form, and keep the form with the petty cash fund;
  - After the purchase has been made make sure that valid receipt(s) are submitted by the employee/purchaser;
  - If the actual purchase price is less than the cash advance, adjust and initial the amount shown on the petty cash advance form to reflect the actual disbursement and get the change back. If the actual purchase price is more than the cash advance, adjust and initial the amount shown on the petty cash form to reflect the actual disbursement and reimburse the employee/purchaser for the difference; and
  - Attach the submitted receipt(s) to the petty cash advance form and keep it with the petty cash.

## **Reconciliation of Petty Cash**

The amount of the authorized petty cash account should always be equal to the following:

- Currency (bills and coins) on hand;
- Paid petty cash vouchers/receipts (not yet submitted for replenishment or in transit);
- Petty cash advanced to employee/purchasers; and
- Un-cashed replenishment cheque.

The petty cash should be reconciled every time the custodian requests the replenishment of the petty cash account or when there is a transfer of custody from one person to another.

To reconcile the petty cash, the custodian should perform the following steps:

- Count all the currency (bills and coins) on hand, paid petty cash, vouchers/receipts (not yet submitted for replenishment or in transit), petty cash advanced to employee/purchaser, un-cashed replenishment cheque, and other cash items;
- Compare the above total to the amount of the authorized petty cash fund. The two amounts should be in agreement;
- Explain any discrepancies.

## **Replenishment of Petty Cash**

The petty cash fund is replenished when the custodian feels that the balance has reached a level that will only last long enough to process the outstanding receipts and receive the reimbursement cheque. At this point the custodian should prepare a cheque requisition for replenishment of the petty cash after performing the following steps:

- Prepare a Petty Cash Reconciliation;
- Identify department making the request;
- Date of the request;
- General ledger account numbers to be charged;

- Amount disbursed;
- Total amount to be replenished;
- Name and signature of custodian/preparer;
- Name and signature of approving officer;

Submit the completed Petty Cash Reconciliation and cheque requisition with all the supporting documents (paid petty cash advance forms and receipts) to the Deputy Director of Finance for review and approval. Receipts must be submitted in order to obtain reimbursement.

Once approved, the Deputy sends the package to Accounts Payable. On receipt of the replenishment cheque, make sure that the name of the payee and the amount of the cheque are correct before cashing it to replenish the petty cash.

### **Cash Shortage / Overage**

If the petty cash fund is found to be short due to an error, then the short should be added to the next reimbursement as a charge against Over/Short. If the petty cash fund is found to be in excess due to an error, then the excess should be subtracted from the next reimbursement as a credit to Over/Short.

### **Restrictions on the Use of Petty Cash**

Since a Petty Cash Fund is established primarily to take care of small City-related expenditures, it cannot be used for the following purposes:

- Expenses in excess of \$25.00;
- To cash personal or travel advance cheques;
- Advance cash (in return for I.O.U. slips) to City employees for temporary or personal use;
- For purchases that are expected and recurrent, and that can be more appropriately managed with the use of a credit card.

### **Security of Petty Cash**

It is the responsibility of the petty cash custodian to make sure that the petty cash box is in a safe and secured place at all times. Only the petty cash custodian and their alternate(s) should have access to the area where the petty cash box is located. Outside of work hours, the petty cash box must be kept in a locked file cabinet, desk drawer, etc., to which only the petty cash custodian and their alternate(s) should have the keys.

### **Review**

The petty cash fund is subject to unannounced review by external auditors, therefore, must consist at all times of cash on hand, receipts on hand, petty cash advance forms, and copies of vouchers for receipts in that are in the process of reimbursement.

## Section 5 – Security and Loss Prevention

### Glossary

The following glossary has been prepared in order to provide guidance in the terminology introduced in this section.

- **Altered Currency** – Currency that has been changed or tampered with in order to attain a greater amount for the currency than its face value.
- **Collusion** – A secret agreement between two or more people to break a law.
- **Counterfeit** – Currency or coins that have been fraudulently manufactured.
- **Dual Control** – A situation in which two people work together cooperatively in the verification of one another's work. Method of maintaining security whereby two individuals must be present during transactions involving risk. Dual control is accomplished through the proper segregation of key and combination assignments for entry into secured areas.
- **Embezzlement** – committed when an employee steals or assists another to steal, and misappropriation of money or property entrusted to one's care.
- **Forgery** – The alternation of a document or instrument with fraudulent intent.
- **Fraud** – An attempt to obtain funds in other than appropriate and legal means.
- **Stop Payment** – Notification that a restriction has been placed on one's ability to cash a particular cheque.

### Procedures for Security and Loss Prevention

Any time money is handled in a public place there is a potential threat.

**Any time a City employee feels threatened , or a coworker feels another employee is being threatened,**

- **a supervisor is to be called to the area immediately**
- **and/or call 911 for the police.**

**The cashier workstations are equipped with an emergency button that summons the RCMP.**

### Robbery

Refer to the City's policy on Robbery Prevention: J:\Human Resources\Common Occupational Health & Safety Programs\Risk Assessments\_Evaluations\Robbery Prevention\Response to Robbery.docx

Each City facility keeps marked bills in their floats in the event of a loss from robbery. Cash, valuables or confidential items must never be left on the desk or counter when away from the workstation.

### **Procedures to Follow for Internal Theft or Shortage**

When balancing the daily cash drawer, if you are unable to account for a cash shortage due to an error, you should notify your supervisor and the Finance Department immediately. A shortage is money (cash, cheques, credit cards) that is unaccounted for. From time to time a cashier may have a shortage due to making change in error. Minor shortages are expected on occasion. If the shortage involves more than change and is not accounted for (entered into the register in error, cheque not received, etc.), the supervisor and Finance Department should be notified immediately. A supervisor's signature is required on the Tempest edit list. Supervisors are notified by the Finance Department if a shortage in Class is out of the ordinary.

### **Handling Counterfeit Money**

Indications that currency may be counterfeit include the absence of security features. The Bank of Canada website is a good resource for the features:

<http://www.bankofcanada.ca/en/banknotes/>

*What to do if you suspect that you have been offered a counterfeit note during a transaction:*

- *Assess the situation to ensure that you are not at risk. Then do the following:*
  - *Politely refuse the note and explain that you suspect that it may be counterfeit.*
  - *Ask for another note (and check it too).*
  - *Advise the person to check the note with the local police.*
  - *Inform your local police of a possible attempt to pass suspected counterfeit money.*
  - *Be courteous. Remember that the person in possession of the bill could be an innocent victim who does not realize that the note is suspicious.*

*What to do if you suspect that a note is counterfeit after a transaction:*

- *Give it to the local police. If it's real, you'll get it back.*

*Either way, the police should be informed of possible counterfeiting activity in your community.<sup>i</sup>*

TITLE: FINANCE – INVESTMENT POLICY				
EFFECTIVE DATE: Oct. 15, 2019	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Dec. 10, 2018	PAGE 1 OF 9

## PURPOSE OF THE POLICY

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The purpose of this Policy is to provide a framework for the prudent investment of the City of Port Alberni's funds.

## SECTION I: POLICY

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It is the policy of the City of Port Alberni to invest public funds with prudent management and within prescribed limits to provide an optimal blend of return on investment and preservation of principal while meeting short and long term cash flow and liquidity demands of the City of Port Alberni, and complying with statutory requirements of the *Community Charter* and the *Municipal Finance Authority Act*.

### 1. SCOPE

This Policy applies to the investment of all cash and short-term assets of the City of Port Alberni. The City of Port Alberni's invested funds will be divided into operating, capital, and reserves. Investment value will be reported at cost.

### 2. OBJECTIVES

#### Principal Protection

Preservation of capital is the foremost objective of the investment program. Investments shall be undertaken in a manner that ensures the preservation of capital, while managing credit risk and interest rate risk.

#### Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio structure should be such that maturities coincide with cash requirements, as much as reasonably possible. Since all possible cash requirements cannot reasonably be anticipated, the portfolio should consist largely of securities with active secondary markets.

#### Return on Investment

The Fund shall be constructed with the objective of attaining, at minimum, a benchmark rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.

## **Adherence to Statutory Requirements**

Investment guidelines for municipal funds are provided in Section 183 of the *Community Charter* (Appendix C) and Section 16 of the *Municipal Finance Authority Act* (Appendix D).

## **SOCIAL RESPONSIBILITY**

Where possible and practical, social responsibility will be considered in the selection of investments that meet the policy's objective.

## **3. STANDARD OF CARE**

### **Prudence**

Investments shall be made with judgment and care, exercised with consideration of safety of capital foremost for those acting in accordance with the investment policy.

### **Internal Controls**

Management shall establish a system of internal controls, which shall be documented in writing, and reviewed by the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties. The Investment Manager must adhere to the Code of Ethics and Standards of Professional Conduct of the CFA Institute.

## **4. ETHICS & CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity with the same individual(s) with whom business is conducted on behalf of the City of Port Alberni. Individuals involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

## **SECTION II: INDIVIDUAL RESPONSIBILITIES**

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### **1. DELEGATION OF AUTHORITY**

Authority to manage the City of Port Alberni's investment program is derived from *Section 149* of the *Community Charter* (Appendix B).

The City of Port Alberni delegates the management of the Fund to certain Officers of the City of Port Alberni. The Officers of the City of Port Alberni include Director of Finance and Deputy Director of Finance.

Any purchase or sale transactions contemplated for a City investment account must be authorized by an individual specified in the Client Broker Agreement as authorized to do so. Such authorized individuals will be limited to the City's banking signatories: Mayor, and Director of Finance. A signature stamp will suffice in the absence of original signatures.

Fund Management responsibilities have been allocated as follows:

### **Council – Audit Committee**

- Receive quarterly reports from the designated Officers on the performance of the portfolio at the Audit Committee Meetings.
- Review the policy annually.

### **Officers' Responsibilities**

- Review the Policy periodically and if appropriate make recommendations to City Council for changes.
- Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e. bonds, GICs etc.) in a year are sufficient to cover the disbursements expected to be paid from the portfolio in that year.
- Appointment of the Investment Manager will be made through a Request for Proposals process to be undertaken by the Director of Finance and overseen by the Chief Administrative Officer. Proposals will be accepted from selected firms meeting minimum guidelines set out in this policy. The evaluation of responses will be based on a number of factors, weighted according to the needs and judgment of the City of Port Alberni.
- The successful proponent will enter into a formal Client Broker Agreement with the City of Port Alberni.
- A Request for Proposals or Request for Quotes will be prepared at the outset of adoption of this policy, and in five year intervals thereafter.
- The City retains the right to replace the Investment Manager at any time. Reasons for replacement include:
  - The Investment Manager's performance falling below expected performance levels, not reasonably explained by their investment style being out of favour temporarily, as measured rolling five year periods;
  - Changes to the Investment Manager's style or process; and
  - Changes to key investment personnel.
- Review the Fund's performance on a regular basis and provide quarterly reports to the Audit Committee at the Audit Committee Meetings.
- To be responsible for the delegation of any responsibility not specifically mentioned in this Policy.

### **The Investment Manager's Responsibilities**

- Select specific investments, recognizing the quality and diversification requirements established in this Policy, and subject to approved signing authority.
- Seek to maximize and preserve the investment return, after ensuring that the foregoing liquidity, quality and diversification requirements have been satisfied.
- Where possible and practical, socially responsible investing criteria will be applied to the selection of investments and preference given to organizations that adopt a socially responsible investment platform.
- Manage the securities held in accordance with this Policy and applicable legislation.
- Provide the Director of Finance (who will then provide to the Audit Committee) with quarterly written reports that include periodic rates of return for the portfolio; details of investments; and a statement of compliance with this IPS.



- Provide the necessary information for the Director of Finance and Audit Committee to review the IPS and the Investment Manager's performance.
- Identify provisions in the IPS that may need revision due to changes in investment strategies or markets.

The Investment Manager and designated Officers of the City of Port Alberni may from time to time engage consultants or other advisors to assist them in fulfilling their responsibilities.

## **2. AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS**

A list will be maintained by the Investment Manager of approved investment dealers and financial institutions authorized to provide investment services. All qualified bidders for investment transactions will be members in good standing of the Investment Industry Regulatory Organization of Canada ("IIROC"), Mutual Fund Dealers Association ("MFDA") or the B.C. Securities Commission.

Preference will be given to investment dealers and financial institutions who are members of the Responsible Investment Association ("RIA").

## **SECTION III: INVESTMENT OPPORTUNITIES**

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Permitted investments are as follows:

- Eligible Securities as defined in *Section 183* of the *Community Charter* (Appendix C) and *Section 16* of the *Municipal Finance Authority Act* (Appendix D).
- Investments in internally financed projects.

All investments must be denominated in Canadian dollars.

Certain of the funds are statutory reserve funds; and interest earned thereon must be retained in the fund according to the Bylaw pertinent to the fund.

Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.

## **SECTION IV: RATINGS AND CONSTRAINTS**

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### **1. RISK TOLERANCE**

All securities must be readily marketable.

Investments held must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be Investment Grade (at least BBB by S&P, or equivalent by DBRS or Moody's.), as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher ratings will apply.

The total portfolio will be limited to the following credit rating thresholds on a weighted average basis (as defined by S&P or equivalent – see Appendix A):

Rating	Up to %
AAA	100%
AA	90%
A	70%
BBB	30%

Securities downgraded below the policy standard are to be disposed of as expeditiously as possible.

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%.

Due to market fluctuations, maximum percentages may be exceeded from time to time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

## 2. PORTFOLIO CONSTRAINTS

The primary constraints relate to safety of invested capital and maintaining the liquidity of the portfolio.

- All securities held in the portfolio shall have a maturity of five years or less, however it is understood that the majority of assets will be invested in securities with a maturity considerably shorter than this five year maximum.
- Cash: The deemed rating for cash, including the current account and any High Interest Savings Accounts, will be equal to the rating of the institution it is being held in.
- Credit Union Deposits: The deemed rating for securities issued by a Credit Union will be equal to the rating of the province that the credit union resides in.
- Bank Deposits: The deemed rating for securities issued by a bank will be equal to the credit rating of that bank.
- Securities issued by a Government entity: The deemed rating for securities issued by a Government entity will be equal to the credit rating of that municipality, province, country, or equivalent.

## 3. OTHER CONSTRAINTS

- The Fund shall not borrow funds to acquire securities or otherwise deal in margin trading.
- All investments will be made in accordance with the Code of Ethics and the Charter Financial Analyst standards (<https://www.cfainstitute.org/ethics/codes/code-of-ethics-standards-of-conduct-guidance>).

- All investments are to follow the constraints in this Investment Policy. If an investment opportunity not exceeding 15% of the total portfolio lies outside the Policy constraints and is eligible under S. 183 of the *Community Charter*, an exception may be made, with Council approval.

## **SECTION V: REPORTING**

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### **1. REPORTING**

The investment manager will provide a quarterly report to Council on the performance of the portfolio, to be presented to the Audit Committee at the quarterly Audit Committee Meetings, and an annual report to Council during the first quarter of the following year.

### **2. DEPARTMENT INVESTMENT POLICY ADOPTION**

The investment policy shall be approved by Council for the City of Port Alberni, on recommendation from the Director of Finance and the Chief Administrative Officer. The policy shall be reviewed periodically as required due to changes in the economy or the City of Port Alberni's requirements. Modifications made thereto must be approved by the Council.

## **SECTION VI: APPENDICES**

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### **APPENDIX A – CREDIT RATINGS**

Grade	Moody's		Standard & Poor's		DBRS	
	Long-Term	Short-Term	Long-Term	Short-Term	Long-Term	Short-Term
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)	
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D

## APPENDIX B – COMMUNITY CHARTER (SECTION 149)

### Financial officer

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

- a. receiving all money paid to the municipality;
- b. ensuring the keeping of all funds and securities of the municipality;
- c. investing municipal funds, until required, in authorized investments;
- d. expending municipal money in the manner authorized by the council;
- e. ensuring that accurate records and full accounts of the financial affairs of the
- f. municipality are prepared, maintained and kept safe;
- g. exercising control and supervision over all other financial affairs of the municipality.

## APPENDIX C – COMMUNITY CHARTER (SECTION 183)

### Investment of municipal funds

Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- a. securities of the Municipal Finance Authority;
- b. pooled investment funds under section 16 of the Municipal Finance Authority Act;

- c. securities of Canada or of a province;
- d. securities guaranteed for principal and interest by Canada or by a province;
- e. securities of a municipality, regional district or greater board;
- f. investments guaranteed by a chartered bank;
- g. deposits in a savings institution, or non-equity or membership shares of a credit union;
- h. other investments specifically authorized under this or another Act.

## **Appendix D – MUNICIPAL FINANCE AUTHORITY ACT (SECTION 16)**

### **Short term pooled investment funds**

(1) The authority may enter into agreements with public institutions and institutions prescribed under subsection (7) under which, on the terms and conditions established in the agreements, the authority, in its own name or otherwise, holds and invests money received from the institution for the purpose of investment in pooled investment funds as permitted for the institution.

(2) The authority has the power to provide for the creation and management of pooled investment funds for the purposes of subsection (1).

(3) The trustees may invest money received for investment in a pooled investment fund in any of the following:

- a. securities that are obligations of or are guaranteed by Canada, a province, or the United States of America;
- b. fixed deposits, notes, certificates and other short term paper of or guaranteed by a savings institution, including swapped deposit transactions in the currency of the United States of America;
- c. securities issued by the authority, a municipality or regional district in British Columbia, or by a local, municipal or regional government in another province;
- d. commercial paper issued by a company incorporated under the laws of Canada or of a province, the securities of which are rated in the highest rating category by at least 2 recognized security rating institutions;
- e. investments permitted under the provisions of the Trustee Act respecting the investment of trust property by a trustee;
- f. despite the provisions of the Financial Administration Act, pooled investment portfolios established under that Act.

(4) If money is to be invested in a pooled investment portfolio under subsection (3) (f), the Minister of Finance may enter into agreements with the authority to sell units of participation in a portfolio to the authority.

(5) At the first meeting of the authority in each year, the trustees must present a report respecting the previous year to the authority, stating all of the following:

- a. the pooled investment funds established;
- b. the public institutions investing in each fund;
- c. the volume of investments made in respect of each fund.

(6) The trustees may delegate to a committee of one or more of its trustees and officers its powers under this section, subject to the limitations the trustees may impose.

(7) The Lieutenant Governor in Council may, by regulation, prescribe institutions as institutions for which investments services may be provided under this section.

**Approval**

TITLE: CHEQUE SIGNATURE STAMP				
EFFECTIVE DATE: Jun 26/87	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. The Bank of Montreal is authorized and directed to pay any and all cheques or instruments purporting to be cheques of the City presented for payment bearing facsimile signatures of the following officers who have been duly authorized to sign cheques for and on behalf of the City

MAYOR

DIRECTOR OF FINANCE

2. Such cheques or instruments shall have the same legal effect, and may be dealt with to all intents and purposes and shall bind the City as fully and effectually as if signed in the handwriting of and duly issued by such officer or officers for and on behalf of the City, regardless of however or by whomsoever the said facsimile signatures shall have been mechanically affixed;
3. The City shall provide the said Bank with a certified copy of this Policy and certified specimens of each facsimile signatures and Resolution may be acted upon by each branch of the said Bank with which any dealings are had by the City until notice to the contrary or of any change has been given in writing to the Manager, or Acting Manager, or both.

TITLE: CITY LOGO AND CREST - USE OF				
EFFECTIVE DATE: Nov 1, 2005	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: May 30/88	PAGE 1 OF 1

Use of the City of Port Alberni Logo, Crest or Flag by non-City agencies is only permitted with the expressed permission of the City Manager or City Council.





## CITY OF PORT ALBERNI POLICY MANUAL

Title: COMMUNITY GARDENS POLICY	
Department Responsible: Engineering and Public Works	
Approved By: City Council	
New <input type="checkbox"/>	Pages: 1 OF 3
Amended <input type="checkbox"/>	

### 1. POLICY

The City of Port Alberni recognizes the need for community gardening as a valuable means of providing recreational and social opportunities to enhance health and well-being, community development, environmental awareness, food security and providing protection and use of public property. The City of Port Alberni encourages community gardening by collaborating with residents and community organizations in the development of community gardens.

### 2. PURPOSE

The purpose of this policy is to establish guidelines for the development and operation of community gardens on municipally owned lands. This policy establishes a framework to ensure equal access for all residents.

A community garden has the following features:

- Uses a plot of City land for the growing of produce such as vegetables and fruit for use and/or consumption.
- Stimulates social interaction.
- Encourages self-reliance.
- Beautifies neighbourhoods.
- Provides a catalyst for neighbourhood and community development.
- Produces nutritious food.
- Reduces family budgets.
- Creates opportunities for recreation-promoting exercise and therapy.
- Fosters educational opportunities.
- Preserves green space.
- Provides opportunities for intergenerational and cross-cultural connections
- Increases safety and stewardship of public land by providing increased surveillance.

### 3. DEFINITIONS

None.

### 4. SCOPE

This policy applies to all City of Port Alberni employees with respect to the development of community gardens on City-owned property.

### 5. RESPONSIBILITY

The Engineering and Public Works Department is responsible for being the central point of communication and coordination with respect to community gardens with the Parks Supervisor designated as the primary point of contact.

## **6. PROCEDURE**

### **Administration**

The Engineering & Public Works Department of the City of Port Alberni supports the development of a community garden by working with community groups (non-profit). The City of Port Alberni will support the development and operation of community gardens in the following ways:

- a) Providing access to information on the development and operation of a community garden;
- b) Developing an agreement with a community group for the use and maintenance of City land as a community garden when a suitable and approved site has been chosen;
- c) Promote and raise awareness of community gardens through the City's website and other opportunities.

### **Guidelines for Selecting New Community Garden Sites**

The City of Port Alberni supports the creation of community gardens and will assist community groups in locating a new community garden on suitable and approved City land where:

- a) A community group expresses, in writing, an interest in developing a community garden on City owned land;
- b) The City has determined that the location of the proposed community garden is available and is suitable for this use;
- c) The neighbourhood/community residents have been consulted and indicate general support regarding the use of the City land as a community garden;
- d) The community garden does not conflict with established amenities/programs.
  - a)

### **Conditions for Use of City-Owned Property**

- b)
- c) The following conditions will apply to a community garden on City land:
  - a) A community garden is expected to be developed, managed and maintained at no direct cost to the City, and is expected to have minimal impact on City resources;
  - b) The community group shall agree to develop, manage and operate the community garden in accordance with an agreement entered into between the community group and the City.
  - c) The agreement will provide for the terms of use, management responsibilities, capital improvements and access to the community garden, which will include but is not limited to the following:
    - i. An initial term of three years, with an option to renew;
    - ii. Development of a plan by the community group that includes key principles such as the not for profit nature of the community group, common courtesy rules, how plots will be allocated and ensuring that unallocated plots are made available to the general public;
    - iii. Minimum maintenance standards including aesthetics, orderliness, signage, any fencing requirements and acceptable and/or prohibited plantings;
    - iv. That no chemical pesticides and uncomposted manure are to be used on the community garden;
    - v. The community group agrees to cover the cost to restore the lands to their original condition on termination of the Agreement;

- vi. All community group practices shall comply with all Provincial legislation, regulation and all City policies and bylaws.

**7. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

- Port Alberni Zoning Bylaw #4832
- Waterworks Bylaw #4494

**1. Approvals:**

Effective Date:  
Replaces:

Authorized By: City Council

TITLE: COMMUNITY INVESTMENT PROGRAM				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Corporate Services	AUTHORIZED BY: Council	REPLACES: Former Grants In Aid New	PAGE 1 of 2

The Community Investment Program (CIP) was established in 2011 to replace the former Grants in Aid Program. The CIP provides assistance to not-for-profit organizations to enhance their ability to provide programs, services or activities that benefit the citizens of Port Alberni.

Council's Five Year Financial Plan establishes the amount to be funded annually through this Program by way of In-Kind Services and Community Development Grants. In-Kind Services includes: staff time; waiving of fees (Sewer, water, garbage, sweeper, etc.); rental fees; use of equipment (tents, barricades, etc.); land use (road closures); bus and recreation passes. Community Development Grants are cash grants.

The Community Development Grant Committee appointed by Council annually will review applications and make recommendations to Council. Orientation Workshops for potential applicants will be held in May of each year with applications invited by October 1<sup>st</sup> (approximate deadline). Decisions for grants to be distributed will be made in December of each year.

The Community Investment Programs is for not-for-profit organizations whose registered mandate falls under one of the following sectors:

- "Community Services" – social programs and activities that provide social enrichment and help the citizens of Port Alberni to strengthen personal or community life.
- "Multicultural" – promotion of human or group relations, in which ethnic, racial, religious, and linguistic similarities and differences are valued, respected and exchanged.
- "Recreation/Amateur Sport" – those activities and experiences in which an individual chooses to participate in his/her leisure time and includes but is not limited to, athletic, artistic, physical, historical, natural science, cultural, social and intellectual activities.

## Eligibility

The Applicant must:

- Be eligible to become a registered not-for-profit organization.
- Provide direct on-going programs and services that improve quality of life for residents of the City of Port Alberni.
- Merit public funding by addressing the Community Investment Program Priorities and Guidelines.
- Not duplicate the activities of other Applicants or other government supported organizations.
- Have open memberships except for valid program factors (e.g. age)
- Use the grant to meet the Applicant's mandate as outlined in its constitutional documents.
- Partnerships and the ability to leverage additional funds will be taken into account.
- Not use the grant for capital purposes, including but not restricted to, the purchase of land, equipment, fixtures or physical facilities.
- Not use the grant, directly or indirectly, to further a profit venture.
- Submit application and required documents by the deadline.
- Applications of a valley wide/regional nature will be referred to the Alberni-Clayoquot Regional District for its consideration.

- Only applications from local organizations demonstrating to the satisfaction, that the benefits to be derived from the grant will accrue primarily to the local community and its citizens will be considered, i.e. the funds will not be sent outside the municipality of part of a provincial, national or international effort.
- A member from the organization has attended the “Community Investment Program” Application Workshop.
- Successful applicants must indicate on all promotional materials associated with the program/project “*Funding support provided by the City of Port Alberni*”

### **Program Priorities and Guidelines**

Awards will be based in part, on how well the organization meets the following Program Priorities and Guidelines.

#### **Priorities**

Organizations contributing to making Port Alberni a vibrant, connected, engaged and welcoming community by providing residents with opportunities to connect, interact and become integrated through social, recreational and cultural programs and activities.

#### Supporting Statements:

- Organizations actively seeking to connect residents and build community by providing opportunities for interaction and integration, including promoting volunteer participation and citizen involvement.
- Organizations meeting the needs of residents by making their programs and activities more accessible and affordable and by providing and/or adapting programs and services to address barriers to participation. Barriers to participation may include: gender, ethnicity, culture, faith, age, literacy, language, abilities, and income.
- Organizations that use new approaches and techniques to address community needs.
- Organizations contribute to the celebration of life in Port Alberni.

#### Supporting Statements:

- Organizations promoting healthy living through sport, recreation, leisure and social opportunities.
- Organizations celebrating community pride and the multi-faceted heritage and culture of Port Alberni’s diverse community through city wide festivals.
- Organizations contribute to making Port Alberni a caring, safe, healthy, sustainable, inclusive and affordable community where all people, including vulnerable populations, have opportunities to achieve their aspirations and feel a sense of belonging.

#### Supporting Statements:

- Organizations benefitting the community by enriching the diversity of opportunities for residents and by addressing identified community needs, trends and issues.
- Organization benefitting individuals by providing participants and volunteers with opportunities to develop themselves, and by providing them with opportunities to acquire or enhance their skills and abilities.
- Organizations contribute to social sustainability by practicing fiscal responsibility and good management, including strategic planning, innovative capacity building strategies, and developing community leaders.

TITLE: COMPUTERS - DISPOSAL OF OBSOLETE SURPLUS				
EFFECTIVE DATE: June 25/13	DEPARTMENT: Information Services	AUTHORIZED BY: Council	REPLACES: Nov 28/00	PAGE 1 OF 1

The Manager of Information Services is authorized to dispose of retired or “evergreened” computer and network equipment in the following priority order:

1. Place items for public bid using BC Auction Services to gain potential cost recovery
2. Provide items “as-is”, without support, to local non-profit organizations
3. Recycle any remaining computer/network equipment using available methods

# POLICY No. 3009-3 | Purchase Card Policy

Approved: May 23, 2023

Resolution No: R23-182

Date of Last Review:

CITY OF  
PORT ALBERNI



## PURPOSE

To establish the roles and responsibilities of City of Port Alberni [CPA] exempt staff for the use of Purchasing Cards [P-Cards].

## POLICY

The CPA will utilize P-Cards for the purchase and payment of goods and services where it is efficient, economical and operationally advantageous to do so and within the prescribed limits outlined in Procurement Policy.

## ROLES AND RESPONSIBILITIES

### 1. Responsibilities

- a. Chief Administrative Officer [or designate]
  - i. Authorizing cardholder and cardholder limits.
  
- b. Cardholder
  - i. Reviewing and familiarizing with the Purchasing Card Online Procedure.
  - ii. Adhering to the Purchasing Cardholder Agreement.
  - iii. Ensuring card security and reporting lost or stolen cards immediately to the card company and the CPA P-Card Administrator.
  - iv. Ensuring all purchases are business related and not for personal use.
  - v. Reconciling monthly statements and providing receipts and backup promptly and as necessary.
  - vi. Reporting any disputed transactions to the CPA P-Card Administrator immediately upon identification.
  
- c. Authorizing Managers [or designate]
  - i. Identifying opportunities and potential individuals that may benefit from having a P-Card while carrying out their duties.
  - ii. Approving cardholder applications.
  - iii. Making recommendations on single transaction and monthly limits for cardholders.
  - iv. Reviewing and approving monthly statements for cardholders.
  - v. Identifying and reporting any possible infractions of this policy to the CPA P-Card.
  
- d. Administrator
  - i. Coordinating, overseeing and managing the P-Card program

**Sharie Minions**  
Mayor

**Donna Monteith**  
Corporate Officer



<b>TITLE: CREDIT CARD POLICY - PROCEDURES</b>				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 2

## **PROCEDURES**

All applications for credit cards are to be routed through the Director of Finance.

Cardholders are accountable for transactions incurred on their credit cards and for the safe keeping of their card. It is also the responsibility of the cardholder to track unknown transactions.

Cardholders are required to keep a record of the transaction and provide sufficient detail as to the nature and purpose of the transaction.

Due to the volume of transactions, the Administrative Assistant completes a monthly summary of the Mayor's credit card expenses, and submits it to the Deputy Director of Finance. The City credit card users are to provide invoices and receipts that support the transactions.

From time to time, an authorized delegate will use the Director of Finance's card (for example, bookings for all of the Councillors for UBCM, online purchases where the credit card is a more appropriate form of payment than completing a cheque requisition or purchase order). UNDER NO CIRCUMSTANCES is the card to be photocopied and kept in a desk drawer for "convenience." The Director of Finance is responsible for the security of the card. Current policy is that the card is stored in the locked box in the safe in the vault. The Director of Finance and the Deputy Director of Finance each have a key.

The Mayor and City Manager normally carry their cards on their person, and are responsible themselves for keeping them secure.

Invoices and receipts must be provided with the transaction slip. Transaction slips alone are insufficient documentation for tax purposes (HST, GST, PST, tax deductible payments). Other supporting documentation may include: printed screen shots of on line orders; letters, memos, or resolutions explaining/approving the expense; or email correspondence and file notes.

If a cardholder misplaces receipts for transactions in excess of \$50, they must complete a statutory declaration form and either attach it to the monthly expense report or submit it to the Deputy Director of Finance. Missing transaction receipts for amounts less than \$50 require an acceptable explanation that the transaction falls under the Acceptable Use guidelines.

The Director of Finance will request reimbursement to the City for any private expenses incurred by the cardholder. In the event of repeated non-compliance with the Acceptable Use guidelines, the card will be revoked and cancelled.

### **Disputed Amounts:**

The cardholder must resolve disputed transactions with the supplier and Bank of Montreal Mastercard. The process must be started immediately on discovery of the disputed transaction. See the Director of Finance or the Deputy Director of Finance for direction and contact information.



**Lost or Stolen Cards:**

In the event of a lost or stolen credit card, the cardholder shall notify the Bank of Montreal immediately, as well as the Director of Finance and the Deputy Director of Finance. The phone number as of the date of this policy is **1-800-361-3361** for Canada and the US, and **514-877-0330** for International.

**Increasing or Decreasing Credit Limits:**

A cardholder's request to increase or decrease a credit limit must be substantiated.

**Cancellation and Return of Credit Cards:**

Cardholders must return their cards to the Director of Finance if/when they retire, resign, or otherwise leave the City's employ, and if they are instructed to do so by the Director of Finance. Return of the credit card does not relieve the cardholder from the responsibility to substantiate outstanding expenses.

# POLICY No. 3002-1 | Council Code of Conduct

Approved: May 8, 2023

Resolution No.: R23-154

Date of Last Review:

CITY OF  
PORT ALBERNI



## PURPOSE

As local elected representatives [“members”], we recognize that responsible conduct is essential to providing good governance for the City of Port Alberni.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

## SCOPE

This Code of Conduct applies to the members of the City of Port Alberni. It is each member’s individual responsibility to uphold both the letter and the spirit of the Code of Conduct in their dealings with other members, staff and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council.

## FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. **Respect** – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

## STANDARDS OF CONDUCT

**Integrity:** Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.
- Members will follow on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

**Respect:** Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

**Accountability:** Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discussion and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

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**Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

**AUTHORITY TO ACT:**

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

**PROCESS:**

This policy is to be reviewed by Council following a general local election.



**Sharie Minions**  
Mayor



**Donna Monteith**  
Corporate Officer

# POLICY No. 3002-4 | Council Leave

Approved: September 25, 2023

Resolution No.: R23-284

Date of Last Review:

CITY OF  
PORT ALBERNI



## PURPOSE

In an effort to recognize the need of Members of Council to balance personal lives with duties related to their term in office, the City of Port Alberni has created a family-friendly personal leave policy.

## POLICY STATEMENT

This family friendly policy has been created to support Members of Council in their needs to balance personal obligations and their work as an elected official. The Policy provides guidance on eligibility, approval process and principles for leaves under Section 125(7) of the *Community Charter* when a Member of Council requests a leave of up to six (6) months for personal reasons during their term as a Member of Council.

## APPLICATION

This Policy applies to all City of Port Alberni Councillors.

### 1. REFERENCE

Section 125(5) of the [Community Charter](#) provides:

*"If a council member is absent from council meetings for*

- (a) a period of 60 consecutive days or*
- (b) four (4) consecutive regularly schedule council meetings,*

*whichever is the longer time period, the council member is disqualified from holding office"*

Section 125(7) of the [Community Charter](#) provides:

*"disqualification under subsection (5) does not apply if the absence is*

- (a) because of illness or injury,*
- (b) with leave of the council"*

## DEFINITIONS

**Member of Council:** the duly elected officials of the City, those being the Mayor and Councillors.

**Immediate family:** the spouse, child, grandchild, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, and/or grandparents of the Member of Council.



## POLICY

### ELIGIBILITY

A Member of Council may request a personal leave of up to six (6) months in the following situations:

- When seeking treatment for an injury or illness;
- To take care of an immediate family member who has a serious medical condition or injury;
- For Bereavement Leave as a result of an immediate family member;
- To manage an urgent situation that concerns themselves and/or an immediate family member;
- When they have given birth or adopt a child during their term or are the spouse/common law partner/co-parent of a person giving birth or adopting a child during their term regardless of family status or gender.

### PRINCIPLES OF LEAVE

By this policy, Council confirms its intention to provide a leave approval based on the following:

- a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- b) A Member of Council who takes personal leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- c) Despite being on Personal Leave, the Member of Council may attend any Council or Committee meeting and reserves the right to participate as an active Member of Council at any time during their leave. Such exercise of rights and privileges of office will not affect Council's leave approval.
- d) During a Member of Council's personal leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s).
- e) The right to participate during their approved Personal Leave does not include the right to re-assume any Council or Committee appointments that have been granted to alternate Council members while the Councilor in question has been granted leave.
- f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.
- g) For the purposes of the minutes, a Member of Council absent from a meeting due to an approved leave, shall be recorded in the minutes as on approved leave.

### APPROVAL PROCESS

Members of Council who wish to take a leave must notify the Mayor, CAO and/or the Corporate Officer in writing a minimum of two (2) weeks prior to the anticipated commencement of the leave, or as soon as possible.

The notice of leave should indicate:

- the expected start and end dates of the Personal Leave;
- the reason for the requested Personal Leave;
- which, if any, duties will continue to be undertaken by the Member during the Personal leave; and,
- any potential Council related accommodations required during the Personal leave.

Once notice has been received requesting a Personal Leave of Absence, the Member of Council, or designate if the Member of Council is unable to attend, in a closed meeting, will share their request with the other Council members. Council must pass a resolution, to grant the leave of Council as per Section 125(7) of the *Community Charter*.

The Mayor, or designate, will notify the CAO and Corporate Officer of the start date and expected end date of the approved leave, if the personal leave is to be a paid or unpaid leave, and any duties that will continue during the Personal Leave. If determined that the leave is to be unpaid, all extended health and dental benefits premiums shall be paid by the Member of Council. The Parties will discuss how and what will be communicated regarding the leave, respecting confidentiality as applicable.

Leaves may be extended for an additional six (6) months at the discretion of Council for a total leave of up to twelve (12) months. Leaves will not extend beyond the end of the elected official's term of office, unless re-elected.

The Member of Council shall provide a minimum of three (3) weeks written notice to the Mayor, CAO and/or Corporate Officer of their intent to resume any of the Council-approved appointments.

## REVIEW PROCEDURES

The Policy will be reviewed once per election term by the Chief Administrative Officer. Any proposed changes would be brought to Council for discussion and possible adoption.

### **Contact Information:**

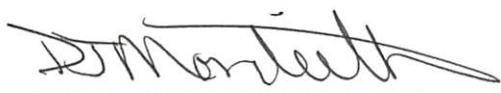
If you have any questions about this policy please contact Corporate Services 250.723.2823 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

## AUTHORITY TO ACT

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

## RELATED DOCUMENTS

[Community Charter s.125](#)



Donna Monteith  
Corporate Officer



TITLE: COUNCIL - DISCLOSURE OF GIFTS				
EFFECTIVE DATE: Jan 12/04	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

The *Community Charter* (Section 105) specifies that a member of Council must not, directly or indirectly, accept a fee, gift, or personal benefit that is connected with the member's performance of the duties of office except for a gift or personal benefit that is received as an incident of protocol or social obligations that accompany the responsibilities of office.

This restriction **will not** apply to the following, so long as appropriate disclosure is made:

- a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office or employment;
- compensation authorized by law; or
- a lawful contribution made to a member who is a candidate for election to a local government.

Councillors are required to complete a disclosure statement upon receipt of permitted gifts and those statements are to be available for public review at City Hall (*Community Charter* Section 106).

Council members will be responsible for understanding Sections 105 and 106 of the *Community Charter* as it applies to their conduct. Councillors must determine whether an item is a gift or benefit, whether it is appropriate to accept and upon acceptance, complete the required disclosure statement. Three questions may be asked to assist in determining whether a gift is appropriate.

- Is the item a gift or benefit to the Councillor personally either directly or indirectly (e.g. will the Councillor or a member of his/her family take personal possession of the gift or is it a gift over which the municipality will take control and custody?)
- Is the gift or benefit being given with any expectation whatsoever that the Councillor will either currently or at some point in the future take some action (e.g. vote on a matter, intervene with municipal officials on the gift giver's behalf, etc.) that will benefit the giver of the gift.
- Is the value of the gift or benefit likely to influence any decision or action of the Councillor?

If the answer to all three questions is yes, then the member should not accept the gift under any circumstances. If, however the answer to the first question is yes, but the answer to the others is no, then the gift might be considered to be incidental to the duties of office. If this is the case, any gifts received which exceed \$250 in value or an accumulation of individual gifts from the same person which exceed \$250 in the course of one year, are to be recorded on the disclosure statement and filed with the City Clerk as soon as reasonably practicable (for example, within one week of the gift being received). This disclosure statement must be available for public inspection at City Hall.



If the value of the gift is unknown, an attempt should be made to determine the fair market value.

In an effort to assist Councillors with their new responsibilities under the *Community Charter*, the attached disclosure form (page 3 of this policy) is to be used for tracking and reporting gifts as required. The relevant excerpts from the *Community Charter* are as follows:

### **Excerpts of the *Community Charter***

#### **Restrictions on accepting gifts**

**105** (1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

(2) Subsection (1) does not apply to

(a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,

(b) compensation authorized by law, or

(c) a lawful contribution made to a member who is a candidate for election to a local government.

(3) A person who contravenes this section is disqualified from holding local government office for the period established by section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

#### **Disclosure of gifts**

**106** (1) This section applies if

(a) a member receives a gift or personal benefit referred to in section 105 (2) (a) that exceeds \$250 in value, or

(b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250.

(2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating

(a) the nature of the gift or benefit,

(b) its source,

(3) A person who contravenes this section is disqualified from holding local government office for the period established by section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

**City of Port Alberni  
 Declaration of an Elected Official  
 Upon Receipt of a Gift or Personal Benefit**

Pursuant to Section 106 of the *Community Charter*, this disclosure statement is to be filed with the City Clerk of the City of Port Alberni, upon receipt of a gift(s) or personal benefit(s) received directly or indirectly from one source in any 12 month period, having a total value in excess of \$250.

Name of Mayor or Councillor \_\_\_\_\_ Name of Office \_\_\_\_\_

**Summary of Contributions**

Date Received	Description of Gift or Benefit	Value	Full Name(s) and address(es) of donor	Circumstance

I \_\_\_\_\_, a \_\_\_\_\_ for the City of Port Alberni solemnly affirm that to the best of my knowledge the information provided on this declaration completely and accurately discloses the information as required by Section 106 of the Community Charter.

\_\_\_\_\_  
 (Signature of Elected Official)

Declared before me at the City of Port Alberni,  
 British Columbia this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
 City Clerk, City of Port Alberni  
 A Commissioner for taking Affidavits in  
 the Province of British Columbia.

TITLE: DEVELOPMENT VARIANCE PERMITS				
EFFECTIVE DATE: Apr 18/91	DEPARTMENT: Planning/Clerks	AUTHORIZED BY: Council	REPLACES: May 28/90 & Mar 25/91	PAGE 1 OF 1

Council will restrict its consideration of applications for Development Variance Permits to:

- a) variances respecting significant new development in the community, or
- b) to variances of more than 10 feet which have not been denied by the Board of Variance.

All applications for Development Variance Permits shall be referred to the Advisory Planning Commission prior to consideration by Council.

Each applicant for a Development Variance Permit will be given the opportunity to be heard by Council prior to adjudication regarding proceeding further with the application.

TITLE: ELECTION PERSONNEL - Rates of Pay				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Oct. 6/96	PAGE 1 OF 1

1. At each election the hourly rate of pay for election officials will be that of the lowest clerical position in the City Division under the current C.U.P.E. Agreement;
2. The remuneration for the position of Presiding Election Official and/or Deputy Chief Election Officer will be 160 percent of the election official's rate; and
3. The remuneration for the position of Chief Election Officer will be 220 percent of the election official's rate.

Lunch and dinner provided for all election officials.

TITLE: EXPENSES - Federation of Canadian Municipalities (Council)				
EFFECTIVE DATE: Sep 12/88	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Mar 21/77	PAGE 1 OF 1

The City will undertake to defray the cost of attending meetings for any member of Council elected to the Board of Directors or a Standing Committee of the Federation of Canadian Municipalities.

TITLE: EXPENSES - Where Prior Approval of Council Cannot Be Obtained (Mayor and Council)				
EFFECTIVE DATE: Feb 6/89	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Oct 86 & Dec 86	PAGE 1 OF 1

1. Where the Mayor or his/her designate is unable to obtain the prior approval of Council, he/she shall be authorized to incur expenses for the purposes, and in the amounts specified below:
  - a) for attendance at out-of-town meetings and functions when engaged on municipal business on behalf of the City;

\$ 300 per occasion
  - b) for host-related activities and functions in connection with the discharge of the duties of the Office of Mayor;

\$ 150 per occasion
  
2. Where the City Manager is unable to obtain the prior approval of Council, the City Manager shall be authorized to incur or approve expenses for the purposes, and in the amounts specified below:
  - a) for travel to and attendance at work-related meetings and functions;

\$ 500 per occasion
  - b) for host-related activities and functions when engaged on municipal business;

\$ 150 per occasion

TITLE: FILL - Supply and Delivery of Surplus Fill Material to Private Property				
EFFECTIVE DATE: June 25/13	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Oct 12/85 Sep 12/88	PAGE 1 OF 1

The City will provide surplus fill material at the fee amount established in the Fees & Charges Bylaw which may be amended from time to time, to property owners requesting same, as and when fill material is available, subject to the following prerequisites:

1. The owner of property requesting such fill material signing and delivering to the City Engineer a document, in the form prescribed by the City, releasing the City from any liability, actions, claims or suits resulting from the delivery, quality or placement of fill material and agreeing to hold harmless and indemnify the City against all costs arising from or incidental to the supply or delivery of the fill material.
2. An inspection of the property by the City Engineer, or his designate, who may, notwithstanding having received a signed release form from an applicant for fill, deny the delivery of fill material by the City where in his judgment the placing of such fill is likely to hinder, obstruct or damage drainage or cause damage to an adjacent property or properties or may otherwise contravene City Bylaws.
3. The City Engineer is empowered to authorize the dumping of fill in the most economical location whether it be within or outside of the City limits provided that if the haul distance is viable, that priority be given to the needs of the citizens within the City.

TITLE: FILMING ON LOCATION IN PORT ALBERNI				
EFFECTIVE DATE: Dec 13/99	DEPARTMENT: Economic Development	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 9

**POLICY:**

It is the policy of the City of Port Alberni to encourage the use of Port Alberni for location filming. The use of Port Alberni for location filming can generate significant benefits for the local economy.

The promotion of the film industry, however, must be balanced against the impact of this industry's activities on Port Alberni's citizens. Where the two conflict, the municipality has a responsibility to protect the well-being and interests of the residents. The municipality must also recover its costs for the use of municipal services by the filming industry.

All filming within the City of Port Alberni will be done under permit and will be subject to the terms and conditions of this policy. Depending on selected filming locations other agencies within the geographic area that may also be involved in the approval process are: RCMP, Transport Canada, Fisheries and Oceans Canada, the Ministry of Transportation & Highways, the Regional District of Alberni Clayoquot, Weyerhaeuser Canada and the Port Alberni Port Authority, Pacifica Papers Ltd., and Coulson Forest Products Ltd.

**POLICY OBJECTIVES:**

To facilitate the motion picture industry in its production endeavours by providing centralized and efficient procedure for obtaining City authorization when necessary for filming-on-location in the City Of Port Alberni.

To promote the City of Port Alberni as an inviting environment for filming-on-location.

To minimize any inconvenience to the general public and the citizens of Port Alberni as a result of filming-on-location activities.

That by issuing City authorization to utilize public facilities for filming-on location, the City is provided with appropriate liability insurance.

To ensure that filming-on-location will not cause any damage to public or private property and in the event such damage does occur, the film company shall be responsible for all such repairs as required.

To ensure that filming-on-location shall not jeopardize the safety and well being of the general public.

To ensure that the City recovers its costs for all services rendered associated with filming-on-location activities.

To ensure that filming-on-location activities fully observe the bylaws of the City.

The City of Port Alberni reserves the right to approve or deny any request for filming-on-location involving property, assets, rights-of-way, etc. owned or governed by the City.



**GUIDELINES:****1. Applications**

- a) In order to obtain approval for filming-on-location which involves City property, including beaches, parks facilities, buildings, equipment, and streets, an application must be made to the City Clerk;
- b) The application must be made well in advance of the project and not less than five (5) working days prior to commencement of filming activities. For complicated projects, additional advance notice will be required. The City cannot guarantee its authorization of the film project and/or provision of services if insufficient advance notice is given.
- c) The application shall take the form of a *Location Filming Application Form*, a copy of which is attached to this policy as Schedule "A."
- d) Application forms are available from City Hall.

**2. Liability Insurance**

- a) It will be the responsibility of the applicant to submit all required insurance documents with the *Location Filming Application* before the commencement of filming activities.
- b) The following insurance requirements must be satisfied:
  - i) The City of Port Alberni must be named as a co-insured in the applicant's liability policy;
  - ii) A *Hold Harmless Agreement* as set out in Schedule "B" must be entered into with the City,
  - iii) Liability policy must not be less than \$2 million, and under situations of potential greater exposure to the City, the liability insurance may be increased accordingly at the sole discretion of the City;
  - iv) The insurance policy must include a thirty (30) day cancellation clause;
  - v) Cross liability endorsement must be included in the insurance provisions;
  - vi) Proof of automobile insurance with \$5,000,000 liability insurance when any vehicles are used in the film.

### **3. Damage Deposit**

A damage and clean-up deposit (minimum of \$500.00) shall be submitted to cover any potential damage to City facilities equipment, etc. and shall be made prior to the commencement of filming;

Damage deposits will be submitted to City Hall by certified cheque, payable to the City of Port Alberni.

Deposits will be refunded upon completion of the filming activities, an inspection by City staff and final approval of the City Clerk.

Any required repair, clean-up, or restoration will be undertaken by the film company. Any repairs, restoration, etc. not undertaken by the film company will be provided by the City, the cost of which will be drawn from the damage and clean-up deposit, along with overhead and administration fees.

### **4. Fees and Charges**

All fees associated with filming are based on cost recovery for the services provided by the City. A non-refundable fee of \$100.00 will be charged for processing each application.

Fee amounts for the use of City beaches, parks, streets, equipment, staff, etc. are outlined in Schedule "C".

## 5. Traffic Management

### Parking on City Streets

Parking of film production vehicles on City streets is subject to prior approval of the City Engineer. Requests must be made to the City Clerk as far in advance as possible prior to commencement of filming.

The placement of "special event" signs to accommodate film production vehicles may be permitted by the City. Fees to cover costs of sign placement and removal will be charged to the film production company.

### Street Closures

Complete closure of streets for filming on-location is subject to the prior approval of the City Engineer. Advance notice of two (2) weeks is required for street closures.

The City will arrange for the placement of barricades, signs, etc. as required to ensure that the effects of the street closure are minimized. A fee for placement and removal will be charged to the film production company.

The film production company will be responsible for all public relations with private citizens, businesses, and residents who may be affected by parking of vehicles and street closures. The film production company must notify in writing those individuals who may be affected by filming activities.

Any film projects involving Highways will require approval from the Ministry of Transportation and Highways.

### Traffic Control

Engineering Department staff may provide traffic control at the cost of the film production company upon request to the City Clerk. Advance notice of three (3) working days is required for this purpose.

The film crew may provide private traffic control through the use of qualified personnel and equipment, subject to authorization by the City Engineer.

If film companies wish to employ the R.C.M.P. for traffic control, they are to make such arrangements directly with the R.C.M.P.

## 6. Fire Department Services

All requests for the use of Fire Department equipment, vehicles, and personnel should be made to the City Clerk. Such requests will be subject to the approval of the Fire Chief.

Any and all equipment and vehicles can be recalled without notice in case of emergency.

Only Fire Department personnel will be permitted to operate equipment and vehicles and the Fire Department will specify the manpower required for such operation. Related costs will be charged to the film production company.

**PROCEDURE FOR MAKING APPLICATION  
AND CARRYING OUT FILMING IN PORT ALBERNI**

1. The production company submits an application form to the City Clerk at the City of Port Alberni.
2. The City Clerk reviews the application form or letter to ensure completeness.
3. The City Clerk contacts the production company contact person and obtains any necessary additional information over the telephone and completes the application form where necessary.
4. A copy of the completed application form is distributed by the City Clerk to applicable City departments and other agencies for review.
5. City approval is indicated by telephone and the production company is to come in with a certified cheque to cover fees and charges and the damage and clean-up deposits. Follow-up documentation will be sent to confirm approval.
6. Upon receipt of all fees and charges, including damage and clean-up deposits, proof of liability insurance and *Hold Harmless Agreement*, the City Clerk provides a letter of approval to the production company.
7. The day before filming activities are to proceed, the production company contacts the City Clerk to confirm that all activities are to proceed as planned. The City Clerk confirms arrangements with emergency response agencies (i.e. RCMP, Fire Department and BC Ambulance).
8. The production company proceeds with their shoot.
9. The production company cleans up the locations and arranges for repair of any damage resulting from its activities.
10. The production representative and other City staff as required review and inspect the site to ensure that there is no remaining damage.
11. In the case where there is no damage, and the site has been satisfactorily cleaned-up, the City Clerk returns the damage and clean-up deposits. In the case where damage to the site is evident, or the site has not been cleaned-up, the City Clerk informs the production company representative to rectify the damage and/or clean up the site.
12. In the case where the damage has not been rectified or the site cleaned up within 30 days of cessation of filming, the City rectifies the damage and/or clean-up and invoices the film production company for all costs plus overhead.

**POLICY AND GUIDELINES FOR FILMING IN THE CITY OF PORT ALBERNI**

**SCHEDULE "A"**

**LOCATION FILMING APPLICATION**

Date of Application: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Representative On Site: \_\_\_\_\_

Name of Film / Commercial: \_\_\_\_\_

Give details of the area(s) you request, when you need them and for how long, including dates and details concerning set-up and takedown:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of People: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Type of Vehicles and Parking Requirements: \_\_\_\_\_

Subject of Film / Shot: \_\_\_\_\_

Special Effects / Props /Noise: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to deny public access to any public areas? \_\_\_\_\_

If yes, give details and safety precautions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any services you need to have provided by City of Port Alberni staff? \_\_\_\_\_

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:**

- \* The applicant must hold insurance (public liability) in the amount of two million dollars (\$2,000,000) or such greater amount as the City, in its sole discretion may require. Proof of Insurance Certificate must accompany this application and name the City of Port Alberni as an insured.
- \* The *Hold Harmless Agreement*, as provided herein, must accompany this application (see Schedule "B").
- \* Fees for filming are shown in Schedule "C". The applicant agrees to pay any and all charges assessed by the City of Port Alberni.
- \* A damage deposit in the amount of \$500, unless otherwise specified, must be attached to the application. The damage deposit must be in the form of a certified cheque payable to the City of Port Alberni.
- \* A \$100 fee payable to the City of Port Alberni must be submitted for the processing of this application.
- \* The City of Port Alberni reserves the right to reject any applications.

**The applicant agrees that if permission to film is granted pursuant to this application, it will abide by the Policy and Regulations for Filming in the City of Port Alberni in all matters related to the exercise of the permission so granted.**

Applicant: \_\_\_\_\_(Name of Company)

Date: \_\_\_\_\_

Representative: \_\_\_\_\_(Print Name)

\_\_\_\_\_(Signature)

<b>FOR CITY OF PORT ALBERNI USE ONLY:</b> Check when complete:	
Application Fee Received	( )
Damage Deposit Received	( )
Proof of Insurance Filed	( )
Indemnification Agreement Filed	( )
Municipal Equipment to be used Approved by Appropriate Departments	( )
Staff Time and Charges Approved by All Affected Departments	( )
Total Fees Paid (including \$500 Damage Deposit): ₪	
Permit Granted _____	City Clerk
Date _____	

**POLICY AND GUIDELINES FOR FILMING IN THE CITY OF PORT ALBERNI  
SCHEDULE "B"**

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ agrees to assume and hold harmless the City of Port Alberni, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of filming activities for which they have granted a permit by the City of Port Alberni. Further, \_\_\_\_\_ agrees to indemnify and defend, saving harmless the City of Port Alberni, its officers, employees, and agents against liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, including any officers or employees of the City of Port Alberni, or caused by or arising out of the condition of any City owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this permit was issued.

Business Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted for the City of Port Alberni

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**POLICY AND GUIDELINES FOR FILMING IN THE CITY OF PORT ALBERNI****SCHEDULE "C"****FEE SCHEDULE**

- |   |                                   |
|---|-----------------------------------|
| 1. Film Application Fee (non-refundable)  | \$100.00                          |
| 2. Daily Use Fee  | \$200.00 per day*                 |
| *the daily fee may be increased based on exclusivity,<br>impact, term of activity, and degree of risk |                                   |
| 3. Staff Time   |                                   |
| Location Supervision (minimum 4 hours)  | \$50.00 per hour                  |
| General services  | \$40.00 per staff member per hour |
| Fire Crew   | \$40.00 per crew member per hour  |
| Other   | As determined by the City Clerk   |
| 4. Equipment (comes with Operator)  |                                   |
| Fire Pumper Truck   | \$250.00 per hour                 |
| Fire Tanker Truck   | \$150.00 per hour                 |
| Rescue Vehicle  | \$250.00 per hour                 |
| Service Vehicle   | \$75.00 per hour                  |
| Street Sweeper  | \$80.00 per hour                  |
| 5. Clean-up/Damage Deposit  | \$500.00 minimum*                 |

\*additional coverage may be required and is subject to the City Clerk's discretion. This is refunded if the site requires no City of Port Alberni clean-up and no damages.

The Manager, Clerk, Director of Finance and Assessor are designated as "Municipal Employees" pursuant to the *"Public Officials & Disclosure Act"*.



TITLE: <i>FINANCIAL DISCLOSURE ACT</i> - Designation of Municipal Employees under the <i>Public Officials and Employees Disclosure Act</i>				
EFFECTIVE DATE: Jan 15/07	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Sep 23/74	PAGE 1 OF 1

The City Manager, City Clerk, Director of Finance and Assessor are designated as "Municipal Employees" pursuant to the *Financial & Disclosure Act*.

TITLE: <b>PORT ALBERNI FIRE DEPARTMENT</b>				
<b>RESPONSE TO CALLS – ALARM ASSIGNMENTS O.G.#: 3.06.01</b>				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Fire	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 5

### OPERATIONAL GUIDELINE

**PURPOSE:**

To establish procedures for responding to emergency and non-emergency calls

**SCOPE:**

All Port Alberni Fire Department personnel

**POLICY:**

The Officer in Charge will determine the resources required to be dispatched for emergency and non-emergency calls. The OIC, when determining response resources, will consider all available incident information and Port Alberni Fire Department operational guidelines.

**PROCEDURE:**

Fire Dispatch is pre-authorized to designate alarms as set out below. The OIC has the authority to escalate or diminish the resource allocation level of any call if, in his substantiated opinion, such action is warranted.

In the event that the OIC disagrees with the alarm designation assigned by Fire Dispatch, the OIC will consider all available information, and inform Fire Dispatch of his decision.

**Alarm Assignments**

**Routine**

Code two response of on-duty crew as set out below.

**1<sup>st</sup> Alarm**

Code three response of on-duty crew as set out below. For the purposes of this guideline, “on duty crew” is defined as all on duty fire suppression personnel not otherwise assigned.

**Crew Call**

The Officer in Charge may authorize a crew call if more personnel are required at the scene in order to deal appropriately with that incident, or if a second incident requiring immediate response occurs (see *second incident* below). A crew call is a page out and response of the following:

- the on-call off duty crew

**2<sup>nd</sup> Alarm (a.k.a. General Page)**

Page and response of all of the following,

- All on duty and off duty personnel
- On call chief officer
- BCAS
- RCMP
- FortisBC Gas
- BC Hydro

**Second Incident**

Upon receipt of a call for a second incident while the duty crew is dealing with an initial incident, the OIC will determine if the duty crew should remain at the primary incident or respond immediately to the second incident. The OIC will also determine if a crew call or 2<sup>nd</sup> alarm page should be activated to attend to the incident which the duty crew is not immediately attending or responding to.

A page out of off duty personnel will not occur for attendance at the following category of incidents,

- First Responder incidents
- Incidents designated as “routine response” calls
- 1<sup>st</sup> alarm calls that have been downgraded to “routine”.

**Regional Rescue**

**Extrication Unknown:**

When a 1<sup>st</sup> alarm is received for an MVI/Rescue incident outside of the City, and the need for extrication is unknown, the OIC will respond with a crew strength of four. When the responding unit passes Tseshaht Market on Highway 4 West, Alberni Summit on Highway 4 East, Cameron Shops on the Bamfield Road, or other similar distance landmarks, the OIC will direct Fire Dispatch to activate a crew call page.

If confirmation is received of the requirement for extrication, the standby crew at the firehall will become one officer and three firefighters (4).

**Extrication Known or Over the Bank:**

Where it is known that extrication is required or that an over the bank rescue is required, the OIC will respond with a crew strength of four. The OIC will immediately direct Fire Dispatch to activate a crew call page. In this situation, a standby crew of one officer and three firefighters (4) will be established.

<b>PUBLIC SERVICE</b>		
<b>ALARM</b>	<b>CALL DESCRIPTION</b>	<b>RESPONSE</b>
Routine	Public assistance Elevator assistance Burning complaints	Full crew
1 <sup>st</sup> Alarm	Hydro lines down	Full crew

<b>STRUCTURE FIRE</b>		
<b>ALARM</b>	<b>CALL DESCRIPTION</b>	<b>RESPONSE</b>
Routine	Smoke/odors – outdoor fires False alarms – confirmed, assistance required.	Full crew
1 <sup>st</sup> Alarm	Smoke/odors – indoors Wildland fires Alarms Electrical Chimney Stovetop Small smoldering fires in structures, i.e. mattress Extinguished fires in structures	Full crew
Crew Call <b>Authorized by the OIC</b>	Fires requiring more personnel, but not warranting a 2 <sup>nd</sup> alarm	Page out on-call off duty personnel when directed by OIC BCAS
2 <sup>nd</sup> Alarm	Confirmed structure and/or content fires Multi calls Involved fires	100% page out BCAS RCMP BC Hydro

<b>MOTOR VEHICLE</b>		
<b>ALARM</b>	<b>CALL DESCRIPTION</b>	<b>RESPONSE</b>
Routine	Small fuel leaks – no MVA MVA in City of Port Alberni – no injuries	Full crew
1 <sup>st</sup> Alarm	MVA in City of Port Alberni – injuries unknown Vehicle fire  MVA with extrication known or unknown in Regional rescue response area	Full crew RCMP BCAS  Crew strength of 4 RCMP BCAS
Crew Call <b>Authorized by the OIC</b>	Multi-casualty MVA or fire, or other incident where more personnel are required at scene	Page on-call off-duty personnel when directed by OIC Appropriate regional FD RCMP BCAS

<b>MARINE</b>		
<b>ALARM</b>	<b>CALL DESCRIPTION</b>	<b>RESPONSE</b>
1 <sup>st</sup> Alarm	Smoke inside vessel Fuel smell or leak inside vessel	Full crew
Crew Call <b>Authorized by the OIC</b>	Confirmed fire in vessel on water Confirmed explosive situation	Page out on-call off-duty personnel when directed by OIC BCAS
2 <sup>nd</sup> Alarm	Marina or boat fire involving more than one vessel Large vessel fire	100% page out BCAS RCMP

<b>HAZ MAT</b>		
<b>ALARM</b>	<b>CALL DESCRIPTION</b>	<b>RESPONSE</b>
Routine	Small fuel leaks Smell of propane/natural gas or other fuel - outdoors – cause and location unknown CO complaints (no BCAS required)	Full crew Fortis for gas odors
1 <sup>st</sup> Alarm	Bomb scare – standby at scene Leak of propane/natural gas or large amount of other fuel – cause or location known CO (BCAS required) Biohazard	Full crew
Crew Call <b>Authorized by the OIC</b>	Large quantity spill or high hazard dangerous good – situation requires more personnel at scene	Page out on-call off-duty personnel when directed by OIC BCAS RCMP
2 <sup>nd</sup> Alarm <b>Authorized by the OIC</b>	HazMat incidents requiring entry by personnel in level A or B protective equipment	100% page out BCAS RCMP

<b>TECHNICAL ROPE RESCUE</b>		
<b>ALARM</b>	<b>CALL DESCRIPTION</b>	<b>RESPONSE</b>
1 <sup>st</sup> Alarm	Confined space rescue or high angle rescue possibly required within City of Port Alberni Low angle rescue likely or confirmed within the City of Port Alberni	Full crew
Crew Call <b>Authorized by the OIC</b>	Confined space rescue or high angle rescue confirmed within City of Port Alberni	Page out on-call off-duty personnel when directed by OIC BCAS
2 <sup>nd</sup> Alarm <b>Authorized by the OIC</b>	Multi-victim confined space or high angle rescue within City Confined space or high angle rescue within City of Port Alberni requiring multiple crews	100% page out BCAS RCMP

<b>MEDICAL FIRST RESPONDER</b>		
<b>ALARM</b>	<b>CALL DESCRIPTION</b>	<b>RESPONSE</b>
Routine	BCAS Assist	Full Crew
1 <sup>st</sup> Alarm	First Responder Delta or Echo calls	Full crew
Crew Call <b>Authorized by the OIC</b>	Major incident - multiple casualty first responder calls as determined by the OIC – significant emergency event	Page out on-call off-duty personnel when directed by OIC

**REFERENCE:**

- WorkSafe BC Occupational Health and Safety Regulations Part 31 - Firefighting 31.5 - procedures

<p>_____</p> <p><b>Signature of Fire Chief</b></p>	<p>_____</p> <p><b>Original Date of Issue</b></p> <p>_____</p> <p><b>Amendment Date</b></p>
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TITLE: FLAG POLICY				
EFFECTIVE DATE: May 9/11	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 4

## 1. POLICY OBJECTIVE

To provide direction and guidance to City staff in the display of flags inside and outside City facilities and at City ceremonies in conformance with accepted national and international protocols.

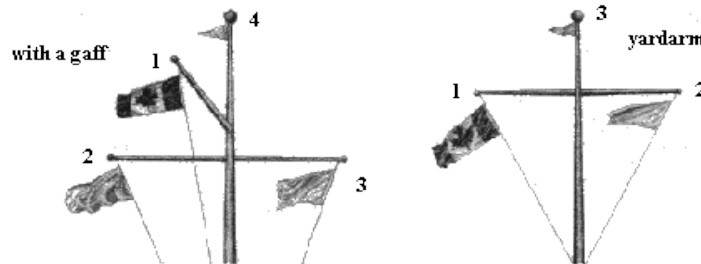
## 2. CITY FACILITIES COVERED BY FLAG POLICY

- City Hall (3 flagpoles)
- Echo Centre (3 flagpoles)
- Fire Hall (1 flagpole)
- Harbour Quay (1 flagpole with yardarm and gaff)
- Multiplex (5 flagpoles)
- Public Works Yard (1 flagpole)
- Glenwood Centre (3 flag poles)

## 3. DISPLAY OF FLAGS ON FLAGPOLES

- 3.1. Single Flagpole** - each flag requires its own pole. Flags of two nations or a nation and province or city should not be simultaneously flown from the same pole. For City facilities single flagpoles should always display the flag of Canada.
- 3.2 Two Flagpoles** - Facing the flags, Canada's flag should be on the left and the other, whether it is a national or sub-national flag, is on the right.
- 3.3 Three Flagpoles** - When three flags are flown together, the National Flag will occupy the central position with the next ranking flag to the left and the third ranking flag to the right as viewed by the spectator. Where the other two flags are also national flags, they shall be displayed in alphabetical order left and right. For City facilities with three flagpoles the flag of Canada will always be displayed in the centre with the Province of B.C. flag on the left and the City flag on the right.
- 3.4 More than Three Flagpoles** – When there are more than three flagpoles, Canada's flag should be flown on the left of the observer facing the flags, followed by other national flags (in alphabetical order) or sub-national flags in order of precedence (see below). An additional flag of Canada may also be added at the end of the line.

- 3.5. Flagpole with Yardarm or Yardarm and Gaff** – When displaying the flag of Canada with another sovereign flag, a provincial, city or other association flag or pennant on a flagpole fitted with a yardarm or gaff, the national flag is positioned as shown below with other flags in positions 2 and 3 in order of precedence.



#### 4. HALF-MASTING OF FLAGS AT CITY FACILITIES

- 4.1.** The position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.
- 4.2.** In conformance with National protocols flags shall be automatically half-masted on the following days:
- April 28 - Workers' Mourning Day
  - Last Sunday in September - Police and Peace Officers' National Memorial Day
  - November 11 - Remembrance Day
  - December 6 - National Day of Remembrance and Action on Violence Against Women
- 4.3.** Also in conformance with National protocols flags shall be half-masted upon the death of:
- The Sovereign or immediate member of the Royal Family
  - Current or former Governor General or Prime Minister of Canada
  - Current or former Lieutenant Governor or Premier of British Columbia
- 4.4.** In addition, flags shall be half-masted at City Facilities upon:
- The death of a current or former Mayor or Freeman of the City
  - The death of a current City Councillor
  - The death of a City employee occurring in the performance of his or her job
  - The death of an RCMP member currently serving in the Port Alberni detachment occurring in the performance of his or her job.
  - The direction of the Mayor in response to local, national or international tragic events.



- 4.5. Where half-masting occurs due to a death as outlined above, the timing shall be from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

## 5. DISPLAY OF FLAGS INSIDE CITY FACILITIES

- 5.1. When the National Flag of Canada is displayed in a place of worship or on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the celebrant or speaker



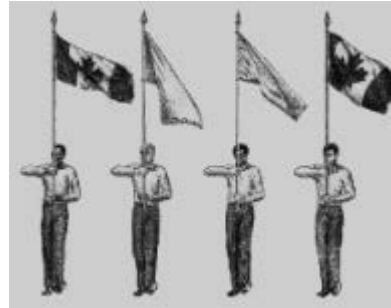
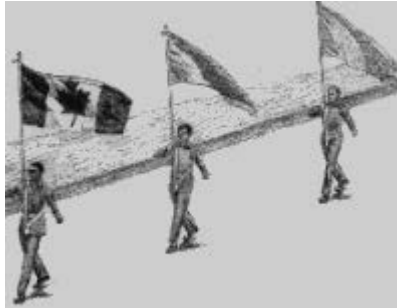
- 5.2. When used in the body of a place of worship or auditorium, the National Flag of Canada should be to the right of the congregation or spectators facing the flag



- 5.3. If hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag. Flags hung vertically should be hung so that the canton is in the upper left corner

## 6. CARRIED IN A PROCESSION OR PARADE

- 6.1** If carried with other flags, in a single file, the National Flag of Canada should always lead.
- 6.2** If carried in line abreast, it is preferable to have the National Flag of Canada at each end of the line.



## 7. PRECEDENCE

- 7.1** The order of precedence for flags is:
1. The National Flag of Canada
  2. The flags of other sovereign nations in alphabetical order (if applicable)
  3. The flags of the provinces of Canada ([in the order in which they joined Confederation](#))
  4. The flags of the territories of Canada ([in the order in which they joined Confederation](#))
  5. The flags of municipalities/cities
  6. Banners of organizations
  7. Historical Flags

For more detailed information regarding protocol for flying the flag refer to Canadian Heritage “Rules for flying the Flag” at [www.pch.gc.ca](http://www.pch.gc.ca)

# POLICY No. 3002-2 | Freedom of the Municipality

Approved: January 9, 2023

Resolution No.: R23-1

Date of Last Review:

CITY OF  
PORT ALBERNI



## PURPOSE

To provide a process by which Council can formally honour distinguished service to the community of the City of Port Alberni.

## POLICY

Freedom of the Municipality is the highest honour a municipality may bestow upon individuals to recognize their distinguished service. This policy is a guideline for nominating, selecting and awarding a distinguished individual or an armed forces unit, the honour of Freedom of the Municipality. As outlined in the *Community Charter*, bestowing the honour of Freedom of the Municipality will only be by a unanimous vote of Council and in accordance with this Policy. Granting Freedom of the Municipality is at the sole discretion of Council and only to individuals of the highest merit.

## Eligibility

Nominees for selection:

- A resident or non-resident of the City of Port Alberni who has given long-term distinguished service to the community, preferably in more than one capacity and who has demonstrated an outstanding commitment or service to Port Alberni resulting in a significant improvement in City life, culture and well-being of our community.
- May include residents and/or non-residents who have achieved success, recognition or celebrity in their chosen field or talent or other special achievement, who has gained national or international acclaim and who has, as a result, brought positive recognition to Port Alberni or the Alberni valley as a whole.

Outstanding contributions may be related to the arts, business, culture, environment, humanities, politics, community service, science, sports, professional endeavors, or any other service that Council chooses to honour.

A serving member of Council is not eligible for nomination and Freedom of the Municipality cannot be bestowed posthumously. With the exception of a distinguished unit of the armed forces of Canada or another nation, groups or organizations are not eligible for this honour.

## Selection Criteria

Nominees for selection:

- Council will make their selection of a nominee based on their record of service to the community or achievement and in consideration of the following:
  - i. length of service in a field or activity
  - ii. level of commitment to the field or activity
  - iii. benefit to the community
  - iv. personal leadership qualities and special achievements in the related field



## **Nomination, Selection and Awarding Process**

- Nominations may be submitted by Council at any time.
- Nomination requests may be submitted by a member of the community however, the City will not formally solicit this request from the public.
- Nominations shall be submitted in writing and clearly outline the history of community service, accomplishments and/or the distinguished contribution that the individual or military unit nominated has made to the City of Port Alberni or to British Columbia or Canada in general.
- Nominations must be made in the strictest of confidence without the nominee's knowledge.
- Nominations will be considered in a closed meeting of Council [In-Camera]. The form of approval is a motion passed by a unanimous vote of all members of Council, and confidentiality shall be maintained until the presentation ceremony, except as provided in this policy.
- There is no obligation upon Council to confer the honour of Freedom of the Municipality on a regular basis, it is to be awarded when Council deems it is warranted.
- In the event that Council approves a nomination, and prior to any announcement, the Chief Administrative Officer or the Corporate Officer shall personally contact the nominee, confidentially, to confirm their acceptance of the award.
- On confirmation of acceptance, administration will inform Council at its next available closed meeting and a ceremony will be scheduled for a mutually agreeable meeting date, photo scheduled, certificate and engraving ordered, and media release drafted.
- Should the nominee decline acceptance, Council will be informed at its next available closed meeting.

## **Ceremony**

Unless otherwise directed by Council, recipients of Freedom of the Municipality are to be recognized during a special ceremony at a meeting of Council. The special ceremony is to consist of the Mayor, or designated representative of Council, reading and then presenting the recipient with a framed certificate summarizing the recipient's distinguished service to the City. At the conclusion of the presentation, the recipient to be given an opportunity to respond and a photo is taken.

## **Privileges**

Recipients of the Freedom of the Municipality:

- will be presented with a name badge that identifies them as an Honourary Freeman of the municipality
- will be presented with a certificate and photo to commemorate receiving the award
- have a photograph displayed at City Hall with an engraving indicating their name and special status
- may be invited to ceremonial or formal functions hosted by Council
- have the right to be registered and to vote in the election for Mayor and Councillors, despite current or future residency or property ownership in the City of Port Alberni
- are listed first in the City's Voters list; and
- if Canadian, are qualified to be nominated, elected and hold office in the City of Port Alberni.

Privileges cannot be transferred or bequeathed and the title carries no privileges other than those set out in this policy. The Commanding Officer of a unit honoured with Freedom of the Municipality has the same qualifications and privileges as an individual honoured with the Freedom of the Municipality.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

**AUTHORITY TO ACT:**

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

**PROCESS:**

This policy is to be reviewed by Council following a general local election.

**RELATED DOCUMENTS:**

*Community Charter s.158*

X   
DANIELLE LEUREBOURG  
DIRECTOR OF CORPORATE SERVICES

# POLICY No. 3002-3 | Privacy Policy

Approved: January 23, 2023

Resolution No.: R23-10

Date of Last Review:

CITY OF  
PORT ALBERNI



## PURPOSE

The purpose of the City of Port Alberni's Privacy Policy is to describe how the City collects, uses, and protects personal information. This policy provides a framework for how the City will operate in order to ensure personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act*. This policy also gives examples of what personal information the City needs, and examples of how it uses and discloses personal information.

## DEFINITIONS

The following definitions are used in this policy:

- a. "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- b. "City" means the City of Port Alberni;
- c. "employee" means an employee of the City, including a volunteer and a service provider;
- d. "personal information" means recorded information about an identifiable individual (but does not include information to enable an individual at a place of business to be contacted, such as the name, position name or title, business telephone number, business address, business email or business fax number of the individual);
- e. "privacy breach" means the theft or loss of personal information, or the access, collection, use or disclosure of person information in the custody or control of the City that is not authorised by FOIPPA.
- f. "privacy complaint" means a complaint from an individual about a breach of their own personal information.
- g. "service provider" means a person we retain under a contract to perform services for us;
- h. "us" refers to the City, as do "our", "we" and similar terms, not to any employees or elected or appointed City officials;
- g. "you" refers to anyone whose personal information we collect, use or disclose

## SCOPE

This policy applies to personal information that the City collects, uses or discloses in any form (including verbal, electronic or written personal information).

## POLICY

This policy is established in accordance with the City's "Freedom of Information and Protection of Privacy Bylaw 5050, 2022". It sets the framework for privacy to be a central component of our business practices and a built-in component of our day to day program operations.



## 1. COLLECTION OF PERSONAL INFORMATION

The City collects personal information:

- a. where collection is authorized under a statute, such as the *Community Charter* (British Columbia) and the *Local Government Act* (British Columbia), or is authorized under City bylaws;
- b. for the purposes of City activities, services and programs;
- c. for the purposes of planning or evaluating City activities, services and programs;
- d. for law enforcement purposes, including enforcing City bylaws; and
- e. at presentations, ceremonies, performances, sports meets, or similar events, that are open to the public and where individual's voluntarily appear, such as public meetings and public hearings.

The City collects personal information directly from individuals, but we may also collect it from another source if the individual has consented to the City doing so. The City may also collect personal information from another source as permitted under the Act, including in these cases:

- f. where another law allows the City to do so;
- g. for law enforcement, for a court proceeding, to collect a debt or fine, or to make a payment to an individual;
- h. where an individual's personal information is necessary for the City to deliver, or evaluate, a common or integrated program or activity;
- i. where an individual's personal information is necessary to establish, manage or terminate an employment relationship between the City and the individual;
- j. if the personal information may be disclosed to the City under Part 3 of the Act; or
- k. where the City collects personal information for the purpose of determining your suitability for an honour or award.

## 2. USE AND DISCLOSURE OF PERSONAL INFORMATION

The City will use and disclose personal information only for the purpose the City collected it for or for a purpose that is consistent with why the City collected it in the first place.

The City may also use or disclose personal information for another purpose if the individual has identified the information and consented to the City's other use. Lastly, the City may use personal information for a purpose for which it can be disclosed to us under Part 3 of the Act.

The City may also disclose an individual's personal information:

- a. if the individual has identified the information and consented in writing to its disclosure;
- b. to City employees or service providers if the information is necessary for their duties, for delivery of a common or integrated program or activity, or for planning or evaluating a City program or activity;
- c. if an individual's personal information is made publicly available in British Columbia by a law that authorizes or requires it to be made public;
- d. to a public body or law enforcement agency to assist in a specific investigation or law enforcement proceeding;
- e. to an individual's union representative who is making an inquiry, if the individual has given the representative written authority to make the inquiry or it is otherwise authorized;
- f. to the City's legal counsel for the purpose of legal advice or for use in legal proceedings involving the City;
- g. to the individual's Member of the Legislative Assembly or Member of Parliament if the individual has asked them to help resolve a problem; or
- h. as otherwise permitted or required under Part 3 of the Act.

Please note that all information provided at open meetings of Council or its committees is considered to be public. If an individual provides or discloses their personal information to the City for that purpose, they are consenting to that information being available to the public, including through posting on the City website or webcasting. This information is considered to be a part of the public record and cannot be removed or changed. However, if the individual satisfies the City in advance that they have legitimate personal safety concerns for them self or an immediate family member, the City may allow the individual to submit their personal information to Council or a committee in confidence. The City will not make it publicly available in that case, although the City will keep it in the Corporate Services office, as part of the record.

### **3. ACCURACY OF PERSONAL INFORMATION**

The City makes every reasonable effort to ensure that personal information used to make a decision directly affecting individuals is accurate and complete.

### **4. ACCESS TO PERSONAL INFORMATION**

An individual can ask the City to give them a copy of their personal information that is in the City's custody or control by contacting the Corporate Services department. If an individual is an employee and would like a copy of their own employee personal information, they will need to contact the Human Resources department.

If the City believes the individual's request may involve someone else's personal information, or information protected under the Act, the City may require the individual to make a formal request under the Act for access to records. The Act gives the City 30 business days to respond to a formal request, starting on the date the request is received (the Act also allows that time to be extended). Please note that in some cases the Act may require the City to refuse access to even an individual's own personal information. The City will give the individual written reasons for every decision on a formal request.

Before disclosing personal information, the City will require an individual to verify their identity, so the City can be assured that they are the individual whose information is being requested. This helps ensure the City does not disclose personal information to someone to whom it should not be given.

### **5. CORRECTION OF PERSONAL INFORMATION**

If an individual believes there is an error or omission in or from their personal information, they can contact the City in writing and ask the City to correct it. If the City decides to correct the individual's information, the City will do so as soon as reasonably possible. If the City decides not to correct the information, the City will note the individual's requested change on the information as well as why the City did not correct the information as asked.

### **6. RETENTION AND DISPOSAL OF PERSONAL INFORMATION**

If the City uses an individual's personal information to make a decision that directly affects the individual, the City will keep it for at least one year after the decision is made. The City also keeps personal information in accordance with the relevant record retention schedules. The City uses reasonable efforts to ensure that personal information is destroyed securely when the time comes under the records retention schedules.



## **7. RESPONSIBLE USE OF INFORMATION AND INFORMATION TECHNOLOGY**

Individual privacy matters to the City, so the City uses reasonable security arrangements to protect personal information against such risks as unauthorized access, collection, use and disclosure. These arrangements may include information technology measures, as well as policies and practices, to protect personal information.

If the City discloses personal information to a City service provider, the City will make reasonable efforts to impose contractual protections on the service provider. Those protections vary according to the nature and sensitivity of the personal information involved. The City requires service providers not to use or disclose personal information other than for the purpose of performing services for the City.

All City employees are required to respect the confidentiality of personal information they receive or compile and are required to use and disclose it only in accordance with this policy and the Act.

## **8. RESPONDING TO PRIVACY-RELATED COMPLAINTS**

Any complaint about any privacy-related matter under this policy or under the Act must be made to the City in writing.

The City will consider the complaint, including about a breach of an individual's privacy, and will disclose the outcome to the individual in writing. The City expects individuals to co-operate reasonably and in a timely way with City work, including by promptly providing the City with information that the City might reasonably need to do the work. Individual failure to do so may result in the City deciding not to proceed any further with the complaint.

Individual's can make a written formal complaint to the Office of the Information and Privacy Commissioner for British Columbia, although the City encourages individuals to use the City complaint procedure first.

## **9. PRIVACY RISK ASSESSMENTS**

Privacy impact assessments (PIAs) are conducted to determine if a proposed system, project, program or activity meets or will meet the requirements of Part 3 of *FIPPA*. A PIA will be done for any new system, project, program or activity involving personal information and for any new collection, use or disclosure of personal information. A PIA will also be conducted for common or integrated programs or activities and data-linking initiatives, as well as when significant modifications are made to existing systems, projects, programs or activities.

## **10. PRIVACY BREACH MANAGEMENT & PROTOCOLS**

Information regarding our procedures for responding to a privacy breach is outlined in Administrative Policy No. ADM 3006-1

## **11. SERVICE PROVIDER MANAGEMENT**

Employees who prepare or manage contracts with service providers are to include the privacy protection schedule or standard privacy language, as designated by the Corporate Officer, in all contracts that involve the service provider having access to, or collecting, using or disclosing, personal information in the custody or under the control of the City.

## 12. EXTERNAL COMMUNICATIONS

The City will contact an individual in the following circumstances:

- To give notice of collection of their personal information;
- When individuals request access to their personal information or access to records where someone else's personal information is involved;
- When responding to requests for correction of personal information;
- When personal information is disclosed without consent for compelling health or safety reasons; and
- When the City intends to give access to personal information in response to a freedom of information request.

## 13. ROLES & RESPONSIBILITIES

### Chief Administrative Officer

- Approves policy and procedures and ensures all employees are given notice of, and access to, a copy of the policy.

### Department Heads

- Support and co-operate with the FOI HEAD in implementing the policy and in complying with *FIPPA*.

### Corporate Officer/FOI Head

- Responsible for overseeing the duties and responsibilities of the Privacy Coordinator

### Privacy Coordinator

- Under the direction of the FOI Head, responsible for the development, management and implementation of the City's privacy management program including ongoing assessments and revisions.
- Coordinates employee training and education, ensuring that all new employees receive *FIPPA* orientation and training within the first year of their employment.

### Contact Information:

If you have any questions about this policy or your personal information please contact Corporate Services 250.720.2823 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

## AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy and *FIPPA*.

## PROCESS:

This policy shall be reviewed by the Corporate Officer at least every 3 years.

**RELATED DOCUMENTS:**

Legislation

*“City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022”*  
*Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165)*

X   
\_\_\_\_\_  
DANIELLE LEUREBOURG  
DIRECTOR OF CORPORATE SERVICES



TITLE: INSURANCE - Requirements for Special Events				
EFFECTIVE DATE: Sep 10/01	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The question of requesting evidence of liability insurance arising from the use of municipal property by recreational or cultural events will be considered by Council on a case by case basis with the following minimum insurance requirements:

- a) Comprehensive general liability with combined single limits of no less than \$2,000,000. At Council's discretion, this amount may be increased to \$5,000,000 if the specific event is deemed to be of a high risk nature,(events including aircraft, for example).
- b) Cross liability clause;
- c) City of Port Alberni to be named as insured for duration of event.

TITLE: LANES - Removal of Obstructions				
EFFECTIVE DATE: Feb 22/88	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

Procedure

1. Investigation of the seriousness of the problem will be undertaken on a complaint basis only. Complaints may be received from the public (telephone or letter) or from City personnel, and are to be referred to the Bylaw Enforcement Officer for investigation.
2. If an obstruction exists, then the ownership of said obstruction shall be determined.
  - 2.1 If ownership can be determined, then the owner shall verbally be given a maximum of seven (7) calendar days to remove the obstruction. If the obstruction is not removed in that time, then a written notice, delivered by registered mail, to the owner of the material, and to the property owner if different from the owner of the material, shall be sent, giving a time limit of seven (7) calendar days from the date of the notice to remove the obstruction. If the obstruction is not removed in that time, then it shall be removed by City forces on or after the eighth calendar day after the date of written notification.
  - 2.2 If ownership can be determined, but the owner cannot be contacted within the 14 day period of time, as described in (2.1) above, from the date of complaint, the matter shall be referred back to the City Engineer for a decision of the course of action to be taken.
  - 2.3 If ownership cannot be determined, then the matter shall be referred back to the City Engineer for a decision of the course of action to be taken.
3. Materials to be removed after the procedure outlined above has run its course are to be disposed of as follows:
  - 3.1 Items having no identifying marks (eg., firewood, scrap metal, bricks, lumber, etc.) are to be disposed of immediately in the usual manner at the Regional District Sanitary Landfill. There is to be no salvaging of, or benefit derived from, the materials removed.
  - 3.2 Items having identifying marks such as serial numbers, or licence plates (eg., trailers, camper boxes, etc.) will be seized and impounded, **HOWEVER THIS ACTION WILL BE TAKEN ONLY UPON AUTHORIZATION OF THE CITY ENGINEER.**
  - 3.3 Actions taken under 3.1 and 3.2 are to be brought to the attention of the RCMP by use of a standard letter, attached hereto.

REGISTERED

NAME:

ADDRESS:

PORT ALBERNI, BC

Dear Sir/Madam:

RE: OBSTRUCTION IN LANE (Reference No. \_\_\_\_)

With reference to the verbal request, made to you on \_\_\_\_\_, to remove the following item(s) from the lane at the rear of your property within 7 days:

and (this)(these) item(s) not yet having been removed, please note that if the aforementioned item(s) (has)(have) not been removed by \_\_\_\_\_, (it) (they) will be removed at your expense and:

- disposed of at the Regional District Sanitary landfill.
- impounded by the RCMP, where (it) (they) may be claimed in the usual manner.

Please contact \_\_\_\_\_, Bylaw Enforcement Officer (250 720-2831) (Monday - Friday, 8:00 a.m. to 4:30 pm) if you require further information.

Yours truly,  
CITY OF PORT ALBERNI

City Engineer

RC/cl

cc: City Clerk

RCMP  
Port Alberni Detachment

Attention: \_\_\_\_\_, OIC

Dear Sir:

Re: Removal of Obstruction in Lane (Reference No. \_\_\_\_\_)

With reference to letter dated \_\_\_\_\_ to:

Name:  
Address:  
Port Alberni, BC

a copy of which is attached, the Engineering Department has seized the items mentioned therein.

- The items have been disposed of at the Regional District Sanitary Landfill.
- I request use of your impounding facility for the following items:

<u>Serial No.</u>	<u>Description</u>
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Yours truly,  
CITY OF PORT ALBERNI

City Engineer

RC/mp

cc: City Clerk

# POLICY No. 3006-1 | Liquor Licence Application Policy

Approved: May 8, 2023

Resolution No.: R23-155

Date of Last Review:

CITY OF  
PORT ALBERNI



## 1. PURPOSE

The purpose of this policy is to establish clarity of process and ensure that community input be obtained in respect to the review and issuance of liquor licences in the City of Port Alberni. The Liquor Licence Application Policy provides clarity to the following parties:

- 1.1 Liquor licence applicants on the process and fees associated with City of Port Alberni's review of applications; and
- 1.2 City staff on application review and public notification criteria for those types of liquor licence applications that require review by Council and opportunity for the public to comment.

## 2. POLICY STATEMENTS

- 2.1 This policy applies to liquor licence applications in the City of Port Alberni.

## 3. PROCEDURES

For any liquor licence applications to the City of Port Alberni the following provisions apply:

- 3.1 A business engaging in the manufacture, sale or service of liquor must have a City of Port Alberni Business Licence to lawfully conduct its businesses.
- 3.2 The application process and related fees will be made available to any business or member of the public through the internet or by request.
- 3.3 Applications for Liquor Licences shall not be accepted unless:
  - a) a corresponding application has been made to appropriate regulatory authority of the Province of British Columbia: Liquor Cannabis Regulation Branch (LCRB) at the same time that a liquor licence application is submitted to the City; and
  - b) the application includes floor plans of the proposed liquor location and/or expansion of a liquor location that are sealed by a qualified professional showing the maximum occupant load, where this is required by the LCRB for a liquor licence.
- 3.4 The applicant must pay the appropriate Liquor Licence Application Fee as established by the City of Port Alberni's *Fees and Charges Bylaw No. 4665*.
- 3.5 If the applicant has met all other City requirements (e.g. rezoning, development permit, business licensing) and the City is ready to consider the application, City staff will sign for receipt of the application initiating the 90-day timeframe during which the City must gather input and/or provide comment to the LCRB.





- 3.6 If rezoning is required, the City will initiate the rezoning process integrating LCRB considerations but will not sign for the receipt of application until the Zoning Bylaw amendment is adopted.
- 3.7 City staff will review liquor licence applications and coordinate with the applicant if additional information or alterations to submissions are required.
- 3.8 Public input shall be gathered and a Council resolution will be provided for Liquor Licence applications identified in Appendix A.
- 3.9 Staff shall be delegated authority to provide a statement of “objection” or “no objection” for Liquor Licence applications that do not require public comment and Council resolution as identified in Appendix B.
- 3.10 When required, public input shall be gathered by collecting written comments in response to a Notice for Public Comment. The City will ensure that:
  - a) the Notice for Public Comment is posted in accordance with Section 94 of the *Community Charter*; and
  - b) the public will be provided at least 10 days for the submission of comments to City Hall.
- 3.11 When required, City staff will summarize and present comments to Council on the proposed Liquor Location with a recommendation for support, support with conditions, or non-support. Council may elect to consider other criteria.
- 3.12 When providing comment on an application, the City will include comments on those aspects within the parameters set by LCRB which currently include:
  - a) the impact of noise to the community in the vicinity of the establishment;
  - b) general impact on the community if approved (including the location of the establishment and person capacity and hour of liquor service of the establishment); and
  - c) confirm that the establishment is being operated in a manner that is consistent with its primary purpose (only for food primary).
- 3.13 Comments and recommendations to Council shall meet the following criteria:
  - a) comments and recommendations must be in writing;
  - b) public comments must be included and be accompanied by a description of the collection method;
  - c) recommendations must include whether the application should be approved or rejected; and
  - d) recommendations must include the reasons on which they are based.
- 3.14 Any Provincial orders, like the TESA, are outside of this Policy and the City will follow the regulations as outlined by the Provincial Government.



## APPENDICES

### Appendix A: Liquor licence applications that will require public input and Council resolution

#### 1. Liquor Primary & Liquor Primary Club Licences:

- 1.1 New licence applications.
- 1.2 Relocation requests.
- 1.3 Permanent change to opening and closing hours of liquor service.
- 1.4 Structural change applications that propose to increase person capacity or add a new patio.
- 1.5 Adding or increasing a temporary use area endorsement (golf courses and ski hills only).
- 1.6 Converting a Liquor Primary Club licence to a Liquor Primary licence.

#### 2. Manufacturing Licences:

- 2.1 New Lounge endorsement or the following lounge endorsement amendments:
  - a) Increase in the person capacity;
  - b) Permanent change to opening and closing hours of liquor service; and
  - c) Temporary change to hours of liquor service (events only).
- 2.2 New Special Event Area (SEA) endorsement or the following SEA amendments:
  - a) Increase in the person capacity; and
  - b) Permanent or temporary change to opening and closing hours for liquor service.

#### 3. Food Primary Licences:

- 3.1 Patron-participation endorsement (e.g. dine and dance or karaoke).
- 3.2 Adding or increasing a temporary use area endorsement (golf courses and ski hills only).
- 3.3 Permanent change to hours of liquor service if proposed hours are before 9:00 am or after midnight.

#### 4. Rural Licensee Retail Store Licences:

- 4.1. New licence applications.



## **Appendix B: Liquor licence applications delegated to City Staff that will not require public input and Council resolution**

### 1. Liquor Primary & Liquor Primary Club Licences:

- 1.1 Temporary change to opening and closing hours of liquor service.
- 1.2 Temporary use area endorsement.
- 1.3 Event-driven term and condition change.
- 1.4 Relocations adjacent to the existing site (such as next door) without changes to occupancy load or liquor service hours.
- 1.5 Temporary Extension of Licensed Area (TELA) with capacity increase (events only).

### 2. Manufacturing Licences:

- 2.1 Temporary change to opening and closing hours of liquor sale or service.
- 2.2 Temporary Extension of Licensed Area (TELA) with capacity increase (events only).
- 2.3 Zoning confirmation for Picnic Endorsement (new or changed).

### 3. Food Primary Licences:

- 3.1 New licence applications.
- 3.2 Temporary change to hours of liquor service if proposed hours are before 9:00 am or after midnight.
- 3.3 Temporary Extension of Licenced Area (TELA) with capacity increase (events only).

#### Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

#### **AUTHORITY TO ACT:**

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.



**Sharie Minions**  
Mayor



**Donna Monteith**  
Corporate Officer



TITLE: MOBILE VENDING POLICY – <i>Operation of Mobile Vending Vehicles within the City of Port Alberni</i>				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: May 1995 September 8, 2003	PAGE 1 OF 2

**Definitions**

**Mobile Vending Vehicle**

*"A vehicle not registered to operate on a highway and which is approved for use as a vending outlet for food and beverage and/or a vehicle registered to operate on a highway and which is used in the carrying on of a business as a mobile restaurant"*

**Policy Regulations**

Mobile Vendors may operate in the City of Port Alberni according to the following terms and conditions:

- a) All Mobile Vendors operating within the City of Port Alberni must obtain a Business Licence.
- b) All Mobile Vending Vehicles for food and beverage must be approved for use by the local Provincial Health Inspector.
- c) Failure to abide by any of the policy regulations will result in cancellation of the Business Licence.
- d) The City shall not issue any licence for a Mobile Vendor until the applicant has provided evidence that all vehicles intended for use as mobile stores, restaurants, or vending push carts by the applicant are insured under a comprehensive liability policy or insurance for five million dollars (\$5,000,000.00) with the City of Port Alberni named as additional insured.
- e) The applicant shall indemnify and save the City harmless against all loss, damage, costs and liabilities, including fees of solicitors and other professional advisors arising out of:
  - i) any breach, violation or non-performance of any provision of this bylaw, and
  - ii) any personal injury, death or property damage related to the operation of a mobile store, mobile restaurant or mobile vending push cart.

It shall also be provided that coverage under the policy cannot be cancelled or any provisions changed or deleted unless thirty (30) day prior written notice is given to the City by the insurer.

- f) All Mobile Vending Vehicles must comply with all traffic regulations, shall be in good mechanical condition and meet all the food handling requirements of the provincial government. Mobile Vending Vehicles shall be in possession of valid permits issued by the provincial government authority having jurisdiction.

- g) Mobile Vending Vehicles shall not be located in City Parks without approval from the Director of Parks, Recreation & Heritage and there is a daily fee which is in addition to the Mobile Vending Licence fee.
- h) The operator of a Mobile Vending Vehicle must provide waste receptacles and shall be responsible for cleaning all litter generated within 20 metres of the mobile vending vehicle. Arrangements for collection of garbage shall be made through the City.
- i) The only goods to be sold from a Mobile Vending Vehicle are food and beverages.
- j) A minor amount of accessory equipment, limited to tables, chairs, racks, or signs shall be permitted within 5 metres of the Mobile Vending Vehicle or to the approval of the City.
- k) If a Mobile Vending Vehicle located on a City sidewalk or boulevard, 1.5 metres (5') of the sidewalk or boulevard shall be provided at all times for passing pedestrians.
- l) Unless a Mobile Vendor has leased space from the City, the Mobile Vendor shall remove any vehicle, trailer, push cart or materials associated with the mobile vending operation each day between 10:00 pm and 7:00 am.
- m) Mobile Vending sales are restricted to the hours of 7:00 am to 10:00 pm.
- n) No Mobile Vending shall be permitted within a two block radius of any school between the hours of 8:00 am and 5:00 pm, Monday to Friday during the regular school year.
- o) Mobile Vending Vehicles shall not be located within 50 metres of any like food service establishment without the express written non objection of the food service establishment.
- p) All Mobile Vendors may be required to provide a copy of the menu items to be served for review by the City.

TITLE: MORTGAGE CERTIFICATE APPROVAL				
EFFECTIVE DATE: Feb 8/88	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: May 10/76	PAGE 1 OF 1

The Manager or Clerk is authorized to issue letters confirming that the City does not intend taking action against the mortgagees over property where the improvements fail to conform to the existing municipal siting regulations, except where:

1. in the opinion of the Building Inspector, the siting infraction will create a hardship for adjoining owners; or
2. the Manager or Clerk consider the infraction to be a nature or magnitude which warrants consideration by Council.

TITLE: OFFICIAL COMMUNITY PLAN AMENDMENT - Public Consultation Process				
EFFECTIVE DATE: Nov 27/06	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

When the City of Port Alberni is proposing to develop a new Official Community Plan a significant and specific public process shall be approved by City Council.

The following pre public hearing consultation policy is required when the City of Port Alberni is processing Official Community Plan amendment applications.

Pre public hearing consultation Level 1

All applications to amend the Official Community Plan shall complete the following prior to a public hearing:

1. Notice of the proposed amendment is to be posted on the property pursuant to the City of Port Alberni notification procedures.
2. The application is to be referred to the Advisory Planning Commission.
3. The staff report, Advisory Planning Commission recommendations and input received from the public are to be submitted to Council before consideration of 2<sup>nd</sup> reading of an amending bylaw.

Pre public hearing consultation Level 2

Upon completion of Level 1 requirements, Council may consider any of the following requirements if Council deems the application requires greater consultation prior to a public hearing:

1. The City may complete a mail out requesting comments from the residents within 75 metres of the project and an advertisement requesting comments may be placed in two issues of the local newspaper and posted on the City Public Notice Posting place.
2. A public meeting on the proposal may be hosted by the applicant. Information on the public meeting shall be advertised in two issues of the local newspaper. A summary of all public input received will be submitted to Council prior to 2<sup>nd</sup> reading of an amending bylaw.

TITLE: PARADES				
EFFECTIVE DATE: Sept 30/08	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Aug. 69 & Nov. 77	PAGE 1 OF 1

#### PERMITS

The Mayor is authorized to grant permission for parades, cavalcades and use of sound cars at his/her discretion, with the conditions that:

1. no direct electioneering be permitted;
2. the parade not be permitted to stop while sound devices are in use.

#### DISTRIBUTION OF GOODS

Any goods intended for distribution to parade spectators shall be handed to the intended recipients by on foot participants in the parade rather than thrown from the participating floats.



TITLE: PARKING - Restriction Exemptions				
EFFECTIVE DATE: Oct 17/83	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. Upon written request, the Clerk is authorized to issue time related parking restriction exemption cards to representatives of local organizations hosting conventions, conferences, tournaments or meetings in Port Alberni for distribution to the visiting delegates.
2. The time parking related restriction exemption cards shall be dated for the date(s) of the convention, conference, tournament or meeting and shall be displayed in or on the windshield of the vehicle to be valid, and vehicles displaying such time related parking restriction cards shall be exempted from the time related parking restrictions only for the date(s) shown thereon.

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

**PREAMBLE**

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

**POLICY**

**1. Overall Amount**

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

**2. Process**

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

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

Application forms must be accompanied by:

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

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

### **3. Eligibility Criteria**

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

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

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

### **4. Duration of Exemption**

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

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

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

## **5. Extent and Conditions**

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

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

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

## **PLACES OF PUBLIC WORSHIP EXEMPTIONS**

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

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

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

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

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



Title: Personnel Standing Committee Duties

Department Responsible: Administration

Date Adopted by Council: August 14, 2017

New

Amended

Policy

Procedure

Pages:

The Personnel Standing Committee is established in accordance with Section 141 of the Community Charter to provide oversight of select personnel matters as set out below.

**Policy Objective:**

To set out the duties and responsibilities of the City's Personnel Committee.

**Committee Membership:**

The Personnel Standing Committee shall be made up of the Mayor and two other members of Council appointed by the Mayor. The Mayor will serve as Chair of the Committee.

**Duties and Responsibilities:**

The duties and responsibilities of the Personnel Standing Committee shall be:

- Act for the City at Step Four of the Grievance Procedure as set out in the Collective Agreement between the City and the Canadian Union of Public Employees (CUPE) Local 118.
- Act for the City at the Third Stage of Grievance Procedure as set out in the Collective Agreement between the City and the Port Alberni Professional Fire Fighters Association (PAPFFA) Local 1667.
- Provide support and input through the interview process to the CAO in hiring for Director-level exempt staff positions.
- Consider and provide recommendations to Council on personnel matters from time to time as directed by Council.

**Meetings:**

The Personnel Standing Committee will not have set meetings but rather will meet as required and will be required to follow the provisions of Council's Procedures Bylaw.

<b>TITLE: P1 – Personnel Policies – Table of Contents</b>				
<b>EFFECTIVE DATE:</b>	<b>DEPARTMENT:</b> Corporate Services	<b>AUTHORIZED BY:</b> Council	<b>REPLACES</b> New	<b>PAGE 1 OF 2</b>

Section 1	Overview	<ul style="list-style-type: none"> <li>• Table of contents</li> </ul>
Section 2	Recruitment/Hiring	<ul style="list-style-type: none"> <li>• Employment Fitness Evaluation</li> <li>• Employment of Relatives</li> <li>• Interview Expenses</li> <li>• Moving Costs</li> <li>• Probationary/Trial Periods</li> </ul>
Section 3	Termination	<ul style="list-style-type: none"> <li>• Reference Requests</li> </ul>
Section 4	Conduct	<ul style="list-style-type: none"> <li>• Alcohol in the Workplace</li> <li>• Attendance</li> <li>• Attendance Management</li> <li>• Vulnerable Persons Policy</li> <li>• Communication Systems</li> <li>• Drug Use</li> <li>• Progressive Discipline</li> <li>• Standards of Conduct</li> <li>• Vehicle Use</li> <li>• Workplace Harassment</li> </ul>
Section 5	Benefits	<ul style="list-style-type: none"> <li>• Apprenticeship Training</li> <li>• EFAP</li> <li>• Employee Computer Purchase Plan</li> <li>• Employee Fitness Program</li> <li>• General Leave of Absence without Pay</li> <li>• Job Improvement Courses</li> <li>• Leave of Absence with Pay</li> <li>• Leave to Vote in Elections</li> <li>• Memorial Plaques</li> <li>• Municipal Pension</li> <li>• Personal Vehicle Use</li> <li>• Recognition of Service</li> <li>• Sick Leave (Detoxification Program)</li> <li>• Workplace Accommodation</li> </ul>
Section 6	Payroll/Benefits Administration	<ul style="list-style-type: none"> <li>• Acting Pay – Schedule B employees</li> <li>• Benefits for Sick/Disabled Employees</li> <li>• Benefits – Exempt Staff</li> <li>• Conversion of Vacation to Sick Leave (Union Members)</li> <li>• Supervisory Management Executive Group Plan (MEG)</li> </ul>

		<ul style="list-style-type: none"> <li>• Salary Administration – Exempt Staff</li> <li>• Special Superannuation Agreement – Exempt Staff</li> <li>• Standby Compensation – Exempt Staff</li> <li>• Supervisory Benefits – Exempt Staff</li> <li>• Travel Expense Policy</li> <li>• Union Member Temporarily Filling a Management Position</li> </ul>
Section 7	Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Policy</li> <li>• Critical Incident Stress Management Program</li> <li>• Incident/Accident Reports – Worksafe BC</li> <li>• Joint Occupational Health and Safety Committees</li> <li>• Prevention of Workplace Violence</li> <li>• Personal Protective Equipment</li> <li>• Worker’s Compensation Act &amp; Regulations (copies)</li> <li>• Working Alone</li> </ul>

TITLE: P2 – EMPLOYMENT FITNESS EVALUATIONS				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: (Sept. 30/03)	PAGE 1 OF 5

## 1. POLICY

To assist in the selection and appointment processes of employees, the City of Port Alberni establishes the pre-employment evaluation protocol as set out in the procedures below as the standard Fitness Evaluation. This testing protocol will assist the City Of Port Alberni in determining the fitness levels of prospective appointees to City positions where significant physical exertion is a regular requirement of those positions.

The Fitness Evaluation test shall be completed for all jobs outlined below by:

- All new potential employees prior to hiring;
- Current employees transferring from indoor office positions or sedentary positions to outdoor Parks or City Works postings or Facility Maintenance or Fire Department postings;
- Part-time employees transferring to full time positions; and,
- Seasonal employees prior to the start of each employment season.

The Fitness Evaluation shall test the following parameters of fitness and function<sup>1</sup>:

- 1) Cardiovascular fitness, (predictive V05 maximum)
- 2) Muscular endurance
- 3) Flexibility
- 4) Low back strength/flexibility
- 5) Knee and ankle stability
- 6) Grip strength
- 7) Functional pulling / torquing
- 8) Functional lifting
- 9) Body Composition (optional)

## 2. PURPOSE

The demands placed on workers of the City of Port Alberni indicate that a certain level of fitness is a desirable trait in potential employees. Studies have shown that persons who do not possess adequate levels of muscular strength, muscular endurance, cardiovascular fitness, flexibility or agility/balance are at a greater risk for injury.

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Traditional fitness tests usually evaluate an individual's performance on standardized tests of fitness (treadmill, bike, weight lifting etc.). However, this approach often overlooks the need to evaluate the worker in more 'job specific' tasks such as lifting, twisting, pushing and pulling. With these evaluations incorporated into the testing protocol, a more accurate measure of function can be established which is often more useful to the employer and employee.



### 3. SCOPE

Fitness Testing as a requirement for the following jobs:

JE Score	Position	Minimum Overall Fitness Score	Minimum component test score*
25 and 20 and those considered heavy	Solid Waste Collector 1 (Residential) Solid Waste Collector 2 (Residential) Solid Waste Collector 1 (Commercial) Solid Waste Collector 2 (Commercial) Labourer 1 Maintenance Worker (Echo) Maintenance Worker (City Hall/Works) Chargehand (Trades) Equipment Operator 1 (Parks) Equipment Operator 2 (Parks) Labourer 2 (Works) Labourer 2 (Parks) Street Service 1 Traffic Service Street Service 2 Formsetter/Finisher Gardener Carpenter Mechanic (Works) Mechanic (Parks) Waste Water System Operator Water System Operator Maintenance Assistant (Echo) Fire Fighter Fire Fighter Mechanic	33 (73%)	3
15 and those considered medium	Maintenance Worker (Pool) Maintenance Worker (Multiplex) Senior Maintenance Worker (Multiplex) Meter/Cross Connection Assistant Chargehand (Streets) Chargehand (Construction) Chargehand (Parks) Chargehand (Sewer) Chargehand (Water) Exhibits Custodian/Records Clerk (RCMP) Records Management Co-ord. (Chargehand) - RCMP Custodial Guard (RCMP) Operations Clerk Storekeeper/OH&S Officer Sweeper Operator Tractor Operator (Flail) Loader Operator Backhoe Operator Grader Operator Excavator Operator Engineering Technician 1 Engineering Technician 2	23 (51%)	2

	Utilities Technician Maintenance Assistant (Pool) Engineering Assistant Maintenance Assistant (Works Yard) Concession Coordinator (Multiplex) Senior Maintenance Worker (Echo) Lifeguard/Instructor Truck Driver 1 Truck Driver 2 Truck Driver 3 Education Curator		
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Those individuals not receiving the minimum score on each component but meeting the overall fitness score would be reviewed on a case-by-case basis by the Director of Corporate Services and the City Manager.

#### 4. RESPONSIBILITY

The Department Manager and/or Director of Corporate Services are responsible for ensuring that fitness tests are completed for the jobs outlined in the policy.

#### 5. DEFINITIONS

##### Functional Fitness

A portion of the testing protocol evaluates "Functional Fitness". This can be defined as an individual's ability to perform tasks specific to their job. It also refers to the workers' ability to prevent injury by having specific muscles properly conditioned (flexible, strong, good endurance).

The three "functional fitness" components to be tested are:

- upright pulling test
- supported horizontal row
- timed resistive twisting evaluation

All three simulate tasks often encountered in the work place but which are seldom evaluated in most testing protocols. Although very demanding, these components of the pre-employment evaluation give the worker and employer a good idea of their strengths and weaknesses in crucial muscle groups (shoulders, arms, low back and chest).

##### The Canadian Standardized Test of Fitness

The Canadian Standardized Test of Fitness (CSTF) is a group of tests that have been utilized throughout Canada to evaluate the fitness level of individuals. It is a popular protocol and is used in many fitness centres for clients and school physical education programs. This test battery has been carried out on thousands of individuals across Canada. This amount of test subjects assisted in establishing age and gender specific normative values for each component of the test. It is this normative value information that is utilized in some components of the testing protocol. Some of the CSTF testing methods are integrated into the tests due to their reliability across varying populations. The entire test is not solely based on this protocol because functional fitness is overlooked in the test battery.

### **Cardiovascular Fitness**

Utilizing a combination of the Bruce Protocol and stair climber protocol<sup>2</sup>, the test evaluates candidates utilizing state of the art equipment that establishes precise target heart rates and work rates. This is not a maximal test. The client is taken through a series of progressively more challenging phases of exercise to establish a predictive VO<sub>2</sub> max (the ability of the body to utilize oxygen). The climber protocol has been selected due to its applicability to workers who must climb hills or numerous stairs at their work place.

The scores in this evaluation are standardized to age and gender.

### **Muscular Endurance**

Muscular endurance is defined as the ability of a muscle to contract submaximally for a number of repetitions. The test is usually designed to utilize a percentage of the test subject's body weight. In this way, non-lean body mass is a liability in this evaluation and lean (muscle) mass is an attribute. Due to the importance of muscular endurance in most jobs, the Fitness Evaluation utilizes a variety of tests to evaluate this component of fitness.

In an effort to make testing protocol more applicable to industry, the Fitness Evaluation includes two protocols that are not usually tested. There are established normative values which allow the tested worker to be compared to other workers applying for similar jobs. Since most jobs will have the same physical demands regardless of age or gender, these variables are not incorporated into some of the normal testing formats.

### **Flexibility**

Research has shown a direct correlation between low back and hamstring flexibility and rate of low back injury. The Fitness Evaluation utilizes the CSTF Sit and Reach evaluation.

### **Low Back Strength**

The importance of erector (low back muscle groups) strength in all types of worker situations is well documented. For this reason, the Fitness Evaluation is designed to evaluate this functional fitness component. Lifting tasks, twisting task, spinal extension, straight leg hold and side leg lift all assist in evaluating low back strength and flexibility. The specific test includes the following:

- Handle positioned at floor level
- Client holds (stooped with rotation)
- Client pulls approx. one third body weight to shoulder level

\* NOTE: Would not be done with low back problems.

### **Knee and Ankle Stability**

Ankle and knee strength and stability is of particular importance to employers with workers who must navigate over rough terrain or over obstacles. The testing procedure provides observations of the person's ability to support his or her full weight on each leg, as well as his or her balance with both visual and non-visual cueing, ankle strength and stability.

\* NOTE: Persons having experienced ankle injuries may encounter problems here.

### **Grip Strength**

Repeated testing and measurement has established norms and mean scores for strength testing based on use of a hand grip dynamometer. From research done, it has been established that grip strength is frequently correlated with whole body strength. Good grip strength may also help avoid commonly seen injuries such as epicondylitis (tennis elbow).

\* NOTE: Wrist/elbow problems would score poorly.

### **Functional Pulling, Lifting and Torquing**

<sup>2</sup>Department of Sports Medicine, StairMaster Medical Inc

The Fitness Evaluation will evaluate a person's ability to utilize proper lifting technique and posture during the lifting, pulling and twisting evaluations. The weights utilized in these test components have been established after repeated testing so that workers are compared in similar industries.

\* NOTE: Low back, neck or shoulder pathologies would have problems.

### **Body Composition**

There is mounting evidence that excess body fat is directly correlated with an increased health risk for heart disease and other degenerative disease. Utilizing a universally accepted, standardized method of body composition analysis, the Fitness Evaluation accurately measures body composition utilizing the caliper method.

This test is optional and may be done at the request of the person being tested. People will be encouraged to take this portion of the test as it does provide them with good information regarding their current level of fitness. While scores will be recorded, they will not be utilized in determining the overall test score.

## **6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURES**

None.

## **7. PROCEDURE**

The Department Manager or Director of Corporate Services requests employee to contact the evaluator. The Department Manager or Director of Corporate Services faxes the provider the name of the employee that will be contacting them to arrange for a test.

Results from the test are delivered by the evaluator to the Director of Corporate Services. The results are shared with the Department Manager and the employee. Results of the fitness evaluation are placed in the employee's personnel file.

## **8. ATTACHMENTS**

None.

TITLE: P2 – EMPLOYMENT OF RELATIVES				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 1

## 1. POLICY

The City will hire the most suitable candidate for any vacant position, including relatives of employees. Selection will be based exclusively on skills, qualifications, and ability.

Notwithstanding the above:

(a) Relatives of current employees may be employed only where they will not be working directly for or supervising a relative.

(b) Employees shall not be transferred into a direct reporting relationship with a relative. Exceptions to this Policy will be made for situations which were in effect at the time of initial issuance of this policy. There may be the occasional emergency situation, e.g. fire scene, when the employee's normal supervisor may not be present or 'in charge' and another supervisor (who may be a relative) may be supervising.

(c) An employee who is related to a candidate for employment shall not be involved in any aspect of the selection process so as to avoid any conflict of interests or allegations of preferential treatment.

## 2. PURPOSE

The purpose of this Policy and Procedure is to minimize the potential for partiality or claims of partiality in treatment at work and to minimize the potential for personal conflicts from outside of the work environment being carried into day-to-day working relationships.

## 3. SCOPE

This policy applies to all employees.

## 4. RESPONSIBILITY

It is the responsibility of employees and/or candidates for employment with the City of Port Alberni to declare whether other employees are their relatives.

## 5. DEFINITIONS

**“Relative”** means any person who is a spouse, common-law spouse, child, grandchild, sibling, parent or grandparent of the employee or is related by marriage and includes in-laws, and individuals who were previously married and are presently divorced

## 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

## 7. PROCEDURE

Employees are requested to notify their managers of their relationship to other employees or to candidates for employment.

## 8. ATTACHMENTS

None.

TITLE: P2 – INTERVIEW EXPENSES				
EFFECTIVE DATE: New	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 1

**1. POLICY**

Interview Expenses for prospective employees from outside the Alberni Valley may be paid with the prior approval of the Director of Corporate Services. All efforts will be made to interview local candidates before bringing in interviewees from outside the local region.

The level of reimbursement shall be determined by Human Resources, in consultation with the hiring Department Manager.

**2. PURPOSE**

The City may cover travel expenses for interviewees in order to ensure that the best potential candidates for the position are interviewed. Travel costs should not be a barrier to hiring the best possible person for the position.

**3. SCOPE**

Interviewees from outside of the Alberni Valley, where the Director of Corporate Services has provided prior approval.

**4. RESPONSIBILITY**

Manger of Human Resources, in consultation with the Department Manager and/or City Manager, will determine whether interview expenses will be reimbursed. When interview expenses will be reimbursed, the Director of Corporate Services will inform candidates when their interview is being set up.

**5. DEFINITIONS**

*“Interview Expenses”* can include:

- a return trip via the most economical, yet most timely, mode of transportation (gas, ferry far, or airfare);
- accommodation; and
- reasonable meal costs.

**6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

None.

**7. PROCEDURE**

The Manger of Human Resources, in consultation with the Department Manager, will determine if interview expenses will be reimbursed.

If approved, the Director of Corporate Services will inform the candidate prior to the interview what expenses will be reimbursed.

All expenses must be receipted and submitted to the Director of Corporate Services for processing.

The source of funds for reimbursement of interview expenses shall be from the Human Resources budget.

**8. ATTACHMENTS - None.**

TITLE: P2 – MOVING EXPENSES				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 1

**1. POLICY**

The payment of moving expenses for employees outside the Alberni Valley will be considered for Management personnel and for employees with special qualifications not available on a local basis, with the prior approval of the City Manager.

Should an employee leave the service of the City of Port Alberni of their own volition within a period of two (2) years from the date of hire, they will return a pro-rated portion of the expenses incurred by the City of Port Alberni in the relocation.

**2. PURPOSE**

The City may cover moving expenses for new employees in order to ensure that the best candidate is hired and that moving expenses do not create a barrier to the employee accepting employment with the City of Port Alberni.

**3. SCOPE**

New employees from outside the Alberni Valley, meeting the criteria and with approval of the City Manager.

**4. RESPONSIBILITY**

The Director of Corporate Services is responsible for ensuring that a new employee eligible for moving expenses is informed of the City's Policy and initiating negotiation during the hiring process.

The Purchasing Clerk is responsible for working with the new employee to determine the appropriate moving company. Prior to moving, all costs must be determined by the Purchasing Clerk.

**5. DEFINITIONS**

***“Eligible Moving Costs”*** – are the costs incurred in the moving of household and personal goods to the Alberni Valley from the place of permanent residence. This cost includes storage in transit.

**6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

None.

**7. PROCEDURE**

The Director of Corporate Services informs the eligible employee of the policy and process for claiming moving expenses. Purchase requisitions for moving services must be authorized by the Director of Corporate Services.

The employee contacts the Purchasing Clerk to determine allowable services from moving companies. The details of the move and all approved relocation expense receipts that are to be paid by the City must be forwarded to the Purchasing Clerk.

Receipts for any other allowable expenses, detailed in the employee's letter of appointment, must be submitted to the Director of Corporate Services.

**8. ATTACHMENTS - None.**

TITLE: P2 – PROBATIONARY/TRIAL/ACTING PERIOD				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Sept. 30/08	PAGE 1 OF 18

## 1. POLICY

### ***Probationary Period***

All new employees will be required to serve a probationary period of:

• Regular Full Time – CUPE	60 days worked
• Regular Part Time – CUPE	480 hours or two years, whichever comes first
• Part Time/Auxiliary – CUPE	480 hours or two years, whichever comes first
• Firefighter	6 months
• Firefighter Mechanic	9 months
• Management Employees	6 months

Significant absences during the Probationary Period may result in the extension of the period by the length of the absence.

During the Probationary Period, an employee is classified as Probationary. Either the employee or City of Port Alberni may end the employment relationship at any time during the Probationary Period. The City of Port Alberni is not obligated to provide any notice or pay in lieu of notice if the employee's employment is terminated during the Probationary Period. A decision to terminate employment during this period will not be made arbitrarily and will be made for job performance or work-related conduct reasons. Union representation will be included in any Probationary Period termination meetings involving union probationary employees.

Probationary employees are not eligible to bid on posted positions during the probationary period. When there are no eligible bidders for a posting, probationary employees may be assigned to the position

### ***Trial Period – CUPE Employees***

Employees moving into a new classification shall be given a trial period of 60 worked days in which to prove satisfactory in their performance. If the employee's performance is unsatisfactory during the trial period employees shall be returned to their former position, wage or salary rate, without the loss of seniority. If the employee finds the position unsatisfactory, they may return to their original job within 10 days worked in the new position or 15 calendar days, whichever is less.

### ***Acting Period – Firefighters***

Fire Department employees moving into a new classification shall be given an acting period in which to prove satisfactory in their performance. Acting period lengths are set out in section 10.3 (C) of the Current Working Agreement. If the employee's performance is unsatisfactory during the acting period the employee shall be returned to their former position, wage or salary rate, without the loss of seniority, as set out in section 10.3 (C).

### ***Probationary/Trial/Acting Period Performance Reports***

Two formal probationary/trial/acting period review reports will be completed by supervisory/management personnel on all employees prior to the end an employee's probationary/trial/acting period. The process includes frank, constructive dialogue between a supervisor and an employee. Completion of the performance form documents the on-going



dialogue and is an opportunity to discuss the standards expected, as well as achievements, during the evaluation period. There are two parties to the process and a constructive two-way approach is encouraged.

The final report must be completed immediately prior to the expiration of the probationary/trial/acting period and prior to final appointment to determine the employee's suitability.

## **2. PURPOSE**

The purpose of the Probationary Period is to establish a time period during which new employees can evaluate their new job responsibilities, while, at the same time, providing the City of Port Alberni with the opportunity to assess their suitability as a potential member of the City staff.

The purpose of the Trial/Acting Period is to enable the City of Port Alberni to assess the employee's performance in the new job classification.

Probationary/Trial/Acting Period evaluation meetings are designed to support the employee in achieving success in their new role by providing on-going feedback and coaching in both informal and formal meetings.

## **3. SCOPE**

This policy applies to all employees as outlined above. Probationary Periods for unionized employees are governed by the terms of the applicable Collective Agreement. Trial Periods are governed by CUPE Local 118 Collective Agreement. Acting Periods are governed by Port Alberni Fire Fighters Association Local 1667 Collective Agreement.

## **4. RESPONSIBILITY**

Supervisors/Managers are responsible for:

- Ensuring each new employee receives proper orientation to the City of Port Alberni's working environment and philosophies;
- Ensuring new employees receive adequate coaching and training to enable them to succeed in our work place(s)
- Monitoring the progress of new employees during the Probationary Period, utilizing the standards for monitoring and evaluation;
- Recommending whether or not the employee's employment continues beyond the end of the Probationary Period.
- Monitoring the progress of employees during the Trial/Acting Period, utilizing the standards for monitoring and evaluation;
- If satisfactory performance, declaring the employee permanent at the end of the Trial/Acting Period.

The Director of Corporate Services is responsible for:

- Following up with Managers/Supervisors to ensure that the required Probationary/Trial/Acting period process is completed;
- Training Managers/Supervisors in the effective use of the Probationary/Trial/Acting Period Standards for monitoring and evaluation.

## **5. DEFINITIONS**

None.

## **6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

Collective Agreement – CUPE Local 118 – Probation for Newly Hired Employees (14.03), Trial Period (15.09)

Collective Agreement – PAFFA Local 1667 – Probation (6.0), Promotions, Staff Changes (10.3 C)

## **7. PROCEDURE**

During the probationary/trial/acting period, the employee's performance will be carefully reviewed by the supervisor and/or Department Manager. This is also the employee's opportunity to evaluate the job and work environment.

Good communication is essential at all times, but particularly during the probationary/trial/acting period. Employees should communicate with their supervisor about any difficulties they are experiencing and they should expect that their supervisor will bring to their attention any difficulties they observe.

The City of Port Alberni has established standards for monitoring and evaluation. Appendix A outlines the timing and content for both informal and formal reviews that will take place during the Probationary/Trial/Acting Period. The immediate supervisor and/or Department Manager will meet with employees as outlined.

A Probationary/Trial/Acting Period Review form (Appendix B, C and D) will be completed and provide the basis for discussion during the formal review meetings. This evaluation will be signed by the supervisor, employee, Department Manager and Director of Corporate Services. Where there are shortcomings or concerns, the supervisor and employee will agree on a plan of action to improve performance. The supervisor will monitor performance and work with the employee to address the concerns.

Firefighters will be required to complete a comprehensive examination as part of the final probationary review. This examination will consist of written, verbal and practical components. The probationary examination will test for knowledge and skills that the probationary firefighter received training in during the probationary period. Results from the probationary examination will be used in conjunction with the probationary review to determine successful completion of the probationary period.

The final probationary/trial/acting period review must take place and the results of the review forwarded to the Director of Corporate Services prior to the end of the period.

Following the formal and informal performance reviews, if the employee does not meet the Probationary Period standards, the probationary employee, their supervisor, a Union representative and Department Manager or Director of Corporate Services will meet and the employment relationship will be terminated. For management employees, the meeting will be held with the employee, Department Manager and City Manager.

If during the Trial/Acting Period, the employee's performance is unsatisfactory they will return to their former position in accordance to CUPE Local 118 Collective Agreement (15.09) or Port Alberni Fire Fighters Association Local 1667 Collective Agreement (10.3).

When the probationary period is successfully completed, the employee will receive a letter congratulating them on successfully completing the probationary period and outlining any changes in wages/salary, benefits, etc.

## **8. ATTACHMENTS**

Appendix A – Standards for Monitoring and Evaluation

Appendix B – Probationary/Trial/Acting Period Review Form

Appendix C – Probationary/Trial/Acting Period Review Performance Definitions

Appendix D – Management Positions – Performance Review

## Probationary/Trial/Acting Period Standards for Monitoring and Evaluation

## Part-time employee – 480 hours/2years (new hires)

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
1 month / 60 hours	Informal evaluation	Review of work practices, feedback on performance
3 months / 120 hours	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. *</i></b>
6 months / 180 hours	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
1 year / 240 hours	Formal evaluation	Review of past formal evaluation; written acknowledgement of progress to date and updating plan for improved performance. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. *</i></b>
18 months / 360 hours	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
2 years / 480 hours	Completion of Probationary period	<b><i>Final determination of acceptable standard of performance and appropriate match by employee and employer.</i></b> Letter of successful completion

***\* The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.***

## Full-time employee – 60 working days

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
2 weeks / 10 days**	Informal evaluation	Review of work practices, feedback on performance
4 weeks / 20 days	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. *</i></b>
8 weeks / 40 days	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
12 weeks / 60 days	Completion of Probationary / Trial period	<b><i>Final determination of acceptable standard of performance and appropriate match by employee and employer.</i></b> Letter of successful completion

\* *The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*

\*\* For employees on trial period, informal evaluation should be conducted prior to the 10<sup>th</sup> day of work or 15 calendar days whichever is less (timeframe in which employee can elect to return to former position)

### Firefighter – 6 months

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
1 month	Informal evaluation	Review of work practices, feedback on performance
3 months	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance.</i></b> *
4 months	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
6 months	Completion of Probationary / Acting period	Successful completion of examination. <b><i>Final determination of acceptable standard of performance and appropriate match by employee and employer.</i></b> Letter of successful completion

\* *The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*

### Firefighter Mechanic – 9 months

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
1 month	Informal evaluation	Review of work practices, feedback on performance
4 months	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance.</i></b> *
6 months	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
9 months	Completion of Probationary / Acting period	Successful completion of examination. <b><i>Final determination of acceptable standard of performance and appropriate match by employee and employer.</i></b> Letter of successful completion

*The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*

### **Acting Captain – 16 complete shifts**

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
4 shifts	Informal evaluation	Review of work practices, feedback on performance
8 shifts	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. *</i></b>
12 shifts	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
16 months	Completion of Probationary / Acting period	Successful completion of examination. <b><i>Final determination of acceptable standard of performance and appropriate match by employee and employer.</i></b> Letter of successful completion

*The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*

### **Captain – 60 calendar days**

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
4 shifts	Informal evaluation	Review of work practices, feedback on performance
30 days	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. *</i></b>
45 days	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
60 days	Completion of Probationary / Acting period	Successful completion of examination. <b><i>Final determination of acceptable standard of performance and appropriate match by employee and employer.</i></b> Letter of successful completion

*The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*

### Chief Fire Prevention Officer – 120 calendar days

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
30 days	Informal evaluation	Review of work practices, feedback on performance
60 days	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. <b><i>If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. *</i></b>
90 days	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
120 days	Completion of Probationary / Acting period	Successful completion of examination. <b><i>Final determination of acceptable standard of performance and appropriate match by employee and employer.</i></b> Letter of successful completion

*The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*



City of Port Alberni – Human Resources  
**Probationary/Trial/Acting Period Review**

**Employee Information:**

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Rating Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Probationary – Interim \_\_\_\_\_ Probationary - Final \_\_\_\_\_

**Performance Rating/Comments:**

Giving careful consideration to the employee’s performance during the entire evaluation period, assign the employee a rating based on the rating factor elements listed below using the attached rating definitions. After completing the individual rating factor elements, assign a weighted overall rating based on the importance of the individual elements to the employee’s particular job. In the comments section, note specific performance deficiencies and/or the means by which the employee can improve (include needed training). All ratings of Below Satisfactory are to be clarified under Comments in terms of required performance levels or standards, required changes and timeline for improved performance.

1. KNOWLEDGE, ABILITY	RESULTS		
a. <b>JOB KNOWLEDGE</b> – knowledge and understanding of duties, work methods, procedures. Proper use of tools/equipment.			
b. <b>LEARNING ABILITY</b> – can learn new techniques, procedures			
c. <b>ADAPTABILITY</b> – can cope with problems, emergencies, adjust to changes.			
d. <b>COMMUNICATION ABILITY</b> – transmit and understand, oral and written			
e. <b>INTERPERSONAL ABILITY</b> – relating on a personal basis to public, co-workers			
f. <b>SUPERVISORY ABILITY</b> – directing and guiding employees (if applicable)			
2. EFFECTIVENESS	RESULTS		
g. <b>WORK QUALITY</b> – accuracy, thoroughness, neatness.			
h. <b>WORK QUANTITY</b> – volume of work done, on schedule.			
i. <b>WORK APPROACH</b> – Planning, judgment, decision making, compliance, initiative.			
j. <b>ATTITUDE</b> – cooperative, reliable, conscientious, promotes morale.			
k. <b>ATTENDANCE</b> – dependable, on time, sick leave usage, WCB usage			
l. <b>SAFETY</b> – safe work practices			
<b>Weighted Overall Performance Rating</b>	<b>Below Standards</b>	<b>Meets Standards</b>	<b>Meets Standards</b>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendations:**

I certify that this employee  is  is not meeting probationary/trial/acting period standards

I certify that this employee  has  has not successfully completed the prob/trial/acting period

**Signatures:**

		Signature	Date
Supervisor/ Deputy Chief	This evaluation represents my considered judgment of the employee's performance during the rating period, and I have discussed this report with the employee.	_____	_____
Dept. Head	Reviewed and concurred with evaluation.	_____	_____
Employee:	I have reviewed my performance rating for the period cited. I ____ do ____ do not wish to discuss this rating further. Employee may attach comments.	_____	_____
HR Mgr:	Reviewed and processed.	_____	_____

**Employee Performance Report – Probationary/Trial/Acting Period Review**

This performance evaluation report is to be completed by the employee's supervisor and then discussed with the employee. Each must sign as indicated above. If the employee is in disagreement with the evaluation, they may attach comments regarding such disagreement and discuss with the department manager. Return all copies to the Human Resources Manager.



**Probationary/Trial/Acting Period Review Performance Definitions**

**Appendix C**

<b>Factor</b>	<b>Element</b>	<b>Below Standards</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
<b>a. Job Knowledge</b>	Knowledge	Possesses marginal or inadequate job, program and/or organization knowledge, including policies and operating procedures; does not ask questions or seek information to learn about unfamiliar job aspects.	Possesses and exercises the requisite job knowledge; understands and uses new information as it becomes available; willing to spend time and effort to maintain current and thorough knowledge.	Has developed and uses outstanding job knowledge; keeps abreast of changes and new developments in the job; uses organization and own resources to improve job knowledge; shares knowledge with others.
	Equipment/materials usage	Fails to use proper procedures, care, skill or accuracy in use of equipment and materials; does not apply sound safety practices or precautions; manner of use has resulted in loss, damage, or excessive wear.	Exercises care and caution toward equipment and material use; uses only required and proper amount of materials to get the job done adequately; performs daily maintenance of equipment to prolong its use; practices preventative maintenance	Promotes or provides efficient use of equipment/materials resulting in cost savings or increased productivity; carefully maintains and repairs equipment to prolong its use.
<b>b. Learning Ability</b>	Job Progress	Has not met standards of job in one or more areas given the time in service or amount of training; is not learning job responsibilities at expected rate or level; has not made adequate effort to improve competency; resists constructive criticism.	Demonstrates an appropriate and expected level of job knowledge, skill and adaptation to the job requirements given the time in service and training; has shown self-motivation to keep abreast of changes in the work and to improve competency in areas needing some development; has clear goals in mind.	Performs consistently higher and progresses faster than required standards related to the position; demonstrates well above average adaptation in the job, procedures and other conditions of employment; remains self motivated and motivates others to improve their job skills and knowledge; seeks new challenges and goals.
<b>c. Adaptability</b>	New/Unusual Situations	Is indifferent to or avoids changes, new ideas and approaches, or suggesting improvements; has difficulty adjusting to new or unusual work conditions; resists the introduction of new or unusual situations.	Presents a positive attitude towards, and diligently works at learning new work situations; is free from narrow or restrictive views/approaches to unusual work, priorities or operating procedures.	Behaviour is supportive of, and encourages new work methods, changes in procedures that improve work, new approaches or responsibilities; is always available to participate or help in unusual situations.
	Responsive-ness	Avoids work under adverse or pressure conditions; unreliable in response to work conditions or organizational needs; avoids or uncooperative about overtime requirements; unwilling to make personal sacrifices in time of work need.	In situation requiring long working hours or work under adverse conditions, is reliable and responsive to work needs and related demands of the organization to accomplish goals; is willing to sacrifice own time and personal convenience when demands of work require response; is prompt in responding and follows	Is always ready to serve needs of the organization; volunteers when overtime or work under adverse conditions exists; makes suggestions to improve responses or reduce the need/impact; performs work efficiently and effectively under short notice, demanding or adverse conditions.

			direction in a positive manner despite circumstances.	
<b>d. Communication</b>	Verbal/Oral	Has difficulty in explaining and understanding instructions and information; shows antagonism or other negative traits in conversations; is offensive to others; has weak writing, grammar and articulation skills related to the job.	Expresses concerns, ideas and other information clearly and concisely; speaks without unusual disruption of thought or offensive manner; provides accurate information using vocabulary and grammar appropriate to each situation; creates sense of confidence and friendliness in conversation; has good command of written/oral communication skills.	Extremely articulate and clear in conversation; possesses advanced writing skills; able to communicate effectively with a wide range of persons; keeps others informed of important information; considers behavioural effect of proper communications.
<b>e. Interpersonal Ability</b>	Co-workers	Fails to exercise principles of teamwork; lacks cooperation or courtesy; makes others uncomfortable when present; practices territorialism or work unit prejudices; does not attempt to resolve conflict.	Exercises adequate interpersonal skills and understands human behaviour such that working relationships are smooth and conflicts are resolved by mature and responsible means; makes visible efforts to get along with coworkers and supervisors.	Possesses sound understanding of interpersonal relations and is effective in its applications with individuals or groups; resolves conflict congenially; takes a positive and mature approach in dealing with co-workers and supervisors.
	Public Contact	Deliberately avoids public contact; expresses little interest in or regards to concerns of public; discourteous, unfriendly or intolerant of public; tends to have an abrasive manner.	Demonstrates positive customer service behaviour; shows interest in and concern for questions or concerns; is helpful and friendly toward the public; demonstrates tolerance, respect and control; follows through to address problems or concerns	Consistently demonstrates good judgment and strong rapport when dealing with the public; listens to concerns and resolves problems or refers to proper source; handles adverse or pressure situations in an ideal manner; always follows up on public inquiries.
<b>g. Work Quality</b>	Completion/Thoroughness	Often does not carry out work activities in the required or appropriate detail; tends to leave work in marginal condition; will often do only what instructed to do.	Consistently performs work with desired level and amount of detail; utilizes the most effective procedures or process to insure thoroughness; provides, clean, neat and well organized work product; does not leave loose ends.	Performs work in exemplary detail without sacrificing efficiency or economy; work product is always complete beyond standard expectations in every detail.
	Skill/Accuracy	Does not demonstrate a proper level of work skill proficiency; requires repetitive instructions; produces errors in work that result in inefficiency.	Performs work requisite skills; does work accurately without repetitious performance instructions; has full range of skills required for competent performance; absence of continuous or serious errors in work.	Work is always accurate and orderly; performs work with superior skill and execution of duties; rarely has to repeat the same tasks due to error; has developed an advanced proficiency in the full range of work skills.
<b>h. Work Quantity</b>	Amount	Does not produce sufficient volume of work for allotted time or effort;	Productive worker in terms of providing a proper amount of work;	Produces an exceptional level of work output; utilizes innovative or cost effective

		overlooks customary time saving techniques; work volume is often inconsistent.	uses proper work techniques that produce an expected volume of work.	techniques that enables consistently high levels of work output or efficiency.
	Promptness	Starts/completes assignments irregularly; erratic or unreliable about doing work within allotted time.	Starts/completes assignments on time; conducts work within prescribed time; usually will complete all aspects of assigned work prior to due dates.	Has demonstrated willingness to use own time to complete work on time to meet schedules; frequently starts/completes work ahead of schedules; uses time effectively to complete difficult tasks.
<b>i. Work Approach</b>	Judgment/ Decision making	Has difficulty separating important and unimportant work tasks; avoids decisions; does not apply logic to work situations; avoids taking responsibility for results of work.	Has sense of priority; uses common sense; makes logical decisions; able to distinguish importance or impact of decisions; takes responsibility for decisions and actions on the job.	Possesses a keen sense of work priorities and approaches work tasks in a logical, practical and pragmatic manner at all times; willing and eager to make decisions, and accepts responsibility for consequences.
	Initiative	Does not pursue job related improvement in skills or knowledge; fails to initiate routine work; has to be told or reminded what work has not been done; does not use work hours efficiently; does not volunteer to assist others or pursue opportunities for self development.	Self-motivated; contributes ideas or work improvement methods; demonstrated desire for job related self-improvement; does work without being told; uses work hours effectively and efficiently; assists others where and when needed.	Genuinely interested in and actively pursues new methods, tools, information or knowledge; self-initiates obvious routine or needed work; observes others in need and readily assists.
	Compliance	Breaks or deviates from prescribed rules, procedures or work instructions; is not responsive to instructions or other conditions regulating work or employment; fails to take responsibility for adherence to work conditions.	Responds to work assignments and directions of supervisors; adheres to work rules, methods, procedures and other organizational requirements; takes responsibility for and corrects minor infractions.	Complies with organization work conditions and encourages compliance by others; makes constructive suggestions on rules, methods and procedures that would enhance productivity or operations.
<b>j. Attitude</b>	Behaviour	Displays behaviour that is not conducive to good working relations, morale, productivity, cooperation, or other generally accepted organizational standards.	Understands and works according to the need for teamwork and cooperation; has a positive orientation toward job and a positive approach toward requirements of the job; uses appropriate behaviour in varying situations.	Exemplary in behaviour towards others; cooperative and teamwork oriented at all times; makes extra effort to serve others and maintain an organizational perspective; possesses command in dealing with a wide range of situations requiring strong behavioural skills.
	Habits/ Appearance	Possesses specific habits that are incompatible with the job or related requirements; grooming or attire is substandard for job; possesses personal manners not conducive to image of organization.	Free from poor work or personal habits that could otherwise tend to interfere or adversely influence performance; maintains proper and acceptable attire and grooming appropriate to the job.	Exemplary work habits that aid high performance; personal appearance is at all times appropriate to position; consistently portrays positive image of the organization.
<b>k. Attendance</b>	Punctuality/	Frequently late to work or has had	Reports on time to work and	Always punctual and commences work

	Attendance	an excessive number of missed work hours; abuses leave or time off privileges.	assignments; is free from excessive absences. Follows absence approval and reporting procedures and keeps supervisors informed of duration and expected date of return from sick leave and WCB.	activities on time; has exemplary attendance.
<b>I. Safety</b>		Does not demonstrate proper knowledge or practice of safety related to job; has caused avoidable accidents to self or others; does not participate conscientiously in safety concerns or activities; takes unnecessary risks.	Follows established safety rules and safe work practices; considers safety implications of work procedures, methods and the use/operation of applicable equipment and materials; advises supervisor of hazards.	Eliminates hazards when observed or found and/or makes safety suggestions; encourages others to use safe work practices and procedures.

**City of Port Alberni  
MANAGEMENT PROBATIONARY PERFORMANCE REVIEW**

A. OBJECTIVES

1. What objectives did you set for yourself in the first year of your employment?
2. Which objectives have you achieved/not achieved during that period? (If you did not formally set objectives, still indicate what you consider to be your significant accomplishments over the last year.)
3. What challenges did you encounter in meeting your objectives?
4. What help could your supervisor have given you in meeting your objectives?
5. If you did not set specific objectives for yourself for the last year, please list the objectives you have for the next year.

B. PERFORMANCE SKILLS ANALYSIS

How would you assess your skills in the following areas?

1. Demonstration of personal commitment to the job.
2. Contribution to the team.
3. Effective communication.
4. Leadership.
5. Creating effective relationships and building commitment in others.
6. Understanding the City's "business".
7. Job knowledge.

8. Focus on planning, organizing and setting work priorities.

9. Sound judgment.

10. Innovation and welcoming change.

11. Team building.

12. Helping to build a constructive work environment.

13. Developing individuals in the team.

14. Coaching effectively.

B. DEVELOPMENT PLAN

1.	What do you consider to be your key strengths and talents? (Use examples)
2.	What are your key priorities for your own personal and professional development?
3.	How do you think these priorities can be addressed/achieved?
4.	What are your career interests with the City in terms of what you'd like to learn, what experience/s you'd like to have and what your career objectives are?
5.	What should you expect your supervisor to do to help you to achieve these interests?



C. OVERALL PERFORMANCE

How would you personally describe your overall performance over the past year?

D. SUPERVISOR'S COMMENTS:

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_

TITLE: P3 – REFERENCE REQUESTS				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 3

## 1. POLICY

Only employees authorized through a specific assigned job responsibility are permitted to respond to third party reference requests. In the event of a reference request, either oral or written, is received by an unauthorized employee, the request shall be forwarded to the Director of Corporate Services for action and/or response.

If the request for information is related to a credit or loan application, the employee must authorize release of this information in writing. Alternatively, the Director of Corporate Services, or designated alternate, may provide a letter of confirmation to the employee, on City letterhead, which can then be used by the employee.

If the request for information relates to an ex-employee of the City of Port Alberni with respect to job performance or other employment-related matters, only authorized employees may respond to such requests. Responses will be limited to factual information, authorized in writing by the employee for disclosure that can be documented through review of the ex-employee's personnel file.

If an employee is requesting a letter of reference for employment or education purposes, the request should be submitted to the Director of Corporate Services. The letter will be written on City letterhead to the specific organization or institution. The reference will be based on factual information that can be documented through review of the employee's personnel file.

## 2. PURPOSE

To protect an employee's privacy and to ensure a consistent treatment of reference requests.

## 3. SCOPE

This policy and procedure applies to all employees.

## 4. RESPONSIBILITY

Any unauthorized person who receives a reference request, either oral or written is responsible for forwarding the request to the Director of Corporate Services or other authorized person.

The Director of Corporate Services or other authorized person is responsible for ensuring that all employees understand the City's approach to reference requests and to respond to such requests in accordance with this policy.

## 5. DEFINITIONS

**"Personal information"** is any information about an identifiable individual and includes race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, and any numerical identification, such as Social Insurance Number. Personal information also includes information that may be related to work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline. Personal information does not include job title, business contact information or job description.

**"Authorized employees"**, for the purpose of this policy are the Director of Corporate Services, City Clerk, City Manager and Department Head.

## **6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

*Personal Information Protection and Electronic Documents Act – Canada*

*Personal Information Protection Act – British Columbia*

## **7. PROCEDURE**

Employees who receive reference requests shall immediately forward such requests, either oral or written, to the Director of Corporate Services or other authorized person.

A copy of any written response to a reference request shall be provided to the employee or former employee.

No payroll information or personal information shall be provided without the written authorization of the employee or ex-employee. Attachment A, or a reasonable facsimile of Attachment A, is used for this purpose.

Reference requests from potential employers shall be limited to information authorized in writing by the employee for release and which can be documented through review of the employee's or ex-employee's personal file.

In the event an employee or ex-employee does not provide written authorization to release specified information to a third party, only the employee's or ex-employee's job title, job duties and dates of employment will be disclosed.

## **8. ATTACHMENTS**

Attachment A – Authorization to Release Information

**Attachment A**

**City of Port Alberni  
Authorization to Release Information**

I, \_\_\_\_\_ (Employee's Name),  
hereby authorize the City of Port Alberni to release information listed below to  
\_\_\_\_\_ (Third Party).

Choose whichever apply:

<input type="checkbox"/>	Confirmation of employment and salary information (usually used for banking/lending purposes).
<input type="checkbox"/>	All employment information in the City's possession, including dates of hire, positions held, information relating to performance and attendance (both objective and subjective), salary information and all related matters (usually used for reference checking purposes).
<input type="checkbox"/>	Any medical information in the City's possession, including absences, medical notes or reports (usually used for sick leave, disability benefits or health insurance).
<input type="checkbox"/>	Other (specify information to be released):

I hereby release and discharge the City of Port Alberni from any claim whatsoever relating to the City of Port Alberni acting in accordance with this authorization.

\_\_\_\_\_  
Employee/Ex-employee's Signature

\_\_\_\_\_  
Date



## CITY OF PORT ALBERNI POLICY MANUAL

Title: IMPAIRMENT IN THE WORKPLACE	
Department Responsible: Human Resources	
New <input checked="" type="checkbox"/>	Pages: 1 OF 3
Amended <input type="checkbox"/>	

### 1. POLICY

The City of Port Alberni is committed to creating a safe and healthy workplace for all of its employees. As such, all employees, contractors and volunteers engaged in work or volunteer activities for the City of Port Alberni are required to report for work fit for duty and able to perform their assigned tasks safely and without any limitation due to the use or after effects of:

- legal alcohol or drugs
- illegal drugs
- prescription drugs
- over-the-counter medications
- any other substance that may impair judgment or performance
- fatigue

The presence of alcohol or drugs at the worksite is not permitted. The use of alcohol or drugs during the work day (including during meal or rest breaks) is also strictly prohibited.

Employees are required to disclose to their supervisor the use of any medications or other substances which could cause them to be impaired at work, and potentially endanger themselves or other employees.

Any individual failing to adhere to this policy will be subject to discipline, up to and including termination.

### 2. PURPOSE

The City of Port Alberni is accountable for creating a safe working environment for all employees and volunteers. This includes ensuring that employees do not report for work in an impaired state that may impact their ability to perform their work functions safely or impact the safety of others.

### 3. SCOPE

This policy applies to all employees of the City of Port Alberni, as well as contractors and volunteers engaged in work or volunteer activities for the City.

## 4. RESPONSIBILITIES

Employees are responsible for ensuring that they do not report for work in an impaired state under any circumstances. Employees are responsible for informing their supervisor if they are using any medications that could impair their performance and potentially compromise their safety or the safety of others.

Managers and supervisors are responsible for ensuring that no employee is in the workplace if they are in an impaired state. If a manager or supervisor has reason to believe that an employee is impaired, they must take the necessary steps to ensure that the person is prevented from causing injury to themselves or others.

## 5. DEFINITIONS

“**Impaired**” means a reduction in the performance of tasks due to the effects of alcohol, drugs or other factors. This can include impaired judgment, functioning, perception and decision-making or decreased motor co-ordination, reaction time or sensory perception.

## 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

WorksafeBC Regulation – 4.20 Impairment by alcohol, drug or other substance

### **4.20 Impairment by alcohol, drug or other substance**

- (1) *A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.*
- (2) *The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.*
- (3) *A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.*

**Note:** *In the application of sections 4.19 and 4.20, workers and employers need to consider the effects of prescription and non-prescription drugs, and fatigue, as potential sources of impairment. There is a need for disclosure of potential impairment from any source, and for adequate supervision of work to ensure reported or observed impairment is effectively managed.*

## 7. PROCEDURE

Managers and supervisors are to identify and deal promptly with all situations where there are concerns about an individual's ability to perform his or her job safely due to impairment.

Employees who are suspected of being impaired while at work will be removed from the performance of their duties immediately. The supervisor is responsible for documenting any such incidents. Subsequent actions will be determined based on the information gathered.

## **8. MEDICAL ACCOMODATION**

Notwithstanding the rules outlined in this policy, the City of Port Alberni will review the need for medical accommodations for employees who utilize medicinal cannabis due to a disability, and as prescribed by their doctor. Employees who fit these criteria are required to submit their request to use medicinal cannabis in the workplace to the City (through their supervisor, union representative or Human Resources) and such request will be considered in accordance with duty to accommodate obligations as required by Human Rights legislation.

Effective Date: November 13, 2018  
Replaces:

Authorized By: Council

TITLE: P4 – ATTENDANCE				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 2

### 1. POLICY

As a condition of employment, all employees are responsible for and expected to report for work, ready and able to work, at the appointed time.

When it is necessary for an employee to be absent from work, permission must be obtained from the immediate supervisor. In all cases, it is the employee's responsibility to notify the employer if s/he cannot attend to her/his duties as scheduled.

### 2. PURPOSE

The City considers regular attendance at work to be an integral part of satisfactory job performance. The City also recognizes that there are many reasons for absences from work. This policy and procedure outlines expectations for employees in the event they need to be absent from work.

### 3. SCOPE

This policy applies to all employees.

### 4. RESPONSIBILITY

Employees are responsible for being at work on days scheduled, on time and not leaving early without authorization from their immediate supervisor. Employees shall notify their supervisor/manager at the earliest possible time in the event that they are going to be absent. Employees will be expected to give reasons for any absence from work and the expected date of return. Calling in and stating only that you will not be in today is not sufficient. Failure of an employee to call in when absent can be grounds for discipline.

Managers/supervisors are responsible for approving absences from work. Managers/supervisors will monitor absenteeism in their department.

### 5. DEFINITIONS

**“Absence”** – an employee is absent when s/he fails to report for and remain at work as scheduled. This definition applies to time loss resulting from sickness, injury or other personal matters, and includes unauthorized absences from the job for other reasons.

Not included in this definition are pre-authorized vacations, lieu time and leaves of absences since employees have advance knowledge and permission that they are not scheduled for work.

**“Lateness”** is defined as not being at one's work station at the appropriate shift starting time or the scheduled starting time after a rest period or lunch period.

### 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

CUPE Local 118 Collective Agreement  
PAFFA Local 1667 Collective Agreement  
Policy – Sick Leave  
Policy – Attendance Management



## **7. PROCEDURE**

Employees are required to give notice and obtain authorization for planned absences, providing as much notice as possible.

For unplanned absences, employees who are going to be unavoidably late or absent must notify their immediate supervisor as early as possible, but not later than 15 minutes after the start of the shift. If the immediate supervisor is not available, the supervisor's manager should be notified. An employee who is absent from work for reasons other than illness covered by a physician's certificate must continue to notify his/her supervisor on a daily basis. Late employees must report to their supervisors upon arriving at work.

Employees who need to leave work early for unavoidable reasons must obtain approval from their supervisor, preferably at least one day prior to the day requested.

Unless covered by other personnel policies and the collective agreements, (i.e. sick leave), absences from work will result in deduction from pay. It is the employee's responsibility to provide, justifiable and acceptable reasons for absences.

If an employee is absent from work without notifying the Employer, s/he may be subject to discipline, up to and including termination.

In cases where employees have a history of absenteeism or where an absence of a longer duration has been advised, in order for the City to provide any support available, understand the nature of the illness or injury, determine if application for LTD needs to be initiated and to make longer term plans for replacement workers, the following may be required:

1. If work duties can be affected by the injury or illness the City may require attendance at a work assessment or evaluation and a signed release allowing City Human Resources staff to discuss/acquire medical information that affects work.
2. A detailed explanation of medical condition as it affects ability to perform job duties. Including:
  - a. Is there chronic or acute medical conditions that are affecting the ability to perform job duties or to attend work regularly? What is their nature?
  - b. What remedies have been prescribed and the schedule of treatment with who, if applicable?
  - c. What is the prognosis for complete recovery? Will there be continued issues?
3. Attendance to an assessment by an acceptable professional at City expense (in cases of unusual medical situations, suspected substance abuse or mental health issues).

There may be more stringent reporting procedures as outlined in the Attendance Management Policy and Procedure – Reporting Procedure.

In addition to type of treatment information and schedule, the City requires mandatory EFAP counseling for all absences that are related to stress.

## **8. ATTACHMENTS**

None.

TITLE: P4 – ATTENDANCE MANAGEMENT PROGRAM				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Services	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 4

## 1. POLICY

The City of Port Alberni considers regular attendance at work to be an integral part of satisfactory job performance. Employee absenteeism disrupts work schedules and productivity, burdens supervisors and coworkers, increases payroll and training costs, and is often unfair to regularly attending employees. All employees are expected to maintain satisfactory work attendance by:

- making every effort to live and work safely, observing safety rules and practicing safety, both on and off the job;
- maintaining reasonable health standards and taking precautions against illness;
- ensuring that minor indispositions or inconveniences do not keep them away from the job;
- attending to personal affairs and obligation at times outside of their normal working hours wherever possible.

Employees' attendance records will be periodically reviewed by the Director of Corporate Services to identify:

- incidence rates clearly greater than the average for the city; or
- frequent absences on the day preceding or following a day of rest, vacation or holiday; or
- a regular occurrence of absence each month, or
- incidence rates showing good attendance.

Employees with above average incidence rates or unusual patterns of absence which are questionable or not explainable will be interviewed as per the Attendance Standards to:

- explore the reasons for the absences; and
- identify possible preventative measures.

Following the interview, employees may be required to present a note from their physician for all subsequent absences.

Employees with above average incidence rates or unusual patterns of absence which do not improve in response to the attendance interview may be required to attend the Employer's medical professional for evaluation assessment or may be dealt with by progressive discipline procedures. Employees will be informed of their right to union representation.

Employee medical histories are a personal and private matter. Medical information will be treated in confidence and disclosed only with the employee's consent.

## 2. PURPOSE

The City will establish procedures to maintain awareness of employee absenteeism and to prevent unnecessary absenteeism.

## 3. SCOPE

This policy applies to all employees.

## 4. RESPONSIBILITY

Supervisors/managers will be responsible:

- to approve absence from work whether paid or unpaid leave;
- to review and analyze absence records; and
- to maintain ongoing contact with employees.

Employees who are unable to attend work are required to give the Employer as much notice as possible (as per Attendance Policy): directly and immediately concerning their absence, indicating the reason(s), and the anticipated return date; and regularly, or as determined by the supervisor, concerning the status of their absence and the anticipated return date.

When paid sick leave is requested, the appropriate form must be completed. Employees may be required to provide satisfactory proof of illness or injury.

## 5. DEFINITIONS

**“Absence”** – an employee is absent when s/he fails to report for and remain at work as scheduled. This definition applies to time loss resulting from sickness, injury or other personal matters, and includes unauthorized absences from the job for other reasons.

Not included in this definition are pre-authorized vacations, lieu time and leaves of absences since employees have advance knowledge and permission that they are not scheduled for work.

**“Attendance standards”** are standards set by the City based on the average absenteeism rates (including sick, WCB, and personal emergency leave) for the organization and/or departments.

## 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Collective Agreement - CUPE Local 118 - Section 22	Attendance Policy
Collective Agreement - PAFFA Local 1667 - Section 9.3	Progressive Discipline Policy

## 7. PROCEDURE

### Setting Attendance Standards

Attendance standards will be set by the City. Absenteeism information on all employees will be reviewed by the Director of Corporate Services. The review will be conducted to identify employees whose absenteeism is significantly greater than the average for the department.

A rule of thumb for identifying employees with “significantly greater” absenteeism is to identify those among the highest 20 percent of hours absent in the department.

### Communicating Attendance Standards

Supervisors are to review the philosophy, policies and procedures concerning attendance with their employees at staff meetings or crew talks. Employees should be informed of the attendance standards for their department and the City absenteeism history, and the City’s attendance expectations.

### Managing Day-to-Day Attendance

Supervisors are to show day-to-day interest in the attendance of their staff. Supervisory interest has been recognized as the prime contributor to good attendance. It is important for supervisors to notice and commend those employees who have good attendance records.

All employees will require time away from work from time to time because of illness, injury, or other good reasons. As a general rule, requests for sick leave are fully legitimate and supervisors should avoid any suggestion that sick leave use was not legitimate. The supervisors’ prime concern with absenteeism is the effect that high absence has on the job and any failure by employees to “regularly attend work”.

Supervisors are to insist that absent employees contact them or a designated alternate personally concerning any absence and the expected return date. Employees are expected to notify their supervisors of any absence and to keep them updated concerning their situation.

#### **a. Identifying Attendance Problems**

The Director of Corporate Services will provide Department Managers with absenteeism reports, which identify those employees whose absenteeism is significantly greater than the average for the department.

Supervisors/managers can request a review of an employees' absences through the Human Resources Manager.

#### **b. Conducting a Meeting of Concern**

The next step is to identify the employees with whom to meet and have a "meeting of concern". It should be clear that some employees – for example, someone who missed 6 weeks due to a broken leg or who has a regular course of treatment, are not in this category.

The purpose of the meeting of concern is to enable the supervisor to talk with an employee about their absenteeism.

The meeting of concern involves the supervisor meeting with the employee and outlining the reasons for being concerned about the employee's attendance. This would include a discussion about the disruptive nature of absence and the importance of the employee being there, a review of the facts of the employee's absences, and the importance of the employee attempting to improve their general health and attendance. Most importantly, the employee must be given a chance to explain their situation if they choose to do so. As well, they may be advised of the availability of the EFAP program as non-medical causes can contribute to absenteeism.

The critical factor in the meeting is to confine the discussion to the bona fide management reasons for the concern. That is, high absenteeism is very disruptive and that employees are required to attend work on a regular basis. At no time should the supervisor suggest that the absenteeism is not legitimate.

In the end, the supervisor must reach a conclusion concerning the next step. Generally, the meeting should result in an understanding that the employee's attendance would be monitored for improvement for a 3 month period. This must be confirmed in writing with a copy to Human Resources.

#### **c. Following-up on the Meeting of Concern**

Depending on the outcome, the following should occur:

- If the attendance has improved, the improvement should be acknowledged. The employee should be monitored for a further 3 months, and, if the improvement continues, removed from the process. This should be confirmed in writing with a copy to Human Resources.
- If the attendance has not improved or has deteriorated, another meeting of concern should be conducted and another 3 month review period attached. Again, this should be confirmed in writing with a copy to Human Resources.

#### **d. Handling Serious Absenteeism Situations**

These cases must be reviewed with the Director of Corporate Services.

In the event that an employee's attendance fails to improve after a series of meetings, the employee may be subject to disciplinary or other action which could include a leave of absence without pay, long term disability (CUPE/Management employees) or dismissal.

### **8. ATTACHMENTS**

None

TITLE: P4 - VULNERABLE PERSONS PROTECTION POLICY City of Port Alberni Parks, Recreation and Heritage Department				
EFFECTIVE DATE: Jun 25/18	DEPARTMENT: Parks, Recreation and Heritage	AUTHORIZED BY: Council	REPLACES: June 9, 1997	PAGE 1 OF 1

**POLICY**

The City of Port Alberni Parks, Recreation and Heritage Department will endeavour to ensure the protection of all vulnerable persons in its care, by ensuring that all employees and volunteers having contact with vulnerable persons are informed of and trained in the Vulnerable Persons Protection procedures outlined in this policy.

**RATIONALE**

The most important benefit of abuse prevention measures is, of course, that people are better protected. However, there are other benefits as well:

- Prevention measures may help families evaluate and choose programs and services for their family members.
- Employers with good protection policies may attract highly motivated and dependable employees and volunteers.
- Prevention measures can help protect employers, employees and volunteers against false accusations of abuse.

**PROCEDURES**

1. Management shall ensure that a Vulnerable Persons Protection Policy and Manual are in place, updated as necessary and reviewed with all employees, volunteers and contractors who will have contact with vulnerable persons.
2. All employees, volunteers and contractors that will have contact with vulnerable persons must read and understand the Vulnerable Persons Protection Manual.
3. Applicants for all jobs that involve contact with vulnerable persons will be required to complete a Police Information Check prior to commencing work.
4. Accurate records which document situations that were encountered and resolved shall be kept. A simple handwritten report of any incident (discipline, first aid treatment, parental conversations, etc.) can serve as an effective tool for any future review or investigation if necessary.
5. Copies of any custody access orders shall be kept when appropriate.

TITLE: P4 - COMMUNICATION SYSTEMS				
EFFECTIVE DATE: May 28/01	DEPARTMENT: All	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

1. **Purpose**

To establish policies and procedures for City staff's use of various communications systems, methods, services and equipment provided by the City. Such systems, methods, services and equipment, (hereinafter referred to as ""systems") include, but are not limited to:

- the internet;
- electronic mail;
- voice mail;
- regular mail;
- mobile/cellular telephones and radios;
- photocopiers;
- facsimile machines; and
- computer network, including all related hardware and software.

2. **Objectives**

The objectives of this policy are:

- to ensure that all employees are aware of acceptable and unacceptable uses of the systems;
- to prevent breakdowns of, damage to and intrusions of viruses into the systems; and
- to ensure that all employees are aware that they should hold no expectation of privacy in their use of these systems and that disciplinary action can result from unacceptable use of these systems.

3. **Compliance**

The City of Port Alberni has the right to audit these systems to ensure compliance with this policy. These systems and/or their products are the property of the City of Port Alberni and are subject to Freedom of Information requirements should requests be made for City records. The City may monitor, copy, access and/or disclose any information and/or files that employees may store, process, receive or transmit. The City's Information Services Department has the authority to monitor compliance with these policies.

Employees should consider these systems as business tools and should hold no expectations of privacy except with regard to confidential personnel information.

4. **Acceptable Uses**

Acceptable uses of the City's communications systems are the receiving, transmitting, storing and processing of messages, documents and computer files for City business purposes only and by City employees only.

## 5. Exceptions

Other acceptable uses of City communication systems include:

### a) Internet

- Access to the Internet for personal education research is allowed outside of normal working hours.
- Only City business related software may be downloaded from the Internet, and then only by, under the supervision of or by authority of the Information Services Manager or designate.

### b) Regular Mail

- From time to time, employees may receive mail at a City address. While the City staff who are responsible for opening and distributing mail do try to avoid opening mail marked "Personal and/or Confidential", it can happen that such mail is occasionally and inadvertently opened. Should employees be concerned about this possibility, they should take steps to ensure that their personal mail is addressed to their home address or to another address of their choice rather than to the City.

### c) Electronic Mail

- Occasional personal use of the electronic mail system is permitted, but personal messages will be treated no differently from business messages.

### d) Outgoing Mail, Telephones, Photocopiers and Facsimile Machines

- Use of these systems for personal communications is acceptable, but only if any related postage, copying and long distance toll charges are paid for by the employee.

### e) Computer Network

- Access to the computer network is granted or revoked by the Information Services Department and is granted only to employees of the City of Port Alberni in order that they may complete assigned duties. An employee shall have only the level of computing access privileges that he or she requires to complete his or her assigned duties.
- Software programs and hardware devices may be installed only by, under the supervision of or by the authority of the Information Services Manager or designate. If such programs and devices are not for City business related purposes, employee use of such is allowed outside of normal working hours only and not for any of the uses described in the "Unacceptable Uses" section of this policy.

## 6. Unacceptable Uses

- Transmitting any materials in violation of Canadian law;
- Accessing, transmitting, duplicating or storing obscene or suggestive messages, graphical images or pornographic materials;
- Using vulgar, profane or inappropriate language;
- Transmitting or posting threatening or abusive material;
- Using the systems for activities of a sexual harassment or personal harassment nature;
- Using the systems in any way that would compromise the City's image and integrity;
- Operating a personal business;
- Advertising items for sale;
- Participating in pyramid or chain schemes;
- Lobbying for political purposes;
- Duplicating, storing or transmitting copyrighted material that violates copyright law;
- Downloading or using non-City business related software such as games and entertainment software.

This is not an exhaustive list. Employees should govern themselves by the general guideline - if you're not sure that a certain use is acceptable, check with the Information Services Manager.

For purposes of this policy, the City Manager will determine if any action is deemed to be an unacceptable use of the City's communications systems.



TITLE: <b>ELECTRONIC DEVICE USE</b>				
EFFECTIVE DATE: Sept 23, 2013	DEPARTMENT: Corporate Svces	AUTHORIZED BY:	REPLACES: <b>NEW</b>	PAGE 1 OF 6

**1. POLICY OBJECTIVE**

The purpose of this Policy is to provide clarity and guidance to City Council and Employees on the expectations regarding the use and support of electronic devices.

**2. BACKGROUND**

The City is committed to developing strong and efficient practices. The City has developed a website as one of the means by which Council materials will be received. In 2013, the City committed to a paperless strategy and adopted the use of iPads as a method by which the City website would be accessed by Council.

**3. APPLICATION AND SCOPE**

This policy applies to the Council and to Employees. The City has a number of other policies that govern the use of information and information technology. Where there are inconsistencies between the documents the terms of this policy shall prevail.

**4. ACCESSING INFORMATION**

Each Council member must have a City of Port Alberni email account, and must use this City email account for all confidential correspondence.

**4.1. PASSWORDS**

Account authentication requires “complex passwords” that are reset at periodic intervals. Council will be prompted to renew passwords at minimum every 60 days and no longer than every 6 months. In setting and renewing their passwords, Councillors should ensure that the password:

- is at least 8 characters in length containing, numbers, special characters, both upper and lowercase letters;
- is not one of the previous four passwords associated with the account.

**5. USING THE DEVICE**

Protection of commercially sensitive information and the protection of privacy in accordance with the *Freedom of Information and Protection of Privacy Act* are paramount considerations in the development and use of the Device. The full Act can be accessed at [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

Specifically:

- Protection of personal information
  - 30 A public body must protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- Storage and access must be in Canada
  - 30.1 A public body must ensure that personal information in its custody or under its control is stored only in Canada and accessed only in Canada, unless one of the following applies:
    - (a) if the individual the information is about has identified the information and has consented, in the prescribed manner, to it being stored in or accessed from, as applicable, another jurisdiction;
    - (b) if it is stored in or accessed from another jurisdiction for the purpose of disclosure allowed under this Act;
    - (c) if it was disclosed under section 33.1 (1) (i.1).
- Application to employees and others
  - 31.1 The requirements and restrictions established by this Part also apply to
    - (a) the employees, officers and directors of a public body, and
    - (b) in the case of an employee that is a service provider, all employees and associates of the service provider.

Therefore,

- Council and Employees must take all reasonable steps to safeguard any device used to access any City related information to ensure that the integrity and confidentiality of the information is not compromised.
- Council and Employees must only access City records for legitimate business reasons.
- Council and Employees must not use for their own personal or business purposes, or the personal or business purposes of immediate family members or friends, information acquired in the course of their work for the City when that information is not generally known and available to the public.

### **5.1. DOWNLOADING MATERIAL**

If Councillors do download material to their Device they must delete the material from their Device following the meeting to which the material relates.

### **6. DEVICES**

To support the unique needs of each individual Councillor, the City has adopted a 'Bring Your Own Device' strategy. This will enable Council to use their device of choice to access information, if preferred. If a personal device is not supplied, the City will provide an iPad with 4G capability to any Councillor who does not have, or cannot use, their own device to use for the duration of their appointment to the Council;

Arrangements will be agreed between the City and each individual Councillor in accordance with the options set out in Appendix B.

**Applications**

The ability to download and install third-party applications (hereafter referred to as “apps”) onto smartphones and tablets is pervasive. Many of these apps provide true business value, while other apps are purely for entertainment. Some apps are free, while others incur additional charges to the user. The City’s Information Technology Department will not censor or regulate downloading and installation of additional apps onto City-issued smartphones. As such, it is the responsibility of the user to:

- Ensure apps downloaded, installed, and used on smartphones/Blackberries are consistent with this and all applicable policies, including the City's *Standards of Conduct* policy, the *Use of Electronic Devices While Driving Regulations*, the *Communications* policy and any relevant government legislation;
- Ensure additional memory, apps, or features above those deemed necessary by the City for normal business use are acquired at the user's expense;
- Seek reimbursement for additional apps justified for legitimate business purposes according to the conditions specified by this policy;
- Obtain support for apps not covered under the IT Department's Supported Smartphone App Catalogue directly from the vendor that issued them;

Employees and elected officials must accept that all information, work-related or not, stored on and transmitted to/from a mobile device, as well as billing invoices, are subject to formal disclosure requests through a Freedom of Information request.

**6.1. USING A CITY PROVIDED DEVICE**

If a Councillor elects to use a City Provided Device, it may be used by that Councillor for personal use provided that the transmission or receipt of information from that device is respectful of the City Council. A city provided device will have Mobile Device Management (MDM) installed on it for increased security. The device may not be used for any:

- purpose that could cause or does cause harm to the City or its reputation;
- purpose that will harm the information technology.

If using a City Provided Device, Employees and Councillors:

- must assume all liability when installing or uninstalling any software to the device and do so at their own risk;
- are responsible for adhering to copyright and licensing laws and guidelines for all software on the device;
- must be aware that the smartphone is City property, and the City reserves the right to distribute/ redistribute phones as needed. As such, if any installed app is licensed to a particular phone hardware appliance, that app will be redistributed with the phone;
- must be aware that the IT Department reserves the right to remove additional apps it does not support if necessary to restore the device to proper working condition;

- must accept the standard device, plan, app, and feature set issued by the IT Department as sufficient for City business purposes;
- must be aware that download, implementation, and use of additional apps may consume network resources beyond those provided by standard City plans for normal business usage and that the user is responsible for reimbursement of overage charges that cannot be justified for City business purposes.

## **6.2. USING ANY DEVICE**

To ensure the relevant level of information and technology protection, the City requires Councillors must ensure their personal device is configured to utilize Auto-lock and/or Password Lock and that it is set to 15 minutes or less. Auto-lock controls how long the screen remains idle prior to reverting to the screen saver locked mode and a password is required to unlock the device.

Additionally, all Councillors:

- must ensure that current antivirus software is installed on their device and will ensure that virus definitions installed and configured remain current;
- Acknowledge that the City has no obligation for the support, either onsite or by telephone, of any device, “best effort” basis having regard to the severity of the issue and current work load.

## **6.3. ROAMING CHARGES**

The City acknowledges that Councillors may be required to undertake City business while travelling internationally. If Councillors are using a City provided connectivity option (either 4G or a mobile internet key) and will require internet access for undertaking City related work while travelling internationally, they are required to advise the City prior to travel so that the city can make the appropriate arrangements. If this step is not taken, and unreasonable roaming charges are incurred, that Councillor may be required to reimburse the City for those costs.

## **7. SUPPORTING THE COUNCIL**

To ensure that all Councillors are able to fulfill their responsibilities through the use of the devices, the City is committed to providing support for the content and technology.

## **8. RETIRING FROM THE COUNCIL**

When a Councillor retires from the Council, they will return the City provided device to the Administrative Assistant. The Councillor’s account will be rescinded immediately.

The Councillor will delete any and all City materials from his or her personal device in accordance with the *Freedom of Information and Protection of Privacy Act*.

**APPENDIX B****DEVICE AND CONNECTIVITY OPTIONS****DEVICE**

On request, the City will provide to a Councillor an iPad Tablet. The model of iPad provided will be a 16GB Wi-Fi 4G. If a councillor chooses a different model of iPad, any increased costs incurred will be at their own expense.

**CONNECTIVITY**

The City will also ensure that Councillors have the opportunity for continuous access to the documents through the provision of an internet connectivity package as follows:

4G available for use with own Device	Paid by the City for up to 1GB of data per month.
4G available on City provided iPad	Paid by the City for up to 1GB of data per month.

If a Council member chooses to utilize their own connectivity package, the City will reimburse them the equivalent of the monthly city provided expense,

**COUNCIL ELECTRONIC DEVICE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge receipt and assignment of the following City of Port Alberni property:

- iPad/ \_\_\_\_\_

I understand that the above-noted equipment is issued to me primarily for business purposes and belongs to the City of Port Alberni. When using the device for personal matters I will use my discretion to ensure that the use is appropriate. I will undertake reasonable care when using the device to keep it secure and in good operating condition. When using the iPad, I will responsibly manage and protect corporate information that I have access to, to ensure that the integrity and confidentiality of that information is not compromised. I will not disclose or provide access to sensitive or confidential information that is not available to the general public. I acknowledge that I have a duty to maintain the confidentiality of all information in accordance with the *Freedom of Information and Protection of Privacy Act*.

In the event of my resignation from the City Council, I will return the property, including all accessories, to the City of Port Alberni. Alternatively, I may purchase the device at fair market value. Fair market value is designated as 50% after one year of the original purchase price, 25% after two years and 10% after three years. If I elect to purchase the device I will provide it to the City of Port Alberni to be cleansed of all City of Port Alberni data and software.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TITLE: P4 – PROGRESSIVE DISCIPLINE				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 5

## 1. POLICY

The City of Port Alberni believes that all of their employees want to, and will, do a good job if they know what is required to perform their job properly. Reasonable rules concerning personal conduct of employees are necessary if the City is to function safely and efficiently. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards the City has established for efficient and courteous service to the public.

It is the policy of the City of Port Alberni to be patient and fair in the administration of its employees, and to encourage employees to exercise self-discipline at all times in their conduct and performance. However, repeated, willful or inexcusable breaches of policies, standard operating procedures or normal business practices are not acceptable and shall be dealt with in accordance with the provisions of this policy.

Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of three corrective steps – written warning, suspension with or without pay, or termination of employment. Except for termination of employment, any step of the disciplinary process may be repeated more than once, if necessary. Management reserves the right to bypass disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

In the course of managing employees, supervisors will engage in informal coaching/letters of expectation. The use of coaching is not discipline and is intended to assist the employee in improving behaviour and work performance.

The Human Resources Manager must be consulted on all matters of discipline.

## 2. PURPOSE

The purpose of the policy is to provide a consistent and fair approach to resolving problems that may arise in the workplace. The purpose of the progressive discipline system is to give the employee an opportunity to correct employment problems that may arise, rather than to punish the employee.

Any employee engaging in a serious offense, such as theft, insubordination, violent behaviour, possession of illegal drugs or abuse of alcohol at the workplace, etc. will be subject to immediate suspension and/or termination.

## 3. SCOPE

This policy applies to all employees

## 4. RESPONSIBILITY

Employees are responsible for performing their work in a competent manner and displaying behaviour and conduct that is consistent with our policies and procedures.

Supervisors and managers are responsible for training and coaching employees to understand the expectations of the City of Port Alberni and the improvements that are necessary to achieve the desired work standard and/or behaviour.

## 5. DEFINITIONS

None

## 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Collective Agreement – CUPE Local 118 – Management Rights (2), Discipline (13)  
Collective Agreement – PAFFA Local 1667 – Management Rights (15)

## 7. PROCEDURE

Discipline may be administered at any time when an incident or developing pattern of unacceptable behaviour creates a concern for the supervisor. Corrective action may be administered in the form of informal coaching and letters of expectation. If informal methods do not result in a change in performance/behaviour, discipline will be pursued.

### a. Investigation

Any disciplinary action must be preceded by a thorough investigation to ensure that any action taken is accurately documented. In certain circumstances, however, employees may be immediately suspended pending the completion of the investigation. Written notes of the investigation are required to be forwarded to Human Resources for recording.

### b. Interview

The interview must be conducted confidentially, in the presence of a mandatory Union and another management representative. The employee must be informed of the offence being investigated and be given a chance to explain his/her conduct. An account of the interview must be written factually and objectively. The employee will be requested to sign any statements made which are produced at this time.

### c. Action

After reviewing all evidence and investigating any discrepancies between the results of the interview and the initial investigation, Managers, after consultation with the Director of Corporate Services, must ensure that proper disciplinary action is taken. In deciding the type of disciplinary action to be taken, consideration should be given to the following factors:

- Severity of the offence
- Past record of the employee
- Repetitive nature of the offences
- Circumstances surrounding the incident including the stated intent of the employee and mitigating factors.

**Note:** Supervisors must have a Union representative present when advising an employee of discipline to be taken.

### d. Documentation

Supervisors will document all disciplinary actions. This documentation will be forwarded to the Director of Corporate Services and become a permanent record in the employee's confidential personnel file. Should a challenge arise regarding disciplinary action, the documentation may be used in the ensuing grievance proceeding or arbitration.

***The City of Port Alberni reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including termination, without regard to the progressive discipline guidelines explained below.***

## Informal Corrective Action

### 1. Coaching/Letter of Expectation

When an incident occurs that warrants informal counseling under this policy, the employee's immediate supervisor shall bring the incident to the employee's attention, as soon as the facts giving rise to the incident become known. The supervisor and the employee should discuss the concerns and agree on a corrective action plan, if necessary. The expected



performance and corrective action plan may be written in the form of a letter of expectation. Letters of expectation are non disciplinary and will contain the following: "This letter does not represent a disciplinary sanction. However, it is a formal reminder of what is expected of you and a copy will be placed on your personnel file." The supervisor is expected to follow-up with the employee to ensure the corrective plan is effective and the desired results are achieved. If the desired changes or results are not achieved after a reasonable period of time, then a formal discipline step may be implemented.

## **Formal Progressive Discipline Steps**

### **1. Written Warning/Reprimand**

This formal step occurs when:

- informal coaching/letter of expectation has not produced the required results, or
- a situation has become progressively worse with respect to the same concern, or
- a more serious infraction has occurred, or
- another unrelated incident has resulted in a cumulative situation.

Employee actions giving rise to a written warning must be investigated and documented by the immediate supervisor and then be brought to the attention of the employee.

A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and place of the incident(s). Upon issuing a written warning a corrective action plan which outlines the improvement(s) required and the time frame within which the improvement(s) are to be achieved shall be developed. Whenever possible, the correction action plan should be mutually acceptable to and be signed by both parties. A copy of the written correction action plan shall be provided to the employee. A follow-up meeting should be scheduled no later than 30 days following the date on which the written warning and corrective action plan is issued.

### **2. Suspension**

#### **a) Investigative Suspension**

An investigative suspension is a period of time during which time the employee is relieved of his or her job because of alleged serious misconduct. An employee may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case.

If after the investigation:

- Termination is warranted, the employee shall not be paid for the period of the investigative suspension – the Termination shall be effective on the date of termination interview.
- Misconduct is determined, but not of a sufficiently serious nature to warrant Termination, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension.
- If no misconduct is determined, the employee shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension.

The Director of Corporate Services and City Manager must be notified of any investigative suspension.

#### **b) Disciplinary Suspension**

Suspension from duty may occur after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. A suspension requires the approval of both the Department Manager and the City Manager before being issued.

### **3. Termination**

Termination is the final step in the disciplinary process and should only be considered where other disciplinary measures have failed or they are inadequate. Termination may be invoked for a single serious act of misconduct or after a series of offences where a culminating incident has occurred. A termination, for any reason, must be properly documented and approved, in advance, by the City Manager.

### **8. ATTACHMENTS**

Potential Disciplinary Action list

### **Potential Disciplinary Action**

While it is not possible to list all of the offenses for which an employee will be disciplined, the following are examples of inappropriate and unacceptable conduct:

The following conduct could result in progressive corrective action:

- Absenteeism or tardiness
- Failure to report for work without notification
- Poor attitude or lack of cooperation
- Poor work performance
- Loafing, loitering or other abuses of work time

Depending on the nature, seriousness and severity of the violation immediate suspension and /or termination could result from, but not limited to, the following conduct:

- Theft – including theft of time
- Fighting or using obscene, abusive or threatening language
- Insubordination – refusal to perform work as assigned or refusal to obey any reasonable order given by an employee’s supervisor or a manager
- Dishonesty or fraud
- Disorderly conduct
- Violation of safety rules and/or policies
- Falsification of employment records or documents
- Failing to maintain necessary licenses and/or certifications
- Threatening or abusive language and/or conduct towards others
- Damaging or destroying City of Port Alberni property
- Possession of firearms or weapons on City of Port Alberni property
- Reporting to work under the influence of alcohol or drugs
- Consuming alcohol or narcotics on City of Port Alberni property
- Endangering the safety and/or health of yourself or others through horseplay or other unsafe acts
- Stealing property of employees, vendors, contractors, customers or the City of Port Alberni
- Unauthorized removal of any City of Port Alberni property, documents or records
- Harassment or discrimination against another employee
- Divulging confidential or proprietary information of the City of Port Alberni
- Retaliating against another employee for making a complaint of or for providing information during a workplace investigation
- Multiple and/or excessive rule violations or other misconduct



## CITY OF PORT ALBERNI POLICY MANUAL

Title: SMOKE FREE WORKPLACE	
Department Responsible: Human Resources	
New <input checked="" type="checkbox"/>	Pages: 1 OF 2
Amended <input type="checkbox"/>	

### 1. POLICY

The City of Port Alberni is committed to creating a safe and healthy workplace for all of its employees. This includes ensuring that employees are protected from the harmful effects of second hand smoke in their work environment. As such the City of Port Alberni prohibits the use of any smoking, vaporizing and tobacco products including cigarettes and e-cigarettes within City facilities as well as within City vehicles, and will ensure that all such smoking activities comply with current legislation and safety regulations.

### 2. PURPOSE

To ensure the health and safety of employees by communicating the expectations and guidelines regarding smoking in the workplace.

### 3. SCOPE

This policy applies to all City of Port Alberni employees, as well as contractors and volunteers engaged in work or volunteer activities for the City.

### 4. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

WorksafeBC Regulation Guidelines – Part 4 - Environmental Tobacco Smoke and E-Cigarette Vapour, 4.81 Controlling Exposure

#### **4.81 Controlling Exposure**

*Subject to section 2.41 of the Tobacco and Vapour Products Control Act and section 4.23(2)(c) of the Tobacco and Vapour Products Control Regulation, an employer must control the exposure of workers to environmental tobacco smoke and e-cigarette vapour at a workplace by doing all of the following:*

*(a) prohibiting the following activities in the workplace:*

- (i) smoking tobacco;*
- (ii) holding lighted tobacco;*
- (iii) using an e-cigarette;*
- (iv) holding an activated e-cigarette;*

*(b) subject to section 4.22(3) of the Tobacco and Vapour Products Control Regulation, restricting the activities referred to in paragraph (a) of this section to a safe outdoor location that is a minimum of 6 m from a doorway, window or air intake of an indoor workplace*

## **5. PROCEDURE**

The City of Port Alberni prohibits the use of any smoking, vaporizing and tobacco products including cigarettes and e-cigarettes within City facilities.

Where the use of smoking or vaporizing products is permitted on City grounds, it will be restricted to at least 6 meters away from building entrances, windows and air intake systems, in order to prevent smoke or vapor from entering those facilities and/or exposing any other person who is entering or exiting those facilities.

Designated employee smoking areas complying with the relevant regulations will be identified as required at City facilities and employees will only be permitted to smoke in these designated areas.

Smoking is strictly prohibited within all City vehicles, including mobile equipment.

There will be no smoking permitted at job sites during work activities. This includes any site where an employee is engaged in work activities for the City, including construction sites, sports fields, parks, etc.

If an employee smokes at a job site during a designated break, they must ensure that they are a minimum of 6 meters away from building entrances, windows and intake systems, and a minimum of 12 meters away from any other employee.

TITLE: P4 – Standards of Conduct/Conflict of Interest				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 4

## 1. POLICY

The conduct of employees must not bring the City into disrepute. Employees' actions should instill confidence and trust that the City is upholding the interests of its customers and public. Employees must avoid situations which violate the Employer's policies or result in public perception that a violation or unacceptable conduct has occurred.

In the performance of their work responsibilities, all employees must comply with the applicable laws of British Columbia, Canada, WCB, and other applicable agencies, as well as the policies, values, and principles of the City.

## 2. PURPOSE

The purpose of this Policy and Procedure is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct; and to encourage consistency throughout the organization.

## 3. SCOPE

This policy applies to all employees.

## 4. RESPONSIBILITY

Each employee is responsible for being aware of and following the Standards of Conduct.

All employees will carry out their duties with integrity, impartiality and equality of service to the general public.

All employees are expected to act according to socially acceptable standards and represent the City in a dignified and respectful manner.

Managers and supervisors are responsible for counseling employees promptly when their conduct or behaviour is inconsistent with the intent of this policy and procedure.

## 5. DEFINITIONS

None

## 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

## 7. PROCEDURE

### Standards of Conduct

#### Workplace Behaviour

The dress, appearance, conduct and language of employees in the workplace are to meet the acceptable social standards. Employees, in dealing with other persons in the workplace, are to treat them with respect and dignity and to refrain from exploiting a work relationship for personal advantage or benefit. See attachment for description of appropriate, inappropriate and unacceptable conduct and behaviour.

## **Conflicts of Interest**

The City recognizes the right of public service employees to be involved in activities as citizens of the community, but employees must have their role as private citizens separate and distinct from their responsibilities as public service employees and avoid conflict of interest situations.

Generally, conflict of interest situations result when an employee's private affairs or financial interests are in direct conflict with their duties, responsibilities and obligations, or result in public perception that a conflict exists which could impair the employee's ability to act in the public interest.

Employees should be aware of the following guidelines regarding conflict of interest situations:

**a. Preferential Treatment**

An employee shall not go beyond their official duty to assist those dealing with the City where this would result in preferential treatment.

**b. Compromising Situations**

Employees should not place themselves in situations where they are under obligation to any person, company or organization who might benefit or seek to gain special consideration or favour from the City.

**c. Relationship of Job Responsibility to Employee's Private Affairs**

No conflict or public perception of conflict should exist between the private interests of employees and the discharge of their public service duties. Employees shall arrange their private affairs in a manner that will prevent any conflict of interest arising.

**d. Disclosure of Confidential Information**

No employee shall, without proper legal authorization, disclose confidential information concerning the property, Government or affairs of the municipality, unless it is in the course of the Employee's duties to do so. Nor shall s/he use such information to advance his/her financial or private interests.

All proceedings and decisions of In-Camera Committees are strictly confidential and not to be made available to outside persons until ratified in open Council meetings.

**e. Representing Private Interest Before Municipal Agencies or Court**

No employee shall appear on behalf of private interests before any agency of the Municipality. S/he shall not represent private interests in any litigation to which the Municipality is party.

**f. Hospitality, Gifts and Favours**

An employee shall not, either directly or indirectly, demand or accept a gift, favour, or service from any individual, organization or corporation other than:

- The normal exchange of hospitality between persons doing business together;
- Tokens exchanged as part of protocol;
- The normal presentation of gifts to persons participating in public functions; and
- The normal exchange of gifts between friends.

**g. Contracts with the Municipality**

No employee of the Municipality shall have any pecuniary interest in any contract made by him/her in his/her official capacity or by any Public Committee, Board, Commission or Department of which s/he is a member, agent or employee.

**h. Private Interest**

An employee shall declare to the City Manager, in writing, any personal or corporate interest held directly or indirectly by the Employee or an immediate relative of the Employee in any company contracting with the City, or in any enterprise which proposes to transact business with the city.

For the purposes of this section:

- "immediate relative" means a spouse (including common-law spouse), parent, mother-in-law, father-in-law, child, brother, sister, brother-in-law, or sister-in-law.
- "Indirectly" means through any other person, including a company, trustee or immediate relative.

### **Reporting of Conflict of Interest**

An employee shall report to the City Manager any conflict of interest or potential conflict of interest of which s/he is aware involving her/himself or any other employee of the City. The City Manager shall then report the conflict to City Council. The City Manager shall report to Council any conflict of interest or potential conflict of interest of which s/he is aware involving him/herself, his/her family or any other Employee of the City.

### **Political Behaviour**

No employee in the administrative service will use the prestige of his/her position on behalf of any political party, nor shall such employee promise an appointment of any municipal position as a reward for any political activity.

### **Outside Remuneration**

Except where precluded by the terms of an employment contract, an employee may engage in outside employment, carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with his/her job or jeopardize his/her objectivity, and, in particular, that:

- It does not interfere with the performance of his/her duties
- It does not represent a conflict of interest as set out in policy.
- S/he does not have an advantage derived from his/her employment.
- It is not performed in such a way as to appear to be an official act, and
- It does not involve the use of City premises, services, equipment, information or supplies which s/he has access to by virtue of his/her employment with the City.

Employees finding themselves in situations which violate the standards of conduct policies or which result in a public perception that a violation has occurred, must disclose the matter and remedy it. Failure to do so can result in disciplinary action subject to an investigation by the City Manager and/or Council.

## **8. ATTACHMENTS**

Workplace Behaviour – Standards of Conduct



## **Workplace Behaviour – Standards of Conduct and Behaviour**

**Appropriate Conduct and Behaviour** includes but is not limited to:

- Adherence to City policies, practices and procedures;
- Competent performance of all job duties assigned;
- Prompt and regular attendance at work;
- Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the City of Port Alberni in the conduct of its business;

**Inappropriate Conduct and Behaviour** includes but is not limited to:

- Loitering or loafing;
- Leaving work or leaving department without supervisor's permission;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Harassing, threatening, intimidating, coercing any person at any time;
- Horseplay or throwing objects;
- Reporting to work or working under the influence of alcohol, drugs, or prohibited substances;
- Creating or contributing to unsanitary conditions;
- Insubordination;
- Excessive personal use of telephones or computer;

**Unacceptable Conduct or Behaviour** includes but is not limited to:

- Possession of guns, weapons or explosives on City property;
- Possession, consumption or use of alcoholic beverages or illegal substances while on City premises;
- Willful violation of safety rules and procedures;
- Willful neglect and/or mishandling equipment and machinery;
- Unsafe driving of City vehicles;
- Theft and/or falsification of City records (including time cards);
- Indecency;
- Fighting;
- Poor or careless work;
- Sleeping while on duty.

Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.

TITLE: P4 – Workplace Harassment Policy and Procedures				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svc	AUTHORIZED BY: Council	REPLACES: Original (Oct. 25/99)	PAGE 1 OF 10

## 1. POLICY

All employees have a right to enjoy a working environment free from all forms of workplace harassment, sexual harassment and discrimination. The City will act positively to investigate alleged harassment and discrimination claims and effectively remedy them when an allegation is determined to be valid.

Harassment of a client, contractor, customer, employee or supervisor by a supervisor, management employee, employee, or co-worker is explicitly in violation of Provincial and/or Federal law and will not be tolerated by the City of Port Alberni.

Retaliation or reprisals are prohibited against any employee who has complained under this Statement of Policy and Procedure, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of discrimination and harassment.

The City of Port Alberni recognizes that individuals may find it difficult to come forward with a complaint under this Statement of Policy and Procedure because of concerns of confidentiality. Therefore, all complaints concerning workplace or sexual harassment or discrimination, as well as the name of parties involved, shall be treated as confidential. The City of Port Alberni's obligation to conduct an investigation into the alleged complaint may require limited disclosure.

No record of complaint, investigation or decision will go in the complainant's personnel file, if the complaint was made in good faith as determined by the investigator. If the investigation does not find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser. When the investigation reveals harassment or discrimination occurred, the incident and the discipline which is imposed on the harasser will be recorded in the harasser's file.

## 2. PURPOSE

This Statement of Policy and Procedure outlines the procedures to be followed regarding workplace and sexual harassment and discrimination so that employees reporting alleged incidents will know the matter will be treated confidentially and may be reported without fear of retaliation or reprisal.

## 3. SCOPE

This policy applies to all persons employed by the City of Port Alberni and the people with whom these employees interface during their normal course of business.

This Statement of Policy and Procedure applies not only during working time, but to any activities on or off of City premises which could reasonably be associated with the workplace (e.g. social events, travel, etc.).

#### 4. RESPONSIBILITIES

Each and every employee must know and follow this policy. It is imperative that every employee treats every other employee with dignity and respect.

Managers and supervisors are responsible for providing a work environment that is free from discrimination and harassment. This responsibility includes actively promoting a positive, harassment-free work environment and intervening when problems occur. Managers and supervisors are required to enforce this policy, to ensure that each employee knows and understands this policy and to regularly check the workplace environment to make sure this policy is being followed.

Employees must strive to have a clear understanding of what constitutes discrimination and harassment, as well as an awareness of the City's process to prevent, educate and deal with harassment of all forms. Employees are requested to report promptly when they become aware of, or hear of, alleged actions or complaints of discrimination or harassment, regardless of whether it involves themselves, a co-worker, supervisor or any other person.

Allegations of harassment may involve sensitive disclosures. Confidentiality must be maintained to ensure that those who may have been harassed feel free to come forward and are confident that reputations will be protected throughout the process. All information is confidential with disclosure only to those involved with the investigation. Confidentiality cannot be guaranteed for individuals who initiate proceeding or make comments outside the City's internal procedures.

#### 5. DEFINITIONS

**“Workplace”** means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions, work assignments outside the City of Port Alberni's premises, work related travel and work related conferences or training sessions.

**“Sexual harassment”** is any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written, or physical), requests for sexual favours, sexual and sexist jokes, homophobic or sexist slurs, written or verbal abuse or threats; unwelcome remarks, jokes, taunts or suggestion's about a person's body or attire; unnecessary physical contact such as patting, touching, pinching, or hitting; patronizing or condescending behaviour; displays of degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

**“Personal Harassment”** means engaging in a course of vexatious comment or conduct that is known, or ought to be known, to be unwelcome and that is based on one or more of the 14 protected categories of the Human Rights Code. It may include unwelcome, unwanted, offensive or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual's work performance; adversely affecting an individual's employment relationship, and/or denying an individual dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

Personal harassment does not include action occasioned through the exercise, in good faith, of the employer's managerial supervisory rights and responsibilities.

**“Protected categories”** include race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, and age, criminal or summary conviction.

## **6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

BC Human Rights Code  
Collective Agreement – CUPE Local 118 – Article 4  
Discipline Policy

## **7. PROCEDURE**

### **Assistance and Information**

The circumstances surrounding harassment can be sensitive, and individuals must feel comfortable in a procedure to address their complaint. Therefore the process that the City has is in no way intended to regiment or restrict the individual to a finite process. The individual may want to pursue action through the Union, to initially speak to their supervisor, another employee, Department Manager, Human Resources Manager, City Clerk/Deputy City Manager or City Manager.

Complainants have the right, in addition to filing an internal complaint, to file a complaint with the BC Human Rights Tribunal, (such complaint must be filed within 6 months of the alleged contravention), or seeking legal assistance.

Article 4 of the CUPE Collective Bargaining Agreement provides for the use of the grievance procedure and the potential appointment of a third party neutral investigator to investigate the facts and make final and binding recommendations. These procedures are not meant to override those provisions, but rather to provide an alternate course of action that may proceed at the mutual agreement of the CUPE executive and City management.

### **Training and Prevention**

It is desirable to avoid incidents of harassment and the resulting disruptive effects. Therefore, the City of Port Alberni commits to eliminate harassment in the workplace and to provide suitable educational opportunities for all staff to ensure their awareness of this policy and compliance with it.

### **Informal Process**

#### **Step 1 – Self-help**

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

#### **Step 2 – Support and Intervention**

Employees who are not confident or comfortable with Step 1 and who believe that they have been subjected to harassment and employees who may be alleged harassers may initially choose an advisor who may be: a union representative; an immediate supervisor; any member of the employee's department management team; or any member of the City's management team.

Discussions regarding the employee's concerns will be treated confidentially and informally. The policy and procedures will be outlined and various choices discussed to assist the employee in deciding which course of action is most appropriate.

Potential courses of action are:

- direct discussion with alleged harasser, with advisor's support;
- begin a formal investigation.
- initiation of a grievance; or
- stop the process.

Formal investigations may be the initial step of the process if employees are not receptive to an informal approach.

## **Formal Process**

### **Step 3 – Request for Formal Investigation**

A request for formal investigation can be made when informal approaches have not resolved the problem and/or the concerned employee wishes a formal investigation to be conducted. A request for an investigation must be filed in writing to the Director of Corporate Services within six months of the occurrence of the alleged harassment.

To file a formal request, provide a letter of complaint that contains a brief account of the offensive incident (i.e. when it occurred, the person(s) involved, names of witnesses, if any). The letter shall include the remedy sought and signed and dated by the person complaining.

The initial contact for a formal request (supervisor, manager or other person) is responsible to ensure that the Director of Corporate Services is notified. The Director of Corporate Services can be contacted directly with a formal request for an investigation. The Director of Corporate Services shall conduct an initial investigation to make a preliminary determination as to whether there is any merit to the complaint. If no merit is found, the Director of Corporate Services may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties. All discussions regarding the complaint and investigation should be documented. All written material will be kept in confidence and separate from any employee's personnel file during the period of investigation. If complaints are not substantiated, no record of the complaint will appear on the employee's personnel file.

The Human Resources department will promote, revise and support the implementation of the City's policy. They will also be available to assist any employee or manager in interpreting policy or conducting investigations.

Investigations can be initiated when a third party or individual not directly being harassed is affected as a result of harassment of others.

Anonymous requests will not be entertained; however they should not be ignored. The Human Resources Department should be contacted for other means of intervention.

### **Step 4 - Investigation**

While the City is aware that employees may not always wish a formal investigation, circumstances may exist where these wishes may not be complied with.

### **Fact Finding**

The recipient of the complaint, Human Resources, and other relevant parties will be involved in the investigation. Normally an investigator will be selected from the team who will take the lead role in the investigation, but each case will be evaluated independently as to the appropriate investigation procedures.

Any investigation will be approached in such a way as to grant both parties fair opportunity to present his or her side of the issue. The person against whom the allegation is made will be informed that a complaint has been made and they will be allowed an opportunity to respond. The complainant will receive information on the investigation procedure and will be informed of the progress of the investigation.

An investigation may include interviews with the complainant, the accused harasser(s), and any other persons determined to have relevant knowledge concerning the complaint. All interviews will be conducted in a confidential manner which respects the individual rights and the work environment.

The investigator will document all information gathered from all sources and provide results/conclusions of the investigation to the affected parties. The investigator may seek assistance of other City staff as he/she sees fit.

### **Preliminary Resolution**

At any time during the course of the investigation, the investigator and the parties may reach resolution or settlement of the matter, in which case the investigator may propose that the investigation be discontinued.

### **Complaint Withdrawal**

The complainant may withdraw the complaint at any time during the process. If this is done, the reason for the withdrawal will be determined. The Director of Corporate Services will decide appropriate action in this situation.

### **Results of Investigation**

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes discrimination or harassment, giving consideration to all factual information, the totality of the circumstances including the nature and context in which the alleged incident(s) occurred.

### **Notification and Discussion of Results**

At the conclusion of the investigation, the investigator will discuss the results with the parties, Department Head, Director of Corporate Services and/or City Manager, as necessary.

## **Step 5 - Results of the Investigation**

### **Report Supported**

Remedial action in all cases is intended to be appropriate to the situation. The following are examples of actions that may be taken:

- education and training;
- review and modification of policies, procedures and practices;
- counseling may be prescribed;
- a public or private apology may be required;
- disciplinary action up to and including dismissal;
- continuous monitoring; and
- any other strategy designed to eliminate/prevent harassment.

Disciplinary action for violations of this Statement of Policy and Procedure will take into consideration the nature and impact of the violations, and may include a written warning, suspension (with or without pay) or termination (with or without notice).

All documentation from the investigation process will be kept by Human Resources. No record of the complaint will be placed on the personnel file of the complainant or of any witnesses involved in the investigation. A record of any disciplinary measures will be placed on the personnel file on the employee found to have committed harassment.

### **Report Unsupported**

Where the results of an investigation do not support the specific complaint, no further action will occur.

Note, however, that an unproven allegation does not mean that harassment did not occur or that there was a deliberate false allegation. It simply means that there is insufficient evidentiary basis to proceed or that while the complainant may have genuinely had reason to believe that there was discrimination or harassment, investigation has not borne out the complaint.

### **Malicious Reports**

Where, as a result of the investigation, it is determined that an employee has initiated this procedure with direct and specific intent to harm, or in bad faith with reasonable knowledge of intent to harm, then formal disciplinary actions may be taken against the employee involved and a record of the incident will be put in his/her file.

This section is not intended to discourage employees from making complaints regarding discrimination or harassment, however, false complaints adversely impact the workplace and the career of the accused even when disproved, and will not be tolerated.

### **Limitations**

The use of this procedure is limited to complaints related to workplace discrimination and harassment on the basis of the protected categories under Human Rights legislation. All other complaints shall be handled through the Employee Grievance Procedure as established by the Collective Agreement.

## **8. ATTACHMENTS**

Handout for employees

## **City of Port Alberni Workplace Harassment Policy**

The City of Port Alberni endeavours to provide a safe and respectful work environment for all of its employees. No one, whether a manager, an employee, a volunteer, or a member of the public, has to put up with harassment at a City workplace, for any reason, at any time. Likewise, no one has the right to harass anyone else, at work or in any situation related to employment.

This policy is considered to be a preventative measure for ensuring that our workplace is a comfortable place for all of us. In no way does the implementation of this policy imply that the City currently does not enjoy a safe and respectful working environment.

### **Definition of Harassment**

Harassment is any behaviour that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions, comments, or visual displays. It may be a single incident or continue over time.

Harassment can take place in the workplace itself, or outside of the workplace in a situation that is in some way connected to work. For example, during off-site meetings, business trips, and any other event or place related to employment or when the employee is present in the course of employment. Harassment will not be tolerated in any work-related place or at any work-related event.

### **i. Examples of Personal Harassment**

Personal harassment includes any conduct that serves no legitimate work-related purpose, but that has the effect of demeaning, belittling or humiliating another person or persons, and/or that interferes with the person's work performance or creates a hostile, intimidating or offensive work environment.

Specific examples of personal harassment may include, but are not limited to:

- written or verbal abuse or threats;
- physical assault;
- unwelcome remarks or gestures, comments, questions, representations, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- practical jokes which cause awkwardness or embarrassment, or which endanger a person's safety or negatively affects performance;
- hazing or initiation rights;
- leering or other suggestive words and gestures;
- intimidation or humiliation;
- condescending or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- abuse of authority which undermines employee morale or performance, or which threatens the career of an employee or employees;
- false accusations of harassment, motivated by malice or mischief, meant to cause others harm.

### **ii. Examples of Sexual Harassment**

Sexual harassment is defined as one or a series of incidents involving sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature:

- when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group; or
- when submission to such conduct is made either implicitly or explicitly a condition of employment; or
- when submission to or rejection of such conduct is used as a basis for any employment



decision (including, but not limited to, matters of promotion, raise and salary, security and benefits affecting the employee); or

- when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Specific examples of sexual harassment may include, but are not limited to:

- sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised they are embarrassing or offensive, or that they are by their nature clearly embarrassing or offensive;
- leering;
- display of sexually offensive material;
- sexually degrading words used to describe a person;
- derogatory or degrading remarks directed towards members of one sex or one sexual orientation;
- sexually suggestive or obscene comments or gestures;
- sexually suggestive emails or other forms of correspondence;
- unwelcome inquiries or comments about a person's sex life;
- unwelcome sexual flirtations, advances, propositions;
- persistent unwanted contact or attention after the end of a consensual relationship;
- request for sexual favours;
- unwanted touching;
- verbal abuse or threats;
- sexual assault.

### iii. What Isn't Harassment?

#### a) Consensual Banter or Relationships

Two or more employees bantering back and forth is not harassment if everyone involved is in agreement, including those employees who may overhear the banter.. But if any employee feels uncomfortable with this behaviour, and the behaviour continues even after that person has expressed their discomfort, or if the others involved should have known the person was uncomfortable, then it is harassment. This type of harassment can create what is known as a "poisoned work environment", where employees do not feel safe and feel consistently humiliated.

Employees flirting with each other, or becoming involved in a romantic or sexual relationship, are not harassing each other, as long as the relationship is consensual. If one of the employees changes her or his mind, and the other person persists in trying to continue the relationship, this is harassment.

#### b) Legitimate Management Intervention

Appropriate performance reviews, counselling, and discipline are not harassment.

### Rights and Responsibilities

Each employee has the right to be treated fairly and respectfully in the workplace. Each employee also has the responsibility to treat co-workers and the public in a way that respects individual differences. No matter what your position, or that of the people with whom you interact at work, showing mutual respect and consideration will make work easier for all of us. If you have doubts about whether a joke, comment, or other behaviour will embarrass, humiliate, degrade, or otherwise bother someone, then don't say or do it.

All employees have a responsibility to 'speak up' if they observe harassment taking place regardless of whether it involves themselves, a co-worker, supervisor or any other person. Depending on the circumstances, you may want to say something as the behaviour is happening, or you may decide to speak privately with either of the people involved. You may also speak directly to the supervisor of the alleged harasser.

The City is ultimately responsible for ensuring that the work environment is free from harassment. Management is responsible for dealing with harassment that they are aware of or that a reasonable person should be aware of, in a fair and equitable manner. (Not knowing is not necessarily an excuse)

All employees have a responsibility to co-operate in the investigation of a harassment complaint. Anyone who gives evidence in an investigation, or who is otherwise involved in the process, must keep this information confidential, except as is necessary to deal effectively with the complaint. Even once a complaint is resolved, confidentiality and respect are important.

## **Resolution Process**

### **i. If You are Being Harassed**

The following steps will tell you what to do if you or someone else is being harassed.

#### **a) Speak Up**

The first thing to do if you are being harassed is to tell the person harassing you to stop. Let them know that you are embarrassed, humiliated, demeaned, or otherwise bothered by what they are doing or saying. You could speak to the person directly, or write them a letter. If you write a letter, date it and keep a copy. If you speak to them, you may want to tell a trusted friend what you have done and why. Often, a person may not be aware that her or his behaviour is bothersome, and will change the behaviour once they realize this.

#### **b) Make Notes**

You should also make a note of what the bothersome behaviour was, the date it happened, how you felt, what you did about it, and who else was present, if there were witnesses.

#### **c) Informal Procedures**

It may be that communicating directly with the person will not be enough, or that you feel unable to deal with him or her directly. In that case, you can speak to any supervisor, manager or director. The person you speak to will ask you for details of what happened, will make sure you understand the policy and any other options you have (such as a union grievance or human rights commission complaint), and will ask how you want to proceed. You may ask them to help you write a letter or to speak to the harasser on your behalf. You may ask them to arrange for mediation between you and the person whose behaviour offends you. If these attempts to resolve the situation don't work, you can also ask the manager to help you file a formal complaint. These informal procedures are optional. You may also immediately file a formal complaint or, if you feel that would not be productive, you may go directly to the BC Human Rights Commission.

#### **d) Formal Complaints**

If the informal route for resolving a harassing situation does not succeed or is not appropriate, the employee may file a formal complaint. It will be investigated, by a person from within the organization, such as the Department Manager or Director of Corporate Services. This person will investigate the complaint thoroughly. He or she will interview the complainant, the alleged harasser, and any witnesses. All employees have a responsibility to co-operate in the investigation.

#### **e) Rights if You are Being Harassed**

If you are the complainant, you have the right:

- to file a complaint and have it dealt with promptly, without fear of embarrassment or reprisal;
- to have a person of your choice accompany you during the process;
- to make sure that no record of the complaint is placed on your personnel file, as long as it was made in good faith;
- to be informed about the progress of your complaint;
- to be informed of the type of corrective measures that will result from the complaint;

- to receive fair treatment;
- to not receive any adverse action as a result of filing a complaint or being a witness in a complaint.

## **ii. If You are Accused of Harassment**

### **a) Informal Procedures**

If someone complains to you informally about your behaviour, take a good look at it. It may be that without intending to you have spoken or acted in a way that has offended, humiliated, or degraded another person or group of people. It is your responsibility to change your behaviour if it is harassing or offensive to others. You may also want to consider apologizing.

Keep written notes, including dates, of any conversation you have where someone suggests you have harassed them or another person. Also make notes of your version of the alleged harassment, the date it occurred, and who else was present, if there were any witnesses.

### **c) Formal Complaints**

If someone files a formal complaint about your behaviour, you will have to participate in the investigation. You will be expected to co-operate and give your perspective on what happened, and, if the investigation shows that you did harass another person or group of people, you will be expected to change your behaviour. You will also be subject to disciplinary action.

### **d) Rights if You are Accused of Harassment**

If you are the individual accused of harassment, you have the right:

- to be informed of the complaint;
- to be given a written statement of the official allegations, and to respond to them;
- to have a person of your choice accompany you during the process;
- to be informed about the progress of the complaint;
- to receive fair treatment;
- to have complaint removed from personnel file if it is found to be an unsubstantiated complaint.

## **iii. Other Employees**

All employees are expected to co-operate in the investigation of complaints and efforts to resolve them. Employees should be mindful of the sensitivities of the parties and must keep any information related to complaints confidential.

TITLE: P5 – APPRENTICESHIP TRAINING				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: June 22/90	PAGE 1 OF 1

The following living expenses will be paid for employees attending school as part of their city sponsored apprenticeship program (2005 rates):

- **Accommodation** – Utilizing the BC Accommodation Guide, the least expensive hotel/motel including cooking facilities.
- **Transportation** – When the employee is required to attend school off Vancouver Island, -100.00 per week will be provided to cover ferry costs to return home each weekend.
- **Incidental Expenses** - -50.00 a week will be provided to cover any incidentals.

Expenses not covered include meals and mileage.

These expenses are in addition to covering costs associated with the program including tuition, application fee, and books. The expense monies will be paid in addition to the employee's regular wage.

TITLE: P5 - EMPLOYEE AND FAMILY ASSISTANCE PROGRAM AND POLICY STATEMENT				
EFFECTIVE DATE: Jun 13/89	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

CITY OF PORT ALBERNI

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL #118

PORT ALBERNI FIRE FIGHTER'S, LOCAL 1667

PORT ALBERNI CIVIC MANAGEMENT ASSOCIATION

JOINT UNION - MANAGEMENT

"EMPLOYEE AND FAMILY ASSISTANCE PROGRAM"

TITLE: P5 - EMPLOYEE COMPUTER PURCHASE PLAN				
EFFECTIVE DATE: June 25/13	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Original Oct 22/01	PAGE 1 OF 1

The Employee Purchase Plan for Home Computers enables employees to purchase computer systems and/or peripheral equipment by using the City's buying power to get the best price and to pay for the purchase by payroll deduction. The City makes payment in January and is reimbursed by the employee through payroll deduction within the calendar year.

- The Employee Purchase Plan for Home Computers is available to all full-time employees, permanent part-time employees on an individual basis, and Elected Officials of the City. (Employees must be receiving a pay cheque. Employees on any kind of leave without pay are not eligible to participate in the plan.);
- Purchases must be made from a supplier that will furnish the City of Port Alberni with a valid invoice;
- The purchase may be financed with the supplier and the City will pay the original purchase amount to that supplier at the time all other suppliers are paid;
- Purchases must be complete computer systems, peripherals, software or upgrade. Peripherals include printers, scanners, monitors, digital cameras, keyboards, pointing devices, etc. Television monitors, stereos, or other electronic equipment that can be used without attaching to a computer system are not considered peripherals under the Plan;
- This program is only available between November 1 through April 30 of the following year;
- Repayments must be completed by December 31 of the following year: e.g., if an employee was approved to buy a computer in December 2012 (because Christmas is a popular time for this), the payments would start in January 2013 and continue for a maximum of 12 months (completed by Dec 2013). If they choose to buy in April 2013, then the payments would be spread over 8 months instead of 12;
- The value of the total purchase must exceed \$250.00;

There are two options for purchasing:

**1. Cheque Requisition**

- Employee first obtains a quote on a computer system. The quote is subject to approval from both the Manager of Information Technology and the Director of Finance, or proxies deemed suitable, before the purchase is made;
- After the quote is approved, the employee completes a Payroll Deduction Authorization Form;
- Either the Director of Finance, or the Deputy Director of Finance, authorizes the cheque requisition;
- The City issues a cheque to the employee to purchase the quoted item and brings the receipt back to the City.

**2. Reimbursement**

- Employee sees a system for sale and wishes to purchase that limited time offer deal. This counts as a quote and still is subject to approval from both the Manager of Information Technology and the Director of Finance, or proxies deemed suitable, before the purchase is made;
- After the quote is approved, the employee completes a Payroll Deduction Authorization Form;
- After approval, employee can purchase the special deal using their own funds and would bring the receipt back to the City and be issued a reimbursement cheque.

TITLE: P5 - EMPLOYEE FITNESS PROGRAM				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Parks & Recreation	AUTHORIZED BY: Council	REPLACES: Jan 1990, 1995	PAGE 1 OF 1

1. The Employee Fitness Program applies to all full and part-time employees as well as Council, regular volunteers, RCMP regular and auxiliary members as well as field house and caretaking contractors.
2. The Director of Corporate Services will be assigned the working responsibility to develop and carry out the Employee Fitness Program.
3. Each employee will be eligible to purchase a three month Employee Pass for \$30.00 (2012), that will provide unlimited access to public programming at the Aquatic Centre, Multiplex, Glenwood, and all aerobic or public session fitness activity programs, (as well as individual program development).



## CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – Compensation for Emergency Response Outside of Regular Hours Policy – Exempt Employees

Department Responsible: Human Resources

New   
Amended

Pages: 1 OF 1

Notwithstanding any other City policy regarding exempt staff compensation for work outside of regular hours of work, this policy is enacted specifically for hours worked by exempt staff under all of the following conditions:

- outside of regular hours of work
- when responding to an emergency event or supporting such a response
- when an ACRD Emergency Operations Center (EOC) is activated and/or a Task Number enabling reimbursement has been issued by the Province.

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.

This 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.

When called in under the approval of the EOC Director or other authorized person to work in the EOC, support the EOC, or otherwise perform work related to responding to or mitigating an emergency or providing services during an emergency event; an individual's extra time in excess of the regular scheduled working hours will be tracked separately and paid out to the exempt employee at the following rates:

- 1 ½ times their calculated hourly rate for the first 3 hours worked beyond their regular scheduled working hours.
- 2 times their calculated hourly rate for any hours worked in excess of 3 hours beyond their regular scheduled working hours.

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 City.

Compensation earned under the provisions of this policy will not be banked or converted to time off in lieu or converted to any other benefit.

Effective Date: September 24, 2018  
Replaces:

Authorized By: Council



TITLE: P5 – GENERAL (PERSONAL) LEAVE OF ABSENCE – Without Pay				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 3

## 1. POLICY

Employees on the active payroll may apply for a general leave of absence at any time and this policy will apply, unless another specific leave of absence policy applies. All requests for general leave save and except for Jury Duty, Pregnancy Leave, Parental Leave, Bereavement Leave and Family Responsibility Leave are deemed to be for personal reasons and may or may not be granted in the sole discretion of the employee's manager and/or the City Manager, as appropriate. In July 1988 the City established the following guidelines.

"In order to ensure that there is consistency in the application of the policy for granting of leaves of absence the following guiding principles are to be considered as policy on this matter. These are guiding principles which will have slightly varying interpretations, however it is anticipated that a fairly high level of consistency of application can be achieved.

The City of Port Alberni (the employer) has the right to grant leave of absence without pay to any member of the exempt staff for good and sufficient cause. In the case of CUPE employees Article 24(c) of the collective agreement states in subsection (c) that "the employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave in writing for good and sufficient cause". In the case of the Fire Department the PAFF agreement is silent on the matter of leave of absence without pay.

The general rule for granting a leave of absence without pay is that such leave must have either a significantly positive effect on the employee or assist the employee to avoid or manage a situation which will have a negative impact on their personal or family welfare.

The employer must retain the right to "operate and manage the business of the employer in all respects in accordance with its commitments and responsibilities" (Article 2 of the collective agreement with CUPE). Therefore, such leaves of absence may be denied if the employer is confronted with operating circumstances that require that employee's attendance."

Requests for leave will be judged on their merit, by the manager, having regard for individual circumstances, such as, the purpose of the leave, the employee's length of service, the requested length of time, the frequency of such requests, and the impact of the employee's absence on operations. Such leaves will not be unreasonably withheld and if granted, shall be without pay. For employees covered by the PAFFA Collective Agreement, any request for leave of absences exceeding 30 calendar days will be subject to the approval of the Association.

Employee benefits (Statutory Holiday pay, retirement benefit or sick leave entitlement) are discontinued for the duration of any Leave of Absence, unless specifically authorized.

If permitted and approved by the benefits provider, employees may make appropriate arrangements, in advance, to maintain insured health and medical benefits by prepaying the necessary premiums, including the employer's share, if any, prior to the commencement of leave in excess of one month.

Any request for General Leave for the purpose of working for another employer or the

purpose of serving a jail sentence will not be granted.

**2. PURPOSE**

The purpose of this policy is to outline types of general Leave of Absence that will be approved and to establish guidelines for handling such requests.

**3. SCOPE**

This statement applies to all employees. Jury Duty, Pregnancy Leave, Parental and Adoption Leave, and Bereavement/Compassionate Leave for Union employees are covered by the terms of the applicable Collective Agreement.

**4. RESPONSIBILITY**

Managers and supervisors shall respond to any requests for leave in a timely manner, and notify the employee of the disposition of the request. Additionally, managers and supervisors are responsible for notifying Payroll of any approved requests for leave.

**5. DEFINITIONS**

None

**6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

Collective Agreement – CUPE Local 118 – General Leave (23.05)

Collective Agreement – PAFFA Local 1667 – General Leave (14.1)

**7. PROCEDURE**

Prior to a General Leave of Absence being granted an employee is required to first use any lieu (banked) time.

Requests for general leave of absence shall be submitted to the employee's Manager, as far in advance of the commencement of the requested leave as possible. The General Leave of Absence Request and Response Form shown in Attachment A is used for this purpose.

Requests for General Leave, without pay, of three working days or less, may be approved by the employee's manager. Requests for General Leave, without pay, in excess of three working days, and all requests for General Leave with pay, require the approval of both the employee's manager and City Manager or a designated nominee.

A copy of all approved General Leave of Absence Requests shall be provided to Payroll and a copy shall be filed in the employee's Personnel file.

**8. ATTACHMENTS**

Leave of Absence Request and Response Form

**City of Port Alberni  
Leave of Absence Request and Response Form  
Request for Leave of Absence**

Employee:		Department:
Job Title:		Shift:
Start Date:	End Date:	Return to Work Date:
Reason for Request:		
<input type="checkbox"/> I hereby request that benefits continue during this leave and agree to pay the total cost of premiums during leave. (For leave of one month or longer)		
Employee Signature:		Date Requested:

**Response to Request for Leave of Absence**

Your Request for Leave is:			<input type="checkbox"/> Approved	<input type="checkbox"/> Without Pay	
			<input type="checkbox"/> NOT Approved	<input type="checkbox"/> With Pay	
Not approved reason(s):					
Approved subject to the following conditions:					
Date Leave starts:			Date Leave Ends:		
Date to Return to Work:			Shift Start Time on Return Date:		
Note: Failure to return to work, on your scheduled return date and time, is deemed a voluntarily quit from your job effective the date your leave commenced.					
<input type="checkbox"/> Approval of PAFFA if leave more than 30 days					
			Entitled	Not Entitled	
Statutory Holidays with pay, should they occur			<input type="checkbox"/>	<input type="checkbox"/>	
Accumulate service for earning sick leave entitlement			<input type="checkbox"/>	<input type="checkbox"/>	
Accumulate service in determining annual vacation entitlement			<input type="checkbox"/>	<input type="checkbox"/>	
Benefit	Continue	Discontinue	Benefit	Continue	Discontinue
Group Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Short Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Group Accident Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Long Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Extended Health Care	<input type="checkbox"/>	<input type="checkbox"/>	Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Manager's signature:			Date:		
City Manager's signature:			Date:		

Copy to Payroll and Human Resources (Personnel File)

TITLE: P5 - JOB IMPROVEMENT COURSES				
EFFECTIVE DATE: Sep 26/97	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Dec 10/90	PAGE 1 OF 1

**TRAINING AND DEVELOPMENT**  
**Job Improvement Courses**

The City of Port Alberni encourages employees to upgrade skills, knowledge and qualifications in their jobs by pursuing training through various educational institutions.

The City will pay all fees associated with the employee's training course subject to prior approval from the employee's supervisor and successful completion of the course.

Where requested by the employee, the City will pre-pay course fees on an interest free basis, subject to the employee signing a form authorizing payroll deduction of the loan for the course fees in the event he or she fails to successfully complete the course or ceases to be an employee of the City (see attached).

So long as the employee continues in the employ of the City, the interest free loan or payment of course costs will be forgiven at a rate of 20% per month commencing at the first of the month in which proof of successful completion of the course has been produced to the employer.

Prepayment of course fees will not apply in the case of Part Time employees because benefits are included in the hourly rates and it could be difficult or impossible to collect monies advanced upon the employee no longer working for the City. However, reimbursement of approved course fees will be made upon submission of proof of successful completion of each course.

The City provides time off without loss of pay for approved training courses, however, the employee will be required to contribute time outside the normal work day without compensation where such time is required for travel, night study or weekend attendance at courses. This also applies to regularly scheduled flex time in that if the course falls on an employee's regularly scheduled flex day off then that is considered to be the employee's contribution to the training.

Where an employee is attending a course to become qualified and eligible for a posting in a **new job**, the City will cover course fees, but will not provide time off without loss of pay. The employee may use vacation, banked overtime or leave without pay for time spent at the course.

<p><b>JOB IMPROVEMENT COURSE LOAN</b> <b><u>PAYROLL DEDUCTION AUTHORIZATION</u></b></p>
DATE:
EMPLOYEE NAME:
COURSE NAME:
INSTITUTION:
EXPECTED DATE OF COMPLETION:
AMOUNT OF LOAN:
SUPERVISOR'S AUTHORIZATION:

DATE OF PROOF OF COURSE COMPLETION:

Should I not successfully complete the above named course, or should I cease to be a City of Port Alberni employee, I authorize the deduction of the full loan course fee from my pay cheque. Should I cease employment within five months from the first day of the month in which proof of successful completion of the course has been produced, I understand that the loan or reimbursement of course fees will be forgiven at the rate of 20% per month of service.

\_\_\_\_\_

Signature

TITLE: P5 – LEAVE OF ABSENCE WITH PAY				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: July 25/88	PAGE 1 OF 1

LEAVE OF ABSENCE WITH PAY

The City of Port Alberni (the employer) has the right to grant leave of absence with pay to CUPE employees under Article 24(b) of the collective agreement which states:

"Employees on leave of absence for union functions as outlined above shall have their regular wages, benefits and other expenses related to this employment paid.

The Employer shall then bill the Union for the actual direct expenses incurred and the Union shall promptly remit payment to the Employer."

It is considered desirable to extend this privilege to all employees where the purpose of the leave is to perform community service of a significant nature to a local, provincial or national body (including political parties).

- i) Leave of Absence with Pay may be granted by the appropriate supervisor only with the approval of the City Manager, to perform a community service for duties involving local, provincial or national bodies (including political parties) where the service will confer a significant benefit on the community and where the sponsoring body agrees in writing, prior to granting such leave, to pay the full cost of wages & benefits in the amount determined by the City.
- ii) Leave of Absence with Pay may be granted by the appropriate supervisor only with the approval of the City Manager to participate in active searches or other rescue activities as a member of or in association with the Alberni Valley Rescue Squad.
- iii) Leave of Absence with Pay may be granted for a period of time up to one working day by the appropriate supervisor to take a course of studies or training including any examinations therefore, to obtain or maintain a certificate required to be held pursuant to the employee's job description. Periods in excess of one day may be granted only with the approval of the City Manager.

TITLE: P5		LEAVE TO VOTE IN ELECTIONS		
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 2

## 1. POLICY

### The Provincial Election Act states:

Any employee who is entitled to vote in an election or who, on registration will be entitled to vote in the election is entitled to have **four (4) consecutive hours** free from employment during voting hours on General Voting Date for the purpose of voting.

It is up to the employer to determine when any necessary time is to be taken off work to vote. Time off may be at the beginning or end of the employee's shift, or unnecessary if normal working hours already provide the necessary time from employment. It is an offence for an employer to take any deduction from an employee's pay, or exact any other penalty, for time off for voting.

Advance polling is available to all voters from (dates and times specific to the election). Use of Advance Voting and cooperation between employers and employees, will ensure that all individuals have the opportunity to vote without disrupting business operations.

### The Canada Elections Act states:

#### **Consecutive hours for voting**

**132.** (1) Every employee who is an elector is entitled, during voting hours on polling day, to have three consecutive hours for the purpose of casting his or her vote and, if his or her hours of work do not allow for those **three (3) consecutive hours**, his or her employer shall allow the time for voting that is necessary to provide those three consecutive hours.

#### **Time at convenience of employer**

(2) The time that the employer shall allow for voting under subsection (1) is at the convenience of the employer.

#### **No penalty for absence from work to vote**

**133.** (1) No employer may make a deduction from the pay of an employee, or impose a penalty, for the time that the employer shall allow for voting under subsection 132(1).

Hourly, piece-work or other basis of employment

(2) An employer who pays an employee less than the amount that the employee would have earned on polling day, had the employee continued to work during the time referred to in subsection 132(2) that the employer allowed for voting, is deemed to have made a deduction from the pay of the employee, regardless of the basis on which the employee is paid.

#### **Prohibition**

**134.** No employer shall, by intimidation, undue influence or by any other means, interfere with the granting to an elector in their employ of the three consecutive hours for voting, as provided for in section 132.

## 2. PURPOSE

The intent of this legislation is to ensure eligible voters have adequate time to attend their polling place.

### 3. SCOPE

This policy applies to all employees.

### 4. RESPONSIBILITY

Employees are required to make arrangements to vote that are least disruptive to the operation of their department.

Managers and Supervisors will be advised by Human Resources in advance of an election to identify employees that require the time to vote.

### 5. DEFINITIONS

None

### 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

BC Provincial Election Act

Canada Elections Act

CUPE Local 118 – Collective Agreement – Special Work Days (17.08)

PAFFA Local 1667 Collective Agreement

### 7. PROCEDURE

Prior to a federal or provincial election, the Director of Corporate Services will circulate a notice outlining provisions for voting. At this time, employees requiring time off to vote will request leave from their direct supervisor.

Supervisors/managers will make arrangements for those employees requiring the time to vote by using the following guidelines:

#### ***(a) Regular weekday operations***

Shift schedules may be adjusted in compliance with the collective agreement to accommodate these employees' requirements and maintain department operation.

#### ***(b) 24 hour operations***

Shift schedules may be adjusted in compliance with the collective agreement to accommodate these employees' requirements and maintain minimum personnel for department operation.

Use of part-time and auxiliary employees is preferred over scheduled overtime.

### 8. ATTACHMENTS

None



TITLE: P5 – MEMORIAL PLAQUES				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Nov. 1, 2005	PAGE 1 OF 1

The City will purchase, subject to concurrence of the employee's family, and on an equal cost sharing basis with CUPE Local #118 or PAFF Local 1667 (as appropriate), a 4" x 6" brass memorial plaque for staff members who die while in service, and have the plaque erected on City land at a location mutually agreed between staff and the family of the deceased.

TITLE: P5 – MUNICIPAL PENSION				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Original (Feb/74 + July/88)	PAGE 1 OF 1

**ELIGIBILITY FOR FULL TIME EMPLOYEES**

Eligibility for Municipal Pension under the Public Sector Pensions is on a compulsory basis for all permanent full time employees entering the service of the City between 18 and 65 and who have completed their probationary period.

**ELIGIBILITY FOR CONTINUOUS PART-TIME EMPLOYEES**

Employees of the City of Port Alberni

1. who are employed on a continuous part-time basis and are between the ages of 18 and 65, or
2. from continuous full-time to continuous part-time employment

upon completion of the probation period, will be provided the option of contributing to the Municipal Pension Fund under the *Public Sector Pensions Act*.

**PURCHASE OF PAST SERVICE**

Pursuant to Section 12.1.B of the *Public Sector Pensions Act*, the City of Port Alberni approves the purchase of eligible continuous service with the City of Port Alberni for all employees provided that if such purchase is made by a regular full time as an employee of the City of Port Alberni, the employer will defray 50% of the cost. The preceding will be at the written request of the employee.

TITLE: P5 – PERSONAL VEHICLE USE FOR CITY BUSINESS PURPOSES				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Apr. 22/96	PAGE 1 OF 1

**INSURANCE**

Each employee that uses his/her personal vehicle during the conduct of their duties with the City of Port Alberni must carry, at their own cost, liability insurance of one (1) million dollars.

Employees that are required to use their personal vehicles during the conduct of their duties with the City of Port Alberni, and who do so on more than 6 occasions in any calendar month, must insure their vehicles for “Business Use”. The City will reimburse employees for the difference between “Business Use” and “To and From Work” use categories. This claim for reimbursement should be done annually, accompanied by a photocopy of the employee’s vehicle registration.

Claim forms are available from the Finance Department.

**MILEAGE**

Employees that are required to use their private vehicle on City business, both within and beyond the municipal borders shall be reimbursed mileage expenses at the full rate currently in effect. Employees will be required to complete monthly claim forms.



**CITY OF PORT ALBERNI  
POLICY MANUAL**

Title: P6 – BENEFITS FOR SUPERVISORY (EXEMPT STAFF)	
Department Responsible: Finance/HR	
New <input type="checkbox"/>	Pages: 1 OF 2
Amended <input checked="" type="checkbox"/>	

**Long-Term Sickness & Disability Benefit**

The City will pay the full salary of any non-union supervisory employee who becomes continuously sick or disabled for a period of up to 210 calendar days commencing on the first day of sickness or disability and shall provide for a long-term disability plan based on 60% of the employee's salary commencing from the 211<sup>th</sup> day of such sickness or disability to age 65, with the employee to pay the premiums therefore.

**Group Life & Accidental Death & Dismemberment Insurance**

The City shall pay the premium for Group Life and Accidental Death and Dismemberment Insurance for all non-union supervisory employees for amounts equal to twice their annual salary.

**Dental & Optical Plans**

The City shall provide Dental and Optical Plans for Non-Union Supervisory employees equal to and the same as plans provided for Union employees under the Collective agreement with CUPE 118.

**Extended Health Benefit Plan**

The City shall pay the premium for the City's Extended Health Benefit Plan for all non-union supervisory employees, providing the same coverage as provided for Union employees under the Collective agreement with CUPE 118.

**Vacation Entitlement**

	% entitlement upon termination
Less than 1 Year - $\frac{\text{Number of months worked} \times 20 \text{ working days}}{12 \text{ months}}$ .....	9
After 1 year            20 working days .....	9

After 1 year increments in vacation entitlement for Non-union Supervisory employees shall be the same as those for Union employees under the Collective Agreement with CUPE 118.

Earned holidays in excess of 20 working days may be accumulated. Annual holidays so accumulated shall be taken before the expiry of the annual holiday year in the following year.

Non-union Supervisory employees who have accumulated unused annual vacation beyond that allowed in City policy outlined above will utilize at least 1 week of that accumulated unused annual vacation during each annual holiday year until the full amount of accumulated annual vacation has been exhausted.

No non-union Supervisory employee shall accumulate unused annual vacation beyond that allowed in City policy outlined above except in unusual circumstances. In such cases accumulation of unused annual vacation must be approved by the City's CAO prior to the end of the annual holiday year.

Effective Date: May 9, 2016  
Replaces: Jul 1 & Nov 6/78, Jan 1/90, Nov  
14/94, July 1/05

Authorized By: Council

TITLE: P5 – RECOGNITION OF SERVICE				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Oct. 88, Nov. 89, Mar. 92, Sept. 97	PAGE 1 OF 2

**POLICY**

Employees will receive presentations from City Council in recognition of their long and faithful service to the City of Port Alberni.

**Recognition of Service**

A piece of clothing containing the City crest will be presented to every employee (full time, part time and casual) who has achieved ten years of continuous year-round employment and on every tenth anniversary of employment thereafter.

**Recognition of 25 years Service**

All employees with 25 years continuous service will be presented with their choice of a watch or a ring (maximum value of \$500.00) with the City logo printed on the face and inscribed as follows:

Watch:

City of Port Alberni  
In Appreciation of 25 Years Service – “Year”  
“Insert Name”

Ring:

“First Initial, Last Name”  
25 Years Service  
“Year”

The employee will be presented with their watch/ring at the Organizational Council meeting, held each year on the first Monday in December.

**Recognition on Retirement**

Retiring employees shall receive an appropriate gift not to exceed:

Up to ten years service	• Up to \$200
Up to fifteen years service	• Up to \$300
Up to twenty years service	• Up to \$400
Up to twenty five years service	• Up to \$500
More than twenty-five years service	• Up to \$600

With the concurrence of the applicable union and/or Employee and Family Assistance Program, these guidelines can also be extended to employees on Long Term Disability coverage who are unlikely to return to work.

Any ceremonious occasion that might be held is solely at the discretion of the retiring employee's department. However, it is suggested that the Department Manager or direct supervisor be involved in presenting the gift to the retiree. This could be done by special arrangement in the home department during work hours. Another option would be to have the Mayor or a member of Council present the gift at the retirement party planned by the department to honor the retiree.

The City will provide up to \$400.00 for the purpose of a retirement celebration.

## **PURPOSE**

To establish the City of Port Alberni's policy to recognize employees in appreciation of their service.

## **SCOPE**

Applies to all full time employees and part time employees who have served on a continuous year-round basis.

## **RESPONSIBILITY**

Department Managers are responsible for overseeing and ensuring that their employees are recognized as outlined above.

Purchasing Clerk is responsible for arranging clothing items presented for recognition of service.

HR Assistant is responsible for organizing and arranging for the 25 year awards.

## **DEFINITIONS**

None.

## **REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE**

None.

## **PROCEDURE**

### **Recognition of Service:**

The Payroll Clerk notifies the Purchasing Clerk and Department Managers of all employees who are to be recognized. The Purchasing Clerk contacts the eligible employees to determine the appropriate item of clothing to be presented. The Purchasing Clerk ensures that the Department Manager receives the items for presentation.

The Department Manager is responsible for arranging an appropriate public event e.g. Department Christmas event, for employee recognition and distribution of the items. The Department Manager also arranges for the Mayor and Councillors to be present to distribute the items.

### **25 Year Service Awards:**

The HR Assistant is responsible for contacting eligible employees and having them select the appropriate ring/watch. The HR Assistant invites the employee and their guests to the Organizational Meeting.

The Department Manager is responsible for preparing and delivering a brief employee biography on their contribution to the City at the Organizational Meeting.

### **Retirement:**

The Department Manager is responsible for ensuring that an appropriate gift is purchased and presented to the retiring employee.

TITLE: P5 – SICK LEAVE WHILE ATTENDING A DETOXIFICATION PROGRAM				
EFFECTIVE DATE: Jun 9/80	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Subject to the written confirmation of the need for treatment by the employee's physician and upon written recommendation of a Counsellor of Mental Health and Addictions Services (VIHA) an employee admitted to and attending a detoxification program endorsed by the said Mental Health and Addictions Services (VIHA) shall be granted sick leave for the duration of such treatment.



TITLE: P5 – WORKPLACE ACCOMMODATION				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES	PAGE 1 OF 4

## 1. POLICY

Employers and unions in Canada are required to make every reasonable effort, short of undue hardship, to accommodate an employee who comes under protected grounds of discrimination within human rights legislation.

The goal of the duty to accommodate in the employment relationship is to attempt to achieve fairness in the workplace and avoid unintentional discrimination on prohibited grounds. For the most part, the duty to accommodate will come into play when an employee's performance is affected based on a physical or mental disability. This statement of policy and procedure outlines the process to be undertaken when an employee feels they need an accommodation.

Provided a person with a disability is able to perform the essential duties of their own job or other available work and requests accommodation to do so, the City of Port Alberni will make all reasonable efforts to accommodate that person. The City will engage in a thorough investigation of the possibilities for accommodation of a disabled employee in any job or set of tasks in the workplace in order to find one that is least disruptive to the workplace and the most effective for all concerned. The City continues to be entitled to a productive working relationship with the accommodated worker.

The obligation does not require the employer to provide the accommodation requested by the employee or provide the best accommodation. Rather, the employer's obligation is to provide a "reasonable accommodation". The City will not promote an employee as a form of accommodation or displace other employees from occupied positions to accommodate a worker. The City will not create a new position or add to the staff complement to accommodate. The employee will not "carry" their pay rate to an accommodated position. Pay rates for all positions are determined by the Joint Job Evaluation Plan.

The policy also recognizes that human rights statutes exempt discriminatory conduct based on a bona fide occupational requirement (BFOR). The City of Port Alberni may adopt workplace rules and requirements that treat workers differently based on the prohibited grounds of discrimination when the employer can show that the rules adopted are for a genuine purpose and are required for the performance of the job, based on health, safety and cost.

## 2. PURPOSE

The purpose of the Duty to Accommodate Policy and Procedure is to ensure that employees are not discriminated against contrary to the Human Rights legislation and that the City meets its duty to accommodate.

The City of Port Alberni is subject to the duty to accommodate which flows from Section 13 of the BC Human Rights Code, R.S.B.C. 1996, c.210 prohibits an employer from discriminating on the basis of any of the following prohibited grounds:

- race
- colour
- ancestry
- place of origin
- political belief
- religion
- marital status
- family status
- physical disability
- mental disability
- sex
- sexual orientation
- age (applies to those 19 or older and less than 65)
- a criminal or summary conviction offence that is unrelated to the job.

### 3. SCOPE

This policy covers all employees working for the City of Port Alberni.

### 4. RESPONSIBILITY

The duty to accommodate rests with all three parties involved: the employer, the union, and the employee seeking the accommodation.

The employee is responsible for requesting an accommodation in writing and providing relevant information to support their request. The employee must actively participate and cooperate in the process of seeking an accommodation, and not unreasonably block a viable accommodation option.

The union is expected to co-operate with the accommodation process, and not unreasonably block a viable accommodation option. Collective agreement provisions, such as seniority clauses, are not bars to accommodation, although there is an 'undue hardship' limit to the extent to which seniority rights and job opportunities of other employees may be interfered with in an effort to accommodate.

Where an accommodation is required, the employer will work with the employee and union to determine whether existing positions can be adjusted, adapted or modified for the employee or whether there are any other positions in the workplace that might be suitable for the employee. The ultimate responsibility for determining an accommodation rests with the employer, as they have ultimate control over the workplace. The employer must provide reasonable accommodation such that any further accommodation would constitute undue hardship.

### 5. DEFINITIONS

**“Bona Fide Occupational Requirement (BFOR)”** is a requirement that is deemed a genuine need in order to carry out work.

**“Disability”** – The Human Rights Code does not give a definition. For the purpose of this policy, the concept of disability generally indicates a physiological or psychological state that is involuntary, has some degree of permanence and impairs the person’s ability, in some measure, to carry out the normal functions of life.”

**“Duty to Accommodate”** is the legal requirement to provide for, or to make an exception.

**“Undue hardship”** is a condition which would result in excessive cost or suffering. The following factors may be relevant:

- Safety
- Interchangeability of the work force and facilities
- Impact/disruption on a collective agreement
- Size of the employer's operations
- Problems of employee morale
- Financial cost

## 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

BC Human Rights Code – Section 13

Canadian Labour Congress – A Duty to Accommodate/Undue Hardship Guidelines

## 7. PROCEDURE

### Request for an Accommodation

Where an employee feels that they require a workplace accommodation, based on one or more of the 14 protected categories, they are to submit a letter requesting accommodation to their Department Manager. The written request should include the rationale for the need for accommodation, including medical information addressing the nature of the disability, the prognosis and the limitations the disability imposes on the employee's ability to perform the duties of their position. If the accommodation being requested is based on one of the other protected categories, the employee needs to provide documentation related to the category under which the accommodation is being requested. The employee can also provide information on what forms of accommodation they believe would allow them to perform the duties of their job. The Department Manager will forward a copy of the request to the Director of Corporate Services.

### Review of Request

The Director of Corporate Services will review the request and determine whether there is sufficient medical or other information in order to proceed with the accommodation review. If there is not sufficient information, the employee will be asked to provide additional documentation. The City reserves the right to require the employee to participate in a formal needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.

### Accommodation Review Process

The Director of Corporate Services will convene a meeting with the employee, employee's supervisor and/or Manager, and union representation. The “accommodation team” will work together to find a feasible and practical solution that accommodates the employee's disability, in a manner that is consistent with the constraints of his or her workplace, to the point of undue hardship.

They will engage in a four-step process:

- Determine if the employee can perform his/her existing job as it is
- If the employee cannot, then determine if s/he can perform his/her existing job in a modified form;

- If the employee cannot, then determine if s/he can perform another job in its existing form;
- If the employee cannot, then determine if s/he can perform another job in a modified or “re-bundled” form.

The accommodation may take a number of different forms, which may include:

- Physical aids – back supports, large screen monitors, ergonomic workstations
- Modification of shift schedule – day shift only, half days, alternate days
- Modification of duties – reassigning duties such as heavy lifting to other employees
- Reassigning the employee to another (vacant) position
- Maintaining the employment relationship during a period of total disability

The “accommodation team” will select a form of accommodation which would achieve the necessary results with the least cost and least disruption.

### **Accommodation Decision**

If there is agreement on an accommodation by all three parties, the decision will be presented to the City Manager for approval.

In the event there is not consensus on an accommodation, the Director of Corporate Services will meet with the Department Manager to determine the accommodation. If the accommodation selected would require some exemption from collective agreement language, the City would seek the approval of the Union to the accommodation proposed.

If there is no agreement on an accommodation, the employer will advise the employee accordingly and clarify the “undue hardship”.

If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision through the Grievance Procedure.

## **8. ATTACHMENTS**

None



## CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – ACTING PAY FOR EXEMPT EMPLOYEES	
Department Responsible: Human Resources	
New <input type="checkbox"/>	Pages: 1 OF 1
Amended <input type="checkbox"/>	

During some absences of senior exempt employees, another employee may be designated to “act” in the capacity of the absent employee and will receive acting pay in accordance with the following guidelines.

### **Deputy Positions:**

Where a deputy position exists, the deputy will not normally receive acting pay during times when they are acting in the capacity of the position to which they normally report.

In cases where the deputy is expected to act in the senior capacity for a period of greater than 30 consecutive days (or for a period of time that is unknown and likely to extend beyond 30 consecutive days), the deputy will receive a rate of pay 10% above their normal salary, provided this does not result in a rate of pay higher than that of the employee for whom they are acting. In this case the deputy will receive the rate of pay of that employee.

### **Acting Capacity (No Deputy Position):**

Where no deputy position exists, and where an employee acts in a senior capacity for a period of two calendar weeks or more, that employee will receive a rate of pay 10% above their normal salary, provided this does not result in a rate of pay higher than that of the employee for whom they are acting. In this case the acting employee will receive the rate of pay of that employee.

### **Acting Capacity (Unionized Employee):**

In cases where a unionized employee acts in the capacity of an absent exempt employee, compensation for that acting employee is considered in City Policy *P6 – Acting Pay For Schedule “B” Employees*.

Effective Date: November 14, 2016  
Replaces:

Authorized By: Council

TITLE: P6 – ACTING PAY FOR SCHEDULE “B” EMPLOYEES				
EFFECTIVE DATE: Feb 8/88	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

For an employee to be eligible for acting pay when they perform some of the duties of an absent employee of higher classification they must:

- a) not, (as part of the class specifications for their normal duties), be required to perform the duties of the superior position they are filling;
- b) perform most of the duties of the absent employee;
- c) perform the required duties for a substantial length of time, and
  - 1. obtain approval of the City Manager prior to any such appointment.

Employees will be paid for statutory holidays at the rate of pay for the working day immediately preceding the holiday.

TITLE: P6 - BENEFITS FOR SICK/DISABLED EMPLOYEES				
EFFECTIVE DATE: Jun 15/92	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Nov 12/91	PAGE 1 OF 1

1. The City will continue the following benefits:

- a) M.S.P.
- b) Extended Health
- c) Dental
- d) Group Life Insurance

for six months following an employee qualifying for the L.T.D. benefit. (This could mean payment of premiums for a year, i.e. the six month qualifying disability period plus the six months following acceptance for L.T.D.).

2. The City will offer to continue to enroll employees on L.T.D. in these benefits after six months on the L.T.D. plan subject to the employee remitting required premiums to the City.

3. In cases where an employee does not qualify for L.T.D., benefits will be discontinued after a year.

TITLE: P6 – CONVERSION OF VACATION TO SICK LEAVE (Union Members)				
EFFECTIVE DATE: Feb 8/88	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

An employee becoming sick or disabled while on scheduled vacation may convert such period of time to sick leave provided:

1. the duration of the sickness or disablement exceeds three days, and
1. the employee immediately or as soon as practicable submits a doctor's certificate to his immediate supervisor stating that the employee was unfit for work and the reason why he was unfit for work. Such certificate must specify by dates the duration of the sickness or disability.

Conversion of all or part of an employee's scheduled vacation to sick leave shall not serve to extend the scheduled vacation time except with the express authorization of the employee's immediate supervisor.





**CITY OF PORT ALBERNI  
POLICY MANUAL**

Title: P6 – Lieu Time Provision – Exempt Employees	
Department Responsible: Human Resources	
New <input checked="" type="checkbox"/>	Pages: 1 OF 1
Amended <input type="checkbox"/>	

Effective July 1, 2016 exempt employees may be compensated for work outside of their regular hours of work with time off in lieu.

This provision is limited to a maximum of 2 weeks per year. For the purposes of this provision a year is regarded to be July 1 to June 30 (a "holiday year").

Time off in lieu earned under this provision must be used during the same holiday year in which it is earned.

Time off in lieu earned under this provision cannot be carried forward to subsequent holiday years without the approval of the City's CAO.

The City will not pay out for unused time off in lieu.

Time off in lieu will be earned only with the approval of the City's CAO. Exempt employees applying to the City's CAO for time off in lieu of work outside of regular hours of work will submit the appropriate documentation complete with their immediate supervisor's signature supporting the application.

Effective Date: July 1, 2016  
Replaces:

Authorized By: Council



## CITY OF PORT ALBERNI POLICY MANUAL

Title: SALARY ADMINISTRATION – EXEMPT POSITIONS	
Department Responsible: Human Resources	
New <input type="checkbox"/>	Pages: 1 OF 2
Amended <input checked="" type="checkbox"/>	

1. **Purpose** - This policy will provide guidelines to assist the City in the salary administration of exempt positions.
2. **Scope** – This policy will be applied to all exempt positions of the City of Port Alberni.
3. **Process** – The salary structure for exempt positions is comprised of position families, including levels, and salary ranges for each.

The top of the salary range for each position represents the job rate or normal maximum base salary for the position. This will be based on the median of salary data for similar positions in comparator communities, as determined by an external market review conducted in the third year of each term of Council.

The bottom of the salary range represents the minimum base salary for the position.

Initial salary placement for an employee within the salary range will be determined based on a number of factors including qualifications and previous experience, and is subject to approval of the City's CAO.

All employees who meet the performance expectations for their position should be able to reach the normal maximum base salary for their position over time. Increases through the salary range will be based on an employee's job performance meeting or exceeding the expectations for their position, in accordance with an annual performance review process. The timing and amount of salary adjustments within the range are at the sole discretion of the City and subject to the approval of the City's CAO. Any such increases must be within the budget as approved by Council.

A merit maximum range for each position will be established and reserved for employees whose performance consistently exceeds the expectations of the position.

Initial salary placement and any increases within the salary range for the position of CAO will be determined by Council.

4. **Probationary Period** – All new exempt staff, as well as exempt staff who move into a new position, will have a probationary period of 6 months. While on probation, they will receive 95% of their initial salary. Advancement from the probationary rate will be based on the employee demonstrating satisfactory performance during the probationary period. A probationary performance review will be conducted by the employee's manager prior to the completion of the probationary period.

5. **Annual Salary Adjustments** – Exempt positions will receive an annual salary increase effective January 1st of each year by a percentage equal to the BC Consumer Price Index (CPI) from the previous year.
6. **External Market Review** – In the third year of each term of Council, the City will undertake a market review of the base salaries of exempt positions. The purpose of this review will be to ensure that exempt salaries remain competitive.
7. **Salary Structure Review** – Concurrent to the external market review, the City will review its internal hierarchy of positions to ensure that positions remain appropriately placed in each level.
8. **Position Creation / Change** – When a new position is created or a material change is made to an existing position, the Manager of Human Resources will evaluate the position using the position family salary structure and place the position in the corresponding salary level.

Effective Date: July 12, 2021  
Replaces: June 96, Feb 12/01, Sept 30/08,  
May 30/13, May 9/16 and Jan 14/19

Authorized By: Council

TITLE: P6 - STANDBY COMPENSATION (Exempt Staff)				
EFFECTIVE DATE: Jan 7/80	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Supervisory Personnel required to be on weekend standby during the withdrawal of overtime and standby by CUPE members will be granted one day off with pay for each day they are on call.

# POLICY No. 3009-2 | Travel Policy

Approved: May 23, 2023

Resolution No: R23-183 | R24-95

Date of Last Review: February 26, 2024 [Amended]

CITY OF  
PORT ALBERNI



## 1) PURPOSE

To establish a policy and procedures to be followed by City of Port Alberni (CPA) Council and employees who travel on approved business or who have been given approval for attendance at conferences, seminars and other training and education purposes.

## 2) POLICY STATEMENT

It is the policy of the City to travel in the spirit of best value for taxpayer dollars, with consideration that will include total cost, quality, expertise, and environmental and social sustainability impacts.

## 3) PROCESS

Subject to the approvals required below, employees who travel on CPA business or who are attending at seminars, conferences and other training/development purposes will:

- i. Obtain approval for travel in advance from their supervisor. Where necessary, an accountable advance is available to cover travel expenses by completing the travel advance/claim form. The Finance department requires a minimum of ten days to process requests for accountable advances.
- ii. Travel by the most economical means.
- iii. Obtain the government rate for accommodation where available.
- iv. Be allowed meal allowances and a per diem rate for meals and other related expenses.
- v. Be reimbursed for reasonable out-of-pocket expenses.
- vi. Provide receipts for all claimed travel expenses except where meal allowances and a per diem rate is claimed.
- vii. Complete a travel advance/expense form accompanied by appropriate receipts to supervisor within 30 days after return from travel and forward to supervisor for approval and then to Finance for processing.

## 4) APPROVALS

For travel, approval must be received from the employee's manager and budget available to undertake that travel.

- i. Any staff members elected to the Executive of either the Vancouver Island Local Government Managers Association or Local Government Managers Association of B.C. are authorized to attend Executive meetings of either Association and that expenses incurred in connection there with will be defrayed by CPA.
- ii. Council is authorized to attend the annual conference of the following organizations:
  - a. Union of British Columbia Municipalities; and
  - b. Association of Vancouver Island and Coastal Communities.
- iii. Travel outside the CPA but within British Columbia, requires the departments Director approval.
- iv. The Chief Administrative Officer's [CAO] approval is required for travel outside of British Columbia.

- v. The CAO will obtain approval from the chair of the Board for their own travel outside British Columbia.
- vi. The Mayor is authorized to attend British Columbia Mayors' Caucus meetings and the Local Government Leadership Academy seminars on behalf of CPA and shall be paid in accordance with policy for expenditures made or expenses incurred.
- vii. The Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities on behalf of the Municipality and shall be paid in accordance with the policy for expenditures made or expenses incurred.
- viii. The Council member appointed as the Liaison to the Alberni Valley Community Forest Corporation is authorized to attend the annual conference of the British Columbia Community Forest Association and shall be paid in accordance with policy for expenditures made or expenses incurred.
- ix. Council members shall be paid for expenditures made or expenses incurred for their attendance at official meetings, workshops and other events within the municipality approved for attendance. Reimbursements under this policy will be limited to actual costs incurred for personal meals and costs of registration at a maximum per event cost not to exceed \$150.
- x. Reimbursement for expenditures made or expenses incurred will also be provided to Council members for their attendance at official functions of organizations directly funded by the City of Port Alberni (i.e. Alberni Valley Chamber of Commerce, Western Vancouver Industrial Heritage Society, Port Alberni SPCA).
- xi. Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of an event hosted by a not-for-profit organization where the member (generally the Mayor, but on occasion the Mayor's representative) is a guest of honour.
- xii. The Mayor or Alternate Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality (i.e. ministers or officials of the provincial, federal or other foreign or local governments; business and industry leaders or prospective investors; leaders of cultural, humanitarian, educational or other non-governmental organizations).

## 5) GUIDELINES

### A. Travel

- i. Employees should carefully weigh alternate means of travel, taking into consideration costs, convenience, amount of work time taken for travel, the need for a vehicle at destination, number of employees traveling together, air fare discounts and using a CPA vehicle rather than a personal vehicle, etc.
- ii. Airfare is to be economy class and booked far enough ahead to qualify for discounted rates, if practical.
- iii. Kilometrage for using a personal vehicle shall be paid at the rate per kilometer pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- iv. Employees are encouraged to use a fleet vehicle, if possible and available, rather than their personal vehicle.
- v. If a trip includes travel with BC Ferries, reservation charges would be covered.
- vi. Travel that combines CPA and personal business must be reimbursed at the lesser of:
  - a. actual transportation expenses; or
  - b. an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
- vii. Additional expenses arising from personal extensions to business travel are the employee's responsibility.
- viii. Expenses for an employee's spouse or family members are not reimbursable.

## B. Accommodation


- i. Government rates are to be requested when booking accommodation, and at single occupancy rates.
- ii. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.
- iii. Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.
- iv. A flat rate may be claimed for non-commercial accommodation. No receipt is required. This rate is pursuant to the Provincial travel allowance rates as referenced in "**APPENDIX 1 - Travel Allowances**" [or equivalent].

## C. Meal Allowances and Per Diem Rates

- i. Meal [per diem] reimbursement when traveling on the CPA business will be in accordance with **Employee Group II rates**, pursuant to the Provincial travel allowance rates as referenced in "**APPENDIX 1 - Travel Allowances**" [or equivalent].
- ii. Incidentals are defined as all other related travel expenses not covered specifically within this policy and may be claimed for each 24-hour period.
- iii. If claiming the above meal allowances or per diem rate, receipts are not required.
- iv. In order to be reimbursed for meals when not claiming a meal allowance or per diem rate, receipts are required to be submitted.
- v. When meals are paid for on behalf of more than one individual, all attendees must be listed and receipts submitted. As a guideline, meals per person, should be within the range of the per diem rates currently in effect.
- vi. Purchase of any beverage containing alcohol is not a reimbursable expense.

## D. Local Transportation

- i. Local transportation will be by CPA fleet vehicle, car rental, taxi, bus or rapid transit. Receipts must be submitted to claim local transit expenses including parking, where possible.
- ii. Out of town car rental will be approved in circumstances where taxi or public transit is not practical.

  
\_\_\_\_\_  
**Sharie Minions**  
Mayor

  
\_\_\_\_\_  
**Donna Monteith**  
Corporate Officer

## APPENDIX 1 - Travel Allowances

Note: This Appendix provides key reimbursement amounts.

### 1. Meal/Per Diem Allowances

- (1) Meal/per diem reimbursement when traveling on the Employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

Effective April 1, 2023									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
I	58.85	N/A	14.16	16.38	28.31	30.54	44.69	42.47	N/A
II	62.00	N/A	25.00	25.00	34.50	36.00	45.50	45.50	15.00
III	64.75	32.50	25.75	25.75	35.00	39.25	48.50	48.50	15.00

- (2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.
- (3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- (4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- (5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).
- (6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

Group I and Group II	Group III
at the meal rate(s) specified in 1(1) for Group I, above	for all actual meal expenses incurred

### 2. Private Vehicle Allowance

- (1) Where a private vehicle is used on the Employer's business, reimbursement shall be:  
Effective April 1, 2023     \$0.61 per km
- (2) The distance allowance does not apply when using leased, rental or government vehicles.
- (3) Actual transportation toll charges may also be claimed.

### 3. Acceptable Parking Charges

When a private, Government, or leased/rental vehicle is used for the Employer's business, receipted parking charges will be reimbursed.

### 4. Vehicle Damage Reimbursement

- (1) Where an employee/appointee's private vehicle is damaged while in use on the Employer's business as specified above, the Employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$706.09 per occurrence, for:



- a) damage caused to the vehicle by wards or clients of the Province; and/or
  - b) damage caused to the vehicle by vandalism that results from employment; and/or
  - c) damage as a result of an accident while on the Employer's business.
- (2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.
- (3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

**5. Commercial Transportation Charges**

- (1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.
- (2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the Employer and the employee/appointee requests to use his/her private motor vehicle instead and the Employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/appointee taken the designated commercial transportation.
- (3) Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

**6. Accommodation Charges**

- (1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.
- (2) Where private lodging is used in lieu of commercial accommodation, reimbursement of \$37.29 maximum per day may be claimed.

**7. Miscellaneous Out-of-Pocket Expenses**

Reimbursement will be made for the following out-of-pocket expenses incurred while on travel status:

	<b>Group I</b>	<b>Group II &amp; Group III</b>
1) Telephone Calls	Where overnight accommodation is required, upon production of receipts, one five minute telephone call to the employee's home in British Columbia may be claimed for each night away.	Included in per diem
2) Porterage	\$0.50 maximum upon arrival at commercial accommodation and \$0.50 maximum upon departure.	Included in per diem
3) Dry Cleaning/ Laundry	Dry cleaning/laundry services may be claimed every seven consecutive days away from headquarters or geographic location.	Included in per diem

## 8. Meal/Per Diem Expenses When Traveling to the United States

- (1) For travel to and from the United States, the meal and per diem rates specified in section 1(1) will be in U.S. currency. Deduction(s) for partial day travel or for meals provided at public expense will be in accordance with section 1(3) and 1(4).

## 9. Meal/Per Diem Expenses When Traveling to Foreign Locations

- (1.) For travel to and from all other foreign locations, the meal rates (for Group I) and total per diem rates (for Group II and Group III) shall be calculated as follows from the “Meal Total” rates published by the federal Foreign Affairs and International Trade's monthly Schedules to Foreign Service Directives and Meal Rates, which can be located at: [https://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng%22%20/l%20%22s140-tc-tm](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng%22%20/l%20%22s140-tc-tm) (Appendix D). See Subsection 2, following the table below, for rates for partial days, or for situations where one or more meals are provided at public expense.

	Group I meals	Group II (per diem)	Group III (per diem)
Full day meal rate	100% of the federal “meal total” rate		
Per diem rate	N/A (See Section 7 above – Out of Pocket Expenses)	120% of the “meal total” rate	130% of the “meal total” rate

- (2) Where foreign travel is for a partial day and/or meals are provided at public expense, the individual meal rates as published in the Foreign Service directive are to be deducted for those meal(s) not required. When the individual meal rates are not published, the following percentages of the full day “meal total” rates (rounded to the nearest dollar) are to be deducted from the full day/per diem rate calculated in subsection (2) above.

	Group I	Group II	Group III
Breakfast	25%	20%	20%
Lunch	25%	20%	20%
Dinner	50%	35%	35%

## 10. Other Foreign Travel Expenses

- (1) All other foreign travel expenses, including foreign currency exchange, will be reimbursed in accordance with Treasury Board Orders and Directives.
- (2) Reimbursement may also be claimed for reasonable expenses incurred which relate directly to foreign travel:
- a) car rental insurance;
  - b) Visa(s) and passport(s);
  - c) inoculation(s);
  - d) travelers’ cheques;
  - e) bottled water;
  - f) preventive medication, i.e. malaria tablets, etc.;
  - g) premiums for additional medical insurance to provide coverage equivalent to that available under the Medical Services Plan in B.C.;
  - h) additional dry cleaning/laundry costs;
  - i) additional baggage insurance;
  - j) reasonable travel gratuities;
  - k) similar directly related travel costs.

## **11. Local Travel Expenses at Foreign Locations**

- (1) This section applies to the employees/appointees who are posted from B.C. to a foreign office or who are hired locally at a foreign office and whose job responsibilities require them to travel away from their foreign office on the Employer's business.
- (2) Meal/per diem allowances will be reimbursed in accordance with section 8 and are subject to deduction for meals not required as per section 8.
- (3) Where a private vehicle is used in accordance with Treasury Board Orders and Directives, reimbursement will be at the distance rate specified by External Affairs Canada for that location.
- (4) Parking and transportation toll charges will be reimbursed.
- (5) Where commercial transportation is required, the actual travel costs will be reimbursed in accordance with Treasury Board Orders and Directives.
- (6) Actual commercial accommodation costs will be reimbursed up to the maximum amount established by External Affairs Canada for that location.
- (7) Private accommodation will be reimbursed at 25% of the maximum accommodation level established by External Affairs Canada for that location.
- (8) Actual reasonable miscellaneous expenses such as dry cleaning, personal telephone calls home, etc. will be reimbursed for Group I employees/appointees.

## **12. Meal Allowances for Dependents on Relocation**

Where a Group I, II or III employee/appointee incurs meal expense(s) for his/her spouse and or dependent(s) during relocation, the expense(s) will be reimbursed as follows:

- (1) Dependents 12 years of age and under may claim one-half of the Group I meal allowances;
- (2) Spouse and dependents over 12 years of age may claim the full Group I meal allowances.

## **13. Extraordinary Loss**

Where an employee/appointee on the Employer's business incurs a loss of or damage to personal property which is pertinent to the performance of his/her duties, that is not otherwise covered by government policy or insurance, the Employer may reimburse the lesser of the loss, or the repair or the deductible portion of the employee/appointee's insurance policy, up to a maximum of \$500.

TITLE: P6 – UNION MEMBER TEMPORARILY FILLING A MANAGEMENT POSITION				
EFFECTIVE DATE: Feb 8/88, Sec. 3 Revised Dec 7/95	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The following guidelines will apply when it is deemed expedient to temporarily fill a management position with a person who is a CUPE member.

1. It shall be voluntary on the CUPE member's part to temporarily assume a management position.
2. The employer shall not be restricted by seniority in selecting persons to temporarily fill a management position.
2. The rate of acting pay will be 90% of the rate of the absent manager, provided this results in a minimum 5% increase in the acting employee's normal wage. If the 90% rate does not provide for at least a 5% increase, the acting employee will be paid 100% of the absent manager's rate.
4. Prior to the Manager's absence, the Department Head or his/her designate, will discuss the substitution arrangements, (including the method in which the number of hours of substitution time will be determined), with the substituting employee and reach agreement on the specific arrangements.
5. The hours of work of the "acting" employee will be the same hours of work as CUPE members would normally work in that department.
6. The substituting employee's Department Head or his/her designate will initial the substituting employee's time cards, noting the approval of the rate change for the number of hours of substitution pay approved each day.

# POLICY No. 5005-1 | Council Occupational Health and Safety Policy

Approved: October 10, 2023

Resolution No: R23-295

Date of Last Review:



## POLICY

It is the policy of the City of Port Alberni to provide a safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.

It is the responsibility of City of Port Alberni management to develop, implement and maintain programs and policies designed to prevent injuries and occupational diseases throughout City of Port Alberni workplaces by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

It is the responsibility of every supervisor to ensure that all workers are instructed in, and follow all safe work procedures, regulatory requirements and collective agreement provisions.

It is the responsibility of all workers to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.

It is the responsibility of all contractors working for or on behalf of the City of Port Alberni to implement effective safety programs for their workers, and comply with all safety rules of the City of Port Alberni.

Through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, the City of Port Alberni will promote healthy and safe working conditions and attitudes as integral parts of its operations.

This policy will be reviewed and re-affirmed annually.

A handwritten signature in black ink, appearing to read "Sharie Minions", written over a horizontal line.

**Sharie Minions**  
Mayor

A handwritten signature in black ink, appearing to read "Mike Fox", written over a horizontal line.

**Mike Fox**  
Chief Administrative Officer

TITLE: PHOTOGRAPHS – FREEMEN				
EFFECTIVE DATE: Oct 15/85	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Photographs of the City Freemen will be suitably framed and displayed in the lobby outside the main office area of City Hall.

TITLE: PHOTOGRAPHS – PRESIDING COUNCIL				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Jun 25/88	PAGE 1 OF 1

Following every municipal election or by-election a photographer will be engaged to take official photographs of the new presiding Council.

TITLE: POLITICAL SIGNS ON CITY PROPERTY				
EFFECTIVE DATE: Nov 3/86	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The erection of political signs promoting any candidate, party or cause upon any street right-of-way or on municipally owned property is prohibited, and staff is authorized to take the necessary action to ensure compliance with this policy, including removal and disposal of any contravening signs if necessary, in the event that a contravention is brought to the attention of the City.



TITLE: PRESENTATIONS – CERTIFICATES OF APPRECIATION (BOARDS & COMMISSIONS)				
EFFECTIVE DATE: Nov 24/74	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

A Certificate of Appreciation shall be issued to citizens serving on Boards, Commissions and Committees of the City upon their retirement.

TITLE: PROPERTY – DISPOSAL OF PROPERTY IN CUSTODY OF RCMP				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Nov 22/71 Nov 1/05	PAGE 1 OF 1

1. Pursuant to and in accordance with the Community Charter (Sec 67) and the Disposal of Property in Police Possession Regulation (B.C. Reg 366/2003) the Director of Finance or his/her designate is authorized to dispose of property in custody of the R.C.M.P. on behalf of the City either by public auction or by public tender, as determined by the Director of Finance.
2. Except as provided in Sections 4 and 5 below, the property shall be sold only after:
  - a) it has been in the possession of the police for three months;
  - b) one week's public notice of the sale has been given in one issue of the local newspaper;
  - c) there has been no request by the finder to have the property returned to the finder.
3. Where the method of disposal is by:
  - a) public auction – the City Treasurer or his designate is authorized to sell the property to the highest bidder.
  - b) public tender – only written tenders will be accepted and the City Treasurer or his designate is authorized to sell the property to the highest tenderer.
4. If no bids or tenders are received, the City Treasurer or his designate is authorized to dispose of the property.
5. If the property is of a perishable nature, or has no apparent market value, or its custody involves unreasonable expense or inconvenience, the City Treasurer or his designate is authorized to sell or dispose of the property at any time.

TITLE: PUBLIC ART POLICY				
EFFECTIVE DATE: June 25/13	DEPARTMENT: Parks, Recreation & Heritage	AUTHORIZED BY: Council	REPLACES: Jul 26/10	PAGE 1 OF 3

## 1. INTRODUCTION

City Council wishes to take a proactive role in promoting good design and community arts in all forms. Council understands that access to, and participation in, the arts is integral to a healthy and vibrant community.

Public art inspires new perspectives of, and interactions with, public places. Artists provide unique interpretations of sites and play a key role in engaging the public imagination. Public art stimulates, entertains, instructs and occasionally provokes, its audience.

## 2. VISION

Port Alberni is a vibrant and creative community. Civic leaders understand the importance of creating a sense of place in the urban environment. Port Alberni is known as a leader in facilitating the creation and installation of art for public display.

## 3. PURPOSE

Artworks will be accepted for public display to meet the following purposes:

- To enhance the attractiveness and vibrancy of the community.
- To facilitate tourism attraction and related economic benefits within the community.
- To support artistic endeavours as a means of promoting growth and development of community spirit and identity.
- To encourage, promote and support the arts and artists for the benefit of all residents.
- Foster public awareness of the arts and of the community's vibrant arts and cultural constituency.
- To provide opportunities and resources for education, participation and enjoyment of the arts throughout the region.
- By example, to encourage private sector initiatives for facilities, displays and programs.

## 4. POLICY

### Definition

Public art is artwork that is intended for installation and integration in indoor and outdoor public areas for the public to experience at no direct cost.

Public art includes sculpture, carving, painting, two-dimensional works, architectural or landscape design elements in any medium.

This policy focuses on the visual arts. It is understood that the arts also includes performance, programming, instruction, festivals, and exhibitions.

### Guidelines for Donation of Artworks for Public Display

- The City of Port Alberni will accept the donation of artworks for public display, subject to guidelines for accepting such works as outlined below.
- The City of Port Alberni may also commission the creation of works of public art, subject to the same guidelines.
- The City of Port Alberni will document and inventory public art.
- The City of Port Alberni will maintain the artworks in good condition.

### Guidelines for Acceptance of Donation of Artworks

The City of Port Alberni may accept gifts of artwork for public display.

Artwork offered for donation or sale will be assessed by City Council through a jury process. This process may result in a recommendation to accept or not to accept the gift or to accept with certain conditions. Acceptance will not be recommended if the conditions of donation unduly bind the actions of the City with regard to installation or maintenance or if the work does not meet the City's guidelines for public art.

Donors requesting a tax receipt must supply satisfactory professional appraisal. Donors will bear the cost of the appraisal.

Donors are encouraged to include a donation of funds to be reserved for ongoing maintenance of the artwork.

### **Review Process**

#### Process

Installation of public art will be approved by City Council. Council will appoint a Public Art committee to undertake a selection process with recommendations to Council. The selection process will ensure fair treatment and community benefit.

The Jury/Committee shall consist of:

- Manager of Museum, Heritage & Culture
- Director of Parks, Recreation & Heritage
- City Planner
- Chair of the Community Arts Council
- Chair of the Heritage Commission
- One practising artist
- One member each appointed by the Tseshaht and Hupacasath First Nations.
- One member of Council will be appointed by the Mayor as a liaison member of the Committee

The Terms of Reference for the Public Art Committee shall be:

- The Public Art Committee will meet as required.
- Expert advice may be brought into the jury process as required.
- Artwork will be evaluated based on a project description which will include a description and photographs or drawings of the artwork; statement of theme or intent of the piece; indication of relevance of theme/artwork to Port Alberni; location request if applicable; installation and maintenance requirements; biography of artist; any fees or charges; associated funds donated for maintenance.
- Primary staff liaison will be the Museum Director who will be responsible for acquiring or preparing the project description and calling meetings of the Jury as required.
- The donor/artist will be notified of Jury recommendations in a timely manner.
- Documentation of Jury recommendations will be maintained on file for 2 years.
- A Committee member deemed to benefit from a proposed project in any way or related to the artist or project proponent will remove themselves from the adjudication process.
- Jury will maintain confidentiality.

### Selection Criteria

- Public artworks will be unique (ie: not duplicate of works in other communities).
- Public art will recognize excellence.
- Works will be of sufficient value to merit selection.
- Preference will be given to works which reference unique qualities of the Alberni Valley.
- Consideration will be given to recognizing diversity within the entirety of the public art program, with a mix of professional and amateur, traditional and innovative, aspiring and established, local and national, artists and artistic works.
- Artwork will comply with standards of public safety.
- Artwork will comply with nationally recognized standards of human rights.
- Preference will be given to objects that will be durable when displayed in public places, to retain their artistic value with limited maintenance.

### Location

The City will encourage wide spread inclusion of public art. Priority will be placed on high volume pedestrian areas, the uptown “Rotary Arts District”, civic buildings, city parks and outdoor areas, commercial area sidewalks and boulevards.

By example, the City will encourage the inclusion of art in other public buildings and private development.

### Management

On agreement to receive an artwork, a donor agreement will be executed between the City and the artist/donor. The agreement will confirm the donor as the rightful owner, will transfer ownership of the work to the City, will transfer copyright, document any covenants of the artist for future rights regarding the piece and detail any considerations for maintenance.

Documentation collected with the acquisition of the artwork should include an artist’s statement and specifications of the artwork, biographical details of the artist and photographs of the artwork.

The acquisition process and ongoing management of the public art collection will be undertaken as a discrete collection by the Alberni Valley Museum. Routine maintenance of the public art collection will be undertaken by the City Parks Department.

Deaccessioning is the removal of an artwork from the City’s collection. Items may be deaccessioned if they endanger public safety; require excessive maintenance or repair; the ongoing good condition or security of the work cannot be guaranteed; the authenticity of the work is in doubt; the public can no longer access the site or the site is undergoing redevelopment. Deaccession procedure will follow the guidelines set by the Alberni Valley Museum for its historical collections.



**CITY OF PORT ALBERNI  
POLICY MANUAL**

Title: P6 – SUPERVISORY MANAGEMENT EXECUTIVE GROUP PLAN (EXEMPT STAFF) MEG	
Department Responsible: Finance	
New <input type="checkbox"/>	Pages: 1 OF 1
Amended <input type="checkbox"/>	

Effective July 1, 2016 the Supervisory Management Executive Group Plan (Exempt Staff) is discontinued.

Effective Date: July 1, 2016  
Replaces: May 5/80

Authorized By: Council



**CITY OF PORT ALBERNI  
POLICY MANUAL**

Title: P6 – SPECIAL SUPERANNUATION AGREEMENT (EXEMPT STAFF)	
Department Responsible: Finance	
New <input type="checkbox"/>	Pages: 1 OF 1
Amended <input checked="" type="checkbox"/>	

Effective as soon as possible after May 9 2016 the City will discontinue the provision of a Special Superannuation Agreement for exempt personnel.

Effective May 9 2016 the City will provide exempt employees currently enrolled in the City's Special Superannuation Plan a one-time payment equal to 24 months of City contributions to that plan, less any amount contributed on each exempt employee's behalf between May 9 2016 and the date of termination of the Plan.

Effective Date: May 9 2016  
Replaces: June 25/13

Authorized By: Council

Approved: June 27, 2022

Resolution No.: R22-149

Date of Last Review:



## ASSET MANAGEMENT POLICY

### 1) PURPOSE

The City of Port Alberni will adopt and apply recognized asset management practices in support of delivering services to its customers. Funds must be committed for proper management, maintenance and refurbishment throughout the lifecycle of the municipal infrastructure. In order to attain the goal of Asset Management, administration shall ensure principles in this Policy and those as outlined in *Appendix 'A' Asset Management Framework* are applied within any implemented Asset Management system.

### 2) SCOPE

The goal of Asset Management is to meet a desired level of service for present and future citizens in an optimized way. This is achieved through the deliberate planning, creation, acquisition, maintenance, operation, rehabilitation and disposal of assets. The policy applies to all assets (existing or new future assets) managed and operated by the City of Port Alberni.

### RESPONSIBILITIES

Departments within the City of Port Alberni that manage asset systems in the ultimate delivery of services to residents and businesses, are subject to the Asset Management Policy and framework. All administration involved in the asset life cycle are to ensure principles in this policy are applied within any implemented Asset Management system.

### PRINICIPLES

#### *Strategic and Forward Looking*

The City will make appropriate decisions and provisions to better enable its assets to meet future challenges, including changing demographics and populations, customer expectations, legislative requirements and technological and environment factors.

#### *Long-Term Sustainability*

The City believes that services and infrastructure assets should be socio-culturally, environmentally, and economically sustainable over the long term. The City will make appropriate long-term decisions and provisions to better enable our assets to meet the challenges of customer expectations, legislative requirements, climate change impacts, and future generations.

#### *Holistic*

The City will take a comprehensive approach to investment planning and decision making that looks at the “big picture” and considers the combined impact of the entire asset life cycle. The City will consider all assets in a service context and take account of interrelationships between different assets to avoid optimizing individual assets in isolation.



### ***Documents and Knowledge Sharing***

The City will encourage the sharing of information and knowledge between departments to support the improvement of asset management efforts across services.

### ***Customer Service Focused***

The City will clearly define Level of Service objectives focused on customer expectations, regulatory requirements, and service delivery.

### ***Risk-Based***

The City will manage the risk associated with attaining agreed levels of service by focusing resources, expenditures, and priorities based upon risk assessments and the corresponding cost/benefit recognizing that public safety is the priority.

### ***Balanced Decision-Making***

The City will make decisions based on balancing service, risk and whole-life costs associated with managing those assets through their entire life cycle. The City will also develop and maintain appropriate plans for infrastructure renewal, for the purchase or construction of new infrastructure and the decommissioning of redundant infrastructure.

### ***Systematic framework***

The City will adopt a formal, consistent, and repeatable approach to the management of its assets that will ensure services are provided in the most effective manner. The City will utilize the framework developed and improve on this framework as development of the asset management system progresses.

### ***Innovation and Continual Improvement***

The City will continually improve its assets management approach, by driving innovation in the development of tools, techniques and solutions.

*Attachments: Appendix 'A' Asset Management Framework*

X   
 Andrew McGifford  
 Director of Finance

X   
 DANIELLE LEUREBOURG  
 DIRECTOR OF CORPORATE SERVICES



## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

**OBJECTIVES**    **The City of Port Alberni will adopt and apply recognized asset management practices in support of delivering services to its customers.** The framework will provide guidance on the management and replacement of Tangible Capital Infrastructure Assets and guide the City's infrastructure funding and management of its existing and growing Asset base through the next 30 years. The primary intended outcome of this framework is to inform the development of future capital and operating budgets while meeting strategic corporate objectives in delivering municipal infrastructure services.

The overall goals of this Framework are:

1. To ensure the highest and best use is made of City-owned assets to accommodate existing and future needs;
2. To provide leadership in sustainable municipal infrastructure servicing;
3. To protect public health, safety and the environment;
4. To provide quality local government services that are valued by users, without duplicating services that are available through other public or private providers, unless doing so is in the public's interest;
5. To ensure that the lowest lifecycle cost of an Asset is achieved while maintaining agreed levels of service and an acceptable risk exposure level as further described in Appendix A;
6. To deliver municipal infrastructure services in a fiscally responsible manner;
7. To utilize a corporate perspective on Asset Management.

**DEFINITIONS**    **Aggregation** – The grouping of like individual Assets collectively, that individually that have a lower value than the Capitalization Threshold.

**Asset Class** – A specific type of Asset within an asset group (e.g. water main, sewer lift station, local road etc.).

**Asset Group** – A functional group of Assets (e.g. water, sanitary, roads etc.)

**Capitalization** – The amortization of the gross book value of a TCA over its economic lifespan.

**Capitalization Threshold** – The minimum value of a TCA or pool of TCAs to be capitalized.

**Gross Book Value (Historic Cost)** – The total cost of acquiring a TCA, nominal cost for the year acquired.

**Level of Service** – A qualitative and quantitative measure of how well an Asset group performs at its intended function.

**Natural Capital Assets** – The region's stock of natural occurring features and ecosystems that provide flows of goods and services, providing inputs to human made Assets and allowing outputs from human made Assets, and include soil, air, water, flora and fauna that make up our environment.

**Replacement Value / Cost** - refers to the amount that the City would have to pay to replace an Asset at the present time, according to its current worth

**Segmentation** – breaking an Asset group into smaller component Assets with different lifespans (for instance, a pump station has concrete, piping, pumps, electrical and instrumentation components all with different lifespans).

## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

**Tangible Capital Asset (TCA)** – non-financial Assets having physical substance that:

- i. are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital Assets;
- ii. have useful economic lives extending beyond an accounting period;
- iii. are to be used on a continuing basis; and
- iv. are not for sale in the ordinary course of operations.

#### GUIDING PRINCIPLES

**Strategic and Forward Looking** - make informed decisions and provisions to enable assets to meet future demands.

**Long-Term Sustainability** - make long-term decisions that enable assets to meet socio-cultural, environmental and economic goals.

**Holistic** - “big picture” view of the asset lifecycles that considers the interrelationship between different assets.

**Document and Knowledge Sharing** - collaborative information sharing between departments.

**Resident Service Focused** - clearly define levels of service objectives focused on resident expectations, regulatory requirements and service delivery.

**Risk-Based** - manage risk with focus on public safety by focusing resources, expenditures and priorities based up on risk assessments and cost/benefit ratio.

**Balanced Decision-Making** - balance service, risk and whole-life costs associated with managing assets through their entire lifecycle.

**Systematic** - adopt a formal, consistent and repeatable approach to manage the assets.

**Innovation and Continual Improvement** - continual improvement, driving innovation in development of tools, techniques and solutions.

**FRAMEWORK:** 1. The following Asset Groups are covered by the Policy & Framework:

- |                                      |                           |
|--------------------------------------|---------------------------|
| • Buildings                          | • Land Improvements       |
| • Machinery & Equipment              | • Roadway & Storm Systems |
| • Museum Artifacts & Heritage Assets | • Sewer Systems           |
|                                      | • Water Systems           |

2. Fleet and Heavy Equipment will be included in Machinery and Equipment and may receive different treatment in future asset management framework revisions. All Asset groups should use this use this framework as a Guideline.

3. Asset Management Plans will be prepared for each service department, except where they may be logically integrated, such as bridges and streetlights being included with roads; fleet and heavy equipment also being treated as an asset group.

4. The following key information elements and generalized goals of Asset Management must be addressed by plans for all Asset Groups:

## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

INFORMATION ELEMENT	GOAL
Inventory <i>(What assets does the City have?)</i>	Collect and centralize information and share knowledge on Assets.
Value <i>(What are assets worth?)</i>	Account for historic and replacement value of Assets.
Condition <i>(What condition are assets in and what is the remaining service life?)</i>	Maintain system reliability and integrity.
Level of Service <i>(What is the level of service expectation and what needs to be done?)</i>	Monitor the efficacy and quality of service delivery to find balance between service levels and the associated costs.
Costs and Risks <i>(How much will it cost and what is the acceptable level of risk?)</i>	Minimize life cycle costs.
Timing and Priorities <i>(When will the City need to replace an Asset?)</i>	Coordinate Asset replacement with other City needs.
Funding <i>(How do you ensure long-term affordability?)</i>	Develop sufficient budget to meet infrastructure needs for existing and future residents.

5. Dedicated staff members should be identified in each department who will be responsible for assisting/championing implementation of this framework and ongoing Asset management development and to coordinate general Asset management responsibilities in the respective departments.
6. Training and development will be provided in asset management theory, principles and practice for all dedicated staff members under this Policy & Framework.
7. Asset inventory information shall be digitally stored and centralized in an appropriate database and be accessible inter-departmentally.
8. Wherever and whenever possible, the Asset shall be recorded in the City's GIS database. The GIS database is considered the source of truth on all assets as this data will flow through to the Asset Management software.
9. The Tangible Capital Asset (TCA) Capitalization Threshold for Assets subject to this Policy is set at \$10,000. This means Assets or pools of Assets with Gross Book Value exceeding the Capitalization Threshold must have their value recorded, amortized and assessed according to this Policy & Framework.
10. All Assets contained in the GIS database shall be cross-referenced with the Tangible Capital Asset ledger maintained by the Finance department.

## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

11. All Asset Classes are to have calculated replacement values that are reconciled with valuations provided in the Tangible Capital Asset ledger by the Finance department.
12. Asset Groups may have replacement values that are derived by a valuation system that is generic to the Asset Group of similar attributes and condition without the need for physical inspection (for example, sewer pipe of a similar type and of a similar age may be valued generically using a replacement value formula based on the material and its age).
13. Assets will be valued using the Replacement Value/Cost. Where Replacement Value/Cost is used, an appreciation factor over time must be considered or the Asset periodically revalued to account for cost increases over time.
14. Level of service performance indicators will be developed for each Asset Group, to effectively describe how well an Asset performs its intended function. At minimum, any level of service indicator must conform to relevant legislation.
15. Levels of service indicators will be compared against similar benchmarking data from other municipalities to determine the City's performance in various categories over time.
16. Level of service indicators should be determined for the following categories for each Asset Group (unless robust data is not available):
  - a. Safety;
  - b. Reliability;
  - c. Availability & Accessibility;
  - d. Responsiveness & Resident Service;
  - e. Value for Money;
  - f. Effectiveness & Functionality; and
  - g. Sustainability.
17. Performance indicators should be developed according to the following principles:
  - h. Linking performance to goals;
  - i. Relating performance to key issues identified in discussions with City;
  - j. Be readily measurable and/or calculable;
  - k. Are easily understood and of relevance;
  - l. Provide a gauge to regulatory compliance; and
  - m. Use benchmarks that are readily comparable.
18. At a minimum, performance indicators should address the following four categories:
  - n. Maintain system reliability and integrity;
  - o. Minimize life cycle costs;
  - p. Protect public health, safety and the environment; and
  - q. Provide resident satisfaction at fair, competitive rates.

## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

19. Where possible, Asset condition will be assessed from records and physical inspections, to determine an approximate 'design lifespan' for the Asset.
20. The probability and consequence of failure should then be rated using a 5-point scale and then these numbers multiplied to assess criticality. The following matrix can be used and modified for this purpose:

		Probability					Criticality	Action
		1	2	3	4	5		
Consequence	1	1	2	3	4	5	< 3	None
	2	2	4	6	8	10	4 – 8	Run to fail, replace if funds available
	3	3	6	9	12	15	9 – 15	Schedule for replacement in 5 – 10 years
	4	4	8	12	16	20	16 – 20	Immediate planned replacement
	5	5	10	15	20	25	25	Emergency Replacement

21. Asset replacement on a pre-determined schedule according to the remaining service life, regardless of condition may prevent the City from gaining the maximum value out of its existing Assets, as Assets often exceed the design lifespan. A criticality analysis should be conducted to assist in determining whether to replace a given Asset, regardless of design lifespan. This is determined by using a qualitative assessment of both probability of Asset failure based on age and the consequence of the Asset failing based on any relevant factors. The following matrix can be used and modified as needed for this purpose:

Rating	1	2	3	4	5
Consequence	Minimal	Moderate	Significant	Severe	Catastrophic
Property / Environmental Damage	Asset Only	<= \$10,000	<= \$50,000	<= \$500,000	> \$500,000
Risk of Injury / Loss of Life	None	None	Remote	Possible	Certain
Service Interruptions	< 1% of system	< 5% of system	< 10% of system	< 50% of system	> 50% of system
Traffic Disruption	Localized	Neighbourhood	City Wide	Regional	Multiple Major
Asset Replacement Cost	\$10,000	\$50,000	\$500,000	\$5,000,000	Indeterminate

## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

Probability of Failure in 5 Years	Remote	Unlikely	Moderate	Probable	Imminent
Remaining Service Life	More than 50% of remaining lifespan	More than 10% of remaining lifespan	Less than 10% of remaining lifespan	Exceeded by more than 10%	Exceeded by more than 25%

22. The City should use future condition assessment programs and risk and probability assessments to more precisely identify where capital expenditures can be deferred without significant risk of failure where consequences are not tolerable.
23. The City should determine and conduct sufficient levels of inspection and maintenance to identify which assets are suitable for deferral of replacement or rehabilitation. The preferred methods of inspection are:
  - r. Targeted sampling and destructive testing;
  - s. Video inspection for sanitary and storm sewers;
  - t. Pavement condition assessment;
  - u. Detailed physical assessment and equipment itemization for facilities; and
  - v. Continued physical visual dyke inspections.
24. Once Asset or Asset Group value, condition and risk - probability of failure have been identified, then a replacement plan and schedule for that Asset or Asset Group shall be developed. Prioritization of Asset replacement will utilize cost – benefit analyses to determine the most cost-effective approaches to infrastructure renewal, as well as identifying where cost savings are possible with preventative maintenance work.
25. The review and consideration under this Policy & Framework of any Capital Assets or Natural Capital Assets shall consider and integrate climate change mitigation and adaptation information as it becomes available into any Asset Management decision making.
26. The review and consideration under this Policy of any Natural Capital Assets and environmental functions related to them, shall consider the regulatory requirements and limitations associated with the operation and maintenance of the Natural Capital Asset, particularly with respect to the limitations of habitat management and naturally occurring storm water/riparian systems.
27. All proposed Capital Projects, whether for new assets, asset replacements or renewals, are required to complete the Business Case Analysis to determine if a full Business Case is required.

## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

28. Relevant departments managing Assets are to ensure that newly contributed Assets through new development, subdivision and capital construction projects are annually added to the inventory of Assets. For each new asset, a Capital Project Closure Certificate will need to be completed so it can be added to the TCA and GIS data base.
29. An Asset or Asset Group replacement plan and schedule, including asset disposal costs, shall be coordinated with the City's 5-Year Financial Plan, and any other long-term financial plans or strategies.

#### BACKGROUND

The City's infrastructure Assets include water, sewer and storm water distribution, collection and treatment systems, roads, sidewalks, streetlights, bridges, drainage, diking and flood protection structures, parks, buildings and facilities and trails. These Assets provide the basic functionality of the City. Municipal infrastructure assets generally have a long lifespan and need to be managed over their lifespans in order to achieve sustainable funding levels while meeting required service levels. This is the essence of Asset Management in the municipal context.

The City is in the process of creating plans on how to develop a common platform for managing infrastructure data, all Departments will benefit from increased data sharing and accessibility. An assessment of Asset data within the City shows the following gaps:

- w. Asset inventories range from very detailed (e.g. water, sanitary) to almost no information on individual assets (e.g. storm water, parks, streetlights, sidewalks, signs), depending on the Asset Group;
- x. The existing TCA ledger contains substantially less than the estimated historic value of the City's Assets;
- y. Asset physical condition documentation is not well-understood on a widespread basis, and a historical record of Asset condition is not available in most cases. Age and material provide the current basis for determining Asset condition, but this is an approximation and can only be used as a guideline for determining Asset replacement needs;
- z. Performance Indicators where available suggest the City is currently providing adequate levels of service and meets minimum service requirements in most areas; and
- aa. Most infrastructure replacement funding indicators were below national benchmark rates.

Reassessment of these gaps should be completed once Asset Management plans and GIS strategies have been implemented to review progress on identified Asset data gaps.



## APPENDIX 'A'

### ASSET MANAGEMENT FRAMEWORK

**REVIEW:** Review of the framework is to be completed on an annual basis and improvements made and approved by the Strategic Asset Management Committee. Asset Management Plans should be reviewed and revised as required every 3-5 years by the committee and department heads responsible for the plans.

**RESPONSIBILITY** Departments: Own and Manage Assets within their respective Asset Management Plans

- bb. Public Works Department
- Engineering Department
- Parks, Recreation and Heritage Department
- Fire Department

Supporting Departments: active involvement in Asset Management Program and members of Strategic Asset Management Committee.

- cc. Information Technology Department
- Finance Department
- City Council: Set Policy and Approve Asset Management Plans

# POLICY No. 3009-4 | Asset Retirement Obligations

Approved: February 12, 2024

Resolution No: R24-71

Date of Last Review:

CITY OF  
PORT ALBERNI



## 1. PURPOSE

The objective of this Policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end of life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

## 2. POLICY SCOPE

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the City of Port Alberni (City) that possess asset retirement obligations including:

- i. Assets with legal title held by the City;
- ii. Assets controlled by the City; and
- iii. Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.

## 3. POLICY

- 3.1 Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos. Other obligations to retire tangible capital assets may arise from contracts, court judgments or lease arrangements.
- 3.2 Any legal obligations created by promises made without formal consideration, that are controlled and/or the responsibility of the City and that are associated with retirement of tangible capital assets for the year ending December 31, 2023.
- 3.3 Asset retirement obligations result from acquisition, construction, development or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites are normally the result of unexpected contamination environmental standards. Asset retirement obligations are not necessarily associated with contamination.

## 4. POLICY REQUIREMENTS

### 4.1 Recognition

A liability will be recognized when, as at the financial reporting date:

- i. there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- ii. the past transaction or event giving rise to the liability has occurred;
- iii. it is expected that future economic benefits will be given up; and
- iv. a reasonable estimate of the amount can be made.



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A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

The estimate of the liability will be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability will include costs directly attributable to asset retirement activities. Costs will include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs will include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the City will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic to an item not recorded by the City as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

#### 4.2 Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

#### 4.3 Presentation and Disclosure

The liability for asset retirement obligations will be disclosed using the perspective approach.

#### 4.4 Roles and Responsibilities of Departments

1. Departments are required to:
  - i. Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines;
  - ii. Assist in the preparation of cost estimates for retirement obligations; and
  - iii. Inform Finance of any legal or contractual obligations at inception of any such obligation.
2. Corporate Management is to implement the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation.



3. Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:
  - i. Reporting asset retirement obligations in the financial statements of the City and other statutory financial documents;
  - ii. Monitoring the application of this Policy;
  - iii. Managing processes within the Tangible Capital Asset accounting program; and
  - iv. Investigating issues and working with asset owners to resolve issues.

4.5 Development Services and Building, Infrastructure and Public Works, Fire Department, Bylaw Services, Parks, Recreation and Culture with adherence to the Official Community Plan, are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Finance Department for processing.

## 5. RELATED POLICIES & PROCEDURES

- Tangible Capital Asset Policy
- Asset Management Policy

## 6. ATTACHMENTS

- Appendix 'A' Scope of Applicability



**Sharie Minions**  
Mayor

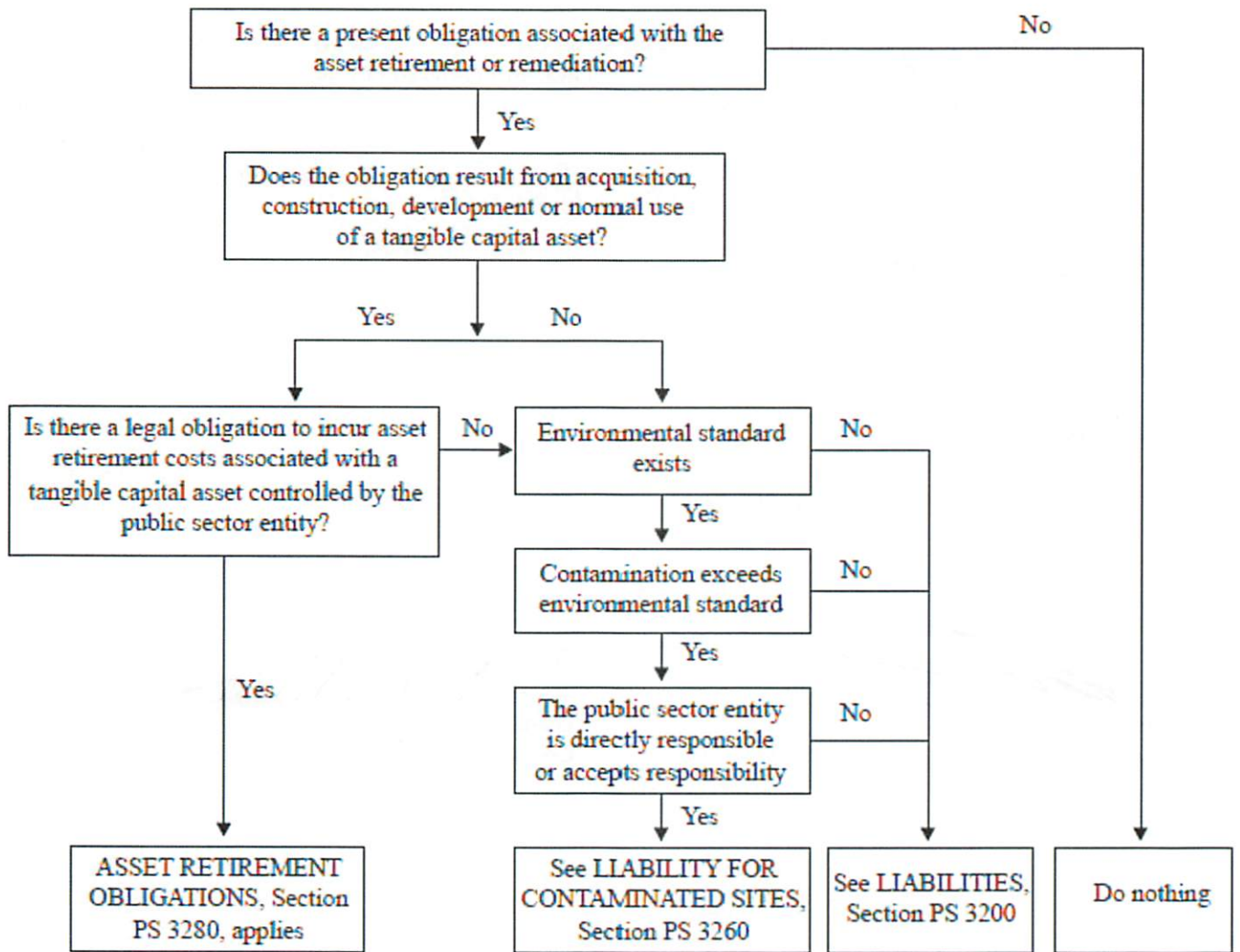


**Donna Monteith**  
Corporate Officer



# Appendix A

## Decision Tree – Scope of Applicability



# POLICY No. 3009-1

Approved: June 27, 2022

Resolution No.: R22-147

Date of Last Review:

CITY OF  
PORT ALBERNI



## PROCUREMENT POLICY

### 1. PURPOSE

The purpose of the procurement policy is to deliver best overall value to the City of Port Alberni [City], in its acquisition of goods, services and construction in accordance with the values of our community and Council as articulated in documents such as the Official Community Plan and the Strategic Plan. Setting out the responsibilities and accountability associated with best overall value for the acquisition of goods and services. The policy applies to all City departments and includes all purchases, leases and rentals using operating, capital and restricted funds of the City.

### 2. POLICY STATEMENT

It is the policy of the City to acquire goods and services through a public process whenever practical that results in supply arrangements that offer best value with consideration that may include total cost, quality, expertise, and environmental and social sustainability.

### 3. THE ROLE OF COUNCIL

#### 3.1 Separation of Roles

To ensure the need for a clear and transparent separation of political and administrative functions, Council has established this policy and approved expenditures through the City's Financial Plan approval process.

To remove any potential or perceived appearance of political influence or bias, Council recognizes the need to be removed from procurement processes from the time a procurement is issued to the market to the point where a contract has been awarded to the successful bidder, except where Council is presented with a recommendation to approve the contract award in accordance with this policy.

Council maintains the ability to identify specific procurements of interest that require additional Council approval for reasons such as those that are of a high value, involve significant risk or are of significant interest to the community. During the financial planning process Council may identify the specific procurements that are to be reviewed and awarded through Council resolution. Staff maintain the ability to identify contract awards or procurements in which they feel Council approval is in the best interest of the City. Quarterly procurement reports will be provided to Council for governance review of City procurement activities.

### 4. EXCEPTIONS

#### 4.1 Emergencies

In an unforeseen circumstance that requires immediate action, such that inaction would result in harm to a person or harm or damage to real or personal property of any type, the methods and procedures set out within this policy may be waived as approved expressly by the CAO. A report summarizing the emergency procurement will be presented to Council following the emergency.

#### 4.2 Exemptions

All exemptions that exist in NWPTA, CFTA, CETA or their successors shall apply to this policy.

## 5. AUTHORITIES AND RESPONSIBILITIES

### 5.1 Roles and Responsibilities

Procurement activities not requiring a Public Competitive Process are the responsibility of each department, which are delegated the authority for acquiring goods, equipment, services and construction for all operational and capital requirements as per this policy.

Procurement processes requiring a public competitive process are the responsibility of the Finance Department which will ensure the procurement is conducted in accordance with this policy, common law and any trade treaty requirements.

The Director of Finance for the City is responsible and accountable for the management of the acquisition of goods and services, and the protection and disposal of assets.

The Director of Finance also serves as the purchasing officer for the City and is responsible for the implementation of the day-to-day administration of the procurement policy, and will establish and employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of procurement.

### 5.2 Authority for Procurement Transactions

Procurement Transactions cannot be completed unless the need has first been identified, budgeted for and approved by Council in the Financial Plan. Council may wish to approve the method of procurement during the adoption of the Financial Plan, otherwise all Procurement Transactions shall be completed according to this policy.

Market research procurement methods may take place when the interest is to develop a budget and Scope of Work for approval by Council.

Contract awards as well as Change Orders exceeding the Council approved Financial Plan will either be:

- (i) held until Council approves a Financial Plan amendment, or
- (ii) cancelled due to insufficient budget and a procurement may be reissued under a refined Scope of Work.

### 5.3 Commitment Authority Thresholds

Subject to the terms of this policy, and any statutory requirements, the following positions have authority to execute contracts and change orders for procurement transactions up to the identified value limits once the agreement or contract has met the criteria for approval [excluding taxes]:

- Deputy Fire Chief and Managers: \$10,000;
- Manager of Operations, Manager of Information Services, and Manager of Human Resources: \$25,000;
- Directors & Fire Chief: \$75,000.

Subject to the terms of this policy, any statutory requirements, City bylaws, and the approval of the Director of Corporate Services [or delegate] the following positions have authority to execute contracts and change orders for procurement transactions beyond the identified value limits:

- CAO and Director of Finance: \$100,000.

Persons with spending, commitment and signing authority have the following responsibilities:

- a. ensure the value of the contract or change order is within the approved Financial Plan;
- b. ensure that the City is able to meet its obligations within the terms of the contract and that it is likely the other party can meet their obligation;

- c. ensure that the contract complies with WorkSafeBC legislation, labour legislation, applicable collective agreements, tax legislation, and other legislative and regulatory requirements;
- d. be aware of any financial and other benefits that are expected to flow to the City as a result of the contract; and
- e. review intellectual property requirements and consider physical, bodily injury and personal injury indemnities and risk exposure.

#### 5.4 Authority for Procurement Method

Where not outlined within this policy, staff of the City will approach Council with a recommendation to determine the method to be used to procure the goods or services required.

#### 5.5 Responsibility for the Scope of Work or Specifications

User Departments are responsible for defining the needs of the procurement in the Scope of Work or Specifications.

User Departments may seek assistance from consultants or procurement staff and may utilize market research techniques as described in section 9.1.

Consultants assisting in the development of a City procurement will not be permitted to compete for the resulting opportunity.

Direct contact with Vendors should be avoided when preparing a Scope of Work or Specifications.

Scope of Works and Specifications shall be generic and not specific to any one vendor to ensure competition is not reduced.

Scope of Works and Specifications substantially deviating from that which was presented and approved in the Financial Plan are to be reviewed by the Director of Finance to determine if an amendment to the Financial Plan is required prior to a public procurement taking place.

## 6. ETHICAL CONSIDERATIONS

### 6.1 Conflict of Interest and Confidentiality

Staff or anyone in a position that could influence the evaluation of bids, tenders, quotes and proposals shall conduct evaluations with the removal of bias, positive or negative, against both existing and potential vendors. Any and all qualified vendors within jurisdictions covered by trade treaties levied on the City shall be treated transparently, fairly, equally and without discrimination.

City staff with a real or perceived conflict of interest with a vendor or a potential vendor must report this interest immediately to the Finance Department. The Finance Department will review the interest and may remove the staff member from involvement in the procurement recommending a suitable staff member for replacement.

City staff and non-staff evaluating quotes, offers, bids, tenders and proposals, which includes serving on an evaluation committee, will not disclose any information gained during the course of their evaluation except to other City staff who may in the normal course of City business have a need for such information.

### 6.2 Supplier Code of Conduct

All suppliers, vendors and individuals including volunteers offering goods or services to the City are expected to comply with the code of conduct detailed below. Failure to follow this code of conduct may result in the termination of a contract and disqualification from future opportunities.



### Professionalism

All employees, volunteers, agents, and contractors or vendors under agreement or contract with the City are required to:

- carry out their responsibilities in a professional and competent manner;
- continue to improve their knowledge, competence, skills, and professional ability;
- be aware of and abide by the British Columbia Human Rights Code;
- not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location;
- act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services;
- not make any public comments that denigrate, disparage, or are disrespectful of the City, employees, and elected officials, and refrain from making negative comments about the credibility of the City, employees, and elected officials;
- conduct themselves in a friendly, courteous, and professional manner when dealing with the public; and
- refrain from engaging in any other practice that could unfavorably reflect upon the City as identified solely by the City.

### **6.3 Lobbying**

No bidder, proponent, vendor or anyone involved in preparing bids or proposals shall lobby any elected official or City staff in an effort to secure a contract. During a competitive procurement process all communications are to be made through the Finance Department unless the procurement document explicitly states otherwise. Vendors found to be lobbying for a contract award will be disqualified from consideration for the procurement and may be disqualified from future procurement opportunities. The following will be deemed as inappropriate communication during an active procurement:

- (a) commenting on, or attempting to influence views on, the merits of the vendor's response to a procurement, or in relation to responses of other vendors;
- (b) influencing, or attempting to influence, the evaluation and ranking of responses, the selection of the vendor, or any negotiations with the preferred vendor;
- (c) commenting on or criticizing aspects of the procurement, the evaluation process or the scope of services, including in a manner which may give the vendor a competitive or other advantage over other vendors; and
- (d) criticizing the responses of other vendors.

### **6.4 Gifts**

City staff shall avoid accepting gifts, discounts or other favours from vendors of material value. Immaterial gifts can be accepted provided they do not result in personal gain for the receiver or result in favourable treatment of the vendor. Any gifts received shall be reported to the Director of Finance and may be subject to return.

### **Transaction/Contract Splitting**

City staff shall not split transactions or procurements in an effort to fall below thresholds set out in sections 5.3 or 8.0.

## 7. SUSTAINABLE PROCUREMENT

In an effort to leverage procurement dollars to benefit the community and society; the City may include the consideration of sustainability in Best Value Procurements.

Sustainability provisions in a procurement will include attention to environmental, ethical and social responsibility as well as social value. The City will endeavor to design opportunities to minimize environmental and ethical impacts and maximize social value outcomes.

Sustainability considerations will be balanced as a consideration of best value requirements for each individual procurement. The weighting toward sustainability in each procurement may be based on the marketplace, Scope of Work and/or level of risk inherent with the procurement.

When evaluating sustainability factors, City staff should consider third party verification and certifications and may also look to utilize reference checks to verify claims made in response to a City public solicitation.

### 7.1 Environmental Responsibility

When evaluating environmental responsibility in City procurements, consideration may be given where proponents:

- minimize environmental harm, including end of life impacts;
- maximize resource efficiency (e.g. reduce energy and water consumption and minimize waste); and
- minimize carbon emissions.

### 7.2 Ethical Responsibility

When evaluating ethical responsibility, consideration may be given where proponents:

- maximize fair trade opportunities; and
- ensure sound working conditions throughout the supply chain that meet or exceed provincial, national or international employment standards.

### 7.3 Social Value

When considering social value, consideration will be given where proponents:

- maximize inclusive employment, training and apprenticeship opportunities among, disadvantaged, equity deserving or marginalized individuals and populations;
- maximize the diversification of the supply chain by including non-profit organizations, social enterprises and small-medium enterprises;
- contribute to the strengthening of the community by supporting the social goals and objectives of the City; and
- include any social responsibility initiatives undertaken by the organization that contribute to social wellbeing.

## 8. PROCUREMENT THRESHOLDS AND METHODS

The following thresholds will guide the method of procurement used to purchase goods or services. Authority to commit to goods or services is governed by Bylaw No. 5060 and this policy. Thresholds are prior to application of taxes and are cumulative [if multi year, the total value of contract].

### Goods and General Services

Value	Procurement Method (minimum)	Issued By
\$100 - \$10,000	Single informal quote	User Department
\$10,000 - \$75,000	Request three written quotes	User Department
\$75,000 +	Public Competitive Process	Finance Department

## Professional Services

Value	Procurement Method (minimum)	Issued By
<\$50,000	Single written quote	User Department
\$50,000 - \$75,000	Request three written quotes/proposals	User Department
\$75,000 +	Public Competitive Process	Finance Department

## Construction

Value	Procurement Method (minimum)	Issued By
<\$50,000	Single written quote (rotate suppliers)	User Department
\$50,000 - \$200,000	Three written quotes or Public Competitive Process	Finance Department
\$200,000 +	Public Competitive Process	Finance Department

## 9. PROCUREMENT AND AWARD METHODS

### 9.1 Procurement Methods

#### Market Research Methods

Market research methods are public solicitations that do not result in the award of City business. They are utilized to assess the marketplace for potential City opportunities and to offer the market transparent and fair input into a resulting competitive procurement process.

- a. Request for Information  
To request general information regarding goods and/or services provided by vendors, and to invite input regarding the development of procurement strategies. May also request a response for high level budgetary considerations.
- b. Request for Expressions of Interest  
To determine the market interest in a competitive solicitation process.

#### Non-Competitive Methods

- c. Direct Award and Notice of Intent (NOI) to Award

The award of City business directly to a vendor for a low value procurement or where it can be demonstrated that only one vendor can supply the good or service. A NOI is used to provide public notice of the City's intent to direct award, where the City cannot strictly demonstrate that there is only one vendor as required under this section. If a successful challenge is received, an appropriate procurement process will be undertaken. NOIs will be posted to the BC Bid website for any direct award in excess of \$75,000.

To proceed with a direct award where more than one quote is required, specific details, in writing, must be provided to the Director of Finance justifying the requirement for direct award according to the following exceptions:

- i. To ensure compatibility with existing products or methods, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- ii. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
- iii. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;

- iv. For the purchase of goods on a commodity market;
  - v. For the acquisition of services from not-for-profit organizations;
  - vi. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or the lessor's pre-approved suppliers;
  - vii. For work to be performed by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work or equipment;
  - viii. For a contract to be awarded to the winner of a design contest;
  - ix. For the procurement of a prototype of a first good or pilot of a first service to be developed in the course of a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
  - x. For the purchase of goods under exceptionally advantageous circumstances such as used goods, bankruptcy, auction or receivership, but not for routine purchases;
  - xi. For the procurement of utilities;
  - xii. For the procurement of employee benefits;
  - xiii. For the procurement of real property;
  - xiv. Where a Public Competitive Process is impractical because of the need to obtain unique third-party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining or retaining an existing contractor for a specific task; or
  - xv. Where the CAO in conjunction with another Director approves the direct award purchase as requested.
- d. Informal Quote  
A quote that has been requested by phone or email and may be received verbally, via fax or email.
- e. Written Quote  
A formal quote offering goods or services. May include terms and conditions.

#### Competitive Methods

Competitive methods are formal procurements for goods or services that will be publicly available on the City's bid page, BC Bid and potentially other public tendering systems. Once a Public Competitive Process has been undertaken all vendors covered under the CFTA and the NWPTA who submit compliant responses will be considered in a fair and transparent manner without discrimination.

- f. Request for Proposals (RFP)  
A process to acquire services (primarily) where price is not the only consideration in selecting a contractor. The award is value-based and awarded to the proponent with the highest score and offering best overall value.
- g. Invitation to Tender (ITT)  
To acquire construction and other services where price is the only deciding factor. Used when the work to be undertaken can be specified in detail and must be adhered to by the contractor. Award is generally to the lowest compliant bidder.
- h. Request for Standing Offers (RSO)  
To acquire offers for goods or services that are needed on an ongoing basis, where the City enters into a contract and places orders only as needed. May be either price-based or value-based.

- i. Request for Qualifications (RFQ<sub>u</sub>)  
To create a pre-qualification list of vendors who are eligible to participate in subsequent procurement processes. Shortlists are created using qualitative factors only and price would not normally be considered.
- j. Request for Quotations (RFQ)  
To acquire low value goods or services when price is the predominant deciding factor. Typically awarded to the lowest price bid that meets all mandatory requirements and the Specifications.
- k. Request for Corporate Supply Arrangement or Master Standing Agreements  
To acquire goods or services on behalf of a collaborative or co-operative buying group or purchasing consortium. Award is either based on price or best value.

## 9.2 Award Methods

Commitment and spending authority limits are governed by this policy. The following award methods will be used when finalizing a purchase commitment. The employee authorizing the award will be responsible for deciding on the type of award and may seek consultation from the Finance Department. User departments are responsible for managing contracts and agreements following the award.

### Petty Cash

- a. Used for low value purchases of less than \$200.

### Purchasing Card

- b. Used for low value purchases, foreign exchange purchases within spending thresholds, and as permitted by the City purchasing card policy.

### Cheque Requisition

- c. Used for low value purchases where an invoice has been received and a Purchase Order is not applicable or has not been issued.

### Purchase Order

- d. Generally used to purchase goods or equipment of low to high value or a service of low value with minimal risk and a defined Scope of Work.

### Contract/Agreement

- e. Used for purchasing all types of general, professional and construction services. May require legal review for complex or high value contracts.

### Change Orders/Contract Amendment

- f. Used to update, alter, extend or otherwise modify a contract. Changes to contract value must be within the approved Financial Plan or, if exceeding the financial plan, have received Council approval to amend the Financial Plan.

### Corporate Supply Arrangements and Master Standing Agreements

- g. Used by a buying group to form a contract for goods or services.

## 10. VENDOR PERFORMANCE MANAGEMENT

In an effort to ensure open and transparent communication with existing vendors, Contract Managers will actively monitor the performance of vendors and contractors and work directly with vendors to resolve any minor or isolated moderate performance issues. In instances where severe performance issues or an unsatisfactory accumulation of minor or moderate performance issues occur, Contract Managers are to contact the Finance Department and a formal vendor performance review will be undertaken. In most cases (excepting the most extreme instances), vendors will be provided an opportunity to respond and resolve any performance issue(s) identified in a vendor performance review.

Vendors may be subject to termination of a contract or disqualification from future business if there is sufficient evidence of consistent failure to meet the standards specified by the City. The City will maintain vendor performance files as required. Information in this file will be supplied by the Contract Manager, receivers and procurement staff. Vendors may be evaluated based on price, quality of the product or service, contract performance, customer service and their responsiveness to requests from the City. Upon reasonable notice in writing to the vendor involved, and after a reasonable opportunity for response, a vendor may have their contract terminated and may be disqualified from future City procurement opportunities for a period not exceeding five years.

Vendors or proponents shall be disqualified when:

- a. Serious breach of contract indicating unwillingness to perform a contract in accordance with the terms and conditions, Specifications or a record of unsatisfactory performance of one or more contracts in accordance with the terms and conditions thereof or in accordance with its Specifications or both.
- b. An inducement to an official or employee of City by a vendor or proponent for consideration in an attempt to influence continued or future procurement opportunities.
- c. Conviction for a criminal offense of a person, director, official or such person relating to obtaining or attempting to obtain a contract or subcontract.
- d. Should there be evidence of collusion by any potential bidders.

A written decision shall be issued to the vendor or proponent disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that vendor or proponent as shown in the records of the Finance Department.

Vendor or proponent disqualification will be approved by the CAO.

## 11. OTHER PRACTICES

### 11.1 Document Retention

A procurement file for any completed publicly posted procurement shall be finalized and filed with the Corporate Services Department. The file shall be retained for a period of not less than seven years in accordance with the City records management program.

### 11.2 Unsolicited Proposals

The City will accept unsolicited proposals for unique, innovative products or services that will result in demonstrated savings to the City. Unsolicited proposals are to be sent to the Director of Finance and will be reviewed. Business may be awarded based on the requirements laid out within this policy and the requirement for a Public Competitive Process may not be precluded by the receipt of an unsolicited proposal.



**11.3 Tie Bids**

In the rare case of a tie bid or quote, when all factors including pricing are considered equal, the bidder with the closest physical proximity to City Hall shall be used to determine which of the tied bidders receive the award.

**11.4 Single Bid / Proposal**

When only one bid or proposal is received in response to a competitive procurement method, City staff or representatives shall evaluate the response to ensure fair value will be acquired.

Once City staff are confident that the response represents fair value, the contract may be awarded.

Should City staff find that the response does not represent fair value, staff may elect to negotiate or cancel and reissue the procurement.

**11.5 Review by Legal Counsel**

The CAO will approve requests for legal services relating to procurement which may be required as follows:

- Procurements with significant risk;
- Procurements of a value higher than \$1,000,000 for Best Value Procurements and \$10,000,000 for Tenders;
- Award decisions when not awarding to low bid or the highest scoring proponent;
- The disqualification of a vendor due to either bid non-compliance or poor performance on a contract;
- Non-standard forms of contracts; or
- Substantial changes to the City standard contract template.

**11.6 Collaborative Procurement**

The City may look to work with other procuring entities within the region, province or otherwise in an effort to maximize value and achieve economies of scale. When considering a collaborative procurement opportunity, the City shall evaluate:

- The impact to the local vendor community and its ability to submit a potential response to a competition.
- The collaborative procurement group's ability to represent the values and meet the strategic goals of the City in relation to the procurement.

**11.7 Service Delivery**

Agreements between the City and other local governments for the management of direct service delivery for a City function, must obtain Council approval.

**11.8 Land Acquisition**

\*All acquisitions of land shall be approved by Council.

## 12. DEFINITIONS

In this Policy:

“Best Value Procurement” means the optimal combination of total cost, performance, economic, environmental and social sustainability.

“CAO” means the Chief Administrative Officer of the City or in the absence of the Chief Administrative Officer the Deputy Chief Administrative Officer.

“CETA” means the Comprehensive Economic and Trade Agreement between Canada and the European Union.

“CFTA” means the Canadian Free Trade Agreement between the federal government and the provinces and territories of Canada.

“Contract Manager” means the manager from a User Department responsible for administering the contract.

“Council” means the municipal council of the City.

“City” means the City of Port Alberni.

“Financial Plan” means the Council approved budget and five-year financial plan adopted by the City Council each year as a result of the City financial planning process.

“Director” means any employee of the City that holds a position of Director and includes the Chief Administrative Officer, Deputy Chief Administrative Officer, Director of Corporate Services, Director of Finance, Director of Engineering and Public Works, Director of Parks, Recreation and Heritage, and Director of Development Services.

“Inclusive Employment” means employment practices that provide flexible options that support people from a variety of different backgrounds and abilities to participate in the workforce.

“Low Bid Procurement” means a procurement that considers price as the predominant deciding factor from qualified bidders.

“Managers” means Manager of Parks, Manager of Facilities, Manager of Information Technology, Manager of Economic Development, Manager of Operations, Manager of Community Safety, Superintendent - Fleet & Solid Waste, Superintendent of Utilities, Superintendent of Road and Storm, Manager of Recreational Services, Manager of Police Support Services, Manager of Communications, Manager of Community Policing, Deputy City Clerk and any other exempt role not listed.

“NWPTA” means the New West Partnership Trade Agreement between the provinces of British Columbia, Alberta, Saskatchewan and Manitoba.

“Procurement Transactions” means all functions that pertain to the acquisition of goods or services at the City.

“Public Competitive Process” means a procurement where the City will request competitive bids and/or proposals from the public marketplace.

“Scope of Work” means a description of work or services that is to be performed by a vendor.

“Small- or medium-sized enterprise” means a small business has 1–99 paid employees. A medium-sized business has 100–499 paid employees.

“Specifications” means a description of a good or finished product that is to be delivered by a vendor.

“Sustainable Procurement” means purchasing requirements, specifications and criteria that support the protection of the environment, resource efficiency and social value for communities.

“Social Procurement” means every purchase has a social, economic, cultural, and environmental impact. Social procurement is about using your existing purchasing to capture those impacts to achieve overarching institutional, governmental, or individual goals that helps shape inclusive, vibrant and healthy communities.





“Social Value” means the impacts of programs and organizations on the wellbeing of individuals and communities. Social enterprises and social purpose businesses can generate social value by innovating products and services that meet community needs and participating in social procurement.

“Social Value Outcomes” means social, environmental or cultural impacts shown in quantitative metrics. These may include employment hours; jobs; contract spend; number of contracts.

“User Department” means a department of the City.

X   
Andrew McGifford  
Director of Finance

X   
DANIELLE LEUREBOURG  
DIRECTOR OF CORPORATE SERVICES



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

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

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

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

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

CITY HALL ADMINISTRATION

<u>POSITION</u>	<u>AUTHORITY CODE</u>
City Manager	(1)
City Clerk	(1)
Manager of Information Technology	(1)
Director of Finance	(1)
Deputy Director of Finance	(2)
Administrative Assistant	(2)

PURCHASING DEPARTMENT

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

ENGINEERING STAFF

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

FIRE DEPARTMENT

<u>POSITION</u>	<u>AUTHORITY CODE</u>
Fire Chief	(1)
Deputy Fire Chief	(2)

PARKS AND RECREATION COMMISSION

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

R.C.M.P. DETACHMENT

<u>POSITION</u>	<u>AUTHORITY CODE</u>
Officer in Charge	(2)
OPS Support NCO	(2)

EXPLANATION OF CODES

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

TITLE: REGIONAL DISTRICT – VOTING BY REGIONAL BOARD MEMBERS				
EFFECTIVE DATE: Aug 12/02	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Mar 3/71, Jan 14/74	PAGE 1 OF 1

1. Votes for Municipal Regional Board Directors will be apportioned according to the decision of City Council adopted by resolution of Council.
2. When any matter concerning the City is reported to Council by its Regional Board members for decision and direction, and there is disagreement on Council in respect to that matter, the following rules shall be used to make a decision:
  - a) The Board members shall make a recommendation to Council in writing.
  - b) The Council shall refer the matter to an appropriate committee, standing or special, for the fullest possible investigation, including consultation with Regional Board officials and shall report back to Council with the Committee's recommendation.
  - c) The report of the Committee shall be debated and adopted or rejected by Council.
  - d) On the basis of the outcome of the above procedure, the Council shall then by resolution, instruct its members how to vote on the Regional Board on the matter in question.

# POLICY No. 3002-5 | Requests for Letters of Support

Approved by: February 26, 2024

Resolution No.: R24-94

Date of Last Review:

CITY OF  
PORT ALBERNI



## 1) PURPOSE

From time to time the City of Port Alberni receives requests from organizations and individuals seeking a letter of support for their endeavours. The purpose of this policy is to establish a process to respond to such requests.

## 2) POLICY STATEMENT

The objective of this policy is to authorize the Mayor to provide a letter of support on behalf of the City in certain circumstances, and to clarify which requests for a letter of support should be presented to Council for consideration at a Council meeting.

## 3) SCOPE AND APPLICATION

This Policy applies to all members of Council and all City employees.

## 4) DEFINITIONS

- (a) "applicant" means the individual or organization requesting a letter of support from the City.
- (b) "City" means the municipal corporation of the City of Port Alberni.
- (c) "Council" means the municipal Council of the City.
- (d) "letter of support" means written correspondence from the City setting out the City's level of support for an applicant's submission.

## 5) POLICY

- (a) All requests for a letter of support that are received from an applicant by a member of Council or by a City employee will be submitted to the Director of Corporate Services (Corporate Officer) to assess and process under this Policy.
- (b) City staff may require the applicant to provide supporting documentation or additional information as necessary to assess their request for a letter of support.



- (c) If a request for a letter of support:
  - (i) is from a non-profit organization or a registered charity; and
  - (ii) does not involve a financial contribution or in-kind contribution from the City (i.e. facility space or staff time other than preparing the letter of support); and
  - (iii) is in connection with an initiative that would be beneficial to the community; and
  - (iv) does not contravene any applicable legislation or other City policy; and
  - (v) would not be in competition with a grant application from the City;then City staff may prepare a letter of support to be approved by Council.
- (d) Upon preparation of a letter of support, City staff will distribute the letter to Council by email to permit a 24-hour review window. If no objections are received, City staff may proceed with signing by the Mayor.
- (e) Even if the criteria in section 3 (c) (i) – (v) are satisfied, the Chief Administrative Officer or Council may nevertheless refer the request for a letter of support for further consideration at a Council meeting.
- (f) If the criteria in section 3 (c) (i) – (v) are not satisfied, then City staff may respond to the applicant advising that their request does not meet the required criteria, and City staff may refer the request for a letter of support to Council for consideration at a Council meeting, subject to applicable legislation, other Council policies, and the Council Procedures Bylaw.
- (g) For certainty, any request for a letter of support from a member of Council will be referred to Council for consideration at a Council meeting and will remain subject to the *Community Charter* conflict of interest restrictions
- (h) A copy of all letters of support signed by the Mayor under this Policy will be included for information on the next Regular Council meeting agenda, subject to applicable deadlines under the Council Procedures Bylaw.

**AUTHORITY TO ACT**


The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

**6) REVIEW PROCEDURES**

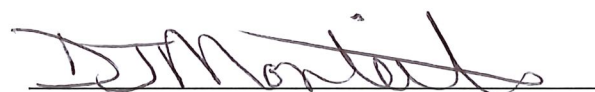
This policy is to be reviewed by Council following a general local election.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)



**Sharie Minions**  
Mayor



**Donna Monteith**  
Corporate Officer

TITLE: RETAINING WALLS				
EFFECTIVE DATE: Dec 11/89	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. The municipality's inspection policy for retaining walls will be on a complaint basis.
  - a) Upon receipt of a complaint about a faulty retaining wall, staff will
  - b) ascertain
    - (i) if the wall is on private land or within the highway right of way.
    - (ii) whether or not this wall was constructed
      - (a) as a local improvement or
      - (b) with participation by the City (other than L.I.)
      - (c) otherwise.
  - c) assess the apparent risk created by the wall (with the assistance of a structural engineer where this is considered advisable); and
  - d) estimate the cost of repairs or reconstruction necessary to reduce or eliminate the risk.
2. The foregoing information is to be reported to Council for decision as to required action which may be, if the wall is privately owned, to proceed under section 725 or 936 of the Local Government Act.
3. Repairs to walls constructed as local improvements will be given priority for repair within available funding.
  - a) Council's decision on each complaint will be by resolution and the complainant advised of the decision.

TITLE: REZONING – APPLICANT TO BE HEARD				
EFFECTIVE DATE: Nov. 1, 2005	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: Apr 8/91	PAGE 1 OF 1

Every applicant who submits an application for rezoning of property will be invited to attend the Advisory Planning Commission meeting at which their application is considered and invited to the City Council meeting where reports of the City Planner and the Advisory Planning Commission minutes concerning the application are considered. The applicant will also be provided with a copy of the City Planners report in advance of the Council meeting.

Council is not under any obligation to process every application for rezoning through to a public hearing.



TITLE: SEWERS – BLOCKAGES				
EFFECTIVE DATE: Nov 1, 2005	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Oct 28/68	PAGE 1 OF 1

When the City is called and its workers clear a blocked sewer, no charge is made regardless of whether the problem is on private or City property, unless materials are involved on private property.

When the City is called and its workers discover the blockage is on private property and requires replacement of a pipe or a revision of the plumbing system, the City proceeds no further until the owner is notified that the problem is his responsibility. In these circumstances, the City will not render an account for its costs.

When the owner calls a contractor and the trouble is found to be on City property, the City will consider a claim for reimbursement from the owner on the merits of each individual case.

TITLE: SEWERS – EXTENSION OUTSIDE CITY LIMITS				
EFFECTIVE DATE: May 21/74	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The City does not permit extension of its sewerage system to serve properties outside its boundaries.

TITLE: SNOW AND ICE CONTROL				
EFFECTIVE DATE: Feb 12/01	DEPARTMENT: Engineering & P&R	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

**SCOPE:**

This statement outlines the City of Port Alberni's policy for snow and ice control on City streets, sidewalks, City Building accesses and City owned parking lots.

**POLICY:**

The City of Port Alberni will endeavor to provide for reasonably safe movement of vehicular and pedestrian traffic when winter weather conditions prevail. This will generally be in compliance with this policy, subject to budget allocations and the availability of equipment and human resources.

This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions.

**1. Road Snow Plowing**

Plowing of roads is the responsibility of the Engineering Department.

The Streets Superintendent is responsible for deciding how best to apply the resources at his disposal to address the particular snow and ice hazard. Plowing will commence when the depth of falling snow reaches 10cm (4"). The Streets Superintendent may authorize plowing where in his opinion the road conditions are such that a lesser depth of snow is causing dangerous conditions.

**a) *General Road Plowing Priorities***

- i) Arterial Roads
- ii) Collector Roads
- iii) Local Roads

**b) *Specific Route Priorities:***

In addition to the priority noted above based on road classifications, the following will be given high priority regardless of road classifications

- i) Routes serving Emergency Service Facilities including Hospital, Fire Hall, Ambulance Station, Seniors Center.
- ii) Bus Routes - Public Transit
- iii) Steep Hills
- iv) School Areas

**c) *Local Roads***

Local roads will not be plowed outside of normal Engineering Department working hours unless the depth of falling snow reaches 15cm (6").

**2. Road Sanding/De-icing (Salting)**

The sanding/de-icing of City roads is the responsibility of the Engineering Department. Sand and/or de-icing materials will be applied to roads in the proportions considered appropriate for the particular road and weather conditions prevailing at the time and those forecasted to occur. The Street Superintendent will make this decision based on daily local weather forecasts and actual road conditions. In addition, if called upon by the RCMP road patrol officers, specific sanding/de-icing will be applied where requested. Priority for sanding and salting shall be the same as listed in 1a) and b) above.

**3. Snow Removal - Driveways/Intersections**

Removal of snow from intersections and driveways of City buildings is the responsibility of the Engineering Department. The road accesses or driveways to municipal buildings, will be cleared of snow and ice when the depth of falling snow reaches 10cm (4") or conditions are such that a lesser depth of snow or ice is causing dangerous conditions. Windrows left by plowing snow will be removed from intersections and bus stops where accumulated snow significantly impedes safe movement of vehicles or pedestrians. The priority will be as follows:

**a) Driveways**

- i) City owned Emergency response buildings (Fire Hall, Police, Public Works)
- li) Driveways of other City buildings open to the public.
- lii) Driveways of other City buildings

**b) Clearing Intersections & Bus Stops**

- i) Intersections on Arterial routes
- ii) Intersections on Collector routes
- iii) Intersections on Local routes
- iv) Bus Stops on Arterial routes
- v) Bus Stops on Collector Routes

**4. Parking Lot Snow & Ice Control**

The removal of snow and the sanding/salting of City owned parking lots is the responsibility of the Parks and Recreation Department.

Sand and salt will be applied to parking lots appropriate to the conditions prevailing or forecasted to occur as directed by the Parks/Facility Operations Supervisor. Specific site sanding/salting will be applied as requested by the various facility Managers. Priority will be as listed below.

Snow removal from City owned parking lots will begin when the depth exceeds 100mm (4") or when the conditions are such that a lesser depth of snow is causing a dangerous condition. The priority shall be as follows.

- a) City Owned Emergency Buildings**
- b) Parking Lots of City Facilities Open to the Public**
- c) Other City Parking Lots**

## 5. **Sidewalk Snow Clearing**

The clearing of snow from sidewalks is not undertaken by the City except as provided for in section c) below:

### a) **Residential Sidewalks**

The public is encouraged to clear snow from the sidewalk adjacent to their property.

### b) **Commercial Sidewalks**

Under the Traffic Bylaw sidewalks adjacent to premises in any business district must be cleared by the owner or occupier of the premises before 12 noon of any day except Sundays or holidays. The Bylaw Enforcement Officer is responsible for enforcement of this Bylaw provision.

### c) **Sidewalks Adjacent to City Owned Property**

The City will undertake clearing of snow and sanding/salting of sidewalks adjacent to City owned properties. Except as otherwise noted, the Parks & Recreation Department is responsible for clearing of Sidewalks adjacent to City Properties. The Parks Operations Supervisor is responsible for deciding how best to apply the resources at his disposal to provide reasonably safe sidewalks adjacent to City facilities. Snow will be plowed from such sidewalks when the depth of falling snow reaches 75mm (3"). The Parks/Facility Operation Supervisor may authorize plowing where in his opinion the sidewalk conditions are such that a lesser depth of snow is causing dangerous conditions. The priorities of sidewalk plowing at City facilities are as follows:

#### **Sidewalk Clearing Priorities**

- i) Sidewalks adjacent to and on the grounds of City owned buildings\*\*
- ii) Sidewalks on City Bridges
- iii) Sidewalks adjacent to City Parks
- iv) Walkways within City Parks

\*\* The sidewalks adjacent to the Fire Hall will be cleared by the Fire Department Staff.

<b>TITLE: SOCIAL NETWORKING POLICY</b>				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Corporate Services	AUTHORIZED BY: Council	REPLACES: NEW	PAGE 1 OF 4

### **Statement**

The City of Port Alberni supports social networking and its associated software as a collaborative tool to increase the breadth and agility of sharing information, experiences, ideas and designs. Instant messaging and online discussion boards are forms of electronic social networking used for everyday business in the City. Forms of social networking websites include, but are not limited to, blogs, discussion forums, personal and group pages, interactive web sites, news sites which allow postings.

### **Purpose and Objective**

The purpose of this policy is to establish procedures to encourage the use of social networking while still respecting existing laws, policies, directives and standards.

The objectives of this policy are:

- Provide guidance and information to the organization with respect to responsible use
- Define employee/employer responsibilities
- Provide departments with resource information

### **Procedure**

#### **1) Definitions**

- i. **Blog:** provide commentary or news on a particular subject such as food, politics, local news, group activities, and personal online diaries. A typical blog combines text, images, links to other blogs, web pages and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs.
- ii. **Electronic networks:** are groups of computers and computer systems that can communicate with each other. Without restricting the generality of the foregoing, these networks include the Internet, networks internal to an institution and public and private networks external to an institution.
- iii. **Employee:** An individual employed by the City of Port Alberni to perform a specific job.
- iv. **Information management:** A discipline that directs and supports effective and efficient management of information in an organization, from planning and systems development to disposal or long-term preservation.
- v. **Personal Data:** Data such as blog postings, internet chat logs, cache files, or electronic files which are not work related.
- vi. **Personal Information:** The *Privacy Act* defines personal information as “information about an identifiable individual that is recorded in any form”. The definition provides examples of personal information such as:
  - “information relating to the education or employment history of an individual”, such as would be found on a resume
  - “any identifying number, symbol or other particular assigned to the individual” such as a Social Insurance Number (SIN)
  - “the address, fingerprints or blood type of an individual”
  - “the views or opinions of another individual about the individual”

- “The name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual”, etc.
- vii. **Responsible Use:** use of social networking software responsibilities are similar to expected behaviour on electronic networks already established. All users are expected to follow appropriate behaviour and content as per policies and administrative directives.
- viii. **Social Networking Service:** focuses on building online communities of people. Most social network services are web based and provide a variety of ways for users to interact, such as email and instant messaging services.
- ix. **Viewer:** users who do not usually contribute to the website, blog or wiki but mainly read through it to gain information and learn from the available content. Most users (80-90%) fall into this category.
- x. **Wiki:** a web application designed to allow multiple authors to add, remove and edit content. The multiple author capability of wikis makes them effective tools for mass collaborative authoring.
- xi. **Involuntary information:** This is information that a user posts publicly without intention due to misunderstanding the technology or by accident. For example, GPS information in an uploaded photo, or information sent to the wrong email address.

## 2) Code of Conduct

### i. Employee Conduct

- a. The City has an approved Standards of Conduct/Conflict of Interest policy. All guidelines and policies outlined in this document also relate to an employee’s conduct while using social media.

### ii. Citizen Conduct

- a. While maintaining corporate social media accounts, content or posts forwarding inappropriate information or opinions may be encountered. The following Citizen Code of Conduct is posted on the Municipal website and is linked to any of the City’s social media accounts where members of the public can leave comments.
  - Citizen Code of Conduct for Social Media
    1. The intended purpose of the City’s social media accounts are to serve as a mechanism for unilateral or bilateral communication between the City and members of the public. Any information posted to the City social media accounts that contain any of the following forms of content shall be removed:
      - a. Profane language
      - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
      - c. Sexual content or links to sexual content
      - d. Solicitations of commerce
      - e. Conduct or encouragement of illegal activity
      - f. Information that may tend to compromise the safety or security of the public or public systems

- g. Comments in support of or opposition to political campaigns or ballot measures
    - h. Content that violates a legal ownership interest of any other party
  - b. Prior to removing content a City Employee will save a screen capture that records the inappropriate material, the identity of the commenter, the time and the date. This will be saved in a folder in the City's network data drives.

### 3) Principles of Use:

- i. As a condition of employment, all employees and users must acknowledge in writing that they have read and understood the City's *Communications* policy.
- ii. All data **including personal data** stored on City systems are considered City property even if the system is being used by the employees during their own time.
- iii. All information regarding access and how to use the City's computer systems is considered proprietary and is not to be released to anyone who is not authorized to access these systems.
- iv. Employees need to ensure viruses are not being transmitted through the system and therefore should not attempt to download any software onto their computer or any removable device.
- v. Specific questions of responsibilities of employees regarding social networking software applications should be directed to the Information Technology department or to the user's immediate supervisor.
- vi. Any alleged or suspected violations of the policy will be investigated and may result in disciplinary actions.
- vii. If you can be identified, even indirectly, as an employee or agent of the City of Port Alberni through your profile or online conduct and/or speech, you are representing the City of Port Alberni every time you are on that platform and must adhere to the these Guidelines.
- viii. All content, posts and comments on the City's corporate social media accounts becomes public record and may be disclosed to third parties.

### 4) Responsibilities

- i. **Manager of Information Technology** will:
  - a. Approve this policy and any future amendments.
  - b. Provide education about the policy.
  - c. Review this policy and any future amendments.
  - d. Retrieve and analyse any City communications equipment (computer, camera, smartphone, etc.), when requested or when suspected activities are identified that do not comply with laws or this policy. All reasonable efforts will be made to notify an employee if his or her activities are being reviewed.
  - e. Advise employees and their supervisor if any use of social networking is interfering with the integrity of the City's information technology data, network or assets and suggest changes to procedures to maximize the social networking integrity.



- ii. **Department Managers** will:
  - a. Apply this policy within their area.
  - b. Respond to and resolve any issues arising under this policy.
- iii. **Direct Supervisors** will:
  - a. Administer the policy and ensure employees understand responsible use.
  - b. Report any suspicions or abuse to Information Services and Human Resources for investigation.
- iv. **Human Resources** will:
  - a. Assist in the administration of administrative directives where disciplinary actions are involved.
- v. **Employees** will:
  - a. Maintain confidentiality of City of Port Alberni information.
  - b. Abide by all terms of this policy.
- vi. **Elected Officials** will:
  - a. Update and maintain their own social media accounts as they see fit.
  - b. Be solely responsible for the management of social media content belonging to their accounts.
  - c. This is in agreement with best practices from other government agencies in North America and is the recommended practice.

## 5) General

### i. Responsible Dialogue and Exchange of Ideas

The City of Port Alberni believes in the importance of open exchange and learning between the organization and external and internal partners. Online social networking enables individuals to share their insights, express their opinions and share information within the context of globally shared conversation. The following guidelines provide users with parameters for conversation:

- a. Be thoughtful about how you present yourself in online social networks.
- b. Protect the City's confidential and proprietary information.
- c. Respect your audience and your coworkers.
- d. Add value.
- e. Use your best judgment.
- f. Don't forget that all networks are monitored and that your online activities should not interfere with your job or your organizational commitments.
- g. All internet postings, whether or not thought to be private, are in fact accessible by the public and should not be treated any different than print media such as newspapers.

TITLE: SOLID WASTE - City Dumpster Service - Payment Arrears				
EFFECTIVE DATE: Aug. 12/02	DEPARTMENT: Finance/Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

When customers obtaining City dumpster bin service are in payment arrears for services supplied at the end of the calendar year, the outstanding balance will be transferred to the property tax account for the parcel obtaining the service.

When customer accounts are in excess of 60 days in payment arrears, the City may remove the dumpster bin from the customer's business location.

Notwithstanding the aforesaid, not more than 2 months of a tenants payment arrears shall be transferred to the owner's tax account at the end of each calendar year.

TITLE: SOUVENIRS				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Feb./80 and May 15/82	PAGE 1 OF 1

A continual stock of City lapel pins and tourist brochures is to be kept on hand and additional supplies be reordered when necessary.

**DISTRIBUTION**

1. Up to -25 worth of souvenir pins will be made available without charge to non profit organizations requesting them for presentation in other communities or for presentation to individuals or organizations visiting Port Alberni.
2. Organizations wishing more than the \$25 value shall be allowed to purchase additional souvenirs at 50% of the cost to the City.
3. The Mayor, City Manager or City Clerk are authorized to make exceptions to the foregoing policy where they feel circumstances so warrant.

TITLE: STREET LIGHT UPGRADES				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original Oct 29/96	PAGE 1 OF 1

1. Where residents request additional lighting on existing poles at intersections or mid block locations and lighting levels are poor at the requested location, the City will request that BC Hydro install a street light on the existing pole. Such installations will cost the City the monthly fee paid to BC Hydro for power and maintenance.
2. When residents desire street lights in a particular localized area and the lighting levels are poor the City will install standard street lights at the residents cost under our normal cost of sales work procedures. Cost for such installation would be determined by individual estimates.
3. When residents request a street lighting upgrade to present standards on one or more blocks the City will, subject to available financing, undertake the work under a Local Improvement Bylaw scenario wherein the City will pay 1/3 of the cost of installation.

TITLE: TAG DAYS				
EFFECTIVE DATE: Dec 7/78	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. Tag days should be assigned at one time to applications received early in the year, and thereafter on an individual basis;
2. After the initial assignment, tag days will be granted on a first come, first served basis;
3. Each separate organization will be allowed only one tag day (or weekend) per calendar year;
4. Only one organization will be allowed a tag day on any day; and
5. Council reserves the right to refuse to grant a tag day if for any reason it feels it appropriate to do so.

<b>TITLE: Tangible Capital Assets (TCA) - (Accounting for)</b>				
<b>EFFECTIVE DATE:</b> Jan 26/09	<b>DEPARTMENT:</b> Finance	<b>AUTHORIZED BY:</b> Council	<b>REPLACES:</b> New	<b>PAGE 1 OF 11</b>

**PURPOSE**

The purpose of this policy is: 1) to provide control and accountability over capital assets, and 2) put in place guidelines for accounting for and amortizing the City’s capital assets.

The primary goals of this policy are:

- To protect and control the use of all tangible capital assets;
- To gather and maintain information needed to prepare financial statements; and
- To ensure that the City’s capital assets are accounted for in conformance with generally accepted accounting principles.

**SCOPE**

This policy applies to all City departments, boards and commissions, agencies and other organizations falling within the reporting entity of the City.

This policy includes, but is not limited to, the following assets: land, land improvements, buildings, machinery and equipment, cultural and heritage assets and engineered structures including roads and utilities.

**DEFINITIONS**

Attached, Appendix A.

**RESPONSIBILITIES**

It is the responsibility of the City of Port Alberni to take appropriate and reasonable measures to identify, safeguard, track and record all tangible capital assets.

The Finance Department is responsible for the implementation of this policy, advising on the appropriateness of a tangible capital asset for generally accepted accounting purposes and for educating and training on all other matters relating to this document and related procedures.

Department Heads are responsible for the implementation of this policy to the extent that they acquire and/or are in the custody of tangible capital assets. They or their designate will provide all required information regarding the acquisition, betterment, impairment or disposal of any tangible capital assets to the Director of Finance. Department Heads are responsible for providing detail such as purchase price, fair market value, replacement value and useful life of existing and future TCAs for which they are responsible.

All persons/departments having responsibility for the use and care of tangible capital assets are to ensure that reasonable safeguarding measures are in place at all locations where these assets reside to prevent damage to or the loss of such assets.

**REFERENCES**

Canadian Institute of Chartered Accountants/Public Sector Accounting Handbook – Section PS 3150.

## PROCEDURES

### Asset Classification

Assets will be classified in Major, Minor and Subclasses as outlined in this section.

- *Major* – A group of TCAs that is similar in nature but significantly different in design and use.
- *Minor* – A classification within a major class that has unique characteristics.
- *Subclass* – A further classification that may be required due to unique TCA criteria, applications, methodologies and asset lives. There is the option to classify further into subclass one, subclass two, etc.

Tangible Capital Assets recorded in the Major classification will include:

- Land
- Land improvements
- Buildings
- Engineered Structures
- Machinery and equipment

Appendix B lists in detail the further classification of the Major class of Tangible Capital Assets.

### TCA Inventory – Acquisition

Tangible Capital Assets (TCAs) are recorded at historical cost. TCAs are recognized as assets on the City's Statement of Financial Position on date of receipt for capital goods or when the asset is put into use for capital projects. Cost as defined by PSAB 3150, is the gross amount of consideration given up to acquire, construct, develop or better a TCA, and includes all costs directly attributable to acquisition, construction, development or betterment of the TCA, including installing the asset at the location and in the condition necessary for its intended use.

The cost of a contributed asset, including a TCA in lieu of a developer charge, gifts and donations is considered to be equal to its fair value at the date of contribution. Capital grants would not be netted against the cost of the related TCA. The cost of a leased TCA is determined in accordance with *Public Sector Guidelines PSG-2, Leased Tangible Capital Assets*.

### Valuation

When available, the actual historical cost will be used to determine the current value of an asset. However, when the actual cost is not available, current value will be determined by discounting the replacement cost using an appropriate Price Index for the asset. The calculated historical cost will then be reduced by the accumulated amortization in order to calculate the net book value of the asset.

This valuation will only apply to the implementation of the asset recording system. All future assets will be recorded at actual cost. Contributed or donated assets will be valued at fair market value.

#### a) Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates, but not net of trade-ins.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

**b) Acquired, Constructed or Developed assets**

Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

**c) Donated or Contributed Assets**

A tangible capital asset may be gifted or contributed (*PSAB 3150.14*) by an external third party with no cash outlay. For example, land may be contributed by another level of government at zero or nominal consideration to facilitate the construction of a roadway or structure. Another example is a developer may install services such as storm systems, mains or roads within a subdivision at its own cost and then turn them over to the municipality to operate, maintain and replace. Where an asset is acquired through a third party contribution, the amount to record the asset at is the cost provided by the contributor. If the cost cannot be provided, a fair value may be estimated using either market or appraised values or a qualified third party evaluation. When an estimate of fair value cannot be reasonably estimated, the asset will be recognized at a nominal value.

**Division of Assets – (Whole Asset vs. Component Approach)**

For purpose of capitalization and amortization of capital assets, the two methods of defining a capital asset are *Whole Asset* and *Component*.

- a) The *Whole Asset Approach* considers an asset to be an assembly of connected parts. It is reasonable to assume that each component part has a similar life expectancy to its whole. Costs of all parts would be capitalized and amortized as one asset. A building could be considered as one asset.
- b) Under the *Component Approach*, different components are individually capitalized and amortized. Under this approach, the HVAC, roof, electrical, plumbing, etc. that form the building may be treated as individual assets.

The *Whole Asset* method and the *Component Approach* are equally acceptable under Generally Accepted Accounting Principles (GAAP). The Director of Finance, in consultation with the department will determine the method that best serves its needs in certain circumstances. The approach chosen will be consistently applied by asset type within departments. In certain circumstances, it is appropriate to allocate the total disbursement of an asset to its component parts and account for each component separately. This is the case when the component assets have different useful lives or provide economic benefits or service potential to the entity in a different pattern, thus necessitating use of different amortization rates. Additional factors influencing the choice of method include:

- Significance of amounts;
- Quantity of individual asset components (volume);
- Availability of information with respect to specific components or the capital expenditures; and
- Specific information needs of management for decision making and asset control purposes.



**Group/Pooled Assets**

Similar assets that have a unit value below the capitalization threshold (on their own) but have a material value as a group. Such assets shall be 'pooled' as a single asset with one combined value.

Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance. Examples could include the following:

- Computer hardware and software
- Streetlights
- Furniture and fixtures
- Small machinery
- Signage

As similar items are purchased, they will be added to the pool. An inventory will be taken on a periodic basis. If necessary (if the actual count is less than the system tally), an entry will be made to adjust the pool balance to the actual inventory count. This will account for pooled units disposed of during the year.

**Capital Leases**

Capital leases are a means of financing the acquisition of a capital asset where the lessee carries substantially all of the risks and benefits of ownership. If the arrangement is an operating lease, not all benefits and risks transferred to lessee, then the lease payments should be expensed and no liability is recorded. Capital leases are recorded as if the lessee had acquired the asset and assumed liability.

Capital leases shall be accounted for and recorded in accordance with *Public Sector Guidelines PSG-2, leased Tangible Capital Assets*.

**Thresholds**

Thresholds are determined for each major asset categorization and determine whether expenditures are to be capitalized as assets and amortized or treated as current year expense.

Expenditures that meet both the criteria of a TCA and exceed the following suggested capitalization thresholds are to be recorded as a TCA on the Statement of Financial Position and amortized:

Major Asset Category	Capitalization Threshold
Land	\$0
Land improvements	\$10,000
Buildings	\$25,000 to \$50,000
Machinery and equipment	\$10,000
Engineered structures	\$10,000 to \$50,000

(see Appendix B for assets/thresholds included in each category)

For all capital goods purchased and capital projects constructed, the total cost must be compared to the threshold to determine whether the item is expensed or recorded as a capital asset. Individual long term assets which cost less than the threshold amount but which if purchased in volume (pooled assets) exceed the threshold are to be capitalized.

**Useful Life and Amortization Methods**

Appendix B shows the maximum useful life for all major TCAs. The service potential of an asset is normally consumed through usage. Factors such as obsolescence, excessive wear and tear or other events could significantly diminish the service potential that was originally anticipated from the asset. The estimated useful life of an asset category and remaining useful life of individual assets should be reviewed by the Department Head, in conjunction with the Director of Finance, on a regular basis and revised when appropriate. The rationale supporting the decision to revise useful life estimates of an asset should be documented. The effect of any change will be recorded in the year of revision and future years.

Significant events that may indicate a need to revise the estimated useful life of an asset may include:

- Completion of a major betterment;
- Change in extent that the asset is used;
- Change in the manner that the asset is used;
- Removal of asset from service for extended period of time;
- Physical damage or destruction;
- Significant technological developments;
- Change in law, environment or public preferences that affect usage and time periods over which asset is used.

The information sources used to determine the recommended maximum useful life are:

- OMBI Municipal Guide to Accounting for Tangible Capital Assets;
- BC Municipalities/GFOA working group.

For all TCAs the City will use the straight-line method of amortization. The straight-line method assumes that the asset's economic usefulness is the same each year and the repair and maintenance expense is essentially the same each period. The amortization amount is determined by dividing the asset's original cost less any residual value by its estimated life in years. In the year an asset is acquired or put into service amortization will be calculated beginning the month the asset is put into service. In the year an asset is disposed of amortization will be stopped the month following the disposal of the asset.

Land is not a depreciable asset as the expected life is infinite. Land will be inventoried and recorded on the Statement of Financial Position at historical cost until such time it is disposed of. There will be no annual amortization expense recognized.

**BETTERMENTS**

Betterments (*PSAB 3150.19*) are considered to be capital asset additions for the assets to which they relate and should be recorded as part of the main asset but need to have their own identification number and tracked separately. Betterments which meet the threshold of the applicable capital asset category are capitalized; under the threshold they are expensed.

Betterments are enhancements to the service potential of a capital asset, such as:

- A reduction in associated operating costs;
- An extension of useful life, by more than 25%
- An improvement in the quality of output by more than 10%

Where a betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same. If however, the betterment increases the estimated useful life of a capital asset, its useful life for amortization should also change.

### Repairs & Maintenance

Repairs & Maintenance (*PSAB 3150.21(a)*) expenditures are costs to keep the condition of an asset at its expected operating standard. These expenditures are usually incurred on a more or less continuous basis. For example, regular maintenance activities prescribed by the manufacturer of a new heating, ventilation and air conditioning system (HVAC) would normally be required to ensure that the asset is able to provide service at a level and quality as originally intended by the manufacturer. Performance of regular maintenance may also be required as part of the product warranty provided by the manufacturer. The costs of regular maintenance of traffic signals and line painting will be expensed. Costs that do not increase the original assessed useful life, service capacity or quality of output would be expensed as incurred.

They include:

- Repairs to restore assets damaged by fire, flood, accidents or similar events, to the condition just prior to the event. Any money received from insurance is to be used to offset the unexpected cost; and
- Routine maintenance and expenditures, such as repainting, cleaning and replacing minor parts.

### Replacement

Replacements involve the removal of component parts and substitution of a new part or component of essentially the same type and performance capabilities. If the component being replaced had been previously segregated in the accounting records as a distinct asset for amortization over a specific expected useful life and meets the threshold of the applicable asset class, the new component is capitalized and the old component is retired with its residual net book value removed from the accounts. The original cost of the new component and the related accumulated amortization should be removed from the accounting records.

If the component being replaced was not significant enough to be previously segregated from the whole property as a distinct asset, then the replacement is normally considered a repair and the costs are expensed as incurred. If the replacement of the component results in an enhancement of the service potential of the property as a whole, the replacement is considered betterment and the costs are capitalized.

### Additions

Additions are made to an existing asset to extend, enlarge or expand the existing asset. Examples include adding an extra wing or room to a building or the addition of a lane to an existing roadway. As additions increase service capacity or physical output of a property, they are betterments. The costs of additions should be capitalized.

### Upgrades

Upgrades involve the removal of a major part or component of an asset and the substitution of a different component having significantly improved performance capabilities beyond the property's original design standard. Refer to "Disposal" section for financial implications.

An upgrade increases the overall efficiency (i.e. increasing utilization, lowering operating costs, or increasing output of service) quality (i.e. transforms asset into a higher class property) or extends the expected useful life of an asset. The costs of upgrades are capitalized.

The following examples would have characteristics of an upgrade:

- Installing air conditioning in a building that was previously not air-conditioned increasing the service quality of the property;
- Replacing existing lighting with energy saving lighting reducing future operating costs;
- Substituting a tile roof for wooden shingle increasing the expected useful life of the building beyond its current estimated useful life;
- Replacing an elevator with a new high speed elevator improving the building class of the overall property; or
- Replacing a furnace with a high efficiency furnace decreasing future operating costs.

## ADJUSTMENTS

### Trade-in

A trade in occurs when an asset is disposed and replaced with a new asset through the same supplier in the same transaction. This transaction should be accounted for as two separate entries. The trade in value should be treated as proceeds of disposal and is used in calculating the gain or loss on the disposal of the assets being traded in. The new asset acquired is recorded at its full cost; trade in value for the old asset does not affect the cost of the new asset.

### Disposal

The disposal of a capital asset results in its removal from service as a result of sale, destruction, loss or abandonment. When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss is recorded at that time. Costs that are associated with the disposal and paid by the City of Port Alberni should be expensed.

A gain or loss on disposal is the difference between the net proceeds received and the net book value of the asset and should be accounted for as a revenue or expense, respectively, in the period the disposal occurs.

### Write Down

A capital asset should be written down when a reduction in the value of the asset's service potential can be measured and the reduction is expected to be permanent. Write downs of capital assets should be accounted for as an expense in the current period. Annual amortization of an asset that has been written down should be calculated using the net book value after the write down and the remaining estimated useful life. Conditions that indicate a write down is necessary may include a change in the manner or extent to which the asset is used:

- Removal of the asset from service;
- Physical damage;
- Significant technological developments
- A decline in, or cessation of the need for the service provided by the asset;
- A decision to halt construction of the asset before it is complete or in a usable or saleable condition; or
- A change in the law or environment affecting the extent to which the asset can be used.

## Interpretation

Interpretation and direction regarding implementation of these policies and procedures, shall be the responsibility of the Director of Finance, guided by the Public Sector Accounting Board (PSAB) 3150.

## Appendix A

### DEFINITIONS

**Amortization:**

means the writing off, in a rational and systematic manner over an appropriate number of accounting periods, a balance in an account.

**Betterment:**

means an expenditure directly related to an existing tangible capital asset (TCA) that meets the TCA threshold and enhances the service potential of that existing TCA by either:

- Increasing its previously assessed service capacity;
- Significantly lowering its operating costs;
- Extending its useful life; or
- Improving its output quality.

**Capital lease**

is a lease that, from the point of view of the City as lessee, transfers substantially all the benefits and risks incident to ownership of property to the City.

**Capitalization**

occurs when the cost of the asset meets the “threshold” and the “estimated useful life” set in the organizational guidelines. Under capitalization, the cost of an item is initially recorded as an asset rather than an expense.

**Component**

is a part of an asset with a cost that is significant in relation to the total cost of that asset. Component accounting recognizes that each part may have a different useful life compared to that of the whole asset, and thereby requires separate accounting.

**Contributed asset**

are capital assets such as developer constructed services in new subdivisions (i.e. water, sewer, roads infrastructure) acquired without cash outlay and will be valued at fair market value when the asset is placed into productive use/service (i.e. upon initial acceptance)

**Disposal**

means the processes involved in the removal of personal property from use and from the property accounting system after assignment for: utilization, donation, sale, abandonment, or destruction.

**Fair (market) value**

is the amount at which property would change hands between a willing buyer and a willing seller, neither being under compulsion to buy or sell and both having reasonable knowledge of the relevant facts.

**Net book value**

of a tangible capital asset is its cost, less accumulated amortization and the amount of any write downs.

**Repairs and maintenance**

are reoccurring expenditures, periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life. It is an expenditure that keeps an asset in a condition that helps maintain or ensure realization of the future economic benefits that are expected from the asset over its initially assessed useful life.

**Residual value**

means the value of an asset at the end of its period of use by a particular individual or organization.

**Segmentation**

the division of an asset into geographical sections; division may be by parcel of land; by block; by meter or kilometer. For example, a road may be divided into segments that correspond with each road section between the City's intersections.

**Service capacity**

means the output or service potential of a TCA and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life.

**Tangible capital asset (TCA)**

is a non-financial asset having physical substance that is acquired, constructed or developed and:

- Is held for use in the production or supply of goods, delivery of services or program outputs;
- Has a useful life beyond one fiscal year;
- Is intended to be used on a continuing bases; and,
- Is not intended for resale in the ordinary course of operations.

**Threshold**

means the dollar amount that an asset must equal or exceed if that asset is to be capitalized. Otherwise, the item would be considered as an expense at the time of acquisition.

**Useful life**

means the period over which a TCA is expected to be used. The life of a tangible capital asset may extend beyond its useful life to the City. The life of a tangible capital asset, other than land is finite, and is normally the shortest of the physical, technological, commercial, and legal life. It may also be referred to as "economic life".

**Work in progress**

refers to a tangible capital asset under construction that is not completed and not ready to be put into service.

**Write down**

is a reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

**Appendix B – Useful Life and thresholds**

<b>Asset Classification - Major Class</b>	<b>Minor Class</b>	<b>Subclass One Tangible Capital Asset</b>	<b>Threshold</b>	<b>Maximum Useful Life (Years)</b>
Land		Land	\$0	Indefinite
Land Improvements		Parking lots - gravel	\$10,000	10
		Parking lots - paved	\$10,000	20
		Landscaping	\$10,000	25
		Outdoor lighting	\$10,000	20
		Fountains	\$10,000	20
		Fences	\$10,000	20
		Playground structures	\$10,000	10
		Outdoor spray pools	\$10,000	25
		Soccer field & ball diamonds	\$10,000	20
		Running track	\$10,000	15
		Tennis courts	\$10,000	20
		Trailways – gravel	\$10,000	15
		Trailways – paved	\$10,000	20
Buildings	Buildings - permanent	Structure	\$50,000	40
		Roof	\$25,000	25
		Systems - mechanical, electrical, HVAC	\$25,000	25
	Buildings – washrooms, concessions, picnic shelters		\$25,000	40
	Buildings - portable		\$25,000	25
Engineered Structures	Roadway System	Local – surface	\$25,000	30
		Collector – surface	\$25,000	20
		Arterial – surface	\$25,000	15
		Road sub-surface	\$50,000	60
		Lanes – gravel	\$25,000	15
		Lanes – paved	\$25,000	30
		Bridges	\$25,000	40
		Traffic control	\$25,000	30
		Curb/gutter/sidewalk	\$25,000	30
		Street lighting	\$25,000	30
	Water System	Mains	\$25,000	75
		Pump/lift stations	\$25,000	45
		Meters – water	\$10,000	15
		Water pressure reducing valves (PRV)	\$30,000	40
		Hydrants/fire protection	\$25,000	75
		Reservoirs	\$25,000	45
		SCADA	\$10,000	8

## Appendix B – Useful Life and thresholds continued

Asset Classification - Major Class	Minor Class	Subclass One Tangible Capital Asset	Threshold	Maximum Useful Life (Years)	
Engineered Structures – cont'	Sewer System	Mains	\$25,000	75	
		Pump/lift stations	\$25,000	45	
		Lagoons	\$25,000	45	
		SCADA	\$10,000	8	
	Storm System	Mains	\$25,000	75	
		Pump/lift stations	\$25,000	45	
		Major culverts	\$20,000	50	
	Machinery & Equipment	Vehicles	Light duty	\$10,000	13
			Medium duty	\$10,000	13
Heavy duty			\$10,000	12	
Fire trucks			\$10,000	20	
Fire equipment			\$10,000	15	
Heavy construction equipment			\$10,000	8-20	
Communication equipment		Radios	\$10,000	10	
		Telephone systems	\$10,000	25	
Fire boat			\$10,000	30	
Tools, shop & garage equipment			\$10,000	15	
Fuelling stations			\$10,000	15	
Turf equipment		Mowers	\$10,000	10	
		Tractors	\$10,000	10-15	
Ice re-surfacers			\$10,000	10	
Computer systems		Hardware	\$10,000	5	
		Software	\$50,000	5	
Office furniture & equipment	Furniture	\$10,000	10		
	Office equipment	\$10,000	5		



TITLE: FIREWOOD - Removal from City Lands				
EFFECTIVE DATE: March, 1992	DEPARTMENT: Parks & Recreation	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The removal of firewood is not permitted from City property. All requests for firewood removal should be directed to the Director of Parks, Recreation & Heritage.

### Background

Because of urban development, disease, windthrow, natural forest dynamics etc. fallen trees and limbs are a frequent occurrence on City land. In the majority of cases this material is cleaned up in open public areas with smaller pieces ground into chips and larger pieces utilized at the Dry Creek Campground or sold as logs. Trees, limbs, falling in non open spaces ie. ravines, green spaces are generally left in place or bucked up to eliminate snags and hang ups.

Quite often trees left in this natural state are visible to the public who then request permission to remove wood for personal use. We do not grant individuals "permission" to remove this material for several reasons as follows:

- liability;
- the difficulty in monitoring removal of material;
- fallen wood is not wasted but enhances the forest cycle of regrowth;
- when log values are high, the City would prefer to salvage and sell its logs;
- difficulty in being equitable, ie: who gets the wood and how much;
- activities on public lands would require City involvement to ensure the work is done to
- compensation standards and that there are no environmental impacts.

TITLE: TREE CUTTING ON CITY PROPERTY				
EFFECTIVE DATE: May 23/93	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Jun 4/79	PAGE 1 OF 1

1. City staff are authorized to cut trees as and when required on City property.
2. Selective logging of specific areas within the City will be authorized subject to Council approval of each logging operation.
3. Any firewood authorized for removal from City property shall be cut by City personnel either for use in City facilities or for sale by the City or charitable organizations as designated by Council from time to time.

TITLE: PARKS FIELD HOUSE CARETAKER SELECTION & AGREEMENT POLICY

EFFECTIVE  
DATE:  
May 26, 2014

DEPARTMENT:  
Parks, Recreation  
& Heritage

AUTHORIZED  
BY: Council

REPLACES:  
New

PAGE 1 OF 1

The City of Port Alberni operates Park Caretaker Fieldhouses at the following locations:

- Blair Park
- China Creek Intake Site
- Echo Park Fieldhouse
- Klitsa Park
- Paper Mill Dam Park
- Russell Park
- Williamson Park

This is a contract for services situation in that in exchange for janitorial and security services provided by the contractor, a dwelling unit is provided by the City. The City does charge residents a fee of \$250 to cover basic utility costs. This is not an offer of employment but rather a situation that might be attractive to an active retired couple or a couple that have employment in another area. Applicants must provide letters of reference including employment history, experience and knowledge in janitorial and security areas.

Selection Criteria

1. **Employees Excluded** – Employees or family members of the city are not permitted
2. **Interpersonal Skills** – Ability to work well with others. Friendly, open attitude. Can demonstrate understanding. Willingness to help co-workers. Ability to deal firmly and diplomatically with park visitors when required (shows courtesy and tact).
3. **Availability** – Must be on site 7 days per week throughout the year or have alternates available who may perform the required daily duties. Must be flexible and willing to change plans.
4. **Initiative** – Ability to take actions on own without direction or help.
5. **Problem Solving** – ability to deal with a wide range of public requests. Ability to analyze and develop options. Ability to anticipate and prevent problems.
6. **Honesty/Integrity** – Being honest and straightforward with others; behaving in an ethical manner and not lying or exaggerating to others.
7. **Knowledge** – Level of understanding and ability to apply policies, practices and procedures involved in general building and park maintenance. Knowledge of cleaning products and their use.
8. **Physical Strength and Agility** – ability to undertake work and duties required.
9. **Criminal Record Check** – Ability to obtain a clear criminal record check.

The standard terms and conditions of the Caretaker Agreement are as follows:

IN CONSIDERATION of the lease, the Park Caretaker covenants and agrees to:

- a) execute and fulfil the duties and responsibilities described in the appendix attached to this document as Schedule 1.
  - b) maintain a telephone in the dwelling and pay the monthly bills for this service. Hold the City harmless from all liability incidental to or arising from the occupation of the aforesaid dwelling, surrounding area, machinery, equipment, roads or rights of way, by himself, his wife, his children or persons permitted thereon or thereabouts and in that behalf doth hereby release and forever discharge the City from all claims, demands, cause or causes of action incidental thereto or relating thereto.
  - e) not keep any pets on the premises or park property without approval of the City.
  - f) not store recreational vehicles, boats or trailers on the property without prior approval of the City.
2. THE CITY, in addition to allowing occupancy of the dwelling and in consideration of the caretaker services provided, agrees to:
- a) maintain the access road to the dwelling site.
  - b) provide and maintain utility services to the dwelling.
  - c) maintain and repair the dwelling.
  - d) pay for basic phone service
3. It is agreed between the parties hereto that for income tax purposes, the City may set a rate which it estimates to be the actual value of rental for the premise and that this amount may be reviewed annually by the City and revised as it deems fit. The City will issue a statement to the Caretaker at each year end, for income tax purposes, setting out the amount of rental for that year.
4. Either party hereto may terminate this Agreement at any time during the term hereof or any renewal of such term upon giving to the other one month notice in writing of its intention to so terminate, and upon the expiration of such one month this Agreement shall be of no further force or effect.

## **SCHEDULE 1**

### **Caretakers' Duties and Responsibilities (to be adjusted for each specific facility)**

#### **Section A**

#### **GENERAL**

1. To serve as the City's "ambassador" by being courteous and friendly to park users and by reflecting a positive attitude at all times.
2. To remove any marks and/or graffiti immediately from all facilities and equipment or to report same to the Supervisor of Facility Operations.
3. To record and report all incidents of damage due to vandalism, breakage or storms and any unusual occurrences which might affect City-owned facilities at this location to the Supervisor of Facility Operations.
4. To advise the Supervisor of Facility Operations with respect to any person or persons found committing any act of vandalism against City-owned facilities within the park areas.
5. To advise the Supervisor of Facility Operations of any public complaints about the facilities and/or procedures in place within the park areas.
6. To maintain the house and grounds immediately adjacent thereto in a neat and orderly condition.

#### **Section B**

#### **WASHROOMS/CHANGE ROOMS**

1. To keep washrooms and change rooms clean and tidy at all times and open for the convenience of park users according to seasonal and daily use patterns.
2. To sweep floors and to wash floors, sinks and toilets, using disinfectant, during the peak public use season, (usually April through September). To carry out this cleaning on an as required basis during the "off" season.
3. To check sinks, toilets, dispensers, garbage cans and floors periodically during the day and to clean as required.
4. To replenish supplies as required.
5. To clean windows, window sills, partitions and walls as required.
6. To replace any broken or non-functioning light bulbs immediately.

#### **Section C**

#### **PARK/PICNIC/PLAY/BEACH AREAS**

1. To pick up litter from all trails, parking areas, entrance roads, lawns, waterfront areas (where applicable) and playing areas on a daily basis. This includes all areas used by the general public.
2. To sweep all fieldhouse building sidewalks and stairs areas daily.
3. To clean and sweep picnic tables, benches and pads daily during the peak use season.
4. To report any incidents of non-functioning drinking fountains to the Supervisor of Facility Operations.
5. To check any bridges and play equipment on a daily basis and to report any broken or loose components, or any other damage, to the Supervisor of Facility Operations.
6. To allocate sports or park equipment to the public as needed.
7. To open and close park gates, (where applicable) during the peak public use season to allow for better park security and vehicle control.
8. To call the S.P.C.A. regarding stray dogs or problems with dogs in public park spaces.

TITLE: VANS - LOANS AND RENTAL, PARKS AND RECREATION				
EFFECTIVE DATE: Jul 12/93	DEPARTMENT: Parks, Recreation & Heritage	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1) **GENERAL COMMENT**

Passenger vans owned by the City, under the administration of the Parks, Recreation & Heritage Department, are intended for use for activities carried out or offered directly by that department. The vans may be loaned or rented under the conditions set out in the following paragraphs.

2) **VAN LOANS**

Vans may be made available for loan only to formally organized local groups which have some direct or indirect relation to the City of Port Alberni's operations.

No rental fees shall be charged, but the borrowing group must replenish the fuel at the end of each trip. Only persons who hold a current, valid B.C. Class IV driver's license may be authorized to drive these vehicles.

3) **VAN RENTALS**

Only the Variety Club Coach shall be rented, (and insured appropriately in the "U-Drive Commercial Vehicle" rating) to formally organized local groups which provide services to persons with disabilities.

The rental fee shall be as set out in the City's most current "Recreation Fees and Charges Bylaw". Only persons who hold a current, valid B.C. Class IV driver's license and who have undergone orientation and training in the use of the coach may drive this vehicle.

TITLE: ZERO TOLERANCE POLICY FOR ALCOHOL IN ARENA DRESSING ROOMS				
EFFECTIVE DATE: October 15, 2014	DEPARTMENT: Parks Recreation & Heritage	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 1

**1. GENERAL**

The operation of the Alberni Valley Multiplex is administered by the Director of Parks, Recreation and Heritage and the Manager of the Alberni Valley Multiplex and Sports Services is responsible to ensure that this policy is observed at all times.

**2. SCOPE**

Alcohol consumption has been an issue in arena dressing rooms for many years in facilities across Canada and community arenas are adopting a zero tolerance alcohol policy to ensure public safety.

This Policy represents zero tolerance with respect to alcohol consumption in areas other than those approved under our Liquor Licence, currently the Upper Lounge, in order to maintain compliance with BC Liquor Control and Licensing Branch regulations.

Public and users drinking alcohol in unauthorized areas of City Facilities will cause the City to be liable for their actions and responsible for their duty of care until they are sober. The City may also be subject to fines related to Team non-compliance and suspension of the facility liquor license.

**3. EDUCATION & NOTICE**

Rental contract documents will include notice about the zero tolerance policy. Signage will be posted in all dressing rooms.

**4. ENFORCEMENT**

A three-step process will be enforced by staff if evidence of alcohol consumption is found and Teams will be subject to the following:

First Offence	The Team will be issued a written warning stating the date, time and location of the consumption infraction with a copy to the respective League President. The warning will state clearly the consequences of an additional offence.
Second Offence	The Team involved will be issued a written notice cancelling their next ice booking without refund with a copy to the respective League President. The warning will state clearly the consequences of an additional offence.
Third Offence	The Team involved in the infraction will be issued written notice that they are banned from facility use. The League President will be advised of the incident.
Visiting Team	The Home Team hosting the Visiting Team will be issued a written notice cancelling their next ice booking without refund. The League President will be advised of the incident.

TITLE: VEHICLE IDLING POLICY				
EFFECTIVE DATE: April 14, 2008	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

## 1. POLICY

City of Port Alberni Vehicle Idling Policy.

That the operator of a City of Port Alberni fleet vehicle limit the idling time of the vehicle to less than 2 minutes.

Exceptions:

- When the engine is required to power auxiliary equipment such as hoists, lifts, and other mechanical and safety equipment.
- Where a vehicle is not expected to restart due to mechanical problems.
- Assisting on an emergency scene.
- When the ambient temperature is below 0 Celsius there is a 10 minute maximum idling time.

## 2. PURPOSE

The purpose is to limit unnecessary idling of the City of Port Alberni fleet vehicles in order to reduce operation costs, harmful air emissions, and reduce greenhouse gas emissions.

## 3. SCOPE

The policy applies to the entire fleet of vehicles and equipment in use by the employees of the City of Port Alberni.

## 4. RESPONSIBILITY

City of Port Alberni employees that operate City vehicles are responsible to limit the idling time as described in the policy.

Supervisors are responsible for the enforcement of the policy. Employees not complying with the policy will be subject to discipline under the Discipline Policy.

## 5. DEFINITIONS

## 6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

## 7. PROCEDURE

## 8. ATTACHMENTS



TITLE: VEHICLE USE				
EFFECTIVE DATE: Aug 13/01	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Oct 26/72, Mar 13/89	PAGE 1 OF 2

## 1.0 During Regular Working Hours

1.1 City vehicles and equipment are to be used only while on City business, and not for personal use.

**INTERPRETATION:** This means that City vehicles are not to be used for travelling to lunch (unless transporting guests of the City while on official business); the bank or shopping (unless the banking or shopping is on behalf of the City); medical or dental appointments (except under emergency conditions).

1.2 The individual to whom the vehicle is generally assigned for daytime use is responsible for the cleanliness of the vehicle and liaison with the Mechanical Shop for maintenance.

1.3 Pool vehicles not generally driven by one individual should be assigned by the supervisor as the responsibility of a specific staff member to ensure the cleanliness of the vehicle and liaison with Mechanical Shop for servicing.

1.4 The individual to whom the vehicle is generally assigned is responsible for ensuring that the vehicle is available for use by relief staff or for reassignment when that individual is absent from work.

## 2.0 Outside Regular Working Hours

2.1 City vehicles may be used for:

2.1.1 The carrying out of assignments in connection with the employee's job which can best be carried out while travelling to or from home and the employee's regular place of work, and

2.1.2 Responding to emergency call-outs direct from the employee's residence provided that prior authorization has been obtained.

**INTERPRETATION:** This means that if an employee is authorized to take a City vehicle home, it is not to be used for personal use - e.g. shopping, banking, medical or dental appointments, and the like, while travelling between home and place of work.

2.2 Certain positions require the incumbents to respond to emergencies at any time, therefore those position incumbents are authorized to take vehicles home.

The positions authorized to take vehicles home are listed on the next page.

Fire Chief	Utilities Superintendent
Deputy Fire Chief	Streets Superintendent
Parks Operations Supervisor	Utilities Technician
Facilities Operations Supervisor	Waterworks Chargehand
City Engineer	Wastewater Chargehand
Mechanic (Parks)	Construction Chargehand
Mechanical Services Superintendent	Streets Chargehand

In addition, those people acting in these positions in a relief capacity from time to time, when approved by the supervisor, are also authorized to take vehicles home. Because these people will not have access to their private vehicles during regular working hours, they are exempted from the provisions of Clause 1.1. The provisions of all other clauses apply.

Additions to this list, whether temporary or permanent, require the approval of the Department Head.

2.3 Employees violating this policy will be subject to disciplinary action.

TITLE: WATER CONNECTIONS - OUTSIDE CITY LIMITS				
EFFECTIVE DATE: Nov 5/73	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The City will not deal directly with individuals applying for water connections outside City limits, but rather only with applications from the Board of the respective jurisdiction.

TITLE: WATER CONNECTIONS - OUTSIDE CITY LIMITS FROM CHINA CREEK SUPPLY				
EFFECTIVE DATE: Sep 13/99	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Properties outside of City limits will be allowed to connect to the City's waterworks system via the China Creek Supply Main only with the City Engineer's express permission. The conditions of issuance for these connections are:

1. Lands must be immediately adjacent to the China Creek Water Supply Main (i.e. Blocks 104, 271, 272, 273, 260);
2. All costs for the connection must be paid by the applicant;
3. Lands to be serviced must be encumbered by a covenant (registered under Section 219 of the *Land Title Act*) restricting further subdivision of the land without City approval;
4. Registration of the easement agreement required for the City supply main across the lands (1594 RW) if needed; and
5. Owner entering into a legal agreement with the City regarding water quality and future disconnection. These provisions are as per the agreement prepared for the "Murray" connection approved in 1997 (see Agreement #905).

TITLE: WATER METER BILLING DUE DATE				
EFFECTIVE DATE: Feb 14/00	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Twenty-one (21) days between the invoice date and the due date on all water customers bills. In the event that the due date on the invoice falls on a weekend or a statutory holiday, that the due date be advanced to the first business day following the weekend or the statutory holiday.

TITLE: WOOD FIRST POLICY				
EFFECTIVE DATE: January 11, 2016	DEPARTMENT: All	AUTHORIZED BY: Council	REPLACES: October 12, 2010	PAGE 1 OF 1

## 1. **Background**

The Alberni Region has a long history of over 10,000 years of using a wide range of wood fibre products for multiple uses.

The Alberni Region has vast areas of healthy, sustainable forests that are used for many purposes.

The forest industry continues to be an integral part of the communities in the Alberni region, and is evolving and developing new markets and opportunities for the use of wood products as part of its long-term strategy for a sustainable wood industry;

The City of Port Alberni has supported both the Union of British Columbia Municipalities and the Federation of Canadian Municipalities in adopting resolutions to build a Culture of Wood throughout the province, across Canada and with our international customers.

## 2. **Policy**

The City of Port Alberni will continue to support the ongoing development of its culture by:

- Being a wood champion and supporting the Government of British Columbia's Wood First Act and by developing a Wood First Policy that will establish a long-term strategy for building with wood;
- Encouraging wood champion designers and builders for all municipal building projects so that opportunities for building with wood cost-effectively are maximized;
- Ensuring that all construction projects receiving City financial support optimize the structural and architectural use of wood;
- Utilizing wood from the Alberni Valley Community Forest milled at the McLean Mill National Historic Site when/where feasible for City construction projects requiring large beams and timbers;
- Seeking those that can find practical and cost-effective building and design solutions through the use of wood, the most sustainable, natural and renewable building material available.

<sup>1</sup> Bank of Canada website, <http://www.bankofcanada.ca/en/banknotes/>, accessed February 29, 2012.