

**VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA
TO BE HELD WEDNESDAY MARCH 25, 2020 at 7:00 pm
IN THE PORT ALICE COUNCIL CHAMBERS**



(1) CALL TO ORDER

We are privileged to acknowledge that this meeting is being held on the traditional territory of the Quatsino First Nations.

(2) ADOPTION OF AGENDA:

THAT the Agenda for the Meeting of the Village of Port Alice for March 25, 2020, be approved; AND THAT all delegations, reports, correspondence and other information set to the agenda be received for information.

(3) DELEGATIONS:

a.) RCMP – Wes Olsen

(4) MINUTES:

a.) *THAT the Minutes from the Regular Meeting of March 11, 2020, be approved.*

(5) OLD BUSINESS: N\A

(6) COMMUNICATIONS: N\A

(7) NEW BUSINESS: N\A

(8) REPORTS:

a.) Accounts Payable Listing for February 2020

March 20, 2020, Report by Bonnie Danyk CAO/CFO

(9) BYLAWS:

a.) Bylaw 659 - Village of Port Alice Official Community Plan Amendment
be given fourth reading and adoption

b.) Bylaw 660 - Village of Port Alice 2020-2024 Financial Plan be given third reading

(10) QUESTION PERIOD:

(11) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held March 25, 2020, be adjourned

(12) INFORMATION ITEMS:

a.) March 6, 2020, 2020 UBCM Resolutions from City of Burnaby

b.) March 9, 2020, News Release, Vancouver Island Regional Library re New Art Displays at Nanaimo's Creativity Commons

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**VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY MARCH 11, 2020
IN THE PORT ALICE COUNCIL CHAMBERS**



Present

Mayor Kevin Cameron
Councillor Holly Aldis
Councillor Sean Watson
Councillor Angela Yunker
Councillor Bruce Lloyd

Staff

Bonnie Danyk, CAO / CFO

CALL TO ORDER: 7:00 pm

Mayor Kevin Cameron called the meeting to order at 7:00 pm

ADOPTION OF AGENDA:

Moved, seconded and CARRIED

**23/20
Adoption of
Agenda**

***THAT** the Agenda for the Meeting of the Village of Port Alice for March 11, 2020, be approved with the addition of the meeting notes from the public hearing under BYLAWS a): **AND THAT** all delegations, reports, correspondence and other information set to the agenda be received for information.*

DELEGATION:

Community Futures

David Mitchell from Community Futures gave an overview of the Great BC Business Sale show taking place in Vancouver on October 2-3, 2020. This is an opportunity to advertise the North Island to small businesses and entrepreneurs from the lower mainland, other Provinces and international markets.

MINUTES:

Moved, seconded and CARRIED

**24/20
Minutes
February 26**

***THAT** the minutes for the Regular Council Meeting held on February 26, 2020 be adopted.*

COMMUNICATIONS:

UBCM Resolution Process

March 4, 2020 Letter from Maya Tait, UBCM President

REPORTS:

Fire Chief's Monthly Report

BYLAWS:

a) Bylaw 659-Official Community Plan Amendment
Meeting Notes from Public Hearing

Moved, seconded and CARRIED

***THAT** Bylaw 659-Official Community Plan Amendment be given third reading.*

**25/20
Bylaw 659
for Third
Reading**

b) Bylaw 660- Village of Port Alice 2020-2024 Financial Plan

26/20

Bylaw 660 for
first and
second reading

Moved, seconded and CARRIED

THAT Bylaw 660- Village of Port Alice 2020-2024 Financial Plan receive first and second Reading.

ADJOURNMENT:

27/20

Adjourn

Moved, seconded and CARRIED

THAT the Regular meeting of the Village of Port Alice held March 11, 2020, be adjourned at 7:42 pm

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held March 11, 2020.

Mayor

Chief Administrative Officer

VILLAGE OF PORT ALICE
ACCOUNTS PAYABLE LISTING FOR FEBRUARY 2020

Total Payment of Accounts: \$63,349.61

Wages Payable: \$50,911.40

Total Accounts Payable Listing \$114,261.01

If you have any questions regarding the cheques on this month's Accounts Payable Listing, please ask me.

Respectfully submitted



Bonnie Danyk
Finance Officer

Village of Port Alice
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
046595	11/2/2020	ORACH ENTERPRISES LTD	3402	Port-a-Potty Rentals	\$ 633.15	\$ 633.15
046596	11/2/2020	ALSCO UNIFORM & LINEN SERVICE LTD.	LNAN73 5670	PW Coveralls	\$ 101.86	\$ 101.86
046597	11/2/2020	ACE COURIER SERVICES	1427231 7	Marina supplies	\$ 154.54	\$ 154.54
046598	11/2/2020	BROOKS BAY CABLE CORPORATION	Feb 2020	February Internet	\$ 369.60	\$ 369.60
046599	11/2/2020	BC FIRE TRAINING OFFICERS ASSOCIATION	3738	Annual Membership Dues	\$ 157.50	\$ 157.50
046600	11/2/2020	CAN.UNION OF PUBLIC EMPLOYEES-LOCAL 401	Jan 2020	CUPE Dues	\$ 630.50	\$ 630.50
046601	11/2/2020	DISTRICT OF PORT HARDY	9930	Building Inspection Fees	\$ 588.07	\$ 588.07
046602	11/2/2020	FOX'S DISPOSAL SERVICES	27572	Bin Rental and Pick up	\$ 434.53	\$ 821.04
			27681	STP Bin and Regaular bin service	\$ 386.51	
046603	11/2/2020	HOME HARDWARE	307654	PW Supplies	\$ 25.17	\$ 141.11
			309213	PW Supplies	\$ 115.94	
046604	11/2/2020	Iridia Medical	19-1850	AED Oversight	\$ 105.00	\$ 457.80
			19071	AED Battery - FD	\$ 352.80	
046605	11/2/2020	K. LAW DRYWALL	105	Drywall repair for water damage	\$ 934.50	\$ 934.50
046606	11/2/2020	KATHY O'REILLY TAYLOR	1028	Advertising	\$ 105.00	\$ 105.00
046607	11/2/2020	KWC PLANNING SERVICES	1322	OCP Dev Amendment Planning	\$ 1,732.50	\$ 1,732.50
046608	11/2/2020	MUNICIPAL INSURANCE ASSOCIATION OF BC	2020-196	Insurance	\$ 9,545.00	\$ 9,545.00
046610	11/2/2020	NORTH ISLAND WASTE MANAGEMENT LTD	Jan 2020	January Garbage Contract	\$ 7,000.36	\$ 7,000.36
046611	11/2/2020	PORT ALICE GAS INC.	CC Jan 20	CC Propane	\$ 1,432.10	\$ 1,447.91
			Jan 2020	Arena Propane	\$ 15.81	
046612	11/2/2020	PROGRESSIVE DIESEL	68037-A	Truck Maintenance	\$ 291.69	\$ 291.69
046613	11/2/2020	PORT ALICE PETROLEUM PRODUCTS	4897	PW Fuel	\$ 1,755.97	\$ 1,755.97

Village of Port Alice
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
046614	11/2/2020	REGIONAL DISTRICT OF MT. WADDINGTON	1598	STP Tipping Fees	\$ 154.08	\$ 154.08
046615	11/2/2020	SUNCO PLYWOOD INCORP. (WINDSOR PLYWOOD)	254500	Rat Traps, Tarp	\$ 55.96	\$ 55.96
046616	11/2/2020	TEX ELECTRIC LTD	0000197 1	Street Light Repair	\$ 1,521.50	\$ 1,857.50
			4	STP Troubleshooting	\$ 336.00	
046618	11/2/2020	VAN ISLAND FIRE FIGHTERS ASSOCIATION	2020-050	Membership for 2020	\$ 75.00	\$ 75.00
046617	11/2/2020	TIBERGHEN, SHANE	Jan MT 2020	January Meal Tickets	\$ 49.50	\$ 49.50
046619	12/2/2020	GREGG DISTRIBUTORS LTD	011-747539	STP Bags	\$ 245.32	\$ 245.32
046620	12/2/2020	HOLLY ALDIS	2019 Mtg travel	2 x Mtg Travel	\$ 116.64	\$ 116.64
046621	12/2/2020	MINISTER OF FINANCE	9449261 9	Courier Services	\$ 89.22	\$ 89.22
046622	12/2/2020	SUDDEN FUN	13741	Doggie Bags	\$ 244.65	\$ 244.65
046623	14/02/20	BC HYDRO	1050118 23629	Water Hydro	\$ 725.93	\$12,724.76
			24691	Sewer Hydro	\$ 26.27	
			54945	Hydro Charges	\$11,972.56	
046624	14/02/20	LIDSTONE & COMPANY	27354	Legal Fees	\$ 762.13	\$ 4,046.57
			27355		\$ 3,284.44	
046626	14/02/20	BUREAU VERITAS CANADA (2019) Inc	VA10066 998	Samples	\$ 505.84	\$ 610.32
			931	Samples	\$ 104.48	
046627	14/02/20	SCOTIABANK	Telus 0120	Dec Telus Phone charges	\$ 864.26	\$ 8,113.21
			Return	Staples Return	\$ (283.74)	
			Cell 0120	Dec Cell Charges	\$ 272.80	
			0012245	CC Program Supplies	\$ 265.56	
			453373	STP Bin	\$ 3,429.36	
			217	Staples Order	\$ 398.00	
			2020	Cheque Scanner	\$ 603.41	
			0236910	CC Hockey Pucks	\$ 42.01	
			439550	CC Hardware	\$ 51.16	
			470765	Alarm Batteries	\$ 34.06	

Village of Port Alice
AP Cheque Listing

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			Calendar		\$ 35.65	
			00247	Picnic Tables	\$ 2,400.68	
046628	14/02/20	SCOTIABANK	P-2834	GFOA Membership	\$ 243.60	\$ 370.69
			0120	Telus Webhosting	\$ 19.04	
			93843	HD Disc Assembly	\$ 96.69	
			CPC-20	Registered Mail	\$ 11.36	
046629	20/02/20	APPLEWOOD FORD - PORT HARDY	RF06606	F550 Repairs	\$ 758.80	\$ 758.80
046630	20/02/20	BC HYDRO	1500029 73729	Arena Hydro	\$ 927.73	\$ 927.73
046631	20/02/20	DOR-TEC SECURTIY LTD	18316	Alarm Service	\$ 257.15	\$ 1,087.01
			18305	Annual Alarm Monitoring - Arena	\$ 276.62	
			18304	Annual Alarm Monitoring CC	\$ 276.62	
			18306	Annual Alarm Monitoring VO	\$ 276.62	
046632	20/02/20	F.P. FOODS LIMITED	194841	PW Coffee Supplies	\$ 28.42	\$ 130.71
			195893	VO Coffee Supplies	\$ 4.49	
			45007	CC Coffee Supplies	\$ 11.19	
			198583	VO Coffee Supplies	\$ 4.49	
			198889	PW Coffee Supplies	\$ 48.65	
			199496	PW First Aid Supplies	\$ 33.47	
046633	20/02/20	GREGG DISTRIBUTORS LTD	011- 754367	Sewer Supplies	\$ 220.21	\$ 709.59
			754366	PW Supplies	\$ 489.38	
046634	20/02/20	Island Instrumentation Services Ltds	1358	O2 Sensor for Arena	\$ 1,546.02	\$ 1,546.02
046635	20/02/20	INNOVATION, SCIENCES & ECONOMIC DEV CAN	2020005 693	Radio Licenses	\$ 1,225.34	\$ 1,225.34
046636	20/02/20	MACANDALES	33796	Pressure Washer rental and Filters	\$ 378.09	\$ 378.09
046637	20/02/20	MINISTER OF FINANCE	9451212 0	January Courier Service	\$ 79.20	\$ 79.20
046638	20/02/20	PORT MCNEILL ENTERPRISES LTD	39427	Road Crush	\$ 807.80	\$ 807.80
046639	20/02/20	SEA TO SKY NETWORK SOLUTIONS	16000	Hosted Back up	\$ 44.80	\$ 44.80
046640	20/02/20	Yunker, Jason	Jan 20 MT	January Meal Tickets x 2	\$ 33.00	\$ 33.00
					\$63,349.61	\$63,349.61



PORT ALICE
Bylaw No. 659, 2020

A bylaw to amend the Village of Port Alice
Official Community Plan Bylaw No. 568, 2010

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Port Alice's Official Community Plan Bylaw 568, 2010, the Official Community Plan Bylaw for the Village of Port Alice, as adopted October 27, 2010;

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Port Alice enacts as follows:

1. **CITATION**

- 1.1 This Bylaw may be cited for all purposes as the "**Village of Port Alice Official Community Plan Amendment Bylaw No. 659, 2020**".

2. **DEFINITIONS**

- 2.1 For the purposes of this Bylaw, the definitions contained in the Village of Port Alice Zoning Bylaw 200, 1980, are applicable.

3. **TEXT AMENDMENTS**

- 3.1 Official Community Plan Bylaw Number 568, 2010 is hereby amended by deleting the following from section 14.6:

- i) On page 35, under the Category heading the following words "areas within the tsunami-hazard zone,"
- ii) On page 36 under the Justification heading the following words "Lands that are or may be flooded represent a hazardous condition for permanent structures. The west coast of Vancouver Island, identified as Zone C by the provincial Ministry of Public Safety and Solicitor General, is a high-risk seismic zone, known to be vulnerable to flooding in the event of a tsunami. The Village wishes to protect the community against the loss of lives and to minimize property damage, injury and trauma associated with flooding events."
- iii) Guideline (ii) in its entirety,
- iv) Guideline (iii) in its entirety,
- v) In Guideline (iv), any reference to "tsunami inundation."

- 3.2 Official Community Plan Bylaw Number 568, 2010 is hereby amended by inserting section 14.6.1, after section 14.6 and before section 14.7.

“14.6.1 DPA IV Natural Hazard Area Protection (Coastal Flooding Event)

Category

In accordance with Section 488(1)(b) of the *Local Government Act*, as amended from time to time, the Village may designate an area that is subject to a natural hazard as a Development Permit Area, as shown on Map No. 3, of the Village of Port Alice Official Community Plan Bylaw, as amended from time to time. This area is marked as DPA III and is titled as Natural Areas Protection.

Justification

In this case and due to the location of the area the hazard may happen as a result of; a storm surge, sea level rise due to climate change or a tsunami, collectively referred to as a coastal flooding event. Within this designated area, approximately 55 Lots may be affected by a coastal flooding event, so it is very important to the Village that the owners of these Lots have relevant information that will allow the property owner or their agent to develop the Lot safely. In addition to this the use of the zone should match the risk level of the coastal flooding event. Significant public and private investment has been made in developments within this area. It is not the intent or purpose of this section to require the relocation of or otherwise regulate the existing development in this area. The intent is to assist the Lot owners in reducing any damage that may result from a coastal flooding event

Exemptions

In addition to the exemptions outlined in Section 14.3, Development Permit Exemptions, the following exemptions are also applicable to this Development Permit Area:

- 1) Any exterior renovations to a Building or Structure within the existing footprint of the Building or Structure, as of the date that this Bylaw was adopted and was legally developed.
- 2) Additions of up to 25-percent (25%) of the total Floor Area, subject to the addition being above or at the elevation of the legally approved existing Building or Structure and is no closer to the existing natural boundary of the sea, than the existing Building or Structure.

Guidelines

- 1/. As required by the Village an individual qualified as a professional, such as but not limited to an architect or an individual governed by the Association of Professional Engineers and Geoscientists of BC, must perform a risk assessment to determine what if any risk the Lot owner may face. In addition to filling out the Flood Assurance Statement, as outlined in the *Professional Practice Guidelines; Legislated Flood Assessments in a Changing Climate in BC*, published August 28, 2018, as amended from time to time, the qualified professional must present the report as per Table 4-1 Zoning for Risk Areas, as outlined on page 19 of a report entitled; *Climate Change Adaption Guidelines for Sea Dikes and Coastal Flood Hazard Land Use, Guidelines for the Management of Coastal Flood Hazard Land Use*, dated January 27, 2011 as amended from time to time. These two reports outlining the risk analysis and the respective planning response and recommendations must be signed, stamped and attached to the Development Permit application.

- 2/. The risk assessment must provide recommendations to reduce any potential risk of damage to the Building, if applicable.
- 3/. Where applicable, the Flood Construction Levels must be provided by prescribing an elevation above the natural boundary of the potential coastal flooding event.
- 4/. The application must identify all the proposed Buildings on the site, and it must specify the setback distances from the potential hazard area. The setback distance must comply with the setback recommendations contained in the professional report created for the site.
- 5/. In addition to the above Council may require the applicant to enter into a restrictive covenant."

READ A FIRST TIME THIS 12TH DAY OF FEBRUARY 2020

READ A SECOND TIME THIS 12TH DAY OF FEBRUARY 2020

A PUBLIC HEARING WAS HELD ON THE 11TH DAY OF MARCH 2020

READ A THIRD TIME THIS 11TH DAY OF MARCH 2020

ADOPTED THIS _____ DAY OF _____, 2020

Mayor

Chief Administrative Officer

Certified to be a true and correct copy of
the "Village of Port Alice Official Community
Plan Amendment Bylaw No. 659, 2020"
adopted by the Council of the Village of Port Alice
this _____ day of _____, 2020.

Chief Administrative Officer

VILLAGE OF PORT ALICE
BYLAW NO. 660, 2020

BEING A BYLAW FOR THE VILLAGE OF PORT ALICE FINANCIAL PLAN 2020 - 2024

WHEREAS, under section 165 of the Community Charter the Council of the Village of Port Alice is required to adopt a financial plan before the annual property tax bylaw is adopted.

NOW THEREFORE, the Council of the Village of Port Alice, in open meeting assembled, enacts as follows:

1. Schedule "A" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2020 – 2024, Revenues and Expenditures.
2. Schedule "B" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2020 – 2024 Statement of Objectives and Policies.
3. This Bylaw may be cited for all purposes as the "Village of Port Alice Financial Plan 2020 - 2024 Bylaw No.660, 2020".

READ A FIRST AND SECOND TIME THIS 11th DAY OF MARCH 2020.

PUBLIC CONSULTATION HELD FROM MARCH 19 to MARCH 25 2020.

READ A THIRD TIME THIS 25th DAY OF MARCH 2020.

RECONSIDERED, AND ADOPTED THIS 8th DAY OF APRIL 2020.

Mayor

Chief Administrative Officer

Certified a true copy of Bylaw No.660, as adopted by Council on the 8th day of April 2020.

Chief Administrative Officer

**VILLAGE OF PORT ALICE
BYLAW NO. 660, 2020**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2020 - 2024
Bylaw No. 660, 2020 - Schedule 'A' REVENUES**

REVENUES	2020	2021	2022	2023	2024
Property Taxes	\$860,700	\$888,937	\$910,871	\$912,926	\$925,099
Utility/Grant in Place of Taxes	\$21,500	\$21,715	\$21,932	\$22,151	\$22,373
Total Taxation	\$882,200	\$910,652	\$932,803	\$935,077	\$947,472
Fees and Charges					
Garbage Rates/Penalties	\$60,000	\$60,600	\$61,206	\$61,818	\$62,436
Recreation Supplies and Services	\$12,500	\$12,625	\$12,751	\$12,879	\$13,008
Recreation Facilities Rentals	\$14,200	\$14,342	\$14,485	\$14,630	\$14,777
Licenses/Permits	\$8,000	\$8,080	\$8,161	\$8,242	\$8,325
Water Utility	\$61,000	\$61,610	\$62,226	\$62,848	\$63,477
Sewer Utility	\$142,000	\$143,420	\$144,854	\$146,303	\$147,766
Other Revenue	\$76,000	\$76,760	\$77,528	\$78,303	\$79,086
Total Fees and Charges	\$373,700	\$377,437	\$381,211	\$385,023	\$388,875
Other Revenue					
Federal Govt Grants	\$1,500	\$0	\$0	\$0	\$0
Provincial Govt Grants -	\$625,000	\$6,040,090	\$400,181	\$400,273	\$400,365
Regional District of Mt. Waddington	\$2,500	\$0	\$0	\$0	\$0
Total Other Revenue	\$629,000	\$6,040,090	\$400,181	\$400,273	\$400,365
Appropriation from Reserve					
Appropriation from Capital Reserve	\$15,000	\$0	\$0	\$0	\$0
Appropriation from Surplus	\$176,000	\$0	\$0	\$0	\$0
Appropriation from Deferred Revenue: Gas Tax Fun	\$57,000	\$15,000	\$15,000	\$15,000	\$0
Total Appropriation from Reserve	\$248,000	\$15,000	\$15,000	\$15,000	\$0
Funds Transfers	\$0	\$0	\$0	\$0	\$0
TOTAL LOCAL GOVERNMENT REVENUE	\$2,132,900	\$7,343,179	\$1,729,195	\$1,735,373	\$1,736,712

**VILLAGE OF PORT ALICE
BYLAW NO. 660, 2020**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2020 - 2024
Bylaw No. 660, 2020 - Schedule 'A'**

EXPENDITURES		2020	2021	2022	2023	2024
Debenture Debt Interest						
Community Centre Upgrades	Matures - 2036	\$33,900	\$34,239	\$34,581	\$34,927	\$35,276
Total Debenture Debt		\$33,900	\$34,239	\$34,581	\$34,927	\$35,276
Capital Expenditures						
General		\$199,500	\$5,640,000	\$0	\$0	\$0
Water Utility		\$15,000	\$15,000	\$15,000	\$15,000	\$0
Sewer Utility		\$31,000	\$0	\$0	\$0	\$0
Total Capital Expenditures		\$245,500	\$5,655,000	\$15,000	\$15,000	\$0
Other Municipal Purposes						
General Government, & Fiscal Services		\$431,900	\$421,069	\$435,279	\$429,534	\$433,831
Fire & Protective Services		\$77,000	\$77,770	\$78,548	\$79,333	\$80,127
Public Works		\$409,000	\$413,010	\$417,140	\$421,312	\$425,525
Health & Environmental Services		\$397,500	\$199,470	\$201,460	\$203,469	\$205,499
Recreation Services		\$249,100	\$251,591	\$254,107	\$256,648	\$259,214
Water Utility		\$54,500	\$55,045	\$55,595	\$56,151	\$56,713
Sewer Utility		\$127,900	\$129,179	\$130,471	\$131,775	\$133,090
Total Other Municipal Purposes		\$1,746,900	\$1,547,134	\$1,572,600	\$1,578,222	\$1,593,999
Transfers to Reserves						
General Fund		\$86,000	\$86,000	\$86,000	\$86,000	\$86,000
Water Fund		\$6,500	\$6,565	\$6,631	\$6,697	\$6,764
Sewer Fund		\$14,100	\$14,241	\$14,383	\$14,527	\$14,673
Total Transfer of Funds		\$106,600	\$106,806	\$107,014	\$107,224	\$107,437
GRAND TOTAL		\$2,132,900	\$7,343,179	\$1,729,195	\$1,735,373	\$1,736,712
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**VILLAGE OF PORT ALICE
BYLAW NO. 660, 2020**

**Schedule B
Statement of Objectives and Policies**

In accordance with Section 165 (3.1) of the Community Charter, the Village is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165 (7) of the Community Charter;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2020. Property taxes contribute to the greatest proportion of the Village's revenue. This revenue source offers a number of advantages. For example, it is simple to administer and it is easy for residents to understand. It offers a stable and reliable source of revenue for local government services that are simply not practical or undesirable to fund on a user-pay basis. These services include general administration, fire protection, police services, bylaw enforcement, solid waste management, recreation, and local transportation services (i.e) maintenance & upkeep of local roads and streets.

User fees and charges form the third largest portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services that are effectively charged on a user fee basis include water and sewer services, garbage collection, building permits, and the sale of other goods and services such as recreation and cemetery services. Village Council and Staff support the value of user fees that are relative to the cost of the service in an effort to avoid the service being subsidized by taxation.

Objective

Over the next 5 years, the Village of Port Alice will review the proportion of revenue that is received from user fees and charges and increase current levels as required.

Policies

The Village will annually review all user fee levels to ensure they are adequately meeting the delivery costs of service.

Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: 2020 Sources of Revenue

Revenue Source	Revenue: Percentages of Total Budget	Dollar Value
Taxation	41%	882,200
Fees, Charges & Other Revenue	18%	373,700
Federal & Provincial Grants	29%	629,000
Appropriation from Reserves & Surplus	12%	248,000
Total	100.00%	\$ 2,132,900

VILLAGE OF PORT ALICE
BYLAW NO. 660, 2020

Schedule B Continued

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. Historically the major industrial property class provided the largest proportion of property tax revenue. This was appropriate as this class formed the largest portion of the assessment base and was the main reason for the existence of the community. As the assessment base changed the Village has endeavored to reduce the percentage of property tax revenue that the major industrial property class pays.

Objectives

The Village Council continues to work with all levels of government and local business in an effort to attract additional economic opportunities.

The Village also recognizes the need to maintain the property tax rate for business (class 6) at a low rate.

Policies

Supplement, where possible, revenues from user fees and charges to help offset the tax burden on all property classes. This will provide some relief and reduction of dependency on the pulp mill and other rate payers.

Council will continue to maintain and encourage economic development initiatives designed to attract more retail and commercial business to invest in the community. New business investments will help offset revenue dependency on all tax payers by providing a broader tax base.

Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities

Regularly review and compare the Village's distribution of tax burden relative to other BC municipalities.

**Table 2: 2020 Distribution of Property Tax Rates
Based on Preliminary Values**

Property Class	Percentage of Total Property Taxation	Dollar Value
Residential (1)	47.5%	\$ 408,898
Utilities (2)	0.4%	\$ 4,209
Major Industrial (4)	44%	\$ 377,242
Light Industrial (5)	3.5%	\$ 30,644
Business (6)	4.5%	\$ 39,446
Recreation (8)	0.1%	\$ 261
Total	100.00%	\$ 860,700

VILLAGE OF PORT ALICE
BYLAW NO. 660, 2020

Schedule B Continued

Permissive Tax Exemptions

The Village of Port Alice Council reviews all existing permissive tax exemption bylaws on an annual basis. Council bases their consideration on the following criteria:

The tax exemption must demonstrate benefit to the community and residents of Port Alice by enhancing the quality of life (economically, socially and culturally) within the community.

The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Village of Port Alice.

The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial or private gain.

Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the Village; (b) the potential demands for Village services or infrastructure arising from the property; and (c) the amount of revenue that the Village will lose if the exemption is granted.

Objective

The Village of Port Alice will continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.

Policies

Council will continue working with all the non-profit societies for the betterment of the Community.

Reviewed and adopted by Council on 25th March, 2020.

Mayor

Chief Administrative Officer



INFORMATION ITEMS



Media Release

FOR IMMEDIATE RELEASE

New Art Displays at Nanaimo's Creativity Commons

Monday, March 9, 2020, Nanaimo, BC – Nanaimo is home to a vibrant community of artists and creators. The Creativity Commons at the Nanaimo Harbourfront branch of Vancouver Island Regional Library (VIRL) wants to encourage and launch artists of all kinds through its services and programs. As part of this endeavor, the branch now has five free art exhibit spaces open to the Nanaimo community.

"These five spaces will provide burgeoning and established artists an opportunity to share their work, especially those artists who might not otherwise have the opportunity to do so," says Amy Dawley, VIRL's Assistant Director, Experience and Engagement (Central). "It's about more than just having art displayed — it's a place for the community to gather and celebrate our local artists."

To help enhance the exposure of the pieces on display, branch staff will promote the artists and their works through social media and other communications channels.

Interested artists are encouraged to visit the Creativity Commons — second floor of the Nanaimo Harbourfront branch at 90 Commercial Street — to see what the exhibit space has to offer. Application forms are available at the Creativity Commons Information Desk.

The art will be showcased on a rotating basis.

More information is available in VIRL's [Use of Library Space for Art Exhibits Policy](#), by email at cc@virl.bc.ca, calling 250.753.1154 ex. 251, or any time at the branch.

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Media Contact

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Office of the City Clerk

K. O'Connell, City Clerk
B. Zeinabova, Deputy City Clerk

2020 March 6

FILE: 02145-01

Dear UBCM Member Municipalities:

SUBJECT: 2020 UBCM Resolutions

(Item 7(01), Manager's Reports, Council Meeting 2020 February 24)
(Item 4(B), Delegation, Council Meeting 2020 February 24)

Burnaby City Council, at the Open Council meeting held on 2020 February 24, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council endorse the new resolution outlined in Section 3.0 of this report for submission to the 2020 LMLGA AGM and the 2020 UBCM Convention.
2. THAT staff be authorized to forward a copy of this report, accompanied by any applicable background reports and information, to the UBCM, located at Suite 60, 10551 Shellbridge Way, Richmond, BC V6X 2W9.
3. THAT a copy of this report be forwarded for information to Burnaby MLAs and to Selina Robinson, Minister of Municipal Affairs and Housing.

Without objection of any member of Council, the following motion was introduced:

1. THAT the following resolution be submitted to the 2020 LMLGA AGM and the 2020 UBCM Convention:

THAT the Union of BC Municipalities call upon the Province to take action to address the skyrocketing costs for condo insurance.

2. THAT a copy of this resolution be sent to all BC municipalities and to Burnaby MLAs, and Selina Robinson, Minister of Municipal Affairs and Housing.

.../2

Our Vision: A world-class city committed to creating and sustaining the best quality of life for our entire community.

RESOLUTION: Addressing Increases to Condominium Insurance

WHEREAS stratified condominium home ownership is a growing form of tenure in communities across the province and insurance rates have been increasing;

AND WHEREAS over the past year condominium stratas have experienced substantial increase to insurance premiums or found it difficult to secure an insurer for their buildings;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities call upon the Province to take action to address the skyrocketing costs for condo insurance.

Approved by Burnaby City Council at its meeting of 2020 February 24.



Item.....
Meeting..... 2020 February 24

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2020 February 19

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 2125 20
Reference: UBCM Resolutions

SUBJECT: 2020 UBCM RESOLUTIONS

PURPOSE: To present resolutions for submission to the 2020 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and the Union of BC Municipalities (UBCM) Convention.

RECOMMENDATIONS:

1. **THAT** Council endorse the new resolution outlined in Section 3.0 of this report for submission to the 2020 LMLGA AGM and the 2020 UBCM Convention.
2. **THAT** staff be authorized to forward a copy of this report, accompanied by any applicable background reports and information, to the UBCM, located at Suite 60, 10551 Shellbridge Way, Richmond, BC V6X 2W9.
3. **THAT** a copy of this report be forwarded for information to Burnaby MLAs and to Selina Robinson, Minister of Municipal Affairs and Housing.

REPORT

1.0 INTRODUCTION

Each year, resolutions are considered for submission to the Lower Mainland Local Government Association (LMLGA) Annual General Meeting and the Union of B.C. Municipalities (UBCM) Convention. These resolutions are a means to request amendments to the *Community Charter*, *Local Government Act* and other Provincial or Federal legislation and policies to address issues of significance to local government.

This report presents a new resolution for Council's consideration as a submission to the 2020 LMLGA AGM and the 2020 UBCM Convention. The UBCM Convention will take place from 2020 September 21 – 25, in Victoria B.C. The deadline for any further resolution submissions made directly to the UBCM is 2020 June 30.

For the convenience of Council, this report also details senior government response to resolutions previously approved by Council and submitted to the UBCM Convention in 2018 and 2019.

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From: Director Planning and Building
Re: 2020 UBCM Resolutions
2020 February 19.....Page 3

or demolition permit issuance. The *RTA* was amended in 2018 to require landlords to give tenants the first right of refusal to enter into a new tenancy agreement, at a rent determined by the landlord, if the landlord ends the tenancy due to renovation or repair. Should the landlord fail to provide the right of first refusal, the tenant is to be compensated 12 months' rent. While this new requirement will assist some tenants, benefits often required through municipal tenant assistance policies, such as financial assistance to help find alternate housing in the interim period and pay for moving expenses, are not required under the *RTA*, and may cause significant hardship for tenants, especially vulnerable tenants, such as seniors or individuals on limited or fixed incomes.

Furthermore, municipalities are limited in their ability to enforce the satisfactory completion of tenant assistance plans. For example, municipalities cannot withhold occupancy of a new building even if the property owner has failed to follow through with their required assistance to tenants of the building that was demolished. The availability of additional tools to help ensure all agreed upon tenant assistance is delivered are desirable.

The *Employment and Assistance Regulation* and the *Employment and Assistance for Persons with Disabilities Act* regulate the provision of income assistance in British Columbia. Staff received confirmation from the Ministry of Social Development and Poverty Reduction that rent top-ups provided for tenants as required by a tenant assistance policy will be considered income under the above regulations and therefore would negatively affect tenants who receive income assistance or disability assistance payments. As a goal of a tenant assistance policy is to keep tenants housed while minimizing stress and life disruption resulting from displacement due to redevelopment of rental housing, a tenant's ability to maintain their income levels while awaiting tenancy in a new building would be in keeping with this goal.

In addition, the nature of a tenant assistance policy requires that tenants' personal information is collected for the purposes of provision of assistance. Collection and sharing of personal information is governed by the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Personal Information Protection Act (PIPA)*. These Acts are complex and difficult to navigate. To assist with the application of this legislation, it is requested that a guidance document specific to tenant assistance policies be developed to assist municipalities and property owners with adherence to the respective Acts.

To expand tenant protections beyond the current legislative scope, the following resolution has been prepared for Council's consideration:

RESOLUTION: Supporting Tenants and Local Governments in the Delivery of Tenant Assistance

WHEREAS municipalities have limited authority to require enhanced protections for tenants, except in limited instances, such as rezoning applications;

AND WHEREAS the benefits provided to tenants under municipal tenant assistance policies often help vulnerable individuals and families in the community, including those receiving income assistance from senior levels of government;

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Pension Corporation on potential challenges that exist before considering amendments to the *Public Sector Pension Plans Act*.

4.2 Resolution: BC Building Code Alignment with National Building Code of Canada – Secondary Suites

Council also adopted a resolution urging the provincial government to align the provisions for secondary suites in the British Columbia Building Code with those of the National Building Code. While some provinces, such as Saskatchewan and Nova Scotia, adopt the National Building Code in its entirety, British Columbia publishes its own Code through regulations that are informed by the National Building Code. Variations between the two codes can sometimes cause unnecessary confusion and limit the possibilities for creation of rental housing.

For example, the BC Building Code 2018 currently does not permit secondary suites in a duplex or other multi-family building such as a townhouse. However, the National Building Code 2015 does outline provisions for including suites in multi-family buildings. Secondary suites are an affordable rental alternative to apartment living for many individuals and families in tight housing markets across B.C. As such, limiting the creation of such suites through the BC Building Code regulations is problematic, particularly when the National Building Code permits them.

The recently updated 2018 BC Building Code has in many respects moved closer, or exceeds, the standards contained within the most recent 2015 National Building Code. For example, the BC Building Code 2018 combines the requirements of the National Building Code 2015 with B.C.'s existing requirements to achieve a higher level of building accessibility. However, standards relating to secondary suites have not been harmonized between the two Codes leading to missed rental housing opportunities. This is a common experience of many local governments across British Columbia, particularly those in the Lower Mainland and Southern Vancouver Island.

At the 2019 UBCM Convention, this resolution was not considered at the Convention due to a lack of time and was therefore referred to UBCM Executive for further review. The Executive Committee referred the resolution to an UBCM Committee for consideration and recommendations. Staff will update Council should the results of that review be received.

5.0 2018 UBCM RESOLUTIONS

5.1 Resolution: Taxation Reforms to protect farming uses in the Agricultural Land Reserve

At its meeting of 2018 March 12, Council approved a resolution urging the Province to pursue taxation reform mechanisms to protect Agricultural Land Reserve (ALR) land for farming uses. The ALR is a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are restricted. The zone is managed by the Provincial Agricultural Land Commission (ALC). Burnaby's agricultural lands are located in the Big Bend area, and include 234 hectares within the ALR as well as lands outside the ALR that are zoned for agriculture.

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5.3 Resolution: Enhanced Municipal Bylaw Fine Collection Procedures

At its meeting of 2018 March 12, Council approved a resolution requesting the Provincial Government to further streamline the mechanisms available for local government when collecting bylaw fines, particularly those that are outstanding. The existing processes available to local governments are time-consuming, costly and onerous for local governments. For example, the court online filing system for unpaid fines could be improved so that multiple fines outstanding against one person could be filed together, rather than separately as currently required. This simple change would reduce both the time and filing administration costs (charged by the courts for each filing) borne by cities, and correspondingly increase the rate of fine collection.


This resolution was endorsed at the 2018 UBCM Convention, and was similar to another resolution submitted by the Resort Municipality of Whistler. In its response, the Ministry of Municipal Affairs and Housing stated that there are other reasonable remedies available to local governments for levying, administering, and collecting fine violations and that the Province is not currently prepared to examine this matter. No further response has been received from the Province on this topic.

6.0 SUMMARY AND CONCLUSION

This report proposes one new resolution for submission to the 2020 LMLGA AGM and UBCM Convention. For the convenience of Council, the report also provides an update on resolutions submitted in 2018 and 2019.

It is recommended that Council endorse the new resolution, as outlined in Section 3.0 of this report, for submission to the LMLGA AGM and 2020 UBCM Convention. It is also recommended that staff be authorized to forward a copy of this report, accompanied by any supporting background reports and information, to the UBCM. Finally, it is recommended that a copy of this report be circulated to Burnaby MLAs and to Selina Robinson, Minister of Municipal Affairs and Housing for information.

Any additional resolutions which may come forward subsequent to this report, and prior to the 2020 June 30 UBCM deadline, may be submitted directly to the UBCM for possible consideration at the 2020 UBCM Convention.


for: E.W. Kozak, Director
PLANNING AND BUILDING

CS:sa

cc: Director Corporate Services
Director Engineering
Director Finance
Director Parks, Recreation and Cultural Services
Director Public Safety and Community Services
City Clerk

Fire Chief
Chief Building Inspector
Chief Librarian
City Solicitor
OIC – RCMP