

**VILLAGE OF PORT ALICE  
COUNCIL MEETING AGENDA**  
TO BE HELD WEDNESDAY MARCH 23, 2022, at 7:00 pm  
AT SEA VIEW ACTIVITY CENTRE



**(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 23, 2022, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.*

**(3) DELEGATIONS:**

**(4) MINUTES:**

Pg 3-4 a.) *THAT the Minutes from the Regular Meeting of February 23, 2022, be approved*

**(5) COMMUNICATIONS:**

Pg 5-11 a.) Mutual Aid Agreement for North Island Fire Departments 2023-2027  
March 10, 2022, agreement from Regional District of Mount Waddington

Pg 13 b.) EV Charging Station Network  
March 4, 2022, Letter from Pat English, Ec Dev Officer, Reg District of Mount Waddington

**(6.) REPORTS:**

Pg 15 a.) Fire Chief Monthly Report – February 2022  
March 10, 2022, Report from Fire Chief, Jerry Rose

Pg 17 b.) Bike & Hiking Trail improvements Update  
March 16, 2022, Report from T Spafford, Admin Assistant & R Nicholson, Ec Dev Officer

Pg 19-22 c.) Accounts Payable Listing for February 2022  
March 17, 2022, Report from Bonnie Danyk, CAO\CFO

**(7.) BYLAWS:**

Pg 23-40 a.) Bylaw No. 674, 2022, Rates & Fees for 2022

Recommendation

*THAT Bylaw 674 – Port Alice Rates & Fees Bylaw be given fourth reading and adoption.*

Pg 41-46 b.) Bylaw No. 670, 2022, Financial Plan 2022-2026

Recommendation

*THAT Bylaw 670 – Port Alice Financial Plan Bylaw be given third reading.*

**(8.) QUESTION PERIOD:**

**(9.) ADJOURNMENT:**

*THAT the meeting of the Village of Port Alice Council held March 23, 2022, be adjourned*

**VILLAGE OF PORT ALICE  
COUNCIL MEETING AGENDA**  
TO BE HELD WEDNESDAY MARCH 23, 2022, at 7:00 pm  
AT SEA VIEW ACTIVITY CENTRE



**INFORMATION ITEMS**

- a.) March 10, 2022, Letter from Mayor Henry Braun, City of Abbotsford, re Support for Resolution
- b.) March 15, 2022, Letter from Mayor Dean McKerracher, District of Elkford, re Milk Container Recycling in British Columbia
- c.) March 16, 2022, Collaborative letter Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery

VILLAGE OF PORT ALICE COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY MARCH 9, 2022  
AT SEA VIEW ACTIVITY CENTRE



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

**Absent**

**Staff**  
Bonnie Danyk CAO / CFO  
Ryan Nicholson, Ec Dev Officer  
Tanya Spafford, Administrative Assistant

**Call to Order: 7:00pm**

**ADOPTION OF AGENDA:**

Moved, Seconded and CARRIED

26/22  
Adoption of  
Agenda

***THAT** the Agenda for the Meeting of the Village of Port Alice for March 9, 2022, be approved;  
**AND THAT** all delegations, reports, correspondence, and other information set to the agenda be  
received for information.*

**DELEGATION:**

**MINUTES:**

Moved, Seconded and CARRIED

27/22  
Minutes  
February 23,  
2022

***THAT** the Minutes from the Regular Meeting of February 23, 2022, be approved.*

February 3, 2022, Minutes from the Public Works Committee, for information purposes  
February 3, 2022, Minutes from the Recreation Committee, for information purposes  
February 3, 2022, Minutes from the Committee of the Whole, for information purposes

**COMMUNICATIONS:**

Society of BC Veterinarians – Position statement on Legislation Concerning Dangerous Dogs  
March 1, 2022, Letter from Society of BC Veterinarians

Bill 26 – Public Notice Amendments

March 3, 2022, Letter from Tara Faganello, Assistant Deputy Minister, Min of Municipal Affairs

**REPORTS:**

**BYLAWS:**

Moved, Seconded and CARRIED

28/22 Bylaw  
672 Election  
Bylaw

Bylaw No. 672, 2022, Election Bylaw

***THAT** Bylaw 672 – Port Alice Election Bylaw be given given fourth reading and adoption.*

29/22 Bylaw  
673, Mail in  
Ballot Bylaw

Moved, Seconded and CARRIED  
Bylaw No. 673, 2022, Mail Ballot Authorization and Procedure Bylaw

*THAT Bylaw 673 – Mail Ballot Authorization and Procedure Bylaw be given fourth reading and adoption.*

30/22 Bylaw  
674, Mail in  
Ballot Bylaw

Bylaw No. 674, 2022, Rates & Fees for 2022

Recommendation  
*THAT Bylaw 674 – Port Alice Rates & Fees Bylaw be given first, second, and third reading.*

31/22 Bylaw  
670 2022-  
2026  
Financial  
Plan

Bylaw No. 670, 2022, Financial Plan 2022-2026

Recommendation  
*THAT Bylaw 670 – Port Alice Financial Plan Bylaw be given first and second reading.*

#### **QUESTION PERIOD:**

#### **ADJOURNMENT:**

32/22  
Adjournment

Moved, Seconded and CARRIED  
***THAT** the Regular meeting of the Village of Port Alice held March 9, 2022, be adjourned at 7:16 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 9, 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# Regional District of Mount Waddington

PO Box 729 2044 McNeill Road, Port McNeill, BC V0N 2R0

Telephone (250) 956-3161 Fax (250) 956-3232

Web-site: [www.rdmw.bc.ca](http://www.rdmw.bc.ca) Email: [info@rdmw.bc.ca](mailto:info@rdmw.bc.ca)

## REGIONAL DISTRICT OF MOUNT WADDINGTON FIRE DEPARTMENTS' EMERGENCY SERVICES AGREEMENT

THIS AGREEMENT is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2023. AMONG:

**REGIONAL DISTRICT OF MOUNT WADDINGTON**

2044 McNeill Road, Box 729

Port McNeill, BC V0N 2R0

AND:

**DISTRICT OF PORT HARDY**

7360 Columbia Street, Box 68

Port Hardy, BC V0N 2P0

AND:

**TOWN OF PORT MCNEILL**

1775 Furney Place, Box 728

Port McNeill, BC V0N 2R0

AND:

**VILLAGE OF ALERT BAY**

15 Maple Road, Bag Service 2800

Alert Bay, BC V0N 1A0

AND:

**VILLAGE OF PORT ALICE**

1061 Marine Drive, Box 130

Port Alice, BC V0N 2N0

(Herein after referred to as the "Parties")

WHEREAS:

- A. Sections 263(b) and 697(g) of the Local Government Act and sections 8(2) and 23 of the Community Charter empowers local governments and improvement districts to enter into mutual aid agreements with other jurisdictions;
- B. There would be a benefit in the form of improved safety and fire protection for area residences from such an agreement between the local authorities of the Regional District of Mount Waddington that are parties to this agreement.
- C. The North Island Regional Emergency Plan has established a mutual aid relationship with all local governments and First Nation Communities having fire protection services provided by local governments within boundaries of the Regional District of Mount Waddington for incidents classified as Level 3 Response (Regional Response) and to Level 2 (Local Emergency) or Level 1 (Site Response) emergencies and/or disasters at the request of the affected party.

**NOW THEREFORE THIS AGREEMENT WITNESS** the Parties, in consideration of the agreements, premises and mutual promises contained in the agreement and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agreed with one another as follows:

## **1. DEFINITIONS**

In this agreement

- 1.01 "Area of Jurisdiction" means the territorial area over which each party has legal authority to provide emergency services.
- 1.02 "Consumables" includes but is not limited to foam and absorbents and does not include water.
- 1.03 "Emergency Services" includes but is not limited to confined space, high-angle rescue, HAZMAT, and fire suppression.
- 1.04 "Emergency Resources" means persons and equipment designated by a Providing Department for the purpose of providing assistance to a Requesting Department, all or a portion of which may be made available to a Requesting Department to assist.
- 1.05 "Officer in Charge" means the Officer in Charge of a fire department at the time of a request.
- 1.06 "Party" means any Party to this agreement
- 1.07 "Providing Department" means a fire department providing assistance under this agreement.
- 1.08 "Requesting Department" means any fire department requesting assistance under this agreement.
- 1.09 Incident Command System (ICS) is a standardized approach to the command, control and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.
- 1.10 Powers and Authorities are those abilities that a fire department and/or its officers have been granted by the local government or the Province of British Columbia through legislation or bylaws or passed motions (Examples: Fire Protection Act, Fire Act, Division 2 of the Local Government Act, Section 66 of the Community Charter, establishment bylaws, etc).

## **2. PREAMBLE**

Emergency response frequently requires a rapid deployment of resources. This agreement is intended to minimize delay in securing additional or specialized resources from a number of potential fire departments.

The Requesting Department has certain powers and authorities within its own Area of Jurisdiction. In order to provide an efficient response, the intent of this agreement is that the members of the Providing Department will have the same powers and authorities as the Requesting Department in relation to controlling or acting at an Emergency.

All participants in this agreement understand the complexity and intensity of responding to emergency incidents and that accidents and errors are possible. Given these challenges, all participants agree to hold one another harmless barring malicious or grossly negligent misconduct.

The parties to this agreement understand that operational effectiveness will require annual training between and among all fire departments.

The local governments that are signatories to this agreement have a broad range of resources and expertise within their respective fire departments. In order to ensure fairness to all taxpayers, this agreement is intended to allow for a cost recovery for all costs incurred directly related to responding to the mutual aid request, damaged equipment and supplies consumed by a Providing Department during and incident.

Finally, this agreement is a living document that needs to be reviewed and amended so that it reflects the changing needs of the North Island communities. It should be reviewed by all signatories repeatedly within the terms of the agreement to ensure its effectiveness is maintained for the benefit of the Region's residents and organizations.

### **3. TERM**

- 3.1 The term of this agreement shall be for five (5) years commencing on January 1, 2023 and ending on December 31, 2027. (The "Term")
- 3.2 Any Party may terminate its participation in the agreement with thirty (30) days written notice to all other parties.
- 3.3 This agreement, upon expiry, shall remain in effect on a month-to-month basis unless written notice to the contrary is received by all parties.

### **4. REQUESTING ASSISTANCE**

- 4.1 Where the Officer in Charge determines that an Emergency exists that is beyond the capabilities of his/her/their resources he/she/they may request additional Emergency Resources from an Officer in Charge representing the fire department of any of the Parties to this agreement.
- 4.2 Requests for assistance will be conveyed through regular Fire Dispatch. In such cases, Fire Dispatch will also notify the Emergency Planning Coordinator of the Area Having Jurisdiction for the requesting department.
- 4.3 Requesting departments when responding to incidents at communities or facilities that are under their protection but technically outside of their service area may request mutual aid services from other participating fire departments.

- 4.4 A providing department who receives a request for Emergency Resources may, at their sole discretion, determine if they can fulfill or partially fill the request. The extent that a providing department can meet a request is dependent upon its ability to meet its emergency response responsibilities to an acceptable level. If the providing department determines that it is able to fulfill the request, then it will be expected to provide the resources. If the providing department determines that it is only able to partially or unable to fulfill the request, that decision will be communicated to the Requesting Department.
- 4.5 Incident operational debriefs should occur following every mutual aid event and should include at least one representative from each attending fire department.
- 4.6 The extent and duration of the assistance given in response to a request for mutual aid, if any will be at the discretion of the Officer in Charge of the providing fire department(s) having due regard to the departments immediate or anticipated needs within it's own area of jurisdiction.
- 4.7 A Unified Command System should be considered for all mutual aid events. Participaction of any responding agencies in a unified command structure, should one be implemented, will be at the discretion of the requesting officer in charge.
- 4.8 Prior to arrival on scene, the providing fire department(s) will contact the requesting fire department for instructions on where to position their apparatus and any initial task assignments. The requesting fire department will inform the providing fire department of any life safety hazards present.
- 4.9 The level of service a providing fire department can achieve at a mutual aid incident will be dictated by the service declared by its authority have jurisdiction.
- 4.10 All emergency scenes shall follow the incident Command System (ICS) procedures and protocols.
- 4.11 The Officer in Charge of the Requesting Department shall immediately release from active assistance, a Providing Department if the Providing Department's Emergency Resources are required in their own Area of Jurisdiction.
- 4.12 A Requesting Department shall advise a Providing Department in a timely manner that their Emergency Resources are no longer required and shall not typically require the Providing Department for clean-up.
- 4.13 The Requesting Department's Officer in Charge has the authority to command and control the Emergency Resources of the Providing Department until such time as the Requesting Department notifies the Providing Department that their Emergency Resources are no longer required.

## **5. INDEMNIFICATION**

- 5.1 A Party requesting assistance under this agreement hereby releases a Party providing assistance, its Providing Department, elected officials, officers, employees, contractors and volunteers from and against all claims, demands, expenses, costs, actions, suits, damages, and liabilities of every kind arising between the Parties for failure of the Providing Department to respond to a request from a Requesting Department.



- 5.2 A Party requesting assistance under this agreement agrees and does hereby indemnify and save harmless a Party providing assistance, its Providing Department, its officers, employees, contractors, and volunteers from and against all claims, demands, expenses, costs, actions, suits, damages, and liabilities of every kind for damage or injury to person or property, including death, directly or indirectly arising from the Party's response, assistance, conduct or activity under this agreement except where such liability is caused by the malicious or grossly negligent misconduct of the Providing Department, its officials, employees, contractors, or volunteers.

## **6. COST RECOVERY**

- 6.1 Where a Providing Department provides Emergency Resources to a Requesting Department, the Requesting Department agrees to reimburse the Providing Department as requested for those Emergency Resources utilized in accordance with the following:
- 6.1.1 Replacement or costs of all Consumables used by the Requesting Department related to the request; and
  - 6.1.2 Costs of repairing damage or depreciated loss of any portable equipment related to the requests.
- 6.2 Parties will reconcile their use of the agreement, with regards to section 6.1 at the end of each calendar year. Parties would be invoiced before **January 10** of each year and payment is expected within 120 days.
- 6.3 All Parties agree that in regard to items 6.1.1 and 6.1.2, replacement of Consumables and damage or loss, any amounts owing would be paid on demand.
- 6.4 If the Providing Department intends to issue an invoice, it must notify the Requesting Department of this intent, in writing, within 30 days of the Emergency Assistance.

## **7. RECORD KEEPING**

- 7.1 Both the Requesting Department and the Providing Department shall maintain records of such assistance for the purpose of cost recovery. These records shall be maintained for two years and shall be made available to the other Parties and Fire Chiefs involved in a request for assistance.

## **8. DISPUTE RESOLUTION**

- 8.1 If a dispute relating to this Agreement should arise and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation before resorting to binding arbitration or litigation. If the matter does proceed to arbitration, arbitration shall be conducted pursuant to the Commercial Arbitration Act (British Columbia).
- 8.2 If any dispute is referred to mediation or to an arbitrator appointed under the Commercial Arbitration Act, the costs of the arbitration shall be borne equally by the parties involved in the dispute, but each Party shall be responsible for its own additional costs.

## **9. RESOURCE LIST**

- 9.1 The North Island Regional Fire Chiefs will maintain a list of resources of each respective local fire department. This list will be updated quarterly and made available to all Parties and Fire Chiefs.
- 9.2 The head administrators from each Party will be delegate authority to establish cost recovery rates for the list of resources for each respective local fire department.

**10. SPECIALIZED EQUIPMENT**

- 10.1 The Parties to this agreement agree that it is beneficial to have different fire departments develop differing specialized services. Examples of these specialized services include but are not limited to: confined space rescue, high-angle rescue, HAZMAT, and aerial equipment. However; nothing in this agreement limits any Party from developing any of their own specialized resources or compels any Party to develop such resources.
- 10.2 The Parties to this agreement should refer any plans for specialized fire services or requests for regional collaboration to the North Island Regional Fire Chiefs Working Group for consideration and development.

**11. INSURANCE**

- 11.1 Each Party shall maintain insurance coverage on its own firefighting equipment.
- 11.2 Each Party shall maintain WorkSafe BC coverage and other required coverage for personnel of it's own fire department.
- 11.3 Each Party should maintain liability insurance coverage of \$5,000,000 and be in good standing with the Municipal Insurance Association.

**12. REPLACEMENT OF MUTUAL AID AGREEMENTS**

- 12.1 Each Party to this agreement agrees, that with the exception of the Regional District of Mount Waddington Emergency Agreement, to appropriately terminate any other pre-existing mutual aid agreement that is in place with any other Party to this agreement and agrees that this agreement will replace any pre-existing mutual aid agreements.

**13. AMENDMENT**

- 13.1 This agreement may only be amended by written consensus of the Parties in the form of a formal amending accord.

**14. COUNTERPARTS**

- 14.1 This agreement may be signed in counterparts, which together shall constitute one agreement. If this agreement is signed in counterparts, no signatory hereto shall be bound until all parties named below have duly executed, or caused to be duly execute, a counterpart of this agreement and provided an executed document to the other parties.

**IN WITNESS WHEREOF** the Parties hereto have executed this agreement as of the day and year first above written.

The Corporate Seal of the  
Regional District of Mount Waddington

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Chief Administrative Officer

The Corporate Seal of the  
The District of Port Hardy

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

The Corporate Seal of the  
Town of Port McNeill

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

The Corporate Seal of the  
Village of Alert Bay

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

The Corporate Seal of the  
Village of Port Alice

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



## EV Charging Station Network

The RD is preparing a submission to the Clean Community Fund for a grant that would provide up to 73% of the cost of acquiring and installing a network of 25 to 30 Level II dual charging stations throughout the Regional District. The balance of the funding will be provided by the RD from existing reserves and by a new proposed grant from TVI. The application to the CCF is due May 25, 2022, and we have been advised that a preliminary approval in principle would be made by the end of 2022 with final approval (by the federal government) in the summer of 2023. Installation of the units will likely proceed throughout the fall of 2023 and first half of 2024.

This project, with a total estimated cost of approximately \$460,000, will offer participating local governments and First Nations an opportunity to place EV charging stations in their jurisdictions at no cost. In addition, EV charge station suppliers have indicated that the units can be equipped with card readers that will offer a cost recovery option to the local governments for the cost of electricity. Wall mounted units are the preferred option and are generally 50% less costly than free standing pedestal units. We are notionally anticipating a unit cost for the charge station not to exceed \$18,000, including equipment purchase, installation, and project management.

We intend to form a partnership with an organization such as Eco Trust or Community Energy Association with experience in the clean energy sector to assist with the preparation of the application and the management of the network construction following final approval.

At this time, we need local governments to indicate their support in principle for the project and to identify potential sites within their jurisdictions for the placement of the charge stations. The site chosen must be fully accessible to the public and should be adjacent to suitable electrical infrastructure (220V @ 60 amps).



# VILLAGE OF PORT ALICE

## Port Alice Volunteer Fire Department Fire Chief's Monthly Report For the month of February 2022

Active Members	9	Number Of False Alarms	-
On Leave	2	Mutual Aid Calls	-
Rescue Calls	-	Lift Assist Calls	-
Fire Calls	-	Public Relation Events	-

### Practices / Events:

Date	Attendance	Purpose
01Feb22	7	Internal Sweep of the Fire Hall
08Feb22	6	CO2 Alarm, Mandown in the Fire Hall
15Feb22	4	Auto Extrication Training
22Feb22	8	Equipment And Truck Checks And Assoc. Meeting

Public Relations Events:

Situation Responses:

Fire Chief:

\_\_\_\_\_

Administrator:

\_\_\_\_\_





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**To:** Mayor and Council  
**From:** Tanya Spafford & Ryan Nicholson  
**Date:** March 16, 2022  
**Subject:** Bike & Hiking Trail Improvements Update

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Goal:

To address the need for improvements to our local trail system and investigate the possibility of entering into agreements with private land owners to expand usage and create advertising opportunities.

Background:

In 2019 a report was brought to Council regarding taking steps towards discussing land use agreements with the two property owners that the trails cross and rebuilding the bike trail system. Council approved taking these steps, but covid halted the conversations shortly after. Staff started to work towards this again in 2021 and more recently opportunities for possible funding have become available.

Agreements in place for use of private property

Staff has begun working on creating Land Use agreements that need to be in place to apply for funding. Both property owners have been open to working together to allow access and use of the trails if an agreement is in place.

Trail Clean up and Clearing

The trail is in very good shape considering it has not seen maintenance on a large part of it for 9 years. Updated photos have been taken so a proper work plan can be made to address safety issues and a falling assessment has been completed.

Risk Management\Insurance

Once the legal agreements are in place, staff will begin compiling details for proper signage to address trail access and risks.

Approximate Costs

In discussions with Tourism Vancouver Island there is a possibility of some funding to help towards trail clearing, falling, signage, legal agreements, and supplies. An updated budget completed in March 2022 has the estimated costs at \$16,660.

Sincerely,

*Tanya Spafford*

Tanya Spafford  
Administrative Assistant

*Ryan Nicholson*

Ryan Nicholson  
Economic Development Officer



**VILLAGE OF PORT ALICE  
ACCOUNTS PAYABLE LISTING FOR FEBRUARY 2022**

Total Payment of Accounts: \$122,932.30

Wages Payable: \$36,797.99

**Total Accounts Payable Listing** \$159,730.29

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

Respectfully submitted

  
Bonnie Danyk  
CAO / CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
000548	002	03/02/2022	A-084	ARRAY	8440	Content user, New	1,333.50		1,333.50	
000549	002	03/02/2022	C-008	A-MAIS TECHNOLOGIE	2022032	Annual Finance Sof	11,573.40		11,573.40	
000550	002	03/02/2022	C-115	CIVICINFO BC	2022-0029	Annual dues	153.30		153.30	
000551	002	03/02/2022	L-078	MOORE, LOUISA	428588	CC Concession	121.01		121.01	
000552	002	03/02/2022	L-084	LADY FAER DESIGNS	INV0305	January Janitorial	600.00		600.00	
000553	002	03/02/2022	M-009	MUNICIPAL INSURANC	34443 L2022-210 34715	Marina Insurance A Liability Insuranc VOPA Insurance	4,075.00 9,521.00 34,297.00		47,893.00	
000554	002	03/02/2022	M-015	Financial Services	EMI483310	324 Effluent Permi	677.47		677.47	
000555	002	03/02/2022	N-072	NORTH ISLAND WASTE	Jan 2022	January garbage co	7,355.25		7,355.25	
000556	002	03/02/2022	P-101	PORT ALICE PETROLE	6307	January Fuel	1,407.74		1,407.74	
000557	002	03/02/2022	P-157	PROVIDENT	201202-01-202	Fire Department On	2,048.00		2,048.00	
000558	002	03/02/2022	W-087	WAJAX - NANAIMO	V11669	Dump Truck Clutch	1,160.32		1,160.32	
000559	002	08/02/2022	B-076	BC ONE CALL LIMITE	20211472	BC One Call Ticket	84.00		84.00	
000560	002	08/02/2022	F-005	F.P. FOODS LIMITED	CC-Dec FP PW - Dec FP VO-Dec FP CC-Dec FP2	CC Xmas Supplies PW Coffee and Shop VO Coffee and Offi CC Program Supplie	356.51 82.71 18.22 43.92		501.36	
000561	002	08/02/2022	L-081	LAFRENTZ ROAD MARK	2443851	Line Painting	2,580.71		2,580.71	
000562	002	08/02/2022	M-001	MACANDALES	312219	FD - Oil	51.22		51.22	
000566	002	08/02/2022	F-123	FLOCOR INC	6668430	Sewer Supplies	128.94		128.94	
000565	002	08/02/2022	S-037	SWIFTSURE PETROLEU	646050-refund	Refund for overpay	1,491.33		1,491.33	
000564	002	08/02/2022	R-003	REGIONAL DISTRICT	2975	Volunteer Transpor	8,000.00		8,000.00	
000563	002	08/02/2022	M-011	MINISTER OF FINANC					77.52	Yes
000567	002	25/02/2022	B-099	BEAVER ELECTRICAL	7205	Lift Pump rebuild	6,143.20		6,143.20	
000568	002	25/02/2022	G-024	GUILLEVIN INTERNAT	0428-552482	FD Gloves	348.14		348.14	
000569	002	25/02/2022	G-060	GREGG DISTRIBUTORS	011-858806 011-859816	Earplugs/gloves PW Shop Supplies	345.87 143.34		489.21	
000570	002	25/02/2022	H-006	HOME HARDWARE	357640	CC/Recycling/Marin	84.16		84.16	
000571	002	25/02/2022	I-101	INNOV8 DIGITAL SOL	IN322127 IN327665	Copy Charges Dec 2 Copy Charges - Jan	42.66 107.13		149.79	
000572	002	25/02/2022	M-090	MERRYTRAIL CONTRAC	010322 011122	Load & Haul\Salt & Load & Haul\Salt &	808.50 301.88		1,110.38	
000573	002	25/02/2022	M-153	BUREAU VERITAS CAN	VA10526133	Effluent Samples	109.62		109.62	
000574	002	25/02/2022	P-090	PORT ALICE GAS INC	Jan 2022 Aren Jan 2022 CC	Arena Propane CC Propane	15.81 1,736.62		1,752.43	
000575	002	25/02/2022	R-003	REGIONAL DISTRICT	2949	Tipping Fees	392.56		392.56	
000576	002	25/02/2022	R-054	ROSE, JERRY	Travellpickup	Hydrolic Hoses & M	109.57		109.57	
000577	002	25/02/2022	S-369	SUDDEN FUN	14182	Dog Waste Bags	702.45		702.45	
000578	002	25/02/2022	V-001	VANCOUVER ISLAND R	1st Levy	1st Quarter Levy	6,188.50		6,188.50	
20000579	002	25/02/2022	V-003	VOLUNTEER FIREFIGH	2022 Dues	Port Alice VFD Ann	140.00		140.00	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
000580	002	25/02/2022	V-015	VAN ISLAND FIRE FI	2022-064	2022 Membership	75.00		75.00	
000581	002	25/02/2022	Z-001	ZEP SALES AND SERV	9007076361	CC Bathroom suppli	22.29		22.29	
Total:							104,977.85	0.00	104,977.85	

Payment Summary		
Description	Qty	Amount
Cheque	34	105,055.37
EFT	0	0.00
Direct Deposit	0	0.00
Credit Card	0	0.00
Void	1	77.52-
Total:	35	104,977.85

\*\*\* End of Report \*\*\*

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
Visa 02	001	01/02/2022	C-222	CIBC CORPORATE VIS	Phone 02-22	Phone Charges	861.81		861.81	
Visa 02	001	01/02/2022	C-222	CIBC CORPORATE VIS	VP_CHQ9LMJW	Business Cards - R	73.90		73.90	
22-01-0	001	01/02/2022	C-222	CIBC CORPORATE VIS	Civicinfo 22	Civic Info Dues	153.30		153.30	
22-01-0	001	01/02/2022	C-222	CIBC CORPORATE VIS	Zoom - Jan22	Zoom Subscription	44.80		44.80	
22-01-0	001	01/02/2022	C-222	CIBC CORPORATE VIS	marina sec012	Marina Security	58.79		58.79	
22-01-0	001	01/02/2022	C-222	CIBC CORPORATE VIS	1877683567	Envelopes	922.31		922.31	
22-01-0	001	01/02/2022	C-222	CIBC CORPORATE VIS	LGMA 2022	LGMA Dues	481.95		481.95	
22-01-0	001	01/02/2022	C-222	CIBC CORPORATE VIS	FCA Dues 2022	Fire Cheifs Assoc	259.00		259.00	
22-01-0	001	10/02/2022	C-222	CIBC CORPORATE VIS	Telus host 01	Telus Hosting	19.04		19.04	
22-02-0	001	15/02/2022	B-003	BC HYDRO	January Arena	January Arena Hydr	260.72		260.72	
22-02-0	001	19/02/2022	B-003	BC HYDRO	400003570662	January Hydro	14,818.83		14,818.83	
Total:							17,954.45	0.00	17,954.45	

Payment Summary		
Description	Qty	Amount
Cheque	0	0.00
EFT	11	17,954.45
Direct Deposit	0	0.00
Credit Card	0	0.00
Void	0	0.00
Total:	11	17,954.45

\*\*\* End of Report \*\*\*

**A BYLAW FOR VILLAGE OF PORT ALICE  
RATES & FEES FOR 2022**

WHEREAS the Council considers it desirable to charge for fees and services provided by the Municipality;

The Council of the Village of Port Alice enacts as follows:

1. TITLE

- (a) This bylaw may be cited for all purposes as the "Village of Port Alice Rates & Fees Bylaw No. 674-2022".

2. ENACTMENT

- (a) This bylaw is in effect April 1, 2022, except for schedules A, B and D which are effective January 1, 2022.  
(b) It shall be lawful for the Chief Administrative Officer or the Finance Officer to transfer any outstanding accounts receivable invoices, if unpaid on the 31<sup>st</sup> day of December, to property taxes in arrears.  
(c) This bylaw repeals Bylaw No 652, 2019 and Bylaw No. 655, 2019.

3. SCHEDULES

- (a) Schedules A, B, C, D, E, F, G, H, I, J, K, L, M and N attached to and forming part of this bylaw are hereby adopted and are the rates charged for the Village of Port Alice user rates.

4. SEVERABILITY

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

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Read a first time on the 9<sup>th</sup> day of March 2022.

Read a second time on the 9<sup>th</sup> day of March 2022.

Read a third time on the 9<sup>th</sup> day of March 2022.

Adopted on the 23rd day of March 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Certified to be a true copy of the Village of Port Alice Rates & Fees Bylaw No. 674-2022  
As adopted on the 23rd day of March 2022.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**SCHEDULE A – WATER RATES**

<b>1. Inspection, Connection, Turn Water On/Off Fees</b>		
a)	Any property owner who desires a turn off or on of service must give to the Village office, seven (7) days' notice in writing, except in the case of an emergency, and shall at the same time pay the fee for each turning off or on.	\$75.00
b)	Where installation of a water connection exists the fee for inspection of a standard 18mm (3/4") connection will be:	\$75.00
c)	For each additional inspection required after the first inspection because of defective material or workmanship the fee will be:	\$75.00
d)	Where a water connection (standard 18mm (3/4")) is to be installed, a water main or lateral line must be within twenty (20) metres distance from the property line. The fee shall be at cost or a minimum of:	\$1,500.00
e)	Where a water connection is required above the standard 18mm (3/4") or is beyond the 20 metre distance, the fee shall be at cost or a minimum of:	\$1,500.00
<b>2. Semi Annual Rates</b>		Rate per month
The rates reflected in this schedule are based on a flat rate billing system.		
a	For each single residential dwelling unit	\$8.25
b	For Strata Plan I (rate per month per unit) x 63 Units:	\$8.25
c	For Strata Plan II (rate per month per unit) x 101 Units:	\$8.25
d	For Trailer and Mobile Homes	\$8.25
e	For Schools – each class room	\$8.25
f	For each Yacht Club	\$8.25
g	Garage or Service Station With Car Wash Facilities	\$8.25 Metered Rate
h	For Commercial Light Industrial & Industrial	Metered Rate
i	For each Strata Titled Apartment Building (owner to provide metre) Forest Grove (Minimum rate \$5.15 per unit) Seaview (Minimum rate \$5.15 per unit) Misty Manor (Minimum rate \$5.15 per unit) Quatsino Chalet (Minimum rate \$5.15 per unit)	Metered Rate
j	For Campground (Minimum rate \$5.15 per site)	Metered Rate
k	For Health Clinic (Minimum rate \$7.00 per month)	Metered Rate
l	For each beer parlor/lounge (Minimum rate \$8.25 per month)	Metered Rate
m	For each Legion (Minimum rate \$8.25 per month)	Metered Rate
n	For each Office, Shop, Small Store (Minimum rate \$8.25 per month)	Metered Rate
o	For each Legion (Minimum rate \$8.25 per month)	Metered Rate
<b>3. Metered Rate Users</b>		
a	First 20,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.38
b	Next 30,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.38
c	Next 30,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.40
d	80,000 plus cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.42

### SCHEDULE B – SEWER RATES

<b>1. Rates – Inspection and Connection Fees</b>		
Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or his agent shall make application to the office of the Village, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and he shall pay to the Village a sewer inspection/connection fee as follows:		
a)	where installation of sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:	\$75.00
b)	where a sewer connection is to be installed, provided a sanitary main or lateral line is within 20 metres distance of the property line, the inspection/connection fee shall be at cost or a minimum of :	\$1,500.00
c)	where a sewer connection is required above the 100 mm (4") or is beyond the 20 metre distance, the charge will be the minimum rate or cost, whichever is higher.	\$1,500.00 minimum
<b>Seniors Discount: Senior means a person who is 65 years of age or older (for principle residence only).</b>		10%
<b>Re-Inspection Fee</b> An inspection fee shall be paid to the Village for each additional inspection required after the first inspection because of defective materials or workmanship.		\$75.00
<b>2 Semi Annual Rates</b>		
The rates reflected in this schedule are based on a flat rate billing system.		Rate per month
a	For each single residential dwelling unit	\$19.50
b	For Strata Plan I ( rate per month per unit) x 63 Units:	\$19.50
c	For Strata Plan II (rate per month per unit) x 101 Units:	\$19.50
d	For Trailer and Mobile Homes	\$19.50
e	For Schools – each class room	\$19.50
f	For Garage or Service Station	\$19.50
g	For each Strata Titled Apartment Building – Rate per unit Forest Grove (42 units) Seaview (38 units) Misty Manor (34 units) Quatsino Chalet (60 units)	\$16.67
h	For each hotel/motel – per unit	\$6.67
i	For each campground site	\$1.25
j	For each beer parlor/legion	\$23.33
k	Coffee shop/restaurant/cocktail lounge	\$16.67
l	For each Office, Shop, Small Store or Laundry	\$16.67
m	Supermarket	\$16.67
n	Health Clinic	\$16.67
o	Church	\$7.50
p	Light Industrial shops:	
p (i)	5 employees or less	\$18.50
p (ii)	6 – 15 employees	\$22.65
p (iii)	16 – 30 employees	\$28.00

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**SCHEDULE C – STORM SEWER RATES**

3. That at such time as the application is executed the applicant shall pay a connection fee in accordance with the fees listed below:

a) Inspection of connection:	\$75.00
b) Re-inspection of connection and each subsequent connection	\$75.00
c) Where a storm drain connection (standard 100 mm) is to be installed, a fee of Fifteen Hundred Dollars (\$1,500.00) shall be charged provided a storm drain main or lateral is within twenty (20) metres of the property line.	\$1,500.00
d) Where a storm drain connection is required above the 100 mm (4") or is beyond the twenty (20) metre distance, the fee shall be Fifteen Hundred Dollars (\$1,500.00) or at cost, whichever is higher.	\$1,500.00 minimum

## SCHEDULE D – GARBAGE COLLECTION & DISPOSAL RATES

<b>1. Garbage Rates</b>	
The rates reflected in this schedule are based on a flat rate billing system as listed in the table below. The utility requires appropriate funds to operate and the use of the system is not commensurate of rate but a portion of the average base costs.	
(a) The minimum fee payable for the removal of garbage, ashes, and trade waste shall be as Per the table below and shall apply to:	
Residential unit – based on a maximum of two regulation garbage cans per pickup per week for each single family unit.	
(ii) Commercial unit – with no bins – based on a maximum of two regulation garbage cans per pickup per week for offices, warehouses, small retail and wholesale outlets and other small commercial enterprises.	
(iii) Large quantity commercial and industrial – will be charged according to their usage of 3 cu. Yard or 30 cu. Yard bins.	
	Rate Per month
Residential dwelling units, Strata Plan II & Mobile Homes	\$14.75
Strata Corporations -- Seaview, Misty Manor, Forest Grove, Evergreen Terrace, & Quatsino Chalet (per bin/pickup)	\$17.50
Commercial/Institutions – per unit:	
Small	\$20.00
3-yd bin – per pickup	\$17.50
<b>Seniors Discount: Senior means a person who is 65 years of age or older (for principle residence only).</b>	10%

### SCHEDULE E – STATUTORY FEE RATES

Rates do not include applicable taxes.

1.	<b>Tax Certificate</b> The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$20.00
2.	<b>Reports</b>	
	a) Photocopies (Black & White)	
	8-1/2" x 11"	\$0.25/per page
	8-1/2" x 14"	\$0.25/per page
	11" x 17"	\$0.30/per page
	Photocopies (Color)	
	8-1/2" x 11"	\$1.00/per page
	8-1/2" x 14"	\$1.00/per page
	11" x 17"	\$1.50/per page
	b) Faxes	
	8-1/2" x 11"	\$1.00/per page
	8-1/2" x 14"	\$1.00/per page
	11" x 17"	\$1.00/per page
	c) Laminating	
	8-1/2" x 11"	\$3.00/per page
	8-1/2" x 14"	\$3.50/per page
	11" x 17"	\$4.00/per page
	d) Maps or Plans	At Cost
	e) Council Meeting Agendas	\$4.00
3.	<b>NSF cheques returned</b>	\$40.00
4.	<b>Boulevard Debris Pick up or other Rental Purposes –</b> Equipment will only be rented out with Village Operator	
	Dump Truck (includes operator)	\$200.00/hr
	Back Hoe (includes operator)	\$250.00/hr

**SCHEDULE E - STATUTORY FEE RATES**

(continued)

Rates do not include applicable taxes

<b>5.</b>	<b>Commemorative benches</b>	
	(a) Bench, plaque and installation	\$2,000.00
	(b) Commemorative tree or shrub and plaque	\$700.00 plus tree /shrub
<b>6.</b>	<b>Search for information and records, other than Freedom of Information Request</b>	
	(a) for locating or retrieving a record	\$7.50 per ¼ hour
	(b) for producing a record manually	\$7.50 per ¼ hour
	© for preparing a record for disclosure	\$7.50 per ¼ hour
	(d) for shipping copies	actual costs of shipping method chosen by applicant
<b>7.</b>	<b>Advertising</b>	
	Rumble Sheet Commercial Ads: Classified Ad .....	\$2.00 per line/ \$6.00 Minimum
	Business Card.....	\$6.00/per month
	¼ page.....	\$8.00/per month
	½ page.....	\$16.00/per month
	1 full page.....	\$32.00/per month
<b>8.</b>	<b>Signage at Marina</b>	
	17" wide x 9" high	\$18.36
	23" wide x 9" high	\$24.84
	17" wide x 20" high	\$40.80
<b>9.</b>	<b>Tourism</b>	
	Sales Commission on Gift Shop Items at Info Centre	15%

**SCHEDULE F – BUSINESS LICENCE FEES**

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
<b>Commercial/Industrial</b> Definition – any business permitted in the zones designated in the Village of Port Alice Zoning and Land Use Bylaw and any amendments thereto.	Employing up to 3 people Employing up to 10 people Employing up to 25 people Employing up to 50 people Employing over 50 people	\$50.00 \$80.00 \$100.00 \$200.00 \$400.00
<b>Rental units/spaces</b> Definition – Any building containing rental units for residential or accommodation purposes or any land containing spaces to rent (including campgrounds, storage units, manufactured home parks, etc).	Up to 10 units Up to 20 units Up to 30 units Over 30 units	\$50.00 \$100.00 \$200.00 \$400.00
<b>Home Occupation</b> Definition – any business permitted in residential areas under the provisions of the Home Occupation Regulations set out in the Village of Port Alice Zoning Land Use Bylaw and any amendments thereto.	Per business	\$50.00
<b>Miscellaneous Business</b> Definition – any business not carried out of a building or premises within the Village of Port Alice, including, but not limited to: canvasser, agents, contractors, delivery services, mobile sales and servicing (not including “Mobile Business” defined hereinbefore) and any other business not hereinbefore provided.	Per business  *Exception: Instructors offering less than 10 hours instruction/week	\$50.00  \$20.00
<b>Mobile Business</b> Definition – See Bylaw 496 – Schedule “B”	Per day	\$50.00
Each mobile unit	Per year	\$300.00
<b>Non- Resident Business</b> Definition – any type of business carried on in the Village by a non-resident (not including a non-resident that owns, or leases property in the Village for the purpose of operating the said business), including, but not limited to: direct sales, agents, professionals, contractors, delivery services, and mobile sales (except mobile Business defined in Schedule “B”-Bylaw 496).	North Island (Mt. Waddington Regional District) Business Per day Per year All other non-resident businesses Per day Per year	\$20.00 \$80.00  \$30.00 \$100.00

**Business License fees will be pro-rated 50% after July 31<sup>st</sup> of each year.**

### SCHEDULE G – RECREATION FACILITIES RATES

Rates do not include applicable taxes

<b>Facility Rentals (during regular scheduled hours)</b>	<b>Rate</b>
<b>Community Centre</b>	
Gym/Larry Pepper Room	\$13.00/hr
Gym/Larry Pepper Room	\$80.00/day
Gym/Larry Pepper Room (Event & Equipment Damage Deposit)	\$200.00
Gym/Larry Pepper Room Cleaning fee	\$30.00/hr
Activity Rooms	\$8.00/hr
Activity Rooms	\$50.00/day
Computer Room	\$13.00/hr
Computer Room	\$80.00/day
<b>After Hours Rental</b>	<b>\$50.00/hr</b>
Room Set up Fees (Chairs, Tables, Coffee, etc.) up to one hour of staff time:	\$30.00
For every half hour thereafter:	\$15.00
Coffee Service: includes coffee and supplies: Per Person	\$1.00
Minimum Fee	\$10.00
Sound System	\$50.00
Projector/Screen	\$15.00
TV/DVD	\$15.00
Tablecloths (per tablecloth)	\$2.50
CC Arts & Crafts at Cost plus 10%	
<b>Sea View Activity Centre</b>	
Multi Purpose Room	\$13.00/hr
Multi Purpose Room	\$80.00/day
Home Economics Room	\$13.00/hr
Home Economics Room	\$80.00/day
Reading or Seniors Room	\$8.00/hr
Reading or Seniors Room	\$50.00/day
<b>After Hours Rental</b>	<b>\$50.00/hr</b>
<b>Arena</b>	
Hockey Side	\$40.00/hr
Curling Side	\$40.00/hr
Arena Dry Floor: Hockey or Curling Slab	\$40.00/hr
Upper Curling Lounge	\$40.00/hr
Lower Curling Lounge	\$40.00/hr
<b>Rental fees established in a Rental Agreement between the Village of Port Alice and the respective users takes precedence over the rental fees above.</b>	



**SCHEDULE H – BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES**

<b>1. Building Fees</b>	
a) Value of construction up to \$1,000.00	\$175.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$8.00
c) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$100,000.00 but not exceeding \$500,000.00.	\$5.50
d) For each additional \$1,000.00 of value of construction, or fraction thereof, exceeding \$500,000.00	\$4.00
e) For renewal of a permit where the value of the proposed construction is less than \$100,000	\$50.00
f) For renewal of a permit where the value of the construction is \$100,000 or more	\$50.00 plus \$1.00 per \$1,000, or fraction thereof, for construction value in excess of \$100,000
g) The fee for a permit to demolish a building	\$50.00
(1) Deposit for residential demolition	\$1,000.00
(2) Deposit for commercial/industrial demolition	\$2,000.00
h) The fee for permission to locate a mobile home, factory built building, or similar structure in a location, plus the fee based on the value of the work required to be done on the site, as set out in construction fees above	\$100.00 single wide \$150.00 double wide
<b>2. Refund of Fees</b>	
a) An applicant for a Building, Building Moving, Demolition, Plumbing or Sign permit may obtain a refund of the Permit Fee when a permit is surrendered and cancelled on the following basis:	
i) Refund before any construction begins:	75% of permit fees
ii) No refund shall be made where construction or work has begun or an inspection has been made.	
iii) No refund shall be made for less than	\$100.00
<b>3. Re-inspection Charge</b>	
A re-inspection fee where more than two inspections are necessary	\$175.00

**SCHEDULE H – BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES**  
(continued)

<b>4. Application or Permit Transfer Fee</b>	
A transfer fee of i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee. ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date. iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained.	\$50.00
<b>5. Permit Extension Fee</b>	
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$50.00
<b>6. Letter Advising of Status of Property and Improvements</b>	\$70.00/per hour
<b>7. Building File Review</b>	\$70.00/per hour
<b>8. Fire Protection Equipment - Resubmission of plans</b>	\$100.00 each submission

### SCHEDULE I – CEMETERY RATES

Rates do not include applicable taxes.

	Care Fund (included)	Total Fee
<b>Grave Space</b>		
Adult Size	\$100.00	\$400.00
Child /Infant (under 10 years old)	\$75.00	\$300.00
Cremated Remains Size	\$30.00	\$120.00
<b>Services - Opening and Closing grave for burials</b>		
Adult Size: Monday- Friday 8:00 a.m. – 2:00 p.m.		\$600.00
Adult Size: Monday- Friday after 2:00 p.m.		\$800.00
Adult Size: Saturday, Sunday, Statutory Holidays		\$1,500.00
Child/Infant Size (under 10 years old): Monday- Friday 8:00 a.m. – 2:00 p.m.		\$500.00
Child/Infant Size (under 10 years old): Monday- Friday after 2:00 p.m.		\$700.00
Child/Infant Size (under 10 years old): Saturday, Sunday, Statutory Holidays		\$800.00
<b>Services - Opening and Closing grave for Cremated Remains</b>		
Monday- Friday 8:00 a.m. – 2:00 p.m.		\$200.00
Monday- Friday after 2:00 p.m.		\$360.00
Saturday, Sunday, Statutory Holidays		\$460.00
<b>Services - Opening and Closing grave for Exhumation</b>		
Adult Size: Monday – Friday 8:00 a.m. – 2:00 p.m.		\$620.00
Child/Infant Size (under 10 years old) Monday – Friday 8:00a.m. – 2:00 p.m.		\$565.00
<b>Transfer of License</b>		\$25.00
Installation of Memorials (Including Care Fund of \$25.00)		\$100.00
<b>Goods</b>		
Grave Liners		\$500.00
Oversize Grave Liners		\$650.00
Cremation Vaults		\$200.00

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**SCHEDULE J – BURNING PERMIT RATES**

<b>Class “A” Burning Permit:</b> Industrial Land Clearing or Other Major Burning	\$30.00 per issue
<b>Class “B” Burning Permit:</b> Yard Waste & Minor Clean-up	\$5.00 per month
<b>Penalty for False 911 Calls</b>	\$50.00 per call

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**SCHEDULE K – ANIMAL CONTROL RATES**

Annual license fee for spayed/neutered dog over eight (8) months old – January	\$15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$30.00
Replacement tags	\$2.50
Kennel License (plus \$2.50 per dog)	\$150.00
Impoundment (first offence)	\$50.00
Impoundment (second offence – within three months of the first)	\$75.00
Impoundment (third offence plus subsequent offences within 3 months of 1 <sup>st</sup> )	\$100.00
Care & Feeding	\$50.00

**SCHEDULE L - ZONING AND OFFICIAL COMMUNITY PLAN  
BYLAW AMENDMENT RATES & VARIANCE APPLICATION RATES**

1. Any application for an amendment to the Official Community Plan or Zoning Bylaw shall, at the time of application, be accompanied with payment of the following fees:	
a) Amendment to the Zoning Bylaw or Official Community Plan	
Processing and inspection of application	\$750.00
For statutory public hearing advertising	\$500.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$200.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be Reimbursed</i>	
b) Amendment to the Zoning Bylaw <b>and</b> Official Community Plan	
Processing and inspection of application	\$750.00
For statutory public hearing advertising	\$650.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$400.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be Reimbursed</i>	
2. Any application for a Development Permit or a Development Variance Permit pursuant to this bylaw shall, at the time of application, be accompanied with payment of the following fees: Processing and inspection of application, costs associated notice and the mailing or delivery of the notice	\$250.00 First and  \$100.00 each additional
3. Any Board of Variance Application	\$100.00
4. Sign application, processing and inspection	\$75.00
5. Temporary Land Use Permit	\$1,000.00

**SCHEDULE M - SUBDIVISION APPLICATION RATES**

Processing and inspection of application	\$600.00
Application fee: For 2 – 10 lots	\$175.00 per lot
For 11 or more lots	\$225.00 per lot
Extension of preliminary approval	\$250.00
Amendment to a Strata Subdivision	\$250.00
Application for a strata conversion of a previously occupied building, per strata plan:	
Application fee	\$100.00
Per unit/parcel	
*Up to 50% reimbursed if Council refuses strata and planning/engineering costs have not been incurred by the Village.	\$200.00*
If the applicant wishes to submit a revised application within four weeks of the original submission, the fee for considering the revised application will be:	\$500.00
If the applicant wishes to submit a revised application after more than four weeks, but less than one year, from the date of the original submission the fee for each revised submission shall be:	fifty percent (50%) of the original submission fee
For a revised application submitted later than one year from the date of the original submission, the applicant must pay:	the same fees as for a new application

### SCHEDULE N – MARINA RATES

The following fees and charges shall be in effect at the Port Alice Municipal Marina and designated parking lots:

Rates Include Applicable Taxes

Daily Moorage Rate for Recreational Vessels per foot per day	\$ 1.00
Monthly Moorage Rate for Recreational Vessels per foot	\$ 12.50
Daily Moorage Rate for Commercial Vessels per foot per day	\$.50
Monthly Moorage Rate for Commercial Vessels per foot	\$6.25
Vehicle parking permit – Daily (Includes Boat Launch)	\$10.00
Vehicle parking permit – Annual (Includes Boat Launch), Residents Only*	\$80.00
Service Charge: Any service undertaken to resolve a vessel related emergency or nuisance at the Marina shall be charged to the owner of the vessel at actual costs plus \$150 and shall not be less than \$150.	\$150.00 plus actual costs
Replacement Annual Pass	\$5.00
Secondary Annual Pass	\$5.00
Slip Reservation Fee to be paid annually in advance	\$1,260
Trailer Parking after 24 hours	\$5.00 per day
*Resident means a person who is: a) a resident as defined under the Elections Act: or b) A sole shareholder or senior shareholder of corporations that own real property within the Municipal boundaries.	
<b>Fee for Vendors to set up at Marina</b>	
Daily Rate	\$ 5.60
Weekly Rate	\$33.60
Monthly Rate	\$112.00
• Note: Must be open a minimum of 4 days per week for weekly or monthly rate.	



**VILLAGE OF PORT ALICE**  
**BYLAW NO. 670, 2022**

BEING A BYLAW FOR THE VILLAGE OF PORT ALICE FINANCIAL PLAN 2022 - 2026

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 2022 – 2026, Revenues and Expenditures.
2. Schedule "B" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2022 – 2026 Statement of Objectives and Policies.
3. This Bylaw may be cited for all purposes as the "Village of Port Alice Financial Plan 2022 - 2026 Bylaw No.670, 2022".

READ A FIRST AND SECOND TIME THIS 9<sup>th</sup> DAY OF MARCH 2022.

PUBLIC CONSULTATION HELD MARCH 17<sup>th</sup>, 2022.

READ A THIRD TIME THIS 23<sup>rd</sup> DAY OF MARCH 2022.

RECONSIDERED, AND ADOPTED THIS 13<sup>th</sup> DAY OF APRIL 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Certified a true copy of Bylaw No.670, as adopted by Council on the 13<sup>th</sup> day of April 2022.

\_\_\_\_\_  
Chief Administrative Officer

**VILLAGE OF PORT ALICE  
BYLAW NO. 670, 2022**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2022 - 2026  
Bylaw No. 670, 2022 - Schedule 'A' REVENUES**

REVENUES	2022	2023	2024	2025	2026
<b>Property Taxes</b>	\$676,000	\$788,001	\$799,096	\$810,302	\$833,620
Utility/Grant in Place of Taxes	\$21,000	\$21,210	\$21,423	\$21,637	\$21,853
<b>Total Taxation</b>	<b>\$697,000</b>	<b>\$809,211</b>	<b>\$820,519</b>	<b>\$831,939</b>	<b>\$855,473</b>
<b>Fees and Charges</b>					
Garbage Rates/Penalties	\$80,000	\$80,800	\$81,608	\$82,424	\$83,248
Recreation Supplies and Services	\$9,000	\$9,090	\$9,181	\$9,273	\$9,365
Recreation Facilities Rentals	\$14,750	\$14,898	\$15,046	\$15,197	\$15,349
Licenses/Permits	\$11,600	\$11,716	\$11,833	\$11,951	\$12,071
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	\$51,700	\$52,217	\$52,739	\$53,267	\$53,799
<b>Total Fees and Charges</b>	<b>\$370,050</b>	<b>\$373,751</b>	<b>\$377,487</b>	<b>\$381,263</b>	<b>\$385,075</b>
<b>Other Revenue</b>					
Federal Govt Grants	\$1,100	\$0	\$0	\$0	\$0
Provincial Govt Grants -	\$477,000	\$1,522,020	\$422,141	\$422,212	\$422,284
Regional District of Mt. Waddington	\$5,000	\$0	\$0	\$0	\$0
<b>Total Other Revenue</b>	<b>\$483,100</b>	<b>\$1,522,020</b>	<b>\$422,141</b>	<b>\$422,212</b>	<b>\$422,284</b>
<b>Appropriation from Reserve</b>					
Appropriation from NICF Funds	\$25,000	\$25,000	\$25,000	\$0	\$0
Appropriation from Surplus	\$64,500	\$400,050	\$0	\$0	\$0
Appropriation from Deferred Revenue: Gas Tax Fun	\$230,000	\$30,000	\$30,000	\$30,000	\$30,000
Appropriation from Covid Recovery Funds	\$110,000	\$0	\$0	\$0	\$0
<b>Total Appropriation from Reserve</b>	<b>\$429,500</b>	<b>\$455,050</b>	<b>\$55,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>Funds Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL LOCAL GOVERNMENT REVENUE</b>	<b>\$1,979,650</b>	<b>\$3,160,032</b>	<b>\$1,675,147</b>	<b>\$1,665,414</b>	<b>\$1,692,832</b>

**VILLAGE OF PORT ALICE  
BYLAW NO. 670, 2022**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2022 - 2026  
Bylaw No. 670, 2022 - Schedule 'A'**

EXPENDITURES	2022	2023	2024	2025	2026
<b>Debenture Debt Interest</b>					
Community Centre Upgrades      Matures - 2036	\$33,900	\$34,239	\$34,581	\$34,927	\$35,276
<b>Total Debenture Debt</b>	<b>\$33,900</b>	<b>\$34,239</b>	<b>\$34,581</b>	<b>\$34,927</b>	<b>\$35,276</b>
<b>Capital Expenditures</b>					
General	\$170,000	\$55,000	\$55,000	\$30,000	\$30,000
Water Utility	\$150,000	\$0	\$0	\$0	\$0
Sewer Utility	\$0	\$1,500,000	\$0	\$0	\$0
<b>Total Capital Expenditures</b>	<b>\$320,000</b>	<b>\$1,555,000</b>	<b>\$55,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>Other Municipal Purposes</b>					
General Government, & Fiscal Services	\$454,800	\$388,988	\$392,798	\$396,646	\$412,533
Fire & Protective Services	\$78,000	\$78,780	\$79,568	\$80,363	\$81,167
Public Works	\$360,700	\$364,307	\$367,950	\$371,630	\$375,346
Health & Environmental Services	\$225,000	\$227,245	\$229,512	\$231,803	\$234,116
Recreation Services	\$219,250	\$221,443	\$223,657	\$225,893	\$228,152
Water Utility	\$54,500	\$55,045	\$55,595	\$56,151	\$56,713
Sewer Utility	\$89,700	\$90,597	\$91,503	\$92,418	\$93,342
<b>Total Other Municipal Purposes</b>	<b>\$1,481,950</b>	<b>\$1,426,405</b>	<b>\$1,440,583</b>	<b>\$1,454,904</b>	<b>\$1,481,369</b>
<b>Transfers to Reserves</b>					
General Fund	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Water Fund	\$6,500	\$6,565	\$6,632	\$6,698	\$6,763
Sewer Fund	\$52,300	\$52,823	\$53,351	\$53,885	\$54,424
<b>Total Transfer of Funds</b>	<b>\$143,800</b>	<b>\$144,388</b>	<b>\$144,983</b>	<b>\$145,583</b>	<b>\$146,187</b>
<b>GRAND TOTAL</b>	<b>\$1,979,650</b>	<b>\$3,160,032</b>	<b>\$1,675,147</b>	<b>\$1,665,414</b>	<b>\$1,692,832</b>
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**VILLAGE OF PORT ALICE**  
**BYLAW NO. 670, 2022**

**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 2022. Property taxes normally contribute to the greatest proportion of the Village's revenue, however, in 2022 the largest proportion is Grant Revenue which is directly related to Capital Projects. The property tax revenue source offers several 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 fourth 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 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: 2022 Sources of Revenue**

Revenue Source	Revenue: Percentages of Total Budget	Dollar Value
Taxation	13%	642,950
Fees, Charges & Other Revenue	7%	346,650
Federal & Provincial Grants	71%	3,620,130
Appropriation from Reserves & Surplus	9%	491,670
<b>Total</b>	<b>100.00%</b>	<b>\$ 5,101,400</b>

**VILLAGE OF PORT ALICE  
BYLAW NO. 670, 2022**

**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. BC Assessment changed the Class of the Major Industrial property to Business in 2020 and significantly reduced the value.

**Objectives**

The Village Council continues to work with all levels of government and local business 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 taxpayers 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: 2022 Distribution of Property Tax Rates  
Based on Preliminary Values**

Property Class	Percentage of Total Property Taxation	Dollar Value
Residential (1)	79.9%	\$ 491,546
Utilities (2)	8%	\$ 51,173
Major Industrial (4)	0%	
Light Industrial (5)	5%	\$ 33,012
Business (6)	7%	\$ 44,439
Recreation (8)	0.1%	\$ 280
<b>Total</b>	<b>100.00%</b>	<b>\$ 620,450</b>

**VILLAGE OF PORT ALICE**  
**BYLAW NO. 670, 2022**

**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 9<sup>th</sup> March 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



Gateway to the Wild West Coast

# INFORMATION ITEMS





## Councillors

Les Barkman  
Sandy Blue  
Kelly Chahal  
Brenda Falk



## CITY OF ABBOTSFORD

Mayor, Henry Braun

## Councillors

Dave Loewen  
Patricia Ross  
Dave Sidhu  
Ross Siemens

March 10, 2022

File: 0530-03

*Via email*

UBCM Member Municipalities

Dear UBCM Members:

### **Re: Support for Resolution**

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for recovering municipal costs through Build Back Better Funding for critical infrastructure for inclusion at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 28, 2022 Council Meeting, City Council approved the following resolution:

WHEREAS the Province of BC completed a Preliminary Strategic Climate Risk Assessment for B.C. in 2019 that found that extreme weather events will continue to worsen across the province in coming years including heat waves and severe river flooding, with extreme precipitation events continuing to increase toward 1 in 20 year events becoming 1 in 10 year events or lower;

AND WHEREAS the Minister for Public Safety and Solicitor General and Emergency Management BC have been working closely with the UBCM Flood and Wildfire Advisory Committee and local governments since mid-2019 to modernize Emergency Program Act (EPA) to support local governments in responding and planning for disaster mitigation through phased-in legislative updates beginning in 2022:

THEREFORE be it resolved that the provincial government, as part of the process of modernizing the EPA legislation, include robust and sustainable 'building back better' funding at 100 per cent as part of the first phase of the updated EPA legislation in 2022; and additionally consider enhancing the Community Resiliency Investment Program to include funding programs for flood related infrastructure improvement.

We look forward to, and appreciate your support on this matter.

Yours truly,

Henry Braun  
Mayor

c. Council members  
Peter Sparanese, City Manager





District of Elkford  
P.O. Box 340 Elkford, B.C. V0B 1H0  
P. 250.865.4000 • F. 250.865.4001 • info@elkford.ca • www.elkford.ca

March 15, 2022

Honourable George Heyman  
Ministry of Environment and Climate Change Strategy  
P.O. Box 9047 Stn Prov Govt  
Victoria, B.C. V8W 9E2

Dear Minister Heyman:

**Re: Milk Container Recycling in British Columbia**

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This letter is regarding the recently implemented 10-cent deposit on milk and plant-based beverages which came into effect on February 1, 2022 as part of the CleanBC Plastic Action Plan.

The District of Elkford understands the need for this deposit and the action plan to prevent plastic waste, keep more waste out of the landfills and reduce greenhouse gas emissions to create a cleaner, better future. Additionally, the District has long been an advocate for initiatives to accomplish the same goals.

Unfortunately, the nearest location for Elkford residents to recycle milk containers is a 65 km drive to the City of Fernie, resulting in a 130 km round trip for a resident of the District of Elkford to the nearest return-in centre to receive their refund on these containers. Commuting this distance for the refund is not only an inadequate solution but is counterintuitive to our collective efforts to reduce greenhouse gas emissions.

While we recognize that residents of Elkford still have the option of placing these containers through the existing RecycleBC Depot at our local transfer station, we do not feel that it is equitable for the residents of Elkford to have this as the only reasonable option after paying the deposit at the time of purchase.

We would like the Province to reconsider this deposit-refund system to ensure that it is equitable to all residents of British Columbia while still encouraging the reduction of waste in landfills and ensuring viable solutions to continue to reduce greenhouse gas emissions.

Sincerely,

Dean McKerracher  
Mayor

Cc: MLA Tom Shypitka, Kootenay East  
All UBCM Member Local Governments

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Restaurants  
Canada



March 16, 2022

British Columbia Municipalities

**Re: Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery**

As we emerge from the pandemic and begin the long road to economic recovery in all corners of British Columbia, we look forward to working collaboratively with municipalities to enable public and private patio programs that support our local small businesses.

With 80% of hospitality businesses still losing money and accumulating more debt each month combined with inflationary pressures where food prices increased by 5.7% last year and will increase another 5.3% in 2022, it will take two thirds of hospitality businesses one and half years to return to profitability. On top of that recent polling indicates that more than 60% of consumers are still hesitant to return to indoor dining due to COVID safety concerns. As a result, **continuing expanded outdoor dining on patios continues to be an important factor in helping the hospitality industry recover from the pandemic.**

Recently, we have witnessed the unintended consequences in municipalities such as City of Vancouver where new guidelines for its public patio program were not designed in consultation with small businesses and did not create the intended solutions supported by council. Instead, the program created additional fees, red tape, and duplication of effort for those restaurants, pubs, and breweries looking to keep their successful patio open this summer. Despite aiming to "streamline the review process" the additional hurdles created significant delays which required staff to rework the program within days of its release.

In order to avoid these unintended consequences, we encourage municipalities to consult directly with small businesses and our various associations. **Our key recommendations include:**

- 1. Extend current patio programs without implementing new restrictions or fees;**
- 2. Streamline approvals to ensure those small businesses who have been safety and successfully operating patios may continue to do so;**
3. Increase flexibility for patio types and sizes as well as the number of patios allowed;
4. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements;
5. Allow pop-up outdoor dining and manufacture sampling spaces;
6. Allow and increase the use of parklets and public space for dining;
7. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations; and
8. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

At a time when economic recovery and supporting our small businesses is a priority for all of us, we are confident that by working collaboratively we can reduce red tape and unnecessary fees associated with public and private patio programs.

Sincerely,



Ken Beattie, Executive Director  
**British Columbia Craft Brewers Guild**



Ian Tostenson, President and CEO  
**BC Restaurant and Food Services Association**



Jeff Guignard, Executive Director  
**Alliance of Beverage Licensees**



Mark von Schellwitz, Vice President, Western Canada  
**Restaurants Canada**