

VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA

TO BE HELD WEDNESDAY AUGUST 14, 2024, at 6:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE



(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 August 14, 2024, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received.

(3) DELEGATIONS:

Pg 3-4

(4) MINUTES:

a.) *THAT the Minutes from the Regular Meeting Minutes of July 10, 2024, be approved.*

(5) NEW BUSINESS:

Pg 5-13

(6) COMMUNICATIONS:

a.) Introduction to the ForestryWorksforBC Campaign
July 29, 2024, Letter from Campaign Committee

Pg 15-37

b.) Fire Safety Act
August 1, 2021 Letter from Brian Godlonton, Fire Commissioner

(7) REPORTS:

Pg 39

a.) Economic Development Report
August 7, 2024 Report from Ryan Nicholson, Economic Development Officer

Pg 41-45

b.) Accounts Payable Listing for June 2024
Report from Bonnie Danyk CAO / CFO

Pg 47-59

c.) Summary of Revenue and Expenses for June 2024
Report from Bonnie Danyk CAO / CFO

Pg 61-116

d.) Waterfront Parks Plan

e.) Taylor Way Update
To be handed out

(8) BYLAWS:

Pg 117

a.) Procedure Bylaw Amendment No. 692
Recommendation:
THAT the Amended Procedure Bylaw No 692 be given first reading.

(9) QUESTION PERIOD:

(10) RESOLUTION TO PROCEED TO CLOSED MEETING

THAT the meeting be closed to the public to consider matters pursuant to the following sections of the Community Charter:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA**
TO BE HELD WEDNESDAY AUGUST 14, 2024, at 6:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE



(11) RECONVENE:

(12) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held August 14, 2024, be adjourned

INFORMATION ITEMS:

1. July 16, 2024 BC Wildfire Update
2. August 2, 2024 BC Wildfire Update
3. NIC, CARTI Kelp Beds

VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, JULY 10, 2024
AT COUNCIL CHAMBERS, VILLAGE OFFICE



Present
Mayor Kevin Cameron
Councillor Holly Aldis
Councillor Sean Watson
Councillor Russell Murray

Absent
Councillor David Stewart

Staff
Bonnie Danyk, CAO/CFO
Ryan Nicholson, Economic Development Officer
Tanya Spafford, Deputy CAO/CFO

Call to order 5:58pm

ADOPTION OF AGENDA:

Moved, Seconded and CARRIED

56/24
Adoption of
Agenda

***THAT** the Agenda for the Meeting of the Village of Port Alice for July 10, 2024, be approved; AND
THAT all delegations, reports, correspondence, and other information set to the agenda be received.*

DELEGATION:

Quarterly RMCP report

Trevor Busch, Acting Staff Sergeant, Port Hardy RCMP

Discussion regarding community priorities, quarterly call statistics, and invitation to meet Island District Chief Superintendent, Shawna Baher on July 15th.

57/24
Minutes of
June 26, 2024

MINUTES:

Moved, Seconded and CARRIED

***THAT** the Minutes from the Council Meeting of June 26, 2024, be approved.*

NEW BUSINESS:

COMMUNICATIONS:

2023-2034 Canada Community-Building Fund Agreement

June 21, 2024, Agreement from Brant Felker, Manager, CCBF Program Services

58/24 Canada
Community-
Building Fund
Agreement

Moved, Seconded and CARRIED

***THAT** Mayor Kevin Cameron and CAO Bonnie Danyk be authorized to sign the
2024-2034 Canada Community-Building Fund Agreement*

REPORTS:

Fire Chief's Monthly Report for June 2024

June 30, 2024, report from Jerry Rose, Fire Chief

59/24
Procedure
Bylaw
amendment

Procedure Bylaw

June 27, 2024, Report from Bonnie Danyk, CAO/CFO
Moved, Seconded and CARRIED

THAT the Procedure Bylaw be amended to allow for electronic attendance at closed meetings.

Geotechnical Assessment 740-810 Marine Drive

July 2, 2024, Report from Johannes Fischer, P Eng.

Discussion re Rip Rap option from report be priced out

BYLAWS:

QUESTION PERIOD:

60/24
Resolution for
Closed
Meeting

RESOLUTION TO PROCEED TO CLOSED MEETING 6:31 pm

Moved, Seconded and CARRIED

THAT the meeting be closed to the public to consider matters pursuant to the following sections of the Community Charter:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

RECONVENE: 6:54pm

ADJOURNMENT: 6:55pm

61/24
Adjournment

Moved, Seconded and CARRIED

THAT the Regular meeting of the Village of Port Alice held July 10, 2024, be adjourned at 6:55pm.

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held July 10, 2024.

Mayor

Chief Administrative Officer



July 29, 2024

Mayor and Council
Village of Port Alice
1061 Marine Dr.
Port Alice, BC, V0N 2N0

Sent Via Email: mayor@portalice.ca

RE: ForestryWorksforBC

Dear Mayor Cameron and Port Alice Council Members,

We are writing to local governments across British Columbia to introduce the ForestryWorksforBC campaign, a new grassroots initiative to raise awareness about the critical role forestry plays in the well-being of rural and urban communities.

ForestryWorksforBC is a group of forest-based organizations and companies, representing more than 1,000 businesses engaged in all aspects of British Columbia's forestry sector. We are proud to stand up for tens of thousands of workers and their families who are concerned about the future of forestry in British Columbia. This campaign includes the voices of regular British Columbians who have sent letters to provincial leaders sharing their personal stories, as well as a range of other organizations and companies that have played a part in building British Columbia's forest sector. We believe that a better and brighter future in this province needs a strong forest sector.

Forestry matters in every corner of BC. From hospitals to schools, roads, and communities, forestry has been the foundation of all that we hold dear in this province. Forestry is a renewable sector – and it has been a thriving sector while harvesting just a fraction of one percent of the forest land base each year. But the future of forestry in BC is uncertain.

Harvest levels have dropped by 42% since 2018 and half of BC's mills have been lost in the last two decades. Today, harvest levels have fallen to less than 60% of the sustainable allowable annual cut (AAC) set by the province's chief forester.

When access to the AAC is unreliable, harvest levels drop, government revenues for critical services decline, and the impact reaches every British Columbian. Here are a few quotes from voices across the province:

- *"I don't see a future in my industry in BC... It kills me to leave this province as my family all live here. My wife is a nurse... her hospital is severely understaffed and will cry to see another hole to fill."*
- *"As businesses disappear, so do the jobs and many small communities have nothing to replace them with. The communities themselves become unstable."*

ForestryWorksforBC.ca

- “I am 24 years old... I used to think this was a career I could cherish but I can no longer see myself pursuing a lifelong career in forestry.”
- “Our province is losing some of its most productive workers, successful contractors, and essential investment dollars every day.”

Through the ForestryWorksforBC campaign, people are rallying their voices to let our provincial leaders know these impacts are too much and that, without reliable and timely access to the AAC, we have a lot more to lose than mills.

The momentum is growing in communities. Mayor Kermit Dahl of Campbell River raised concerns in a public letter to the minister for forests; the Kamloops council has recognized a critical need to support forestry through a forestry-focused resolution submitted the Union of BC Municipalities convention this fall; and Lheidli T’enneh Chief Dollen Logan and George Lampreau, chief of the Simpcow First Nation near Barriere were joined by the mayors of McBride, Prince George, and Valemount to voice their concern over the crisis in the forest sector.

We ask that you include a discussion of this important topic on your next council agenda and consider joining other communities in sending a letter to provincial representatives to let them know that ForestryWorks for your community too. You can see a template letter on our website at <https://forestryworksforbc.ca/send-the-message/>

We invite you to review the attached documents and visit our website to learn more.

Sincerely,



Bob Brash, Executive Director
Truck Loggers Association



John Nester, President
North West Loggers Association



Christine Lavoie, President
Forest Nursery Association of B.C.



John Betts, Executive Director
Western Forestry Contractors' Association



Todd Chamberlain, General Manager
Interior Logging Association

for/ ForestryWorksforBC

Forestry Works for BC

Forestry matters in every corner of BC. From hospitals, schools and roads and communities; forestry has been the foundation of all that we hold dear in this province.



A Stronger BC Needs a Stronger Forest Sector

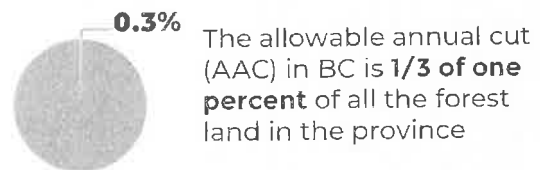
- Help with people's everyday costs
- Deliver more homes for people, faster
- Strengthen health and mental health care
- Deliver services people rely on
- Support a stronger, cleaner economy
- Build infrastructure for the future

Get Involved

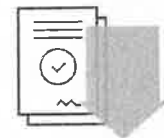
It is not trees versus jobs; its quality of life and an allowable annual cut we can all count on. It's time BC's leaders commit to **both** because **ForestryWorksforBC**.

- **Send a message to government** — by mail or on our website
- **Follow us on social media** and share the campaign with your community
- **Ask your MLA and MLA candidates how they'll help ensure** that forestry provides for BC into the future

The Future of BC Forestry is Uncertain



...but...government-issued cutting permits have slowed



...and now...harvest levels are less than 60% of the sustainable AAC.

FORESTRY
WORKS FOR BC

hello@ForestryWorksForBC.ca
ForestryWorksForBC.ca

  #ForestryWorksForBC



Take action!
Send your MLA
letter today!

New Initiative Calls on British Columbians to Stand Up For Forestry

VANCOUVER, British Columbia, June 3, 2024 – A new grassroots initiative is encouraging British Columbians to be better informed on B.C.'s forest sector and take action through various activities including online letters and informing local governments to raise the importance of forestry to British Columbians.

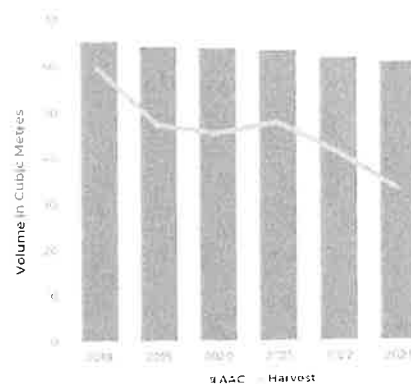
Across the province, small, medium and large forest companies, family-owned enterprises and local businesses have joined forces through ForestryWorksForBC, a new grassroots initiative to address the sectors' uncertain future and its impact on British Columbians and communities that rely on the revenues from forestry to support critical services like roads, schools, and health care.

“Forestry matters in every corner of B.C., from hospitals, schools and roads and communities; forest jobs and forest revenues have been the foundation of all that we hold dear in this province,” said Bob Brash, executive director of the Truck Loggers Association. “Ensuring reliable and timely access to the allowable annual cut (AAC) means we can build affordable, climate-friendly homes for British Columbians; and we can keep people in their homes and communities with good paying jobs.”

In the last 20 years nearly half of all B.C. sawmills have closed. Some of this is the result of natural forces like wildfire and mountain pine beetle but increasing policy changes and escalating complexity have created instability and reduced cutting permits and investment. Today harvest levels are less than 60 per of the AAC set by the Province's chief forester.

Dean Garofano, president and chief operating officer at Delta Forestry Group, has been conducting crew talks across the company and hanging posters around the mill to build momentum for the campaign. “Our workers see the lack of logs coming in, and they are concerned about the future not just for themselves but the communities they call home,” said Garofano. “This initiative gives everyone who cares about forestry and the future of this province a voice – when BC's forest sector does well, we all do better.”

A Rapid Decline in Harvest Levels



Source: BC AAC and Harvest Levels 2018-2023 – COFI.org

For More Information:

Visit: www.forestryworksforbc.ca

Email: hello@forestryworksforbc.ca



August 1, 2024

Dear Mayor and Council, Chair and Board, Chief Administrative Officers, Fire Chiefs and Fire Protection Managers,

Re: Fire Safety Act

I am pleased to share that on August 1, 2024, the Fire Safety Act (FSA) was brought into force, replacing the Fire Services Act.

The FSA, and the associated regulations, will be essential to protecting people and communities through regular fire safety inspections and effective enforcement that will help prevent fire-related tragedies, preserve human life, and reduce property and economic loss due to fires.

The FSA addresses significant advancements in fire protection technology and a deeper understanding of fire behavior since 1979. It was developed and implemented in response to recommendations from BC Coroner's reports and stakeholder feedback to enhance fire safety standards and enforcement.

This legislation is also being implemented after close collaboration with Union of British Columbia Municipalities (UBCM), the Fire Chiefs' Association of BC, regional districts and other key fire service partners. My sincere gratitude to all those who collaborated with the Office of the Fire Commissioner (OFC) to get us to this point.

It is important to note that the FSA meets the B.C. government's commitment to achieve a single standard of fire safety in the province and will:

- enable local authorities to designate personnel to carry out fire inspections and fire investigations and enable local fire services to perform tactical evacuations.
- establish an administrative penalty enforcement model to address non-compliance issues in a more direct, timely and effective manner.
- implement a risk-based approach for fire safety compliance monitoring in municipalities.

During fall 2024 and winter 2025, the OFC will work closely with all partners to ensure a measured implementation of the FSA requirements. In the meantime, please visit [here](#) to review the Q&A on the FSA and other reference documents.

If you have any questions to add to the Q&A, or any other inquires, please contact the OFC at: OFC@gov.bc.ca or your fire service advisor. Contact information for fire service advisors can be located [here](#).

Respectfully,

Brian Godlonton
Fire Commissioner
Office of the Fire Commissioner

**Fire Safety Act
Questions and Answers
Date: July 31, 2024**

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Background

This Question and Answer (Q&A) is a living document and will be updated regularly. The Office of the Fire Commissioner (OFC) will endeavour to notify partners when the Q&A is updated. Please check back regularly for updates.

We have attempted to place the subject matter in the appropriate category. However, given that there is crossover, we encourage you to review the entire document.

If you have a question that is not included in this Q&A, please email it to: OFC@gov.bc.ca

The Fire Safety Act (FSA) legislation can be located [here](#). Note: that it may take several days after the August 1, 2024, effective date for this link to be updated with the official version of the FSA legislation.

The Office of the Fire Commissioner

1. What is the role of the Office of the Fire Commissioner?

- The Office of the Fire Commissioner's (OFC) mandate is to minimize the loss of life, injury, and damage to property from fire by administering and enforcing British Columbia's fire safety legislation and regulations.
- The OFC leads provincial fire prevention and fire reporting programs, promotes fire safety awareness and establishes minimum training standards for fire inspectors, fire investigators and fire services personnel. The OFC also provides structure fire expertise and coordinates fire services during emergencies.
- The Fire Safety Act (FSA) establishes the powers and duties of the fire commissioner who is responsible for administering the FSA and its regulations.
- The fire commissioner must also establish standards for fire inspectors and investigators, who are required to be designated by the local authority under the FSA.

2. What is the role of the Office of the Fire Commissioner, fire service advisors?

- The Office of the Fire Commissioner (OFC) has regionally located fire service advisors throughout the province.
- Fire service advisors are knowledgeable fire safety experts who can assist with any aspect of the Fire Safety Act (FSA).

- They are also delegated by the fire commissioner as inspectors and investigators under the FSA and are appropriately trained to the published standards for each function – meaning they may conduct inspections and investigations in any area of the province when requested.
- All OFC fire service advisors have worked in the fire services field for several years and have established collaborative working relationships with fire services personnel throughout the province.
- The OFC is committed to maintaining a collaborative approach to the development of a single standard of fire safety, as intended under the FSA.
- The local authority can reach out to their regional fire service advisor for support with any matter under the FSA.
- To locate the fire service advisor for your area, visit here: [Request technical assistance or fire investigation support - Province of British Columbia \(gov.bc.ca\)](#)

3. What is the Office of the Fire Commissioner’s contact information?

- The contact information for the Office of the Fire Commissioner is:
 - Main phone number: 1-888-988-9488
 - After hours emergency: 1-800-663-3456
 - Email: OFC@gov.bc.ca

Definitions under the Fire Safety Act

4. How are municipalities and regional districts identified under the Fire Safety Act?

- The following definitions are used under the Fire Safety Act to define municipalities and regional districts:
- **Local authority** means:
 - (a) the council of a municipality;
 - (b) the board of a regional district;
 - (c) any authority prescribed by regulation;
- **Monitoring entity** means the council of a municipality.

5. How is a premises defined under the Fire Safety Act?

- **Premises** means any of the following:
 - (a) a private dwelling;
 - (b) a public building;
 - (c) the parcel of land on which a private dwelling or public building is located;
 - (d) a motor vehicle within the meaning of the Motor Vehicle Act, railway vehicle, aircraft, vessel or other means of transportation.

6. How is a private dwelling defined under the Fire Safety Act?

- **A private dwelling** means the following:
 - (a) a structure that is occupied as a private residence;
 - (b) if only part of a structure is occupied as a private residence, that part of the structure;
 - (c) any other structure located on the parcel of land on which a private residence is located, except for a structure
 - (i) to which the public is ordinarily invited or permitted access, or
 - (ii) that is used for commercial, industrial or institutional purposes.

7. How is a public building defined under the Fire Safety Act?

- **A public building** means the following:
 - (a) a building other than a building that is a private dwelling;
 - (b) a structure
 - (i) to which the public is ordinarily invited or permitted access, or
 - (ii) that is used for commercial, industrial or institutional purposes;
 - (c) a facility, including a storage yard or tank farm.

8. What is risk-based compliance monitoring?

- Risk-based compliance monitoring applies to all monitoring entities, which under the Fire Safety Act is defined as municipalities.
- Risk-based compliance monitoring means that proactive inspections will be conducted, and higher risk public buildings will be inspected more frequently in municipalities.

- High-risk buildings include public buildings such as bars, apartments, hotels, college residences, large office buildings and sawmills, among other public buildings.

9. What does reactive inspections mean?

- As regional districts (RD) are not monitoring entities, they will operate within a reactive (complaint based or owner requested) inspection framework.
- Upon request from a RD, the Office of the Fire Commissioner, fire service advisors, will conduct fire inspections and fire investigations, at no cost to the RD.

10. In Part 6 of the Fire Safety Act, Compliance Monitoring, is the monitoring entity the same thing as a designated fire inspector from the local authority?

- The monitoring entity is defined as the council of a municipality, not the designated fire inspector. The fire inspector will work for the monitoring entity.

11. The Fire Safety Act does not include a definition for a fire service advisor. Does this mean that fire service advisors cannot complete fire investigations or fire inspections?

- Section 3 of the Fire Safety Act (FSA) enables the fire commissioner to hire employees to perform the work of the fire commissioner, without assigning any specific role or function title.
- This means that fire service advisors will continue to be recognized as representatives of the fire commissioner and will be able to perform the work of the fire commissioner.
- In addition, the fire commissioner will use the power to delegate under section 5 of the FSA to enable the Office of the Fire Commissioner fire service advisors to perform inspections and investigations, as needed.

[Fire Safety Act Overview](#)

12. What is the Fire Safety Act (FSA)?

- On August 1, 2024, the Fire Safety Act (FSA) came into force, replacing the Fire Services Act of 1979.

- The FSA meets the B.C. government’s commitment to achieve a single standard of fire safety in the province and will:
 - enable local authorities to designate personnel to carry out fire inspections and fire investigations and enable local fire services to perform tactical evacuations.
 - establish an administrative penalty enforcement model to address non-compliance issues in a more direct, timely and effective manner.
 - implement a risk-based approach for fire safety compliance monitoring in municipalities.
- Under the FSA and the associated regulation, there is a prescribed maximum amount of costs recoverable from an owner by a local authority, or the fire commissioner, for securing evacuated premises up to \$100,000.
- The FSA will protect people and communities through regular fire safety inspections and effective enforcement that will help prevent fire-related tragedies, preserve human life, and protect property and economic loss due to fires.

13. Where can I locate a copy of the Fire Safety Act?

- The Fire Safety Act can be located here: [Fire Safety Act \(gov.bc.ca\)](https://www.gov.bc.ca/fire-safety-act)
- Note: it may take several days after the August 1, 2024, effective date for this link to be updated with the official version of the Fire Safety Act legislation.

14. When did the Fire Safety Act come into effect?

- The Fire Safety Act came into effect on August 1, 2024.

[Fire Inspectors and Fire Investigators and Local Authorities](#)

15. What is a Local Authority required to do now that the Fire Safety Act has been brought into force?

- Now that the Fire Safety Act (FSA) has come into force, the local authority must designate, in writing, a person or a class of persons as fire inspectors (section 8) and fire investigators (section 23).
- As of August 1, 2024, there is a one-year transition period before designated fire inspectors and fire investigators must meet established training standards.

- The transition period does not make the requirement of designating fire inspectors or fire investigators optional for local authorities.
- All local authorities should designate their fire inspector(s) and fire investigator(s) as soon as the FSA comes into force on August 1, 2024, and before the Local Assistant to the Fire Commissioner program ends on October 28, 2024.
- The transition period will provide the time for local authorities to ensure that the designated fire inspector or fire investigator has obtained the required training.
- During fall 2024 and winter 2025, the OFC will work closely with all partners to ensure a measured implementation of the FSA requirements.

16. What section of the Fire Safety Act designates fire investigators and fire inspectors?

- Designation of fire inspectors – section 8 of the Fire Safety Act (FSA) outlines:
 - Section 8 (1) A local authority must designate, in writing, persons or a class of persons as fire inspectors to conduct fire safety inspections.
 - (2) A local authority may designate an individual as a fire inspector under subsection (1) only if the individual meets the applicable standards established by the fire commissioner.
- Designation of fire investigators – section 23 of the FSA outlines:
 - Section 23 (1) A local authority must designate, in writing, persons or a class of persons as fire investigators to conduct fire investigations.
 - (2) A local authority may designate an individual as a fire investigator under subsection (1) only if the individual meets the applicable standards established by the fire commissioner.

17. What are the estimated timelines to designate a fire inspector and fire investigator?

- **August 2, 2024 – to October 28, 2024 (before the Local Assistant to the Fire Commissioner program ends)** – local authorities designate a person or class of persons as fire inspector or fire investigator, in writing, for any portion of their jurisdiction.
- **August 19, 2024** – The Office of the Fire Commissioner shares the Fire Safety Act Inspector Training Standards and Fire Safety Act Investigator Training Standards

with fire services and local governments. The Office of the Fire Commissioner will also share a “Prior Learning Assessment and Recognition” (PLAR).

- **August 20, 2024 – July 31, 2025** – fire services review the PLAR form against the Fire Safety Act Inspector Training Standards and Fire Safety Act Investigator Training Standards and confirm via the PLAR that the designated inspector and investigator meet both the fire inspector and fire investigator training standards. It is the responsibility of the local government to ensure the PLAR is signed off accurately and that the PLAR stays in the personnel file of the designated fire inspector and fire investigator.
- **Late winter 2024** – online training for fire inspectors and fire investigators is available through the Office of the Fire Commissioner.
- **July 31, 2025** – transition period ends, and the local authority is required to ensure the persons designated as fire inspector(s) and fire investigator(s) meet the fire inspector and fire investigator standards, whether that be through the PLAR or the OFC online training.

18. Who is responsible for conducting fire inspections and investigations?

- Under the Fire Safety Act (FSA), it is a requirement for local authorities (municipalities and regional districts (RDs)) to designate local fire inspector(s) and fire investigator(s).
- Municipalities will operate within a risk-based compliance monitoring model, which means that their designated fire inspector(s) will be responsible for conducting all fire inspections.
- As in the Fire Services Act, the FSA also continues the requirement for all fires to be investigated and reported to the fire commissioner. Locally designated fire investigators will fulfil this requirement.
- As RDs are not monitoring entities, they will operate within a reactive (complaint based or owner requested) inspection framework.
- Upon request from a RD, Office of the Fire Commissioner (OFC) fire service advisors, will conduct fire inspections and fire investigations.
- The RD has the discretion to use their own designated fire inspector(s) and fire investigator(s), or to request the OFC to support the inspection or investigation requirements.

- Ultimately, both reactive inspections and risk-based compliance monitoring are intended to keep occupants safe from potential fire hazards, with the goal to prevent fire-related tragedies, preserve human life, and protect property and economic loss due to fires.

19. Now that the Fire Safety Act has come into force, are designated inspectors and investigators be required to meet the training standards right away?

- No, now that the Fire Safety Act (FSA) has been brought into force, there will be a 1-year “transition period” (as defined in section 53 of the FSA) before designated inspectors and investigators have to meet the required training standards.

20. Does the Fire Safety Act apply to federal reserve lands?

- The Fire Safety Act (FSA) does not apply to federal reserve lands.
- Enforcing fire codes on First Nations lands is under federal jurisdiction, and the (FSA) does not apply to on-reserve public buildings.
- If a local authority receives an enquiry about inspections or investigations on federal reserve lands, the locally authority can refer the enquirer to the Office of the Fire Commissioner (OFC), and the OFC will contact the First Nation to offer support to conduct the inspection.

21. Why are regional districts operating within a reactive model?

- Regional districts (RDs) are not defined as monitoring entities in the Fire Safety Act.
- The RDs have identified resource and administrative challenges which may prevent them from undertaking fire inspections and fire investigations in their areas.
- The Office of the Fire Commissioner (OFC) has committed to performing fire inspections and fire investigations on behalf of the RD, at no cost to the RD.
- Upon request from an RD, the OFC fire services advisors will conduct fire inspections and fire investigations.
- However, an RD with sufficient resources and local expertise may choose to undertake all inspections and investigations within their jurisdiction.

22. Does the local authority have ability to determine which area(s) the designated fire inspector or fire investigator covers?

- Yes, the local authority is fully empowered to designate the function of fire inspector and fire investigator, if the person meets the standards issued by the fire commissioner.

23. If the local authority chooses not to investigate fires outside of their established fire protection areas who would be required to investigate and make the fire report to the fire commissioner?

- The legislative requirement in section 25 of the Fire Safety Act (FSA) is for local authorities to investigate all incidents of fire in their respective jurisdictions to which they are made aware of by the duty to report fires in section 22 of the FSA.
- The defined fire department fire protection area is not a limiting factor on this requirement of the local authority.
- The Office of the Fire Commissioner (OFC) has committed to performing fire inspections and fire investigations on behalf of the regional district (RD), at no cost to the RD.
- RDs may request support from the OFC via the process outlined in the [“Fire Safety Act: Regional District Inspections and Investigations Procedures”](#) document.

24. Are regional districts expected to conduct fire inspections and fire investigations where there is no service establishment bylaw in the area?

- Risk-based compliance is proactive monitoring and applies to all monitoring entities, which under the specifications of the FSA includes only municipalities. In basic terms, conducting risk-based compliance means conducting proactive investigations on public buildings.
- Under the FSA, risk-based compliance does not apply to the regional districts (RDs). When fire inspections and fire investigations need to be done in the RDs they will be done on a reactive/complaint driven basis or owner/occupier request.
- Once the FSA comes into force on August 1, 2024, local authorities are required to designate a person or class of persons as fire inspector or fire investigator, in writing, for any portion of their jurisdiction to October 28, 2024 (before the Local Assistant to the Fire Commissioner program ends).

- The Office of the Fire Commissioner (OFC) recognizes that RDs have resource and administrative challenges, which may prevent them from undertaking inspections and investigations in those areas.
- To mitigate this, when an RD receives an enquiry related to inspections or investigations, the RD can directly contact the OFC to conduct the inspection or investigation as outlined in the “Fire Safety Act: Regional District Inspection and Investigations Procedures” document.

25. For properties outside of a regional district fire protection service area, but where an independent volunteer fire department may exist, is there any requirement for these volunteer fire departments to conduct inspections and investigations?

- If a volunteer fire department receives a request for an inspection or is involved in or notified about a fire that has destroyed or damaged property, they have a couple of options to get support for a fire inspection or fire investigation.
 1. The volunteer fire department can reach out to the Office of the Fire Commissioner (OFC) or,
 2. They can contact the regional districts designated fire inspector or investigator to pass on the report.
- Contact information for the Office of the Fire Commissioner (OFC) is:
 - Main phone number: 1-888-988-9488
 - After hours emergency: 1-800-663-3456
 - Email: OFC@gov.bc.ca

26. Will regional districts be expected to take on the full responsibility for inspections and investigations at some point in the future?

- The Office of the Fire Commissioner (OFC) has committed to performing inspections and investigations on behalf of the regional districts at no cost, as outlined in the “[Fire Safety Act: Regional District Inspection and Investigations Procedures](#)” document.
- The OFC will be working with UBCM during implementation of the Fire Safety Act to ensure the appropriate processes and resources are in place.

27. What can you share about fire inspector and fire investigator training?

- There are different and specific training requirements for designated fire inspectors (“Fire Safety Act Inspector Standards”) and fire investigators (“Fire Safety Act Investigator Standards”).
- Designated fire inspectors and fire investigators that already meet the Fire Safety Act Inspector Training Standards and Fire Safety Act Investigator Training Standards, can complete a “Prior Learning Assessment and Recognition” (PLAR) to form that they meet the standards.
- It is the responsibility of the local government to ensure the PLAR is signed off accurately and that the PLAR stays in the personnel file of the designated fire inspector and fire investigator.
- Designated fire inspectors and fire investigators who do not meet the Office of the Fire Commissioner (OFC) Fire Safety Act Inspector Standards and the Fire Safety Act Investigator Standards, must take the OFC inspector and investigate training.
- Designated fire inspectors and fire investigators that meet the OFC Fire Safety Act Inspector Standards and the Fire Safety Act Investigator Standards and who have signed off on the PLAR, are also welcome to take the OFC training.
- The OFC will provide two online training courses; one for fire inspectors and one for fire investigators. Training materials for the courses and the online training will be provided at no cost.
- Each course will deliver attainable minimum standards and can be completed online in approximately 8 – 10 hours (per course). Online training for fire inspectors and fire investigators will be available late winter 2024.
- A fire inspector and fire investigator can perform both roles if they have taken both courses.
- The OFC Fire Safety Act Inspector Standards and the Fire Safety Act Investigator Standards will be shared on **August 19, 2024**. The OFC will also share PLAR at the same time.

28. Is there a limit to the number of people who can be designated and complete the training?

- There is no limit on the number of people who can be designated to complete the training.
- The local authority can designate a person or a class of persons as fire inspectors or fire investigators. This includes designating all building inspectors as fire inspectors under the Fire Safety Act.

Tools, Processes and Procedures

29. What types of procedures and process documents will be put in place for the Fire Safety Act?

- The Office of the Fire Commissioner continues to work on procedures and process documents including:
 - Fire Safety Act Inspector Training Standards
 - Fire Safety Act Investigator Training Standards
 - Fire Safety Act Self-Assessment Manual
 - Guidelines to Risk Analysis for Monitoring Entities in British Columbia
 - Fire Safety Act Evacuation Procedures
 - Fire Safety Act Reviews (Appeals) Policy and Procedure
 - Fire Safety Act Regional District Fire Inspections and Investigations Procedures
 - Fire Safety Act Administrative Penalty Manual
- The OFC expects most of these documents to be shared with fire services and municipalities and regional districts as appropriate, and building owners as necessary, in early fall 2024.
- The OFC Fire Safety Act Inspector Standards and the Fire Safety Act Investigator Standards will be shared on **August 19, 2024**. The OFC will also share PLAR at the same time.
- There will be a one-year transition period before designated fire inspectors and fire investigators must meet the published training standards.

30. What does the Fire Safety Act mean for building owners?

- The Fire Safety Act (FSA) places a duty on owners of buildings to ensure that there is no fire hazard on, or in the owner's premises. The BC Fire Code reinforces this established responsibility, and the FSA provides the province with tools to ensure compliance.
- To meet the requirements of the FSA and the BC Fire Code, building owners and operators may be required to conduct fire safety self-assessments and put the appropriate fire safety measures in place. The frequency and requirements for a Fire Safety Assessment are set by the monitoring entity (municipalities).
- Failure to conduct a fire safety self-assessment may result in more enforcement actions by the monitoring entity, which may include completing a fire inspection for a fee from the municipality.
- Any established fire inspection fee will be imposed by the local authority via bylaw.
- The Fire Safety Act (Risk Analysis for Compliance Monitoring) Regulation defines some of the requirements in establishing a risk-based compliance monitoring system and the overall risk for public buildings.
- During fall 2024 and winter 2025, the Office of the Fire Commissioner will work closely with all partners, including premise owners, to ensure a measured implementation of the FSA requirements.

31. Can you share more about the Safety Self-Assessments and the process?

- The Office of the Fire Commissioner (OFC) is currently developing a: "Fire Safety Act Self-Assessment Manual".
- The OFC expects this document to be shared with fire services, local authorities, and building owners, in early fall 2024.
- This manual is primarily intended to be used by the building owner or building owner's authorized agent (representative) to complete a Fire Safety Self-Assessment and Declaration.
- The British Columbia Fire Code (BCFC) outlines building owner responsibilities. The BC Fire Code, Sentence 2.2.1.1.(1). of Division C, states, "unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code."

- For more information on the BCFC, visit: [BC Codes 2024 - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/bc-codes-2024)
- The building owner or the owner's authorize agent must be compliant with the Fire Safety Act, the BC Fire Code, and any other applicable regulations.
- A Fire Safety Self-Assessment Form and Declaration confirms the status of the building fire and life safety systems and confirms that these systems are inspected, tested, and maintained as required by the Fire Safety Act and the BC Fire Code.
- During the fall 2024 and winter 2025, the Office of the Fire Commissioner will work closely with all partners, including premise owners, to ensure a measured implementation of the FSA requirements.

32. How will the Fire Safety Act and its modernized standards impact owners, and any renovation permits, including life safety system requirements?

- Building life safety system requirements are in the British Columbia Building Code (BCBC) and the British Columbia Fire Code (BCFC). These codes administer the required life safety systems through inspection, testing and maintenance requirements of the code.
- Although the BCFC is a regulation of the Fire Safety Act (FSA), and the fire commissioner is responsible administering the FSA and its regulations, this will not interfere or impede the BCBC.
- There are explanatory statements in both the BCBC and the BCFC that respect and limit the application of the current code requirements to existing buildings that were constructed under previous versions of the codes.
- Essentially neither sets of codes are to be used to impose a requirement to install current code standards on an existing building, provided that the life safety system of the existing building is still sufficient to address the fire hazards present by the major occupancy use of the building.
- The local government building official is responsible for determining the appropriate application of the BCBC using "BCBC2024 Div. Part 1 Sentence 1.1.1.1(1) Application of this code" to the renovation permit application.
- For more information on the BCBC and the BCFC, visit: [BC Codes 2024 - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/bc-codes-2024)

33. What are the administrative monetary penalties under the Fire Safety Act?

- The Fire Safety Act establishes the authority for the fire commissioner to issue an administrative monetary penalty (AMP) in specific circumstances of non-compliance, such as non-compliance of a fire inspector order or a preventive evacuation order.
- An AMP is designed to deter non-compliance with requirements under the FSA and the regulations.
- AMP amounts are:
 - up to \$25,000 in the case of an individual and \$50,000 in the case of a corporation.
 - if an offence continues for more than one day, separate daily administrative penalties, each not exceeding the maximums previously noted, may be imposed by the fire commissioner.
- An AMP will be considered by the Office of the Fire Commissioner after the local authority has exhausted all the tools (e.g., bylaws) that they have at their disposal.
- Administrative penalties are only considered for serious, repeated and deliberate cases of non-compliance with the FSA.
- Administrative penalty matters are between the provincial government and the person who is thought to have contravened the FSA act or failed to comply with an order issued under the FSA.

34. Will designated fire inspectors and fire investigators be imposing administrative penalties under 33 (1) of the Fire Safety Act?

- No. The authority in Section 33(1) is only for the fire commissioner, or delegate, who may impose an administrative penalty.
- The local authority designated fire inspectors and fire investigators will make a request for the issuance of an administrative penalty from the fire commissioner or delegate.
- As such, only the Province, through the Office of the Fire Commissioner, will issue an administrative penalty.

- However, because the primary principle of the administrative penalty is obtaining compliance and not punitive measures, the issuance of the administrative penalty will only be done when all other attempts and actions by the local authority have not been successful in obtaining compliance from a premise owner.

Administrative Requirements/Approach

35. Are local authorities required to implement new record-keeping policies to meet statutory requirements under the new Act?

- Local authorities can continue to manage inspection and investigation enquiries from the public in the same manner that they currently do.
- The Office of the Fire Commissioner (OFC) will record all requests for support and service, including those made by regional districts (RD). An interim solution will be put in place while the OFC works to put a new technological solution in place.
- The OFC is working to develop and implement a centralized database to retain these records. Once in place, the OFC will be able to share relevant inspection and investigation information with UBCM, local authorities and premises owners.
- During the implementation phase of the Fire Safety Act, the OFC is committed to continue working collaboratively with UBCM to monitor implementation and develop/update applicable policy and procedures as needed.

36. Will the local authorities be compensated for inspections or is the “fee” referenced in section 20 imposed only by a local authority bylaw?

- Failure of an owner to conduct a fire safety self-assessment may result in more enforcement actions by the monitoring entity, which may include performing an actual fire inspection for a fee.
- Under Section 20 of the Fire Safety Act, monitoring entities (municipalities) can establish fees for fire inspections and impose the fees via municipal bylaw.

37. Will fire reporting be a requirement for the designated investigator, or can an alternate be assigned?

- The Fire Safety Act does not restrict the reporting of the investigation information to the Office of the Fire Commissioner from being assigned to another person or alternate within the local authority; however, the alternate must have access to the OFC’s FIRES reporting system.

- Section 25 of the FSA outlines the requirement that a local authority must begin a fire investigation 5 days after the date on which the local authority learned of a fire that destroyed or damaged property or resulted in injury or death.
- In municipalities, this will be done by the local authority's designated fire investigator.
- The process for municipalities is different than the process for regional districts (RDs). The OFC and UBCM have worked to develop a "Fire Safety Act: Regional District Inspections and Investigations Procedures" document that provides for the OFC to function as the designated investigator and inspector and to complete fire investigations and fire inspections, at no cost, on behalf of the RD, as requested.

38. Who owns the fire investigation report?

- The fire investigation report and all corresponding information will belong to the local authority to enable them to meet the legislated obligation of reporting the fire incident information to the fire commissioner.
- Once the fire incident report is submitted to the Province, then the information becomes the Province's to use and protect as reflected in the Information Management Act.

39. If a local authority pays for an alternate fire investigator to complete the fire investigation report, does the local government own the report?

- The ownership of the report to the local authority should be confirmed by the local authority and the alternate fire investigator through their specified contract.
- The requirement to submit a fire incident report from the fire investigation to the fire commissioner remains and needs to be met by the local authority.

40. If a local government designates a local government employee from their own staff, is the employee protected by the local government from personal liability when carrying out the function of inspector/investigator as required by a provincial law to carry out?

- Section 6 of the Fire Safety Act states that any person performing the work of the fire commissioner when delegated has immunity from legal proceedings short of gross neglect or actions made in bad faith.

Local Assistants to the Fire Commissioner

41. Can you provide an overview of the Local Assistant to the Fire Commissioner program?

- Under the former Fire Services Act and the Fire Code Administration Regulation, the fire commissioner was responsible for the administration and enforcement of the Fire Services Act and the current British Columbia Fire Code.
- Also under the former Fire Services Act, local assistants to the fire commissioner (LAFCs) were appointed to assist the fire commissioner with fire investigation and the enforcement of fire legislation and the regulations.
- In many cases, the LAFC was the fire chief or other fire service member of a community fire department.
- A LAFC could also be a fire service volunteer, particularly in regional districts, and local police could also fill this function if no LAFC had been appointed by the fire commissioner in any area outside of a municipality.
- The LAFC exercised the powers of the fire commissioner when they carried out those duties mandated under the Fire Services Act and regulations. The LAFC function and efforts were accountable to fire commissioner and not the local authority and LAFC training was provided for individuals who were appointed as a LAFC.

42. What is the status of the Local Assistants to the Fire Commissioner program?

- The Fire Safety Act (FSA) came into effect on August 1, 2024. As a result, the Local Assistants to the Fire Commissioner (LAFC) functions that were part of the Fire Services Act will be discontinued within 90 days. As a result, LAFC training will not continue after August 1, 2024.
- With the 90 days in mind, the LAFC program will end October 28, 2024.
- All fire departments must return their LAFC badges to the Office of the Fire Commissioner, at their cost. Contact and address information for returns are noted as below.
- Mailing details:
 - Office of the Fire Commissioner
 - Attn: Tammy-Lou Nieman

- PO Box 9214 Stn. Prov. Govt.,
- Victoria, BC V8W 9J1
- Courier details:
 - Office of the Fire Commissioner
 - Attn: Tammy-Lou Nieman / Contact number (236-478-2385)
 - 4th Floor - 910 Government Street
 - Victoria BC, V8W 9J4
- Under the FSA, local authorities will have to designate, in writing, a person or a class of persons as fire inspector(s) and fire investigator(s). This should be done once the FSA is brought into force on August 1, 2024, and ideally before the LAFC program ends on October 28, 2024.

43. With the return of Local As badges and identification cards what will be required to identify inspectors and investigators under the Fire Safety Act)?

- Identification for fire inspectors and fire investigators under the Fires Safety Act will be determined by the local authority who designates the fire inspector and fire investigators.

44. Under the Fire Services Act, a Local Assistant to the Fire Commissioner was protected from prosecution. Are these same protections available to the fire inspectors and fire investigators under the Fire Safety Act?

- Section 6 of the Fire Safety Act reflects that any person performing the work of the fire commissioner, when delegated, has immunity from legal proceedings short of gross neglect or actions made in bad faith.



August 1, 2024

Dear Building Owners and Managers Association of British Columbia, Premises Owners,

Re: Fire Safety Act

I am pleased to share that on August 1, 2024, the Fire Safety Act (FSA) was brought into force, replacing the Fire Services Act.

The FSA, and the associated regulations, will be essential to protecting people and communities through regular fire safety inspections and effective enforcement that will help prevent fire-related tragedies, preserve human life, and reduce property and economic loss due to fires.

The FSA addresses significant advancements in fire protection technology and a deeper understanding of fire behavior since 1979. It was developed and implemented in response to recommendations from BC Coroner's reports and stakeholder feedback to enhance fire safety standards and enforcement.

With the implementation of the FSA, there is a requirement for building owners to conduct a fire safety self-assessment that will be implemented by your local municipal government. As a result, premises owners may receive a request from the monitoring entity (the municipality) to complete a fire safety self-assessment report for their property.

To assist owners with this new requirement, the Office of the Fire Commissioner (OFC) is developing a Fire Safety Act Self-Assessment Manual. This manual is primarily intended to support the building owner or the building owner's authorized agent in completing a fire safety self-assessment and declaration. The OFC expects these documents to be shared with fire services, local authorities and building owners in early fall 2024.

The FSA establishes the authority for the fire commissioner to issue an administrative monetary penalty (AMP) in specific circumstances of non-compliance, such as non-compliance with a fire inspector order or a preventive evacuation order. AMPs will only be considered for serious, repeated and deliberate cases of non-compliance with the FSA.

During fall 2024 and winter 2025, the OFC will work closely with all partners to ensure a measured implementation of the FSA requirements. In the meantime, please visit [here](#) to review the Q&A that has a section specific to owners. If you have any questions to add to the Q&A, or any other inquires, please contact Lori Cascaden, director, strategic initiatives at lori.cascaden@gov.bc.ca.

To view more information about the FSA or the OFC, please visit [here](#).

Respectfully,

Brian Godlonton
Fire Commissioner
Office of the Fire Commissioner



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor & Council
From: Ryan Nicholson, Economic Development Officer
Date: August 7, 2024
Subject: Economic Development Report

The summer season is in full swing here in Port Alice. Here is a summary of what has been happening this season:

- Our marina has been at capacity multiple times, meaning the marina managers have had to watch moorage space very closely to avoid overbooking.
- Link River Campground continues to be busy. We are receiving a great number of highly positive survey results and Google reviews from visitors.
- Community Futures held a Business Information Session at the community center on July 31, 2024 at 1pm. This included presenters from Riley Zimmerman at Community Futures, John Baxter with Small Business BC, Geoff Crawford with the Province of BC, Brady Calancie with Export Navigator, and Chris Callanan with NIEFS. The presenters had amazing information about all the programs and help available to people that are looking to start or grow their business. We saw a fantastic turn out with 10 people in attendance, compared to Port McNeill which only saw 2 attendees.
- Printed business directories that I keep stocked at Marble River, Welcome to Port Alice sign, marina, and Link River have been getting picked up. Marble River and the Welcome to Port Alice sign have been the most popular. I believe this does a great job of encouraging some of the MANY daily visitors to Marble River to visit Port Alice.
- The town-wide yard sale is scheduled for August 10th this year. This event has also done a great job of bringing visitors to the village.

Respectfully submitted,

Ryan Nicholson
Economic Development Officer

VILLAGE OF PORT ALICE
ACCOUNTS PAYABLE LISTING FOR JUNE 2024

Total Payment of Accounts: \$142,429.85

Wages Payable: \$43,232.59

Total Accounts Payable Listing **\$185,662.44**

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

Respectfully submitted



Bonnie Danyk
CAO / CFO

VILLAGE OF PORT ALICE
 AP CHEQUE LISTING
 Payment Date From 01/06/2024 To 30/06/2024 ALL Payments BY Pay Date

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
001735	002	06/06/2024	A-045	ALSCO UNIFORM & LI	LNAN919079 LNAN920708	PW Coveralls PW Coveralls	96.14 96.14		192.28	
001736	002	06/06/2024	A-071	ACE COURIER SERVIC	14365432	Courier Service fo	216.38		216.38	
001737	002	06/06/2024	A-084	ARRAY	10207	Website update	157.50		157.50	
001738	002	06/06/2024	B-099	BEAVER ELECTRICAL	10326	Pump rebuild	13,288.80		13,288.80	
001739	002	06/06/2024	B-136	BLUEROCK PLANNING	000307	Park Plan progress	6,510.00		6,510.00	
001740	002	06/06/2024	C-010	CAN.UNION OF PUBLI	May 2024	CUPE Dues May 2024	869.91		869.91	
001741	002	06/06/2024	C-089	CAMERON, KEVIN	Mtg Com For	Com Forest AGM	73.44		73.44	
001742	002	06/06/2024	F-004	FOX'S DISPOSAL SER	4428 4427-2024 4426	Bin Rental Wood Bin and 3 pic Sludge Removal	883.46 1,202.64 564.29		2,650.39	
001743	002	06/06/2024	F-005	F.P. FOODS LIMITED	496303 498714 499211 500554 154329 154440 502214 157627 158295 509376	CC Concession Supp CC concession Supp CC Concession Supp PW Coffee Supplies CC Concession Supp CC Cleaning CC Concession CC Concession Supp CC Coffee Supplies CC Concession Supp	69.29 24.62 82.69 80.04 14.57 20.22 72.58 89.17 25.98 54.96		534.12	
001744	002	06/06/2024	H-006	HOME HARDWARE	408342 408662 409128 409704 409705 410099	Rapid Post Cemet Wire Rope cleat Keys Cut Janitorial Supplie Rapid Post Cement Garden Hoses	83.94 20.06 87.14 40.81 83.94 77.25		393.14	
001745	002	06/06/2024	I-101	INNOV8 DIGITAL SOL	IN496048	Copy Charges	71.53		71.53	
001746	002	06/06/2024	L-084	ZOFF CONTRACTING I	IN0508	VO & Heritage Clea	630.00		630.00	
001747	002	06/06/2024	M-146	Robert Bruce Moore	01to05 2024	Jan to May Honorar	1,175.00		1,175.00	
001748	002	06/06/2024	N-072	NORTH ISLAND WASTE	May 2024	Garbage Collection	7,728.00		7,728.00	
001749	002	06/06/2024	P-101	MJG ENTERPRISES LT	7855	Link River Fuel	651.74		651.74	
001750	002	06/06/2024	R-112	ROBERGE, DENISE	CC 0624	CC Concession	52.98		52.98	
001751	002	06/06/2024	S-026	STRYKER ELECTRONIC	IN144555	Mouns and Brackets	177.86		177.86	
001752	002	06/06/2024	S-085	SUNCO PLYWOOD INCO	282710	Link River Supplie	557.66		557.66	
001753	002	06/06/2024	S-127	SMW STORAGE LTD	121 122	Link River Backhoe Concrete boat ramp	2,898.00 36,355.20		39,253.20	
001754	002	06/06/2024	W-087	WAJAX LIMITED	C305574	Back Hoe Repairs	3,095.01		3,095.01	
001764	002	18/06/2024	P-023	PORT HARDY BULLDOZ	05-31-24 Link	Link River Gravel	2,951.55		2,951.55	
001763	002	18/06/2024	N-071	NORTH ISLAND TRACT	83788N 84064N	Kubota Fan Mower Fan	823.79 741.41		1,565.20	
001762	002	18/06/2024	N-069	BLACK PRESS GROUP	BPI152989	Tourism Guide	1,772.24		1,772.24	
001761	002	18/06/2024	M-153	BUREAU VERITAS CAN	VA11185456 VA11187156	Drinking Water Tes Effluent Samples	905.88 140.64		1,046.52	
001760	002	18/06/2024	M-001	MACANDALES	337353 337923	Carburetor Oil Filter x 2	149.06 26.72		175.78	
001759	002	18/06/2024	K-101	KATHY O'REILLY TAY	2553	Summer Employee ads	201.60		201.60	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
001758	002	18/06/2024	G-061	GEORGIA STRAIT REF	9646A	CC Hot Water Tank	3,596.48		3,596.48	
001757	002	18/06/2024	D-048	DANYK, BONNIE	Mtg Travel 05 LGMA Travel 2	Mtg Travel x 2 LGMA Travel Reimbu	120.96 1,095.35		1,216.31	
001756	002	18/06/2024	C-080	BRANDT TRACTOR LTD	5576514	John Deere Mainten	403.31		403.31	
001755	002	18/06/2024	A-089	ALANA WASTON	06-15-24	June 1-15 Link Riv	750.00		750.00	
001765	002	18/06/2024	P-090	PORT ALICE GAS INC	May 24 Arena May 24 CC	Arena Propane CC Propane	15.81 381.30		397.11	
001766	002	18/06/2024	S-049	SHOPRITE MARINE &	221967	Air Filter and Car	135.09		135.09	
001767	002	18/06/2024	S-085	SUNCO PLYWOOD INCO	282338	Cedar Picnic Table	6,137.42		6,137.42	
001768	002	18/06/2024	W-087	WAJAX LIMITED	2024170070686	Back Hoe Repairs	3,095.01		3,095.01	
001769	002	18/06/2024	S-008	SHOP-RITE	221968	Air filter and Cla	41.00		41.00	
001770	002	18/06/2024	T-195	TEX ELECTRIC LTD	3481	Street Lights	21,153.36		21,153.36	
Apr 24	002	19/06/2024	B-003	BC HYDRO	Apr 24 Hydro		189.63		189.63	
Jul 24	002	19/06/2024	B-003	BC HYDRO	Jul 24 Hydro		173.30		173.30	
Jun 24	002	19/06/2024	B-003	BC HYDRO	Jun 24 Hydro		12,109.97		12,109.97	
Jun 24	002	19/06/2024	B-003	BC HYDRO	Jun 24 Hydro		192.94		192.94	
May 24	002	19/06/2024	B-003	BC HYDRO	May 24 Hydro		1,324.07		1,324.07	
May 24	002	19/06/2024	B-003	BC HYDRO	May Hydro 2		215.62		215.62	
001773	002	28/06/2024	A-089	ALANA WASTON	June 15-30 20	June 15-30 & May	1,314.04		1,314.04	
001774	002	28/06/2024	I-012	ISLAND FOODS LTD	10450214	Delivery Charges -	171.82		171.82	
001775	002	28/06/2024	L-078	MOORE, LOUISA	Can Day 2024	Canada Day Supplie	90.98		90.98	
001776	002	28/06/2024	L-084	ZOFF CONTRACTING I	June 2024	June VO & Heritage	630.00		630.00	
001777	002	28/06/2024	M-156	MELISSA MIDDLEMISS	1 June 2024	June Gardening and	1,569.26		1,569.26	
001778	002	28/06/2024	P-106	PACIFICUS BIOLOGIC	Refund	Refund for marina	44.00		44.00	
001779	002	28/06/2024	R-054	ROSE, JERRY	22042024	Fire Dept Supplies	237.30		237.30	
001780	002	28/06/2024	T-616	TAMBURINI, AUDIE	June 2024	June 15-20, 2024	1,250.00		1,250.00	
Total:							142,429.85	0.00	142,429.85	

Payment Summary		
Description	Qty	Amount
Cheque	44	128,224.32
EFT	6	14,205.53
Direct Deposit	0	0.00
Credit Card	0	0.00
Void	0	0.00
Total:	50	142,429.85

*** End of Report ***

VILLAGE OF PORT ALICE
SUMMARY OF REVENUE & EXPENSES FOR JUNE 2024

Attached is the detailed report of Revenue and Expenditures for June 2024. The following summary is an analysis relating to specific general ledger accounts for Council's information & questions:

1 The ideal amount of revenue received and expenditures paid to June is:

50%

2 Actual year to date (surplus)/deficit is as follows:

Fund	Revenues	Expenditures	Total
General	\$ (1,895,092.58)	\$ 1,017,982.54	\$ (877,110.04)
Water	\$ (31,291.71)	\$ 78,352.11	\$ 47,060.40
Sewer	\$ (73,138.62)	\$ 71,558.86	\$ (1,579.76)
(Surplus)/deficit	\$ (1,999,522.91)	\$ 1,167,893.51	\$ (831,629.40)

3	Wages	G.L. Code	Budget	year to date	% Spent
[a]	Office	112 120 0101	\$ 310,000.00	\$ 159,773.48	52%
[b]	P.W. General	112 120 0101	\$ 230,000.00	\$ 113,171.54	
	P.W. Transfer Stn	112 130 0101	\$ 35,500.00	\$ 26,590.78	
	Recycling Depot Wages	112 130 0106	\$ 35,500.00	\$ 20,546.53	
	P.W. Cemetery	112 140 0101	\$ 1,500.00	\$ -	
	P.W. Boulevards	112 150 0101	\$ 15,000.00	\$ 9,651.67	
	P.W. Dykes	112 150 0102	\$ 1,000.00	\$ -	
	P.W. Water	212 120 0101	\$ 20,000.00	\$ 8,330.71	
	P.W. Sewer T.P.	312 120 0101	\$ 30,000.00	\$ 13,379.31	
	P.W. Sewer Dist.	312 120 0102	\$ 10,000.00	\$ 5,866.66	
	Sub Total		\$ 378,500.00	\$ 197,537.20	52%
[c]	Recreation	112 160 0101	\$ 118,000.00	\$ 58,825.05	
[d]	Arena	112 170 0101	\$ -	\$ -	
[e]	Com. Centre	112 180 0101	\$ 35,000.00	\$ 16,640.03	
			\$ 153,000.00	\$ 75,465.08	49%

Respectfully submitted



 Bonnie Danyk, Finance Officer

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
 For Fiscal Year 2024, Period 6 to 6 and Budget Cycle Provisional and Prd 1 to 6 Actuals

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/06/2024
 To 30/06/2024

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
REAL PROPERTY TAXES					
1110000100	GENERAL TAXATION	759,465.26	759,465.26	759,465.00	0.26
1110000101	UTILITY TAX	0.00	0.00	15,000.00	15,000.00
1110000102	GRANT-IN-PLACE OF TAXES	0.00	0.00	7,000.00	7,000.00
	TOTAL REAL PROPERTY TAXES	759,465.26	759,465.26	781,465.00	21,999.74
SALES OF SERVICE & GOODS					
1111000100	GARBAGE RATES & PENALTIES	736.82	44,472.80	90,000.00	45,527.20
	TOTAL SALES OF SERVICE & GOODS:	736.82	44,472.80	90,000.00	45,527.20
RECREATION SUPPLIES & SERVICES					
1111000210	RUMBLE SHEET REVENUE	0.00	70.00	1,000.00	930.00
1111000213	WEIGHT ROOM PASSES & LOCKER RENTALS	440.00	3,697.00	5,500.00	1,803.00
1111000215	RECREATION DEPT. SWEAT/T SHIRT REVEN	47.02	532.80	3,500.00	2,967.20
1111000219	RECREATION PROGRAMS, EVENTS & CLASSE	905.00	5,851.25	5,000.00	851.25
	TOTAL RECREATION SUPPLIES & SERVICE	1,392.02	10,151.05	15,000.00	4,848.95
RECREATION FACILITIES RENTAL REVENUE					
1111000320	COMMUNITY CENTRE REVENUE	1,181.41	6,287.07	19,000.00	12,712.93
1111000321	CC CONCESSION REVENUE	0.00	833.75	4,000.00	3,166.25
1111000330	SEA VIEW ACTIVITY CENTER	0.00	13.00	4,000.00	3,987.00
	TOTAL REC. FACILITIES RENTAL REVENUE	1,181.41	7,133.82	27,000.00	19,866.18
OTHER REVENUE FROM OWN SOURCES					
LICENCES & PERMITS					
1111100105	CANS AND BOTTLES REVENUE	547.06	3,200.57	6,500.00	3,299.43
1111100110	BUSINESS LICENCE FEE REVENUE	50.00	4,855.00	3,610.00	1,245.00
1111100120	DOG LICENCES/FINES	0.00	600.00	500.00	100.00
1111100130	PERMITS:BUILDING/BURNING	15.00	425.00	1,000.00	575.00
	TOTAL LICENCES & PERMITS	612.06	9,080.57	11,610.00	2,529.43
OTHER REVENUE					
1111100220	SCHOOL TAX ADMINISTRATION FEE	0.00	0.00	2,500.00	2,500.00
1111100230	INTEREST M.F.A. INVESTMENTS	9,240.06	57,228.29	100,000.00	42,771.71
1111100231	BANK BALANCE INTEREST	2,837.39	30,349.16	60,000.00	29,650.84
1111100232	SCOTIABANK INVESTMENT ACCT INTEREST	10,424.98	50,912.78	0.00	50,912.78
1111100240	TAX PENALTIES	0.00	0.00	4,500.00	4,500.00
1111100241	TAX ARREARS INTEREST	167.38	480.76	4,500.00	4,019.24
1111100243	TAX CERTIFICATES - Com.Charter - Sec	120.00	470.00	500.00	30.00
1111100246	RECYCLING REVENUE	722.63	3,838.48	5,000.00	1,161.52
1111100250	MISCELL. REVENUE	2,100.00	158,753.76	500.00	158,253.76
1111100253	LAMINATING, FAX & PHOTOCOPY SERVICES	35.75	306.25	600.00	293.75
1111100255	RUMBLE BEACH MARINA PARKING FEES	2,043.99	7,892.92	15,000.00	7,107.08
1111100256	RUMBLE BEACH MARINA RECREATION MOORA	1,084.96	3,927.99	7,350.00	3,422.01
1111100257	BACKROAD MAPBOOK ADVERTISING REVENUE	28.50	48.45	0.00	48.45
1111100258	RUMBLE BEACH MARINA COMMERCIAL MOORA	156.86	156.86	1,575.00	1,418.14
1111100259	MARINA LAUNDRY AND SHOWERS	0.00	345.00	1,500.00	1,155.00
1111100263	LINK RIVER REVENUE	1,222.00	21,680.67	30,000.00	8,319.33
	TOTAL OTHER REVENUE	30,184.50	336,391.37	233,525.00	102,866.37
TRANSFER FROM OTHER GOVERNMENTS					
PROVINCIAL GOVERNMENT & OTHER GRANTS					
1111200110	SMALL COMMUNITY GRANT	409,000.00	409,000.00	370,000.00	39,000.00
1111200111	RDMW - AHART FUNDING	0.00	0.00	5,000.00	5,000.00
1111200119	JEPP GRANTS-EMERG PLAN & LANDSLIDE A	0.00	9,618.73	0.00	9,618.73
1111200120	CARIP-Carbon Tax 12	0.00	0.00	129,163.00	129,163.00
1111200122	CANADA SUMMER JOBS	0.00	0.00	7,000.00	7,000.00
1111200123	ICE-T: GRANT PROJECTS	0.00	0.00	50,000.00	50,000.00
1111200125	NEW DEAL - GAS REVENUE	0.00	0.00	90,000.00	90,000.00
1111200131	ECONOMIC DEVELOPMENT PLAN	0.00	17,500.00	0.00	17,500.00
1111200137	UBCM FIRE DEPARTMENT GRANT	0.00	0.00	30,000.00	30,000.00
1111200138	GROWING COMMUNITIES FUND GRANT	0.00	0.00	742,685.00	742,685.00
1111200142	PACIFICAN GRANT	0.00	0.00	65,000.00	65,000.00
1111200145	UBCM FIRESMART GRANT	0.00	47,275.98	0.00	47,275.98
1111200146	TACS GRANT MARINA	0.00	0.00	609,250.00	609,250.00
1111200147	REDIP GRANT ARENA	0.00	75,000.00	75,000.00	0.00
1111200148	PROVINCIAL ONE TIME GRANTS	0.00	169,163.00	238,000.00	68,837.00

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
 For Fiscal Year 2024, Period 6 to 6 and Budget Cycle Provisional and Prd 1 to 6 Actuals

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/06/2024
 To 30/06/2024

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
	TOTAL PROVINCIAL GRANTS	409,000.00-	727,557.71-	2,411,098.00-	1,683,540.29-
FEDERAL GOVERNMENT					
1111200210	CELEBRATE CANADA DAY - GRANT	0.00	840.00-	1,300.00-	460.00-
	TOTAL FEDERAL GRANTS	0.00	840.00-	1,300.00-	460.00-
TRANSFER FROM SURPLUS & TEMP. BORROWING					
1111300009	APPROPRIATION FROM NICF RESERVE	0.00	0.00	80,000.00-	80,000.00-
1111300010	APPROPRIATION FROM SURPLUS [2013]	0.00	0.00	70,000.00-	70,000.00-
1111300012	APPROPRIATION FROM CAPITAL SURPLUS (0.00	0.00	75,000.00-	75,000.00-
1111300013	APPROP.FROM GAS TAX RESERVE	0.00	0.00	795,000.00-	795,000.00-
	TOTAL TRANSFERS FROM SURPLUS & TEMP. BORROWING:	0.00	0.00	1,020,000.00-	1,020,000.00-
	GRAND TOTAL GENERAL FUND REVENUE	1,202,572.07-	1,895,092.58-	4,590,998.00-	2,695,905.42-
COLLECTIONS FOR OTHER GOVERNMENTS					
1111500100	PROVINCIAL GOV'T SCHOOL TAX	317,375.99-	317,375.99-	0.00	317,375.99
1111500110	REGIONAL DIST. OF MT. WADDINGTON	87,159.14-	87,159.14-	0.00	87,159.14
1111500120	MOUNT WADDINGTON REGIONAL HOSPITAL D	35,938.37-	35,938.37-	0.00	35,938.37
1111500140	B.C. ASSESSMENT AUTHORITY	5,801.84-	5,801.84-	0.00	5,801.84
1111500150	MUNICIPAL FINANCE AUTHORITY	29.66-	29.66-	0.00	29.66
1111500160	POLICE TAX	43,881.74-	43,881.74-	0.00	43,881.74
	TOTAL TRANSMISSION OF TAXES	490,186.74-	490,186.74-	0.00	490,186.74
	GRAND TOTAL GENERAL FUND REVENUE:	1,692,758.81-	2,385,279.32-	4,590,998.00-	2,205,718.68-
EXPENDITURES					
GENERAL GOVERNMENT					
ADMINISTRATION					
1120000100	COUNCIL INDEMNITY	3,612.47	21,674.82	45,000.00	23,325.18
1120000101	OFFICE STAFF SALARIES & BENEFITS	24,760.64	159,773.48	310,000.00	150,226.52
1120000102	OFFICE STAFF MEDICAL REFERRAL	0.00	340.00	500.00	160.00
1120000104	EDUCATION, TRAINING & SAFETY EXPENSE	0.00	1,200.00	4,500.00	3,300.00
1120000105	AUDIT FEES AND EXPENSES	0.00	32,620.00	25,000.00	7,620.00-
1120000107	PROFESSIONAL DEVELOPMENT	1,216.31	1,216.31	4,500.00	3,283.69
	TOTAL ADMINISTRATION	29,589.42	216,824.61	389,500.00	172,675.39
OTHER EXPENSES					
1120000201	OFFICE INSURANCE	250.00-	2,967.96	3,000.00	32.04
1120000202	OFFICE TELEPHONE/FAX	0.00	490.42	5,000.00	4,509.58
1120000203	OFFICE HYDRO	338.81	1,331.67	3,000.00	1,668.33
1120000204	OFFICE OPERATING SUPPLIES, MAINT. &	0.00	122.31	4,000.00	3,877.69
1120000205	OFFICE JANITORIAL CONTRACT	960.00	2,400.00	7,200.00	4,800.00
1120000206	LEGAL FEES	0.00	559.96	12,000.00	11,440.04
1120000207	IT EXPENSES	150.00	17,967.85	20,000.00	2,032.15
1120000208	COMPUTERS & OFFICE EQUIPMENT	0.00	0.00	2,500.00	2,500.00
1120000209	ASSOCIATION DUES/MEMBERSHIPS	0.00	2,355.00	2,000.00	355.00-
1120000301	OFFICE POSTAGE	0.00	560.64	2,000.00	1,439.36
1120000302	OFFICE COURIER/FREIGHT CHARGES	0.00	0.00	100.00	100.00
1120000303	OFFICE STATIONERY	0.00	338.51	3,000.00	2,661.49
1120000304	COMPUTER FORMS & SUPPLIES	0.00	1,182.34	1,000.00	182.34-
1120000305	XEROX LEASE/ADVERTISING	192.00	835.73	3,500.00	2,664.27
1120000306	OFFICE ALARM MONITORING	0.00	0.00	500.00	500.00
1120000309	CANON LEASE PAYMENTS	68.34	1,428.91	4,500.00	3,071.09
1120000401	CONVENTIONS, DELEGATIONS & TRAVEL EX	73.44	146.88	20,000.00	19,853.12
1120000402	TOURISM	1,687.85	1,687.85	8,000.00	6,312.15
1120000403	HERITAGE	340.00	1,320.00	2,500.00	1,180.00
1120000404	INTERGOVERNMENTAL RELATIONS	0.00	0.00	500.00	500.00
1120000405	GRANTS & DONATIONS	0.00	0.00	500.00	500.00
1120000407	MISCELLANEOUS	180.49	2,054.06	500.00	1,554.06-
1120000410	TAX SALE REDEMPTION, FILING & SERVIC	0.00	0.00	200.00	200.00
1120000418	VTN PILOT PROJECT	0.00	8,000.00	8,000.00	0.00
1120000500	HERITAGE/TOURISM/OFFICE STORAGE EXPE	135.34	882.07	1,500.00	617.93
	TOTAL OTHER EXPENSES	3,876.27	46,632.16	115,000.00	68,367.84
	TOTAL GENERAL GOVERNMENT	33,465.69	263,456.77	504,500.00	241,043.23
PROTECTIVE SERVICES					
FIRE DEPARTMENT					
1121000101	FIRE FIGHTERS MEMBERS PAY	1,010.00	4,915.00	10,700.00	5,785.00

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
 For Fiscal Year 2024, Period 6 to 6 and Budget Cycle Provisional and Prd 1 to 6 Actuals

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/06/2024
 To 30/06/2024

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
1121000103	FIRE DEPT WORK SAFE BC PREMIUMS	0.00	0.00	500.00	500.00
1121000104	FIRE DEPT TRAINING	0.00	475.28	10,000.00	9,524.72
1121000201	FIRE DEPT INSURANCE	0.00	4,695.32	7,000.00	2,304.68
1121000202	FIRE HALL PHONE	0.00	81.86	1,000.00	918.14
1121000204	FIRE HALL HEAT & LIGHT	275.61	2,206.79	6,000.00	3,793.21
1121000205	FIRE HALL MAINT. & FURNISHINGS	0.00	3,769.57	5,000.00	1,230.43
1121000206	FIRE TRUCK REPAIR & MAINTENANCE	0.00	1,338.05	5,000.00	3,661.95
1121000207	FIRE DEPT OPERATING SUPPLIES	226.71	1,520.97	18,300.00	16,779.03
1121000209	FIRE DEPT. DUES, LICENSE & PERMIT FE	0.00	275.00	1,500.00	1,225.00
1121000211	FIRE DEPT PROMO	0.00	0.00	4,000.00	4,000.00
1121000213	UBCM GRANT EQUIPMENT/TRAINING	0.00	0.00	30,000.00	30,000.00
	TOTAL FIRE DEPARTMENT EXPENDITURES	1,512.32	19,277.84	99,000.00	79,722.16
MUNICIPAL EMERGENCY PROGRAM					
1121100101	EMERGENCY COORD HONORARIUM & WBC PRE	1,175.00	1,175.00	3,000.00	1,825.00
1121100102	EMERGENCY PROGRAM SUPPLIES	0.00	0.00	1,500.00	1,500.00
1121100104	EMERGENCY PROGRAM TRAINING	0.00	0.00	1,500.00	1,500.00
1121100202	EMERGENCY TELEPHONE	0.00	81.47	2,000.00	1,918.53
1121100204	M.E.P. EMERGENCY PROGRAM: - ESS TRAI	0.00	0.00	500.00	500.00
1121100205	M.E.P. EMERGENCY PROGRAM: ESS SUPPLI	0.00	0.00	500.00	500.00
	TOTAL MUNICIPAL EMER. PRO. EXP:	1,175.00	1,256.47	9,000.00	7,743.53
	TOTAL PROTECTIVE SERVICES	2,687.32	20,534.31	108,000.00	87,465.69
TRANSPORTATION SERVICES					
PUBLIC WORKS DEPARTMENT					
1121200101	PUBLIC WORKS DEPT. WAGES & BENEFITS	15,821.04	113,171.54	230,000.00	116,828.46
1121200102	PUBLIC WORKS MEDICAL REFERRAL	0.00	330.00	1,000.00	670.00
1121200103	P.W. COVERALLS & WORKBOOTS	183.70	1,020.68	3,000.00	1,979.32
1121200104	P.W. CONFERENCE, EDUCATION & SAFETY	0.00	2,102.87	4,500.00	2,397.13
	TOTAL PUBLIC WORKS WAGES & BENEFITS	16,004.74	116,625.09	238,500.00	121,874.91
P.W. YARD & STORES					
1121200201	P.W. INSURANCE	0.00	2,624.69	6,500.00	3,875.31
1121200202	P.W. YARD & STORES - PHONE	0.00	220.94	2,000.00	1,779.06
1121200203	P.W. YARD & STORES - HYDRO	475.88	2,024.13	7,000.00	4,975.87
1121200204	P.W. YARD & SHOP: SUPPLIES & FEES	80.04	2,305.26	9,000.00	6,694.74
1121200205	P.W. MAINTENANCE WORKSHOP	0.00	1,697.58	1,500.00	197.58
1121200206	DOG CONTROL SUPPLIES	0.00	0.00	300.00	300.00
	TOTAL P.W. YARD & STORES	555.92	8,872.60	26,300.00	17,427.40
REPAIRS, MAINTENANCE, RENTALS & TOOLS					
1121200301	DITCHES, DRAINS AND STORMSEWERS	0.00	0.00	2,000.00	2,000.00
1121200302	P.W. EQUIPMENT REPAIR & MAINT	6,946.60	20,241.38	40,000.00	19,758.62
1121200305	ANGUS DAWSON MEMORIAL BALLFIELD EXPE	0.00	0.00	500.00	500.00
1121200306	PARKS - MAINTENANCE	0.00	0.00	5,000.00	5,000.00
1121200307	DOCK & BOAT LAUNCH EXPENSES	1,873.08	5,198.58	20,000.00	14,801.42
1121200308	P.W. SMALL TOOLS/EQUIPMENT	2,947.63	3,810.49	2,500.00	1,310.49
1121200309	PORTA POTTI RENTALS	0.00	1,209.60	5,000.00	3,790.40
	TOTAL P.W. REPAIRS/MAINT/RENTALS/TOOLS	11,767.31	30,460.05	75,000.00	44,539.95
ROADS, STREETS, HIGHWAY & SIDEWALKS					
1121200401	ROADS, STREETS AND LANES	160.38	160.38	20,000.00	19,839.62
1121200402	SIDEWALKS	0.00	0.00	1,000.00	1,000.00
1121200403	MUNICIPAL HIGHWAY	0.00	3,792.00	35,000.00	31,208.00
1121200405	STREET LIGHTS - HYDRO	3,123.24	8,962.85	18,000.00	9,037.15
1121200406	STREET LIGHTS - MAINTENANCE	0.00	1,408.75	5,000.00	3,591.25
1121200407	STREET & TRAFFIC SIGNS	0.00	0.00	2,000.00	2,000.00
1121200408	BRIDGE REPAIR & MAINTENANCE	0.00	1,890.00	1,000.00	890.00
1121200409	ARTERIAL ROAD PAVING	0.00	0.00	20,000.00	20,000.00
1121200410	MUNICIPAL HIGHWAY PAVING	0.00	0.00	20,000.00	20,000.00
	TOTAL ROADS, ST., HIWAY, & SIDEWALKS	3,283.62	16,213.98	122,000.00	105,786.02
	TOTAL PUBLIC WORKS DEPARTMENT	31,611.59	172,171.72	461,800.00	289,628.28
ENVIRONMENTAL HEALTH SERVICES					
1121300101	TRANSFER STATION WAGES	4,681.00	26,590.78	35,500.00	8,909.22
1121300103	TRANSFER STATION OPERATING	1,988.22	5,961.02	20,000.00	14,038.98
1121300105	GARBAGE COLLECTION CONTRACT	7,360.00	37,338.15	88,000.00	50,661.85
1121300106	RECYCLING DEPOT WAGES	3,095.94	20,546.53	35,500.00	14,953.47
	TOTAL ENVIRONMENTAL HEALTH SERVICES	17,125.16	90,436.48	179,000.00	88,563.52

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 To 30/06/2024

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
PUBLIC HEALTH & WELFARE					
1121400101	CEMETERY WAGES	0.00	0.00	1,500.00	1,500.00
1121400102	CEMETERY SUPPLIES & MAINTENANCE	0.00	0.00	500.00	500.00
1121400201	BUILDING INSPECTION	0.00	109.34	2,000.00	1,890.66
	TOTAL PUBLIC HEALTH & WELFARE	0.00	109.34	4,000.00	3,890.66
ENVIRONMENTAL DEVELOPMENT					
1121500101	BOULEVARD & MUNICIPAL GROUNDS WAGES	5,318.18	9,651.67	15,000.00	5,348.33
1121500102	BOULEVARD MAINTENANCE	0.00	1,353.00	30,000.00	28,647.00
1121500103	GARDEN CONTRACT	1,566.17	2,741.17	6,000.00	3,258.83
1121500201	PROTECTIVE DIKE SYSTEM WAGES	0.00	0.00	1,000.00	1,000.00
1121500205	DIKE MAINTENANCE	0.00	0.00	20,000.00	20,000.00
1121500207	LINK RIVER IMPROVEMENTS	12,592.69	31,402.05	105,000.00	73,597.95
1121500208	HWY SIGNS MAINTENANCE	0.00	0.00	500.00	500.00
1121500209	LINK RIVER MAINTENANCE	38.99	38.99	10,000.00	9,961.01
1121500210	LINK RIVER SUPPLIES	0.00	0.00	10,000.00	10,000.00
1121500211	LINK RIVER CARETAKER	2,064.04	5,084.93	10,000.00	4,915.07
	TOTAL ENVIRONMENTAL DEVELOPMENT	21,580.07	50,271.81	207,500.00	157,228.19
	TOTAL ENVIRONMENTAL SERVICES	38,705.23	140,817.63	390,500.00	249,682.37
RECREATION SERVICES					
RECREATION DEPARTMENT					
1121600101	RECREATION DEPARTMENT WAGES & BENEFITS	9,141.31	58,825.05	118,000.00	59,174.95
1121600102	RECREATION DEPT. MEDICAL REFERRAL	0.00	0.00	500.00	500.00
1121600104	EDUCATION & TRAINING C.C.	0.00	0.00	500.00	500.00
	TOTAL RECREATION DEPT. WAGES/BENEFITS	9,141.31	58,825.05	119,000.00	60,174.95
RECREATION PROGRAMS					
1121600302	RECREATION PROGRAMS AND SUPPLIES	25.98	62.29	4,000.00	3,937.71
1121600305	STAFF SWEAT/T SHIRT EXPENSE	0.00	0.00	500.00	500.00
1121600306	C.C. COMPUTER LAB	0.00	278.20	2,000.00	1,721.80
1121600308	MISC. MERCHANDISE	0.00	244.45	3,500.00	3,255.55
1121600309	CONCESSION SUPPLIES	439.85	1,211.57	3,500.00	2,288.43
	TOTAL RECREATION DEPARTMENT PROGRAMS	465.83	1,796.51	13,500.00	11,703.49
OTHER RECREATION SERVICES					
1121600402	AID TO PUBLIC HOLIDAYS	86.92	2,236.92	5,500.00	3,263.08
1121600403	LIBRARY REQUISITION	0.00	16,486.00	33,000.00	16,514.00
	TOTAL OTHER RECREATION DEPT. SERVICES	86.92	18,722.92	38,500.00	19,777.08
	TOTAL RECREATION DEPARTMENT SERVICES	9,694.06	79,344.48	171,000.00	91,655.52
ARENA					
1121700106	ARENA ALARM MONITORING	0.00	0.00	500.00	500.00
1121700201	ARENA INSURANCE	0.00	17,470.33	15,500.00	1,970.33
1121700202	ARENA TELEPHONE	0.00	81.47	1,000.00	918.53
1121700203	ARENA HYDRO & PROPANE	568.20	1,475.13	3,000.00	1,524.87
1121700204	ARENA BUILDING OPERATION & MAINTENANCE	0.00	263.45	5,000.00	4,736.55
	TOTAL ARENA EXPENDITURES	568.20	19,290.38	25,000.00	5,709.62
	TOTAL ARENA EXPENSES	568.20	19,290.38	25,000.00	5,709.62
COMMUNITY CENTRE					
1121800101	JANITOR SALARIES & BENEFITS	2,888.11	16,640.03	35,000.00	18,359.97
1121800102	JANITOR MEDICAL REFERRAL	0.00	0.00	300.00	300.00
1121800103	PROTECTIVE CLOTHING	0.00	0.00	100.00	100.00
1121800104	C.C. EDUCATION, TRAINING, & SAFETY	0.00	0.00	300.00	300.00
1121800106	COMMUNITY CENTRE ALARM MONITORING	0.00	0.00	500.00	500.00
1121800201	COMMUNITY CENTRE INSURANCE	0.00	10,962.65	10,000.00	962.65
1121800202	COMMUNITY CENTRE TELEPHONE	0.00	81.77	1,000.00	918.23
1121800203	COMMUNITY CENTRE HEAT & LIGHT	1,480.72	10,159.32	18,500.00	8,340.68
1121800204	COMMUNITY CENTRE BUILDING & GROUNDS	3,459.08	3,076.81	25,000.00	28,076.81
	TOTAL COMMUNITY CENTER EXPENDITURES	7,827.91	34,766.96	90,700.00	55,933.04
	TOTAL COMMUNITY CENTRE EXPENSES	7,827.91	34,766.96	90,700.00	55,933.04
SEA VIEW ACTIVITY CENTER					
1121900201	SEA VIEW ACTIVITY CENTER INSURANCE	0.00	1,201.13	1,500.00	298.87
1121900202	SEA VIEW ACTIVITY CENTRE TELEPHONE	0.00	81.47	1,000.00	918.53
1121900204	SEA VIEW ACTIVITY CENTRE JANITORIAL	0.00	357.50	0.00	357.50
1121900205	WEIGHT ROOM EQUIPMENT/MAINTENANCE	0.00	449.36	4,000.00	3,550.64

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
 For Fiscal Year 2024, Period 6 to 6 and Budget Cycle Provisional and Prd 1 to 6 Actuals

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/06/2024
 To 30/06/2024

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
	TOTAL SEA VIEW ACTIVITY CENTER SERVICES:	0.00	2,089.46	6,500.00	4,410.54
DEBT CHARGES					
BANK CHARGES					
1122100100	DEBT CHARGES: PRINCIPAL & INTEREST -	0.00	4,410.00	33,900.00	29,490.00
1122100102	SCOTIA DIRECT BANK SERVICE CHARGE	50.00	300.00	0.00	300.00-
1122100103	BANK CHARGES	520.83	2,640.29	5,000.00	2,359.71
1122100106	TRANSFER GAS TAX	0.00	0.00	219,163.00	219,163.00
	TOTAL DEBT CHARGES	570.83	7,350.29	258,063.00	250,712.71
	TOTAL FISCAL SERVICES & DEBT CHARGES	570.83	7,350.29	258,063.00	250,712.71
CAPITAL EXPENDITURES FROM REVENUE					
1122300012	VACANT Misc Proj Grants	6,200.00	9,365.00	238,000.00	228,635.00
LAND & OFFICE EQUIPMENT					
1122300117	ACTIVE TRANSPORTATION PLAN	0.00	10,156.00	0.00	10,156.00-
1122300118	FIREHALL UPGRADES	0.00	0.00	75,000.00	75,000.00
1122300120	OFFICE UPGRADES	0.00	0.00	40,000.00	40,000.00
1122300121	GROWING COMMUNITIES FUND PROJECTS	0.00	10,147.71	742,685.00	732,537.29
1122300150	LAND CAP:MARINA	34,707.25	40,930.47	609,250.00	568,319.53
	TOTAL LAND/OFFICE EQUIPMENT CAPITAL EXPENDITURES:	34,707.25	61,234.18	1,466,935.00	1,405,700.82
PUBLIC WORKS					
1122300418	REPLACE STREETLIGHTS	20,146.06	20,146.06	30,000.00	9,853.94
1122300420	PW CAP:CULVERT REPLACEMENT & BRIDGE	0.00	0.00	500,000.00	500,000.00
1122300421	PW CAP:MARINE DRIVE BANK ASSESSMENT	0.00	0.00	225,000.00	225,000.00
	TOTAL PUBLIC WORKS CAP. EXPENDITURES	20,146.06	20,146.06	755,000.00	734,853.94
RECREATION					
1122300503	REC. CAP: BIKE TRAILS	0.00	1,200.00	0.00	1,200.00-
1122300507	KAYAK PROJECT	0.00	166,884.81	0.00	166,884.81-
1122300508	LIONS PARK PAVILLION UPGRADE	0.00	0.00	40,000.00	40,000.00
	TOTAL REC. DEPART. CAP. EXPENDITURES	0.00	168,084.81	40,000.00	128,084.81-
ARENA					
1122300607	ARENA FEASIBILITY STUDY	0.00	0.00	75,000.00	75,000.00
	TOTAL ARENA CAPITAL EXPENDITURES	0.00	0.00	75,000.00	75,000.00
	TOTAL CAPITAL EXPENDITURES	54,853.31	249,465.05	2,336,935.00	2,087,469.95
	GRAND TOTAL GENERAL FUND EXPENDITURES	179,984.14	989,287.05	4,352,998.00	3,363,710.95
TRANSMISSION OF TAXES					
1122500100	PROVINCIAL GOV'T - SCHOOL TAX	0.00	28,695.49	0.00	28,695.49-
	TOTAL TRANSMISSION OF TAXES	0.00	28,695.49	0.00	28,695.49-
	TOTAL 2001 GENERAL FUND EXPEND. BUDGET:	179,984.14	1,017,982.54	4,352,998.00	3,335,015.46
WATER REVENUE FUND					
REVENUE					
2110000101	WATER RATES REVENUE	0.00	30,529.95-	60,000.00-	29,470.05-
2110000102	WATER RATES PENALTIES	405.90-	761.76-	1,000.00-	238.24-
	TOTAL WATER RATES REVENUE	405.90-	31,291.71-	61,000.00-	29,708.29-
	GRAND TOTAL WATER REVENUE	405.90-	31,291.71-	61,000.00-	29,708.29-
WATER FUND EXPENDITURE					
2121200101	WATER EQUIP. MAINT. WAGES	2,330.99	8,330.71	20,000.00	11,669.29
2121200201	INSURANCE - WATER SYSTEM	0.00	5,268.43	5,000.00	268.43-
2121200301	WATER EQUIP. REPAIR/MAINT.	4,059.00	64,502.97	30,000.00	34,502.97-
2121200302	WATER FUND CAPITAL RESERVE	0.00	250.00	6,000.00	5,750.00
	TOTAL WATER MAINTENANCE EXPENDITURES	6,389.99	78,352.11	61,000.00	17,352.11-
	TOTAL WATER FUND EXPENDITURES	6,389.99	78,352.11	61,000.00	17,352.11-
	TOTAL	6,389.99	78,352.11	61,000.00	17,352.11-
SEWER REVENUE					
3110000101	SEWER RATES REVENUE	0.00	71,210.58-	140,000.00-	68,789.42-
3110000103	SEWER RATES PENALTIES	947.53-	1,928.04-	2,000.00-	71.96-
	TOTAL SEWER REVENUE	947.53-	73,138.62-	142,000.00-	68,861.38-
	GRAND TOTAL SEWER FUND REVENUE	947.53-	73,138.62-	142,000.00-	68,861.38-
EXPENDITURES					

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
 For Fiscal Year 2024, Period 6 to 6 and Budget Cycle Provisional and Prd 1 to 6 Actuals

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/06/2024
 To 30/06/2024

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
3121200101	SEWER TREATMENT PLANT WAGES	2,011.46	13,379.37	30,000.00	16,620.63
3121200102	SEWER DIST. SYSTEM WAGES	870.94	5,866.66	10,000.00	4,133.34
3121200201	SEWER INSURANCE	0.00	7,302.08	6,500.00	802.08-
3121200202	SEWER PLANT TELEPHONE EXPENSE	0.00	265.49	2,000.00	1,734.51
3121200203	SEWER HYDRO	3,612.04	12,652.87	23,000.00	10,347.13
3121200204	SEWER SUPPLIES & MAINTENANCE	13,035.57	27,844.91	30,000.00	2,155.09
3121200205	SLUDGE DISPOSAL	538.15	3,570.01	10,000.00	6,429.99
3121200206	WASTE MANAGEMENT PERMIT FEES	0.00	677.47	700.00	22.53
	TOTAL SEWER OPERATING EXPENSE	20,068.16	71,558.86	112,200.00	40,641.14
CAPITAL EXPENDITURES FROM REVENUE					
3122300102	SEWER CAP.:RESERVE FOR CAPITAL UPGRA	0.00	0.00	29,800.00	29,800.00
	TOTAL CAP. EXPEND. FROM SEWER REVENUE	0.00	0.00	29,800.00	29,800.00
	TOTAL:	25,104.72	45,480.64	0.00	45,480.64-
	REPORT TOTALS:	1,481,469.95-	1,312,451.14-	0.00	1,312,451.14

*** End of Report ***



WATERFRONT PARKS PLAN

Building Port Alice into a vibrant tourist destination through thoughtful design and sustainable development.

DRAFT 2.0 | JULY 2024



ACKNOWLEDGEMENTS

- Village Administration
- Village Mayor & Council

Versions:

1. Sent to Village May 13, 2024
2. Sent to Village July 11, 2024

Consulting Team:



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Photo Credits: Bluerock Planning



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1 EXECUTIVE SUMMARY

The Waterfront Parks Plan encompasses a comprehensive strategy aimed at connecting the Village of Port Alice with the water from north to south through parks, trailheads, pathways and trails. The Plan goals include boosting tourism, fostering community recreational access, and supporting economic growth by creating an exceptional ocean-side Village.

Key components of the Plan are shown on [Figure 1 | Waterfront Sites](#) and include:

1. Creation of a water access trailheads on Village-owned property, proposed to be called the *Otter Trailhead* and *Salmon Trailhead* (see map features 2 & 4)
2. Enhancements at Lion's Park (see map feature 5), and
3. Upgrades to the trailhead at the south end of the Seawalk, proposed to be called the *Whale Viewpoint* (see map feature 9).

The Plan identifies important water access locations and proposes improvements to existing sites, aligning with the Village's commitment to sustainability, and community enrichment.

The proposed improvements at Lion's Park promise to enhance the quality of life for residents and draw more tourists to the Village's key recreational destination through upgrades to buildings, pathways, and recreational features. With upgraded facilities and amenities, Lion's Park can become an even more vibrant hub for social gatherings, family outings, and community events, offering visitors an attractive waterfront destination.

The Village has an amazing opportunity to realize this vision for a complete north-to-south Waterfront Parks Plan, multiple parks, pathways, trailheads, and amenities. Through implementation of this Plan, the Village will distinguish itself as an incredible destination for recreation and connection with the ocean.



Figure 1 | Waterfront Sites

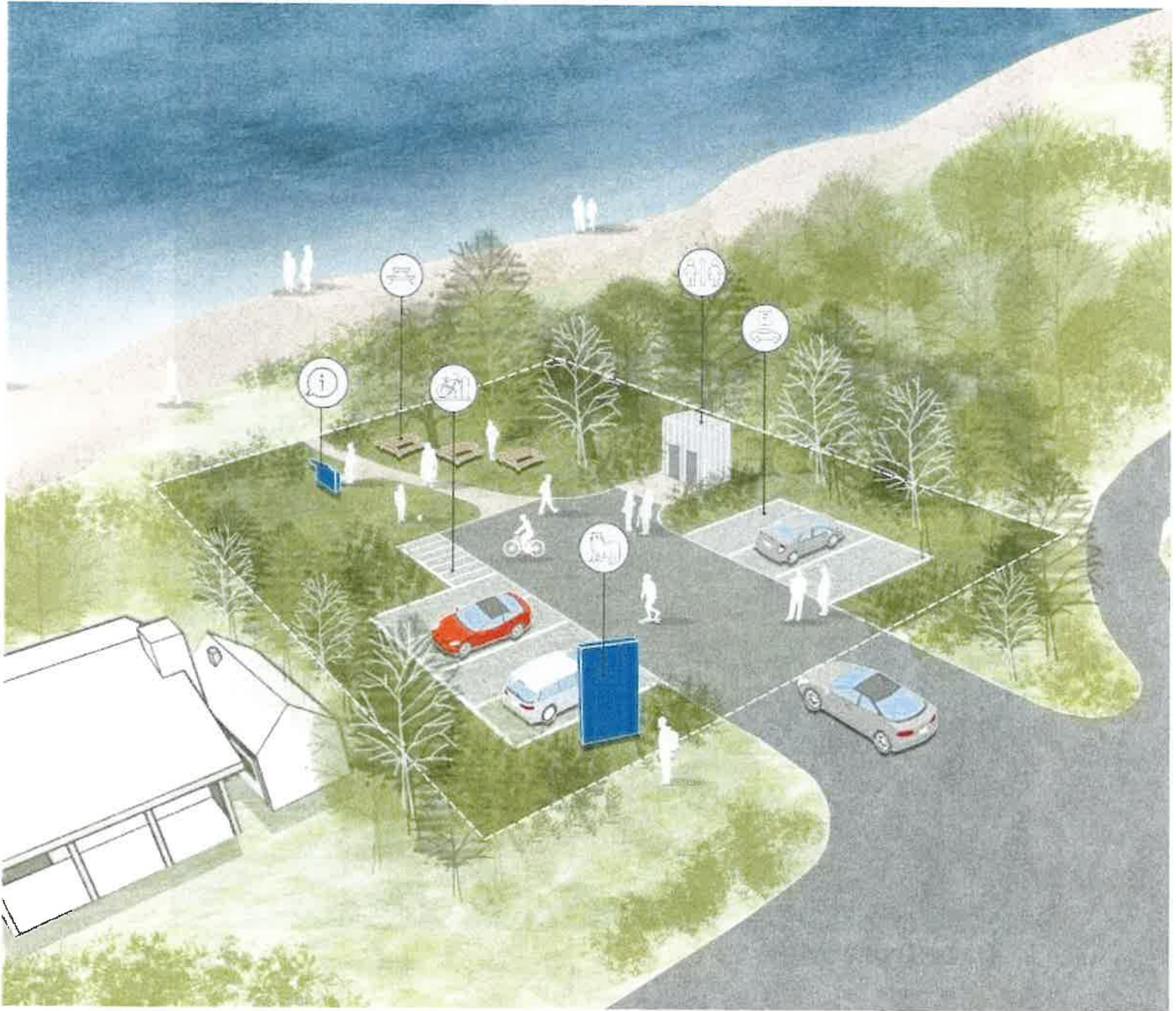


Figure 2 | Otter Tailhead Design Birds Eye View

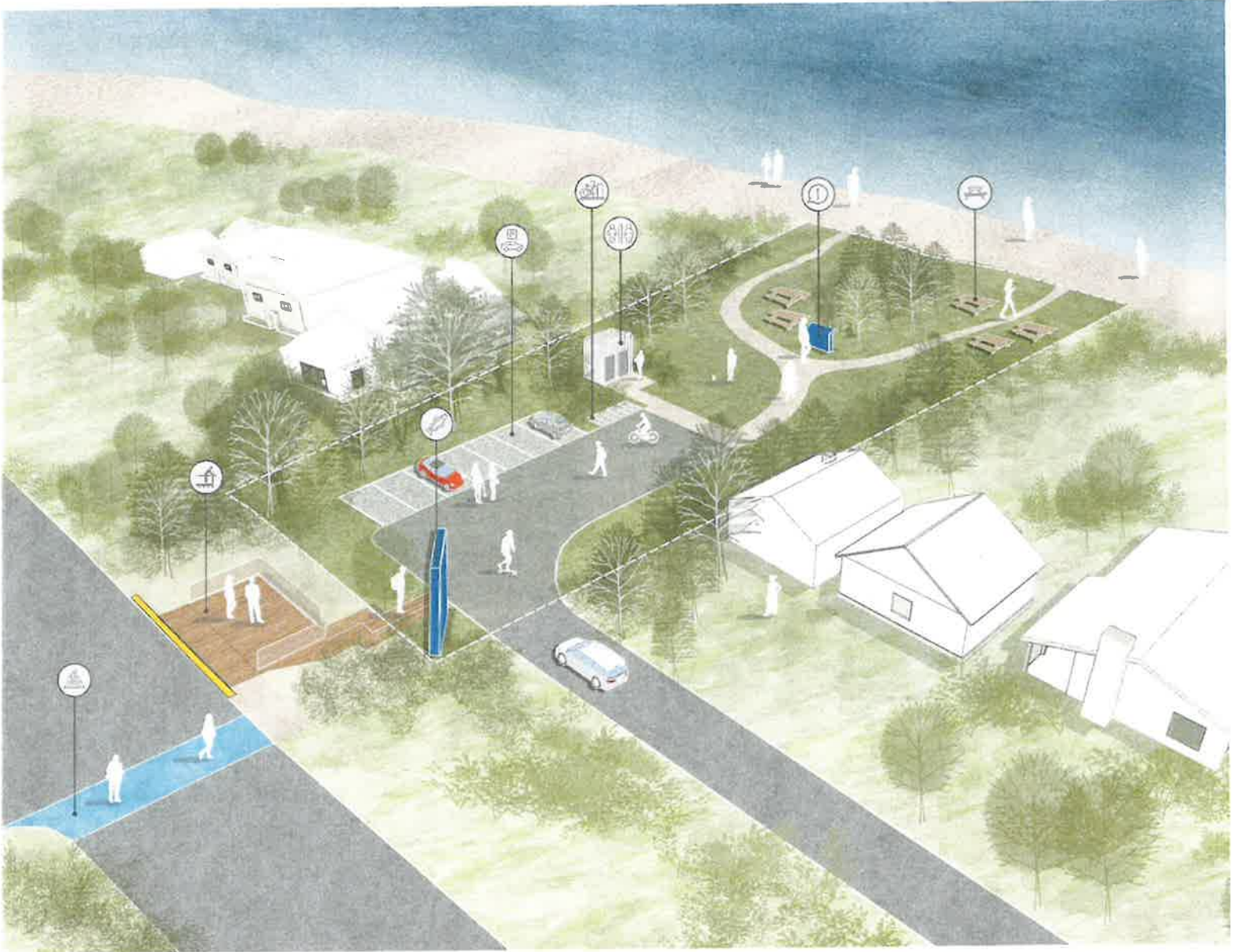


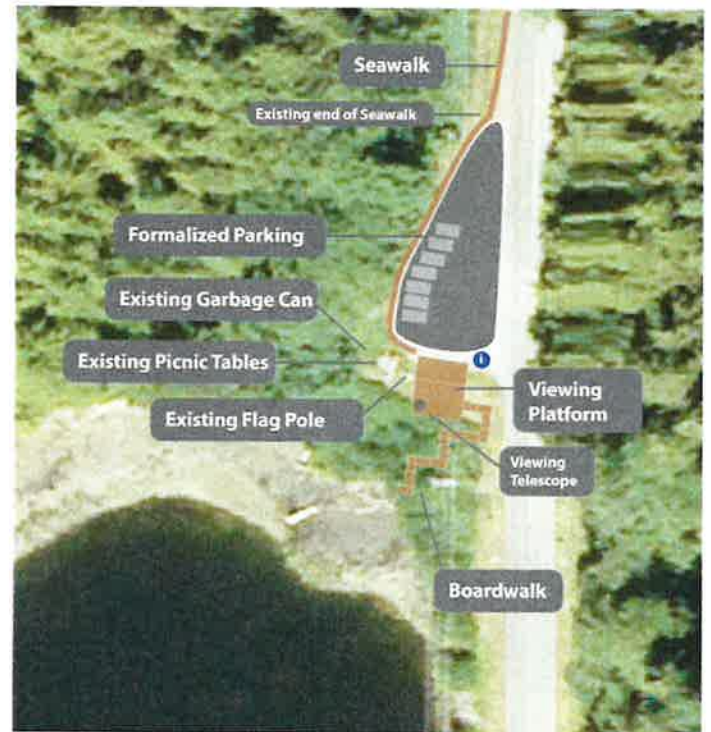
Figure 3 | Salmon Trailhead Design Birds Eye View



WHALE VIEWPOINT | CONCEPTUAL DESIGN



Whale Viewpoint Overview



Inset Map - Whale Viewpoint Detail

Figure 4 | Whale Viewpoint Conceptual Design



LION'S PARK | CONCEPTUAL DESIGN



Figure 5 | Lions Park Conceptual Design



2 BACKGROUND

2.1 INTRODUCTION

In an endeavour to continue building Port Alice into a vibrant tourist destination, it's important to enhance the Village's parks and waterfront access to match the overarching vision. Parks are a cornerstone of community life and visitor attraction; and the Village's parks and waterfront should reflect the natural beauty and recreational opportunities this area has to offer.

By investing in upgrades and improvements in waterfront access and parks, the Village can elevate the quality of life for residents. Additionally, this will entice tourists to explore and enjoy the Village's scenic landscapes. Revitalizing green spaces and introducing amenities for diverse interests, the Waterfront Parks Plan aims to elevate Port Alice's natural wonders.

Through thoughtful design and planning, the Plan aspires to create unforgettable experiences that leave a lasting impression on both residents and visitors alike. This can propel Port Alice towards its future as a premier tourist destination on Vancouver Island.



2.2 LAND ACKNOWLEDGEMENT

The Village of Port Alice acknowledges that it is located within the traditional territory of the Kwakwaka'wakw people and the Quatsino First Nation centred at the Quattishe Subdivision IR #18, Coal Harbour. According to the known ethnohistoric and ethnographic records for the Neroutsos Inlet, the area including Port Alice was situated within the tribal territories of the Hoyalas (Hoyalas) and Gusgimukw (Koskimox) tribal group, the descendants of which are members of the Quatsino First Nation.

2.3 ECONOMIC & TOURISM VISION

Nestled on the serene coastline of British Columbia, Port Alice is poised for a revitalization that promises to breathe new life into its stunning natural landscape and friendly community. This Waterfront Parks Plan explores the addition of new waterfront access, enhanced park amenities, and upgraded facilities. We are realizing an expanded vision of this beautiful village to unlock its full potential both economically and culturally.

Port Alice invites travelers to connect with the unparalleled beauty of northern Vancouver Island. The expansion of waterfront access not only enhances the recreational offerings for locals, but also beckons adventure-seekers from far and wide. Whether it's kayaking along shores, casting lines into the abundant fishing grounds or experiencing new wildlife in its natural habitat, visitors will be drawn to the charm of Port Alice's newly accessible shoreline.

The upgraded park facilities at Lion's Park and new access points will serve as a focal point for relaxation and recreational pursuits. They offer a dynamic space for residents and visitors alike to gather, unwind, and connect. Park facilities will be developed with scenic trails to the water and picnic areas. With enhanced park infrastructure, Port Alice can host improved interactive parks programming and events. Overall, this vision will improve the quality of life for residents, while cultivating activities that fuel local businesses and stimulate economic growth.



2.4 POLICY ALIGNMENT WITH THE OCP



Adopted in 2023, a key aim of the Village's latest Official Community Plan (OCP) is to grow the Village's tourist draw and local economy. Many residents have voiced a shared desire to maintain the Village's serene atmosphere, providing a peaceful escape from the hustle and bustle of larger urban centers.

Additionally, the OCP acknowledges the need to address impacts of climate change, including the rise in extreme weather events. When developing along the waterfront, the Village must ensure that new infrastructure is resilient enough to withstand inclement weather conditions. As noted in the OCP, risks include the hazards in the S-P slide protection area and a need to be prepared for any potential flooding or tsunamis. Development Permit Areas have been established for coastal shoreline protection, open slope hazards and riparian areas¹.

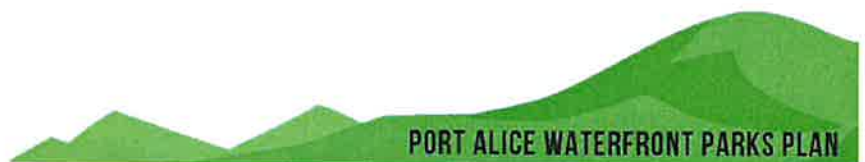
The potential for future growth as outlined in the OCP requires thoughtful planning to accommodate the needs of both current and future residents and visitors. There must be inclusion for an aging population and for youth. Accessibility, including parking, bike paths, walking paths and inclusive facilities, must be carefully designed. In adherence to the Commercial Tourist section of the OCP, the Village must consider high-quality landscaping and infrastructure that does not obstruct the cherished views along Marine Drive.

The OCP also identifies that safety and accessibility are key considerations including, pedestrian and bicycle access, formal parking, solid waste and wastewater disposal management. Mitigating stormwater runoff, minimizing light pollution and incorporating Firesmart Canada Principles² into new developments are also identified in the OCP as essential.

Our aim through the Official Community Plan is to create inclusive, sustainable spaces that honour our natural surroundings, enriches our community, and supports the well-being of all who call Port Alice home. We also aim to provide great benefit and build lasting relationships with tourists and the nearby Indigenous communities.

¹Port Alice OCP Section 6

²<https://firesmartcanada.ca/>





3 WATERFRONT PARKS PLAN

The vision for the Waterfront Parks Plan is to connect the Village from north to south through pathways, trails, and sidewalks along with multiple opportunities to gather by the waterfront. The formalization of the Village's waterfront parks strategy holds many benefits for both the local community and tourism industry.

The addition of upgraded parks and trails will serve as a focal point for community pride, gathering and recreational pursuits. Upgraded facilities will enhance the quality of life for residents while stimulating economic growth through increased visitor spending.

In alignment with the Village's OCP Goals, the Waterfront Parks Plan reflects a commitment to creating inclusive, sustainable spaces that honour the natural surroundings and enrich the community.

The main components to the Waterfront Parks Plan:

1. Creating linear pathway, trail and sidewalk connections from north to south.
2. Creating and enhancing parks, access points, and trailheads.



3.1 OVERALL VISION

The vision for the Waterfront Parks Plan revolves around creating linear connections in the form of pathways and sidewalks. These connections are supported by a series of formal access points, trailheads, and parks. The Plan aims to create a cohesive network of waterfront parks and trails. Existing parks and trails, such as the Seawalk, the marina, and Lion’s Park will be important features to build upon for the Plan.

3.1.1 Key Locations

As shown on [Figure 6 | Overview of Waterfront Parks Plan](#), the Plan identifies five main features, from north to south.

1. *Otter* Trailhead Water Access (proposed)
2. *Salmon* Trailhead Water Access (proposed)
3. Lion’s Park & Marina (existing with proposed improvements)
4. Seawalk Trailhead (existing)
5. *Whale* Viewpoint (existing with proposed improvements)

Proposed conceptual designs for these five sites are provided in later sections of this Plan. They serve to inspire the Village and its residents to find the funding to create this incredible waterfront network.

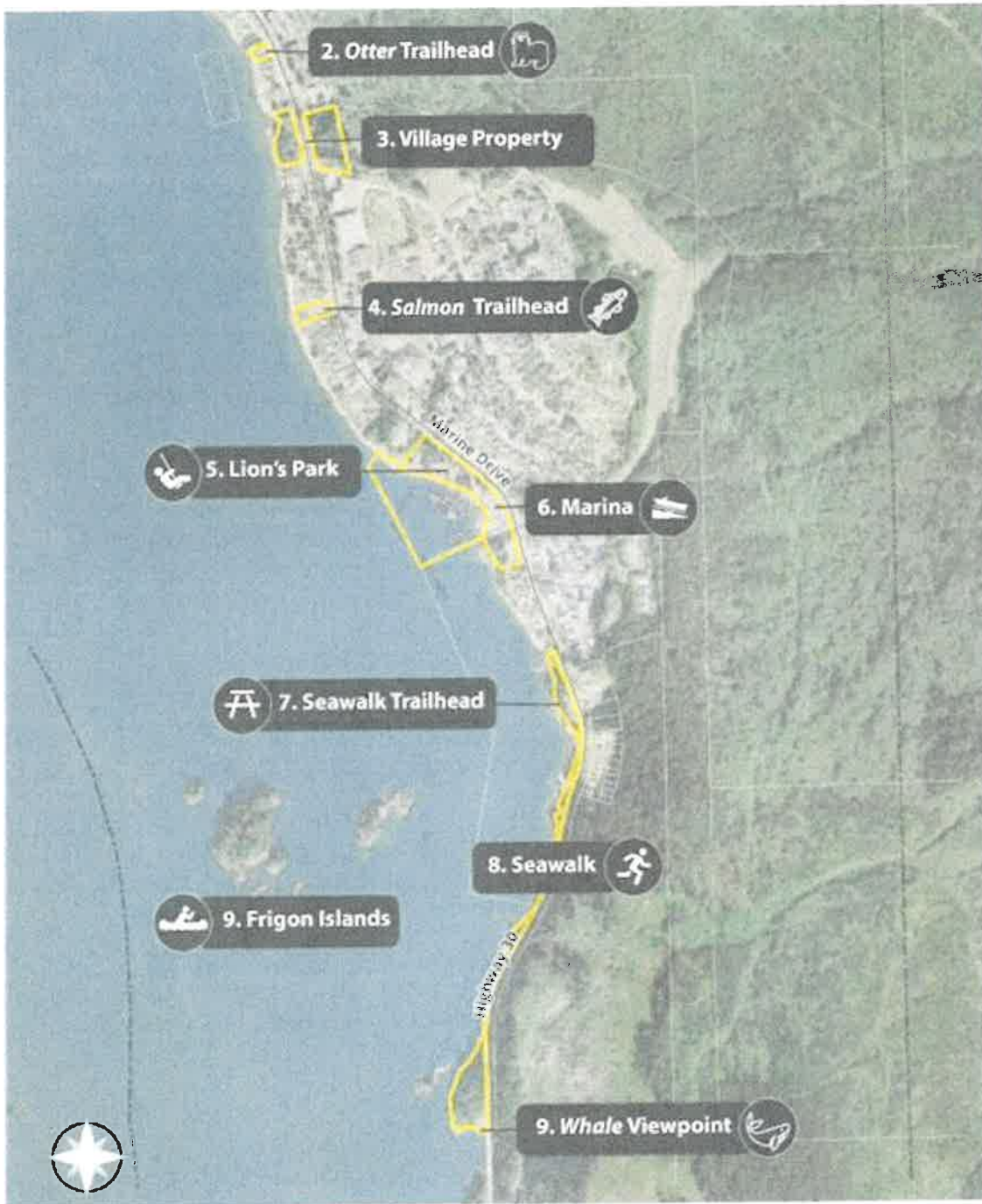
Future plans include the proposed *Otter* trailhead which transforms a Village-owned utility lot into a new access location with signage, landscaping, parking, washrooms and water access. The *Salmon* trailhead uses another Village-owned property to create second new access point to the water.

Lion’s Park alongside the Marina will see further development to enhance amenities and accessibility. Recent installations, such as the canoe and kayak launch area, will be focal features to be considered when enhancing Lions Park. Improving this amazing space will provide opportunities to enjoy the best Port Alice has to offer.

The *Whale* viewpoint at the south end of the Seawalk can also be enhanced, with additional sitting and gathering features.

All together these improvements will better connect the Village’s residents and visitors with the amazing beauty of the ocean.





Waterfront Sites

- Village Properties
- Municipality
- Parcels

Figure 6 | Overview of Waterfront Parks Plan



3.2 OTTER TRAILHEAD



Port Alice is the sea otter capital of Canada. It seems fitting to name one of the access points after this popular local wildlife. The *Otter Trailhead* is a Village-owned title property located at 820 on Marine Drive (see [Figure 7 | Otter Trailhead](#)). Over the years the lot has been used informally by residents to access the water. Formalization of this access location would assist with tourism as well as preservation of the site's infrastructure and natural features. There are several existing constraints to note, and Village infrastructure must be considered in any design and operation.

3.2.1 Location

The lot is located 930m north of the Marina and 150m south of the proposed Dawson's Landing Campground. The site is at the junction of an access road and Marine Drive. This creates a minor intersection at an awkward angle. Across the street from the lot are two apartments.



Figure 7 | Otter Trailhead



Figure 8 | Otter Trailhead Location with Aerial Photo

Source: RDMW Webmap



3.2.2 Existing Conditions



Figure 9 | Otter Trailhead Existing Conditions

Source: Google Streetview

As shown on [Figure 7 | Otter Trailhead](#), existing features on the site include the following:

1. **Gravel Path**
There is a gravel path heading from the road to shoreline.
2. **Pump Station**
A pump station exists on the south-west side of the lot, Connected to sewer lines heading in three directions.
3. **Shrubs**
A cedar hedge row exists on south side of the lot.
4. **Vertical Features**
There is an electricity pole and stop sign just outside the lot on north-east corner.



3.2.3 Topography and Elevation

While a proper survey is required to verify grades and elevations, based on Google Earth topography, the site slopes down towards the shoreline as shown in [Figure 10 | Otter Trailhead Elevation](#) below. There is an estimated 20m of elevation drop from the centre of road to the water.



Figure 10 | Otter Trailhead Elevation

Source: Google Earth 2011



3.2.4 Proposed Site Design

The proposed site design uses the existing site topography and informal access to create an inviting and well-planned trailhead that can accommodate up to seven vehicles or can be accessed by foot or bicycle. Key to the proposed design is avoiding the site's existing infrastructure, including a pump station, electrical utilities and sewer lines (see Figure 11 | Otter Trailhead Conceptual Plan).



Figure 11 | Otter Trailhead Conceptual Plan

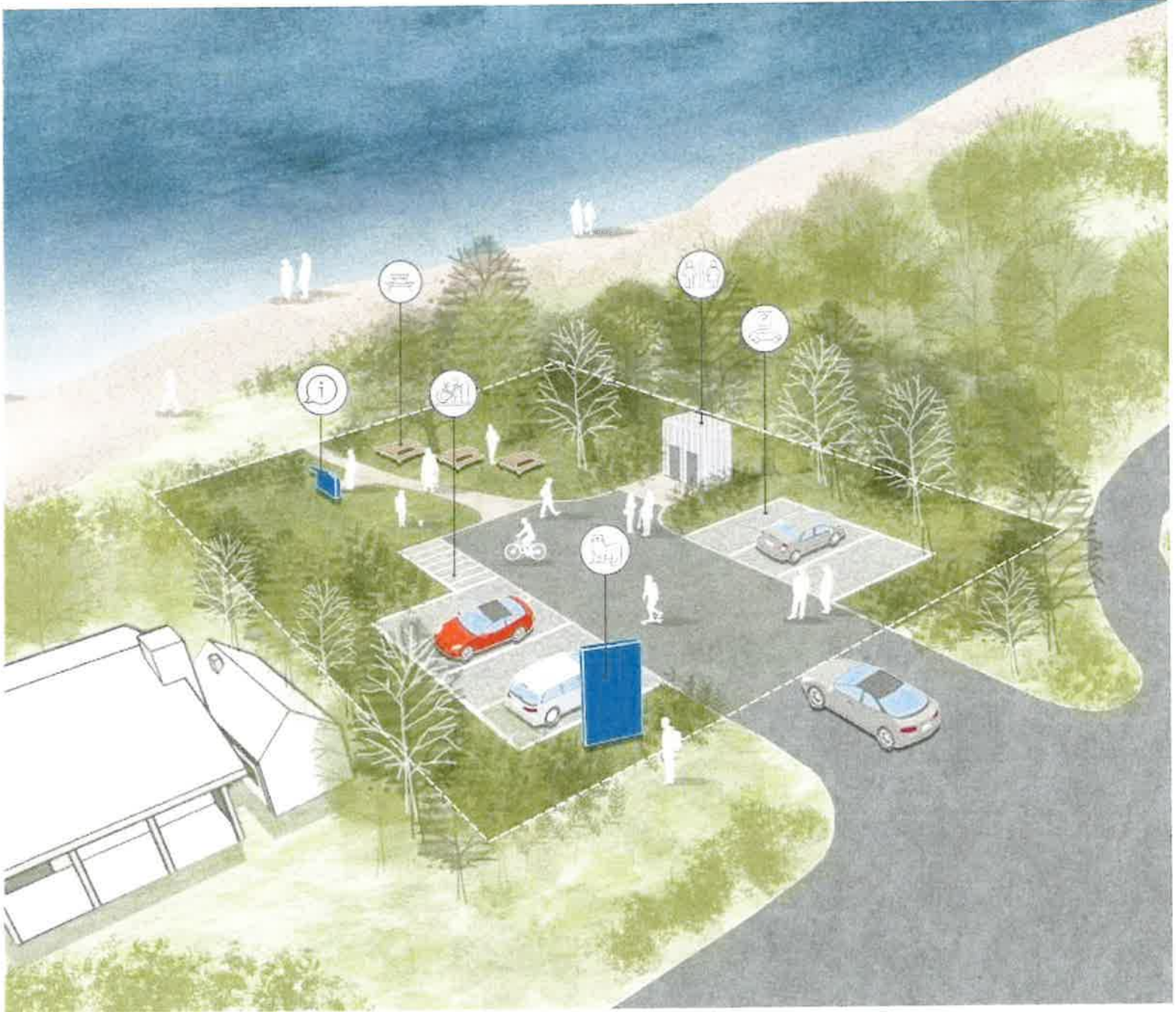


Figure 12 | Otter Trailhead Conceptual Design – Bird's Eye View



Proposed Features

The proposed Otter Trailhead design includes the following added features to the site.



Vehicle parking for up to 7 vehicles divided into two areas.



Trail access from the parking lot to the water, avoiding key infrastructure.



Bike parking



Waste receptacles



Information and entrance signage



Washrooms / Porta-potty



Picnic Tables



3.3 SALMON TRAILHEAD

The Salmon Trailhead is another Village-owned property and does not have a civic address, but is legally known as LOT A, PLAN VIP19176, DISTRICT LOT 2137, RUPERT LAND DISTRICT. The site also appears to be used by locals to access the water.

3.3.1 Location

The Salmon trailhead is located at Marine Drive/Marine Terrace and Negei Street. The lot is situated between two housing lots at the dead-end of Marine Terrace. It is 350m north of Lions Park and 740m south of Dawsons Landing (see [Figure 13 | Salmon Trailhead Location](#))



Figure 13 | Salmon Trailhead Location



Figure 14 | Salmon Trailhead

Source: Google Earth 2023

3.3.2 Topography & Elevation

While a proper survey is required to verify grades and elevations, based on Google Earth topography, the site slopes down towards the shoreline as shown in Figure 15 | Salmon Trailhead Elevation below. There is an estimated 22m of elevation drop from the edge of road to the water.

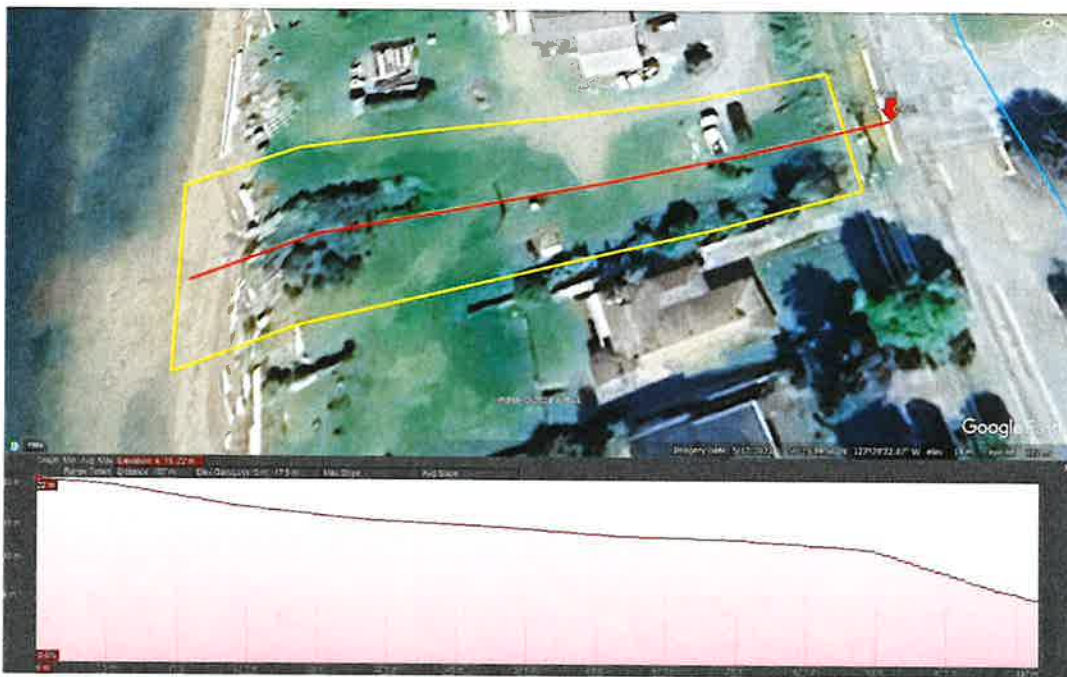


Figure 15 | Salmon Trailhead Elevation

Source: Google Earth



3.3.3 Site Constraints

Figure 16 | Salmon Trailhead Site Constraints identifies the numerous existing constraints on this site, including water lines, drainage infrastructure and multiple sanitary sewer manholes.



Figure 16 | Salmon Trailhead Site Constraints



3.3.4 Existing Conditions

As shown on [Figure 17 | Salmon Trailhead Existing Conditions](#), existing features on the site include the following:

- 1. Parking Curbs**
Six yellow concrete parking curbs border the lot and the edge of Marine Dr.
- 2. Telephone Pole**
A telephone pole sits on the southeast corner of the lot.
- 3. Gravel Driveway**
A gravel drive along Marine Terrace that runs parallel to Marine Dr. and can currently be used to access the lot.
- 4. Sign for Accommodation**
Sign on the northeast corner of the lot indicating accommodation across the street.



Figure 17 | Salmon Trailhead Existing Conditions

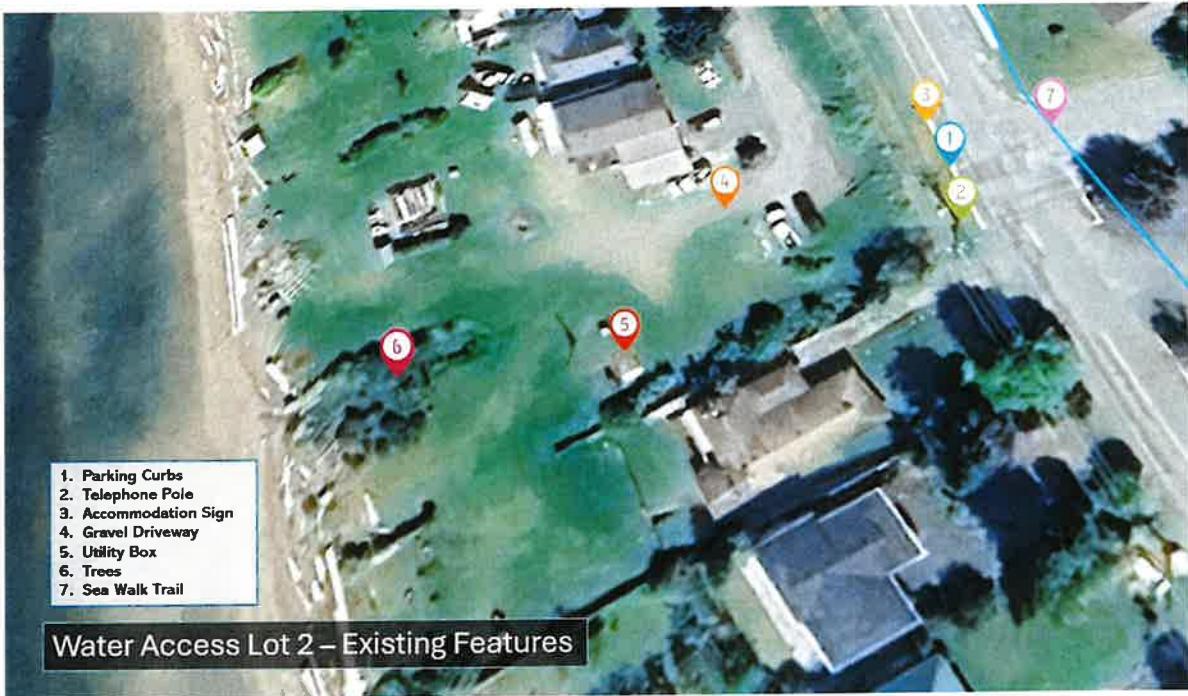


Figure 18 | Salmon Trailhead Existing Features Aerial



3.3.5 Proposed Site Design

The proposed site design uses the existing site topography and informal access to create an inviting and well-planned trailhead that can accommodate up to seven vehicles or can be accessed by foot or bicycle. Key to the proposed design is avoiding the site's existing infrastructure, including a pump station, electrical utilities and sewer lines (see Figure 19 | Salmon Trailhead Conceptual Design).



Figure 19 | Salmon Trailhead Conceptual Design

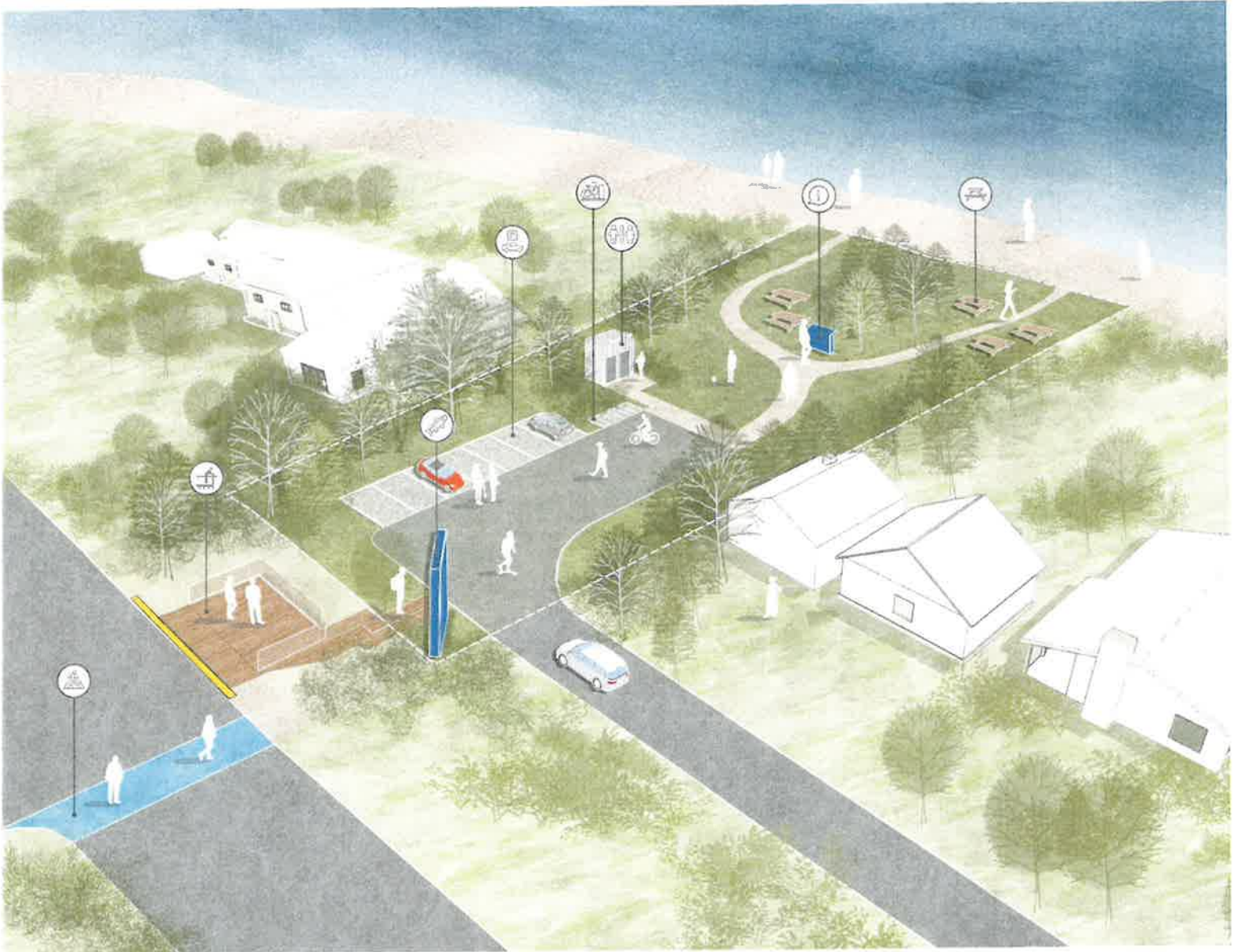










Figure 20 | Salmon Trailhead Conceptual Design – Bird's Eye View



Salmon Trailhead

The proposed Salmon Trailhead design includes the following added features to the site.

	Vehicle parking for up to 7 vehicles divided into two areas.
	Trail access from the parking lot to the water, avoiding key infrastructure.
	Bike parking
	Waste receptacles
	Information and entrance signage
	Washrooms / Porta-potty
	Picnic Tables
	Lookout / Viewing Deck



3.4 SEAWALK PARKING LOT

At the beginning of the Seawalk is a formalized parking area and trailhead. This area has seen some recent construction and may not require improvements. The only need would be to connect to an overall wayfinding plan from the north to south. For example, naming the Seawalk as a trailhead, similar to the Otter, Salmon, and Whale, and placing an overall map.



Figure 21 | Seawalk Parking Lot

(Source: www.alltrails.com)



3.5 WHALE VIEWPOINT

At the far end of the Seawalk is a viewpoint with picnic tables, a flagpole and a garbage. This site has incredible views and the capacity for a bit more formalization. Improvements could include wayfinding and information signage that connects with the overall Seawalk information signage.



Figure 22 | Whale Viewpoint Current Conditions



Figure 23 | Whale Viewpoint Potential Features



WHALE VIEWPOINT | CONCEPTUAL DESIGN



Whale Viewpoint Overview

Figure 24 | Whale Viewpoint Conceptual Design - Overview



Inset Map - Whale Viewpoint Detail

Figure 25 | Whale Viewpoint Conceptual Design - Detail



3.6 SIGNAGE

Port Alice has already invested considerably into interpretative signage and other types of high-quality signs for the Seawalk and Village parks. The goals for any new signage are to be consistent, accessible, branded, and keeping cost to a minimum.

Consistent signage creates a cohesive and intuitive experience for visitors, guiding them seamlessly through trails, attractions, and points of interest. This clarity can lead to greater visitor satisfaction and enjoyment of their surroundings. Continuity in signage design, color schemes, and typography helps visitors easily identify and follow trails, interpretive routes, and informational displays. Clear, consistent signage reduces confusion and enhances safety by ensuring that visitors can navigate unfamiliar areas with confidence.



Figure 26 | Existing interpretative and trail signage in Port Alice



Figure 27 | Mock-up of Existing signage with wayfinding map³

³Sign photo from trailforks.com.



4 LIONS PARK MASTER PLAN

4.1 INTRODUCTION

Nestled next to the marina along the coastline of Marine Drive, Lions Park stands poised for a transformation that promises to enrich both the local community and visitors alike. With its prime waterfront location, the revitalization of Lions Park offers a host of benefits for all who wander its scenic trails and verdant spaces. For the community, the park becomes a vibrant location for social gatherings, family outings, and community events, fostering a sense of unity and connection among residents.

Upgraded facilities and amenities provide many opportunities for recreation and relaxation, from waterfront picnics to leisurely strolls along the shoreline. For tourists, Lions Park becomes a captivating haven where they can immerse themselves in the natural beauty of Vancouver Island's west coast, soaking in breathtaking views of the inlet and mountains. Whether it's enjoying being on the water, savouring local food at a waterfront picnic, or simply basking in the coastal ambiance, Lions Park can expand as an inclusive and attractive focal point for enjoying activity on the waterfront.

Not only will this project enhance the quality of life for its residents but also beckons travelers to discover the warmth and wonder of this coastal gem, leaving them with cherished memories of their time spent amidst the beauty of British Columbia's wilderness.



4.2 SITE ANALYSIS



Figure 28 | Map of features at Lions Park

- 1. Road Access & Parking**
Located at the East end of the park beside the Marina. Opportunity for new signage and update modernize parking area.
- 2. Shoreline Benches**
Two benches at the edge of the park overlooking the water.
- 3. Swing Set**
Swings set with 1 small child swing seat and 2 regular sized swing seats. Gravel base. Gravel base looks like it could use some maintenance.
- 4. Picnic table and fire pit**
Stone based picnic table looks to be of good quality and rusty metal fire pit that could be updated.
- 5. Playground**
Children's playground with gravel base. Should be considered for modernization.
- 6. Dining Shelter and Trail**
Covered shelter with picnic bench on concrete pad with trail leading to it. Trail is eroding and too steep and would not meet accessibility standards.
- 7. Kayak/Canoe Dock**
New specialized dock for launching non motorized boats and recreation devices like stand-up paddle boards. Opportunity to build around this new feature.
- 8. Kayak/Canoe Storage**
Storage area for canoes and kayaks. Opportunity to build around this new feature.



9. Crosswalks

3 Crosswalks with signage. Sidewalk runs along length of park on East side of the road. May need updating for accessibility.

10. Vacant Lot

North side of the park along the shore. Future, ownership and land use of vacant lot needs to be considered.

11. Fire hydrant

Located near parking and marina.

Summary: Improving the current park area presents several opportunities, including enhanced signage, fencing, and playgrounds, as well as expanding gathering spaces. Building upon the new features of the Kayak/Canoe docks and storage areas is also possible. Additionally, new pathways can be constructed, while existing ones can be updated to ensure durability and meet accessibility standards. Modifications to parking and signage can be made to improve park access. Signage can educate guests on safe park and water area usage. Signage can ensure environmental protections are respected and compliance with park rules.

4.3 TOPOGRAPHY



Figure 29 | Topography Lions Park

Google Earth Elevation Profile E-W: Elevation Gain 19.7 meters.



Figure 30 | Current state of Lions Park.

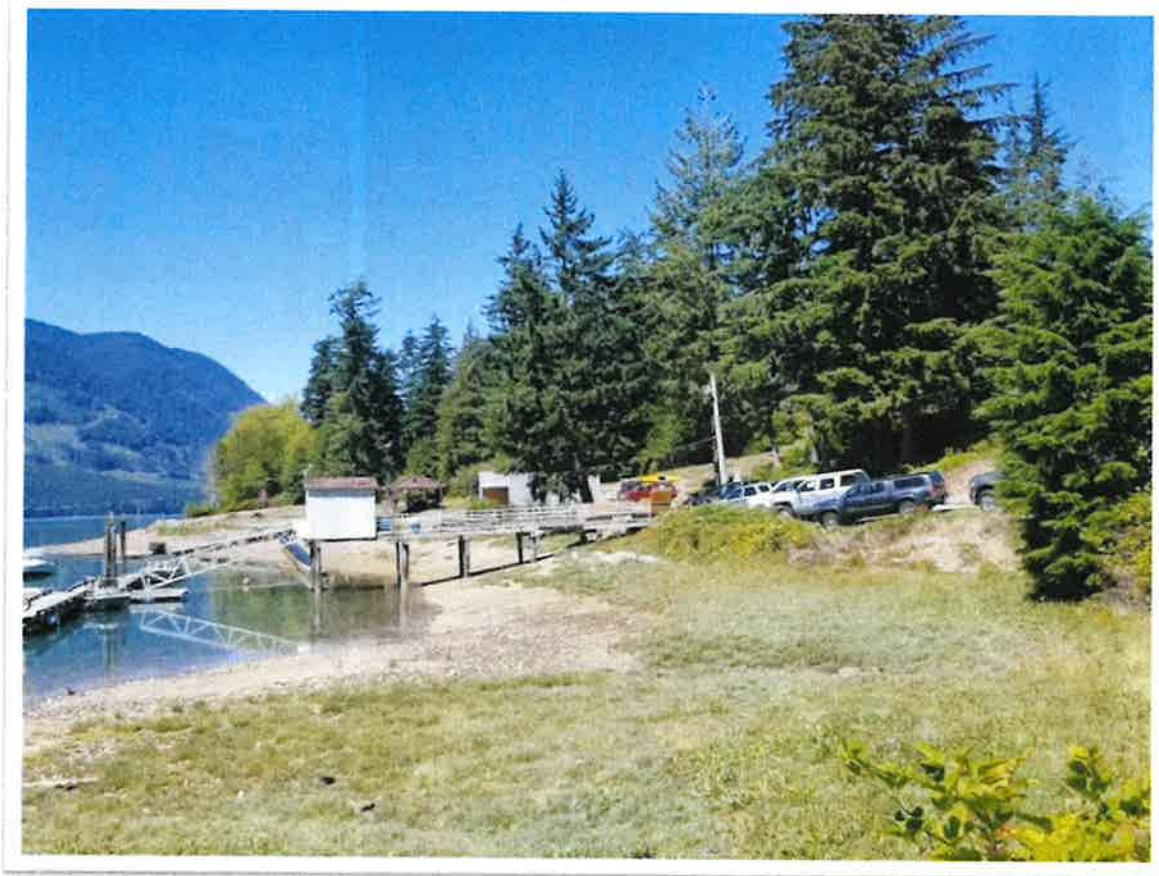


Figure 31 | Parking & Marina south of Lions Park.



Figure 32 | Empty lot north of Lions Park.



4.4 LION'S PARK CONCEPTUAL DESIGN

The proposed Lion's Park conceptual design focuses on building off the site's existing features to enhance the function and attractiveness of the park (Figure 33 | Lion's Park Conceptual Design). The existing recreational spaces – playground, shelter, pathways, and kayak/canoe launch area provide elements to build off.

LION'S PARK | CONCEPTUAL DESIGN

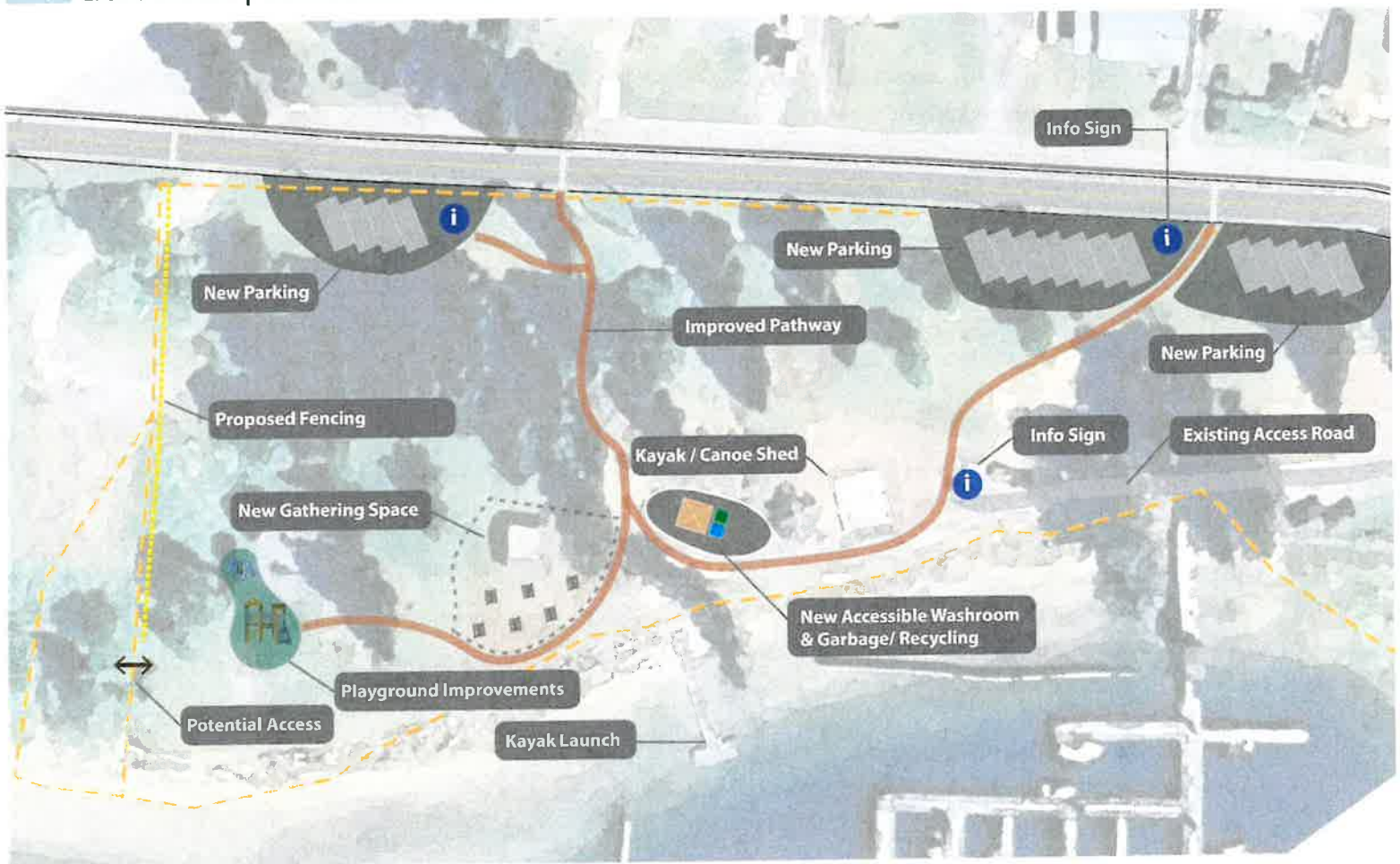


Figure 33 | Lion's Park Conceptual Design



The conceptual design uses new redesigned pathways to create three separate areas within the park, each with their own purpose and intent.

Area 1 (north end), is the activity area with improvements to the playground, creation of a new gathering space around the existing picnic shelter, and a new parking area. While the existing playground is functional, the swings are aging and could be replaced with newer features. Natural (or natural-looking) playground elements should be considered. A new gathering space could have picnic tables, lounging chairs, and other fun elements, such as a viewing platform or outdoor games (e.g. large chess / checkers). This is the place you want people to linger and stay for awhile, enjoying the views. The new parking area along Marine Drive would enable park users to avoid the farther parking area at the Marina. It would also enable signage that could celebrate Lion's Park for what is – the Village's premier waterfront gathering area.

Area 2 (middle), is framed by pathways on each side and contains the existing kayak/canoe shed. Beyond the shed, this area should encourage informal recreation use, such as relaxation on the grass and sight-seeing. The kayak/canoe shed area should be given sufficient buffer from other elements in case of the need for expansion. For example, consider adding amenities such as outdoor showers or rinse stations for kayakers and canoeists to clean off after their adventures on the water.

Area 3 (south) is focused on access and buffering from the more active and vehicle-oriented marina area. The existing access road could be maintained as needed and the additional more wayfinding and information signage would assist users.

4.4.1 Other Considerations

In addition the above conceptual design, the Village should consider the following ideas for Lion's Park.

- **Nature Interpretive Signage:** Building off the Seawalk's signage, Lion's Park could introduce informative signage throughout the park highlighting the local flora, fauna, and marine life, offering visitors opportunities to learn about the natural ecosystem of Vancouver Island's coastline. It could also include educational panels about Indigenous cultural heritage and traditional uses of the land and sea.

Ecological Restoration: Implement habitat restoration projects within the park to enhance biodiversity and ecosystem health. This may involve planting native vegetation, restoring riparian areas, or creating wildlife habitat features such as birdhouses or pollinator gardens. Engage local community groups and volunteers in stewardship activities to foster a sense of ownership and connection to the park.

Cultural Events and Programming: Organize cultural events and programming that celebrate the heritage and traditions of the local Indigenous communities, fostering cross-cultural understanding and appreciation. Consider hosting workshops on traditional canoe and kayak building, storytelling sessions, or indigenous arts and crafts demonstrations to enrich visitors' experiences and promote cultural exchange. The park should be a central hub for annual festivals and events.



5 IMPLEMENTATION

The Waterfront Parks Plan is a big vision for an amazing and well-connected Village that embraces its relationship to the ocean and all its natural beauty. The Plan will require continued dedication and a long-term commitment to complete all the necessary components, from south to north.

The proposed trailheads, and other park improvements will be implemented over time as funding becomes available. The following table identifies the major steps needed to go from conceptual design to on-the-ground construction and completion for key of the sites in the Plan.

Table 1 | Implementation Steps

#	Phase	Description	Outputs	Status
1	Conceptual Design	Create a conceptual plan showing the future vision for the site.	<ul style="list-style-type: none"> • Concept Plan Drawings • Vision of site usage • Understanding of laws and regulations 	Completed



TABLE 5: IMPLEMENTATION

#	Phase	Description	Outputs	Status
2	Land Transfer to Village (if needed)	Transfer from private ownership to public	<ul style="list-style-type: none"> • Site ownership 	Complete or In-Progress
3	Site Survey (if needed)	Survey the on-site topographical and legal boundaries of the site.	<ul style="list-style-type: none"> • Legal Site Survey with topographical elevations 	To Do
4	Site Assessment (if needed)	Determine the development capability of an area and its limitations	<ul style="list-style-type: none"> • Site evaluations • Site capability map • Maps of topography, soils, terrain, vegetation, wildlife, fisheries, aquatics, climate and archaeological or historic sites. 	To Do
5	Detailed Design	To identify the layout of existing and proposed facilities and structures to guide construction and to enable site objectives to be met	<ul style="list-style-type: none"> • Site Plans 	To Do
6	Permits & Approvals	Obtain any and all necessary permits	<ul style="list-style-type: none"> • E.g. approval from DFO or other provincial or federal agencies for construction 	To Do
7	Site Construction and Development	On the ground construction of site works.	<ul style="list-style-type: none"> • Construction on site of the new enhancements 	To Do
8	Site Maintenance	Regular upkeep of the sites to ensure safety and health of the users and the environment.	<ul style="list-style-type: none"> • Regular reporting on site maintenance, including notes on issues or concerns 	To Do
9	Enforcement	To enforce existing recreation rules, regulations, policies and procedures	<ul style="list-style-type: none"> • Signs • User education • Warnings • Tickets 	To Do



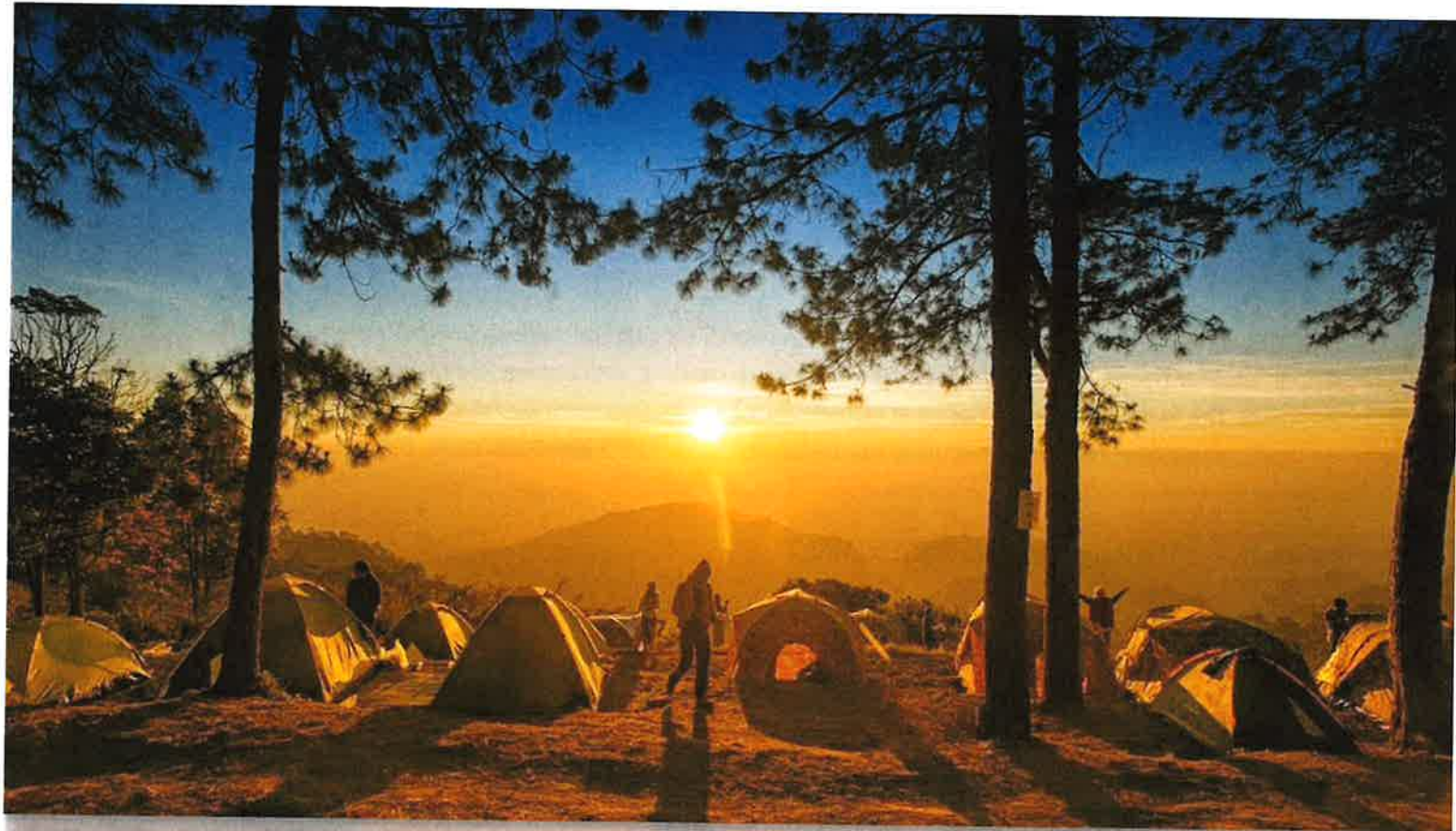
This implementation table is based on the Recreation Sites and Trails British Columbia Manual Chapter 9, which provides a helpful outline when it comes to creating, establishing and maintaining recreation sites. The full manual can be found at https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/outdoor-recreation/camping-and-hiking/recreation-sites-and-trails/rstbc_manual_chapter9.pdf

5.1 MARKETING & BRANDING

The creation of a south-to-north Waterfront Parks system in Port Alice lends itself to great marketing opportunities for tourism and new residents. This parks system should be given an overall name and branding to ensure maximum impact. The “Seawalk” title and branding appears catchy could be part of this marketing campaign. The key is to have cohesive signage and wayfinding throughout the system to ensure users connect all the areas and the branding in their mind. An overall Village wayfinding strategy could be part of this initiative.

5.2 FUNDING

As a small Village with minimal development activity, funding will not come from development-related fees or cost charges (e.g. Amenity Cost Charges). Instead, construction of any improvements will be based on funding availability. Funding is likely to come mainly from provincial sources, although federal, regional and local organizations and agencies may be alternative sources.



APPENDICES

APPENDIX A | FULL SIZE DRAWINGS

APPENDIX B | TSUNAMI RISK & MODELING

Researchers used a computer model called FUNWAVE-TVD to study how tsunamis spread after earthquakes. This model employs a hybrid finite-volume and finite-difference scheme and has been developed both as a fully nonlinear version in Cartesian coordinates and can handles calculations involved in wave movement. FUNWAVE has been tested against other models and real data to make sure it's accurate. In the U.S., FUNWAVE is part of the National Tsunami Hazard Mitigation Program to map where tsunamis might hit along the coast. Recently, it was used to assess the risk of tsunamis caused by earthquakes near Prince Rupert, with the help of the Ocean Networks Canada and the National Hazard Centre. This is the modeling system used in the 4 figures below.

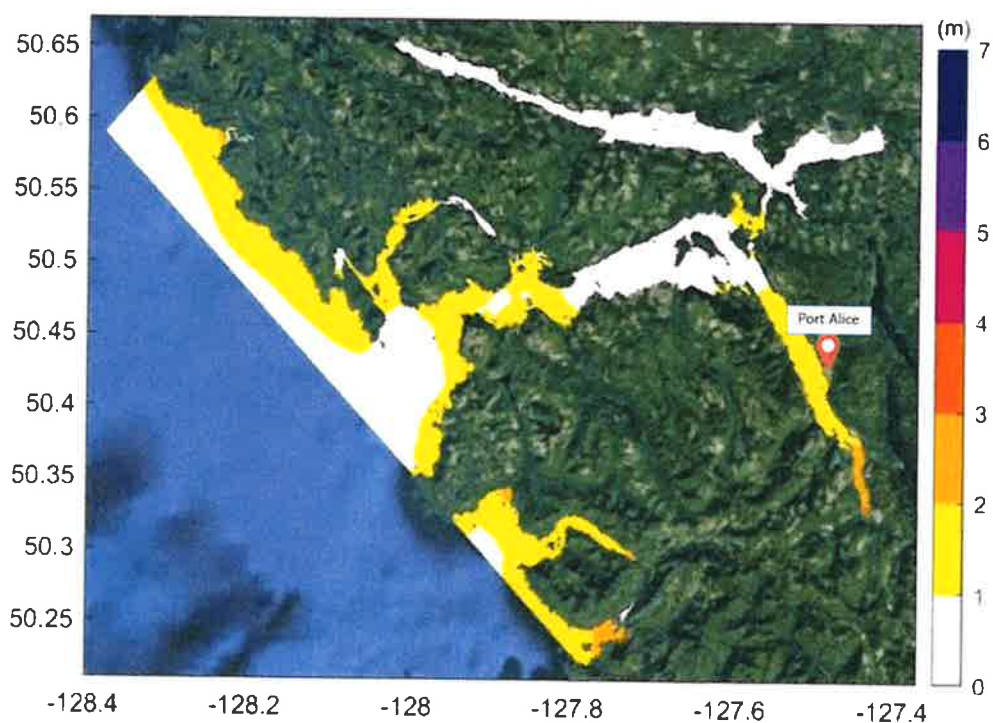


Figure 34 | Tsunami Wave amplitude Scenario 2.

Maximum tsunami wave amplitude in Quatsino Sound for Scenario 2: Alaska-Aleutian current-day resulted from the 10m resolution (map scale) simulation. Maximum potential wave amplitude estimated for Port Alice in this scenario is 1.3m.⁴

⁴ Appendix B. Phase 2 Final Report Coseismic Tsunami Hazards, Page 30, Figure 8.



Figure 35 | Current velocities Scenario 2.

Maximum tsunami current velocities in Quatsino Sound for Scenario 2: Alaska-Aleutian current-day resulted from the 10m resolution (map scale) simulation. In Neroutsos Inlet where the tsunami wave propagates towards Port Alice tsunami-induced currents may exceed 0.5m/s, while in Port Alice terminal with shallower depth the currents would reach up to 3 m/s.

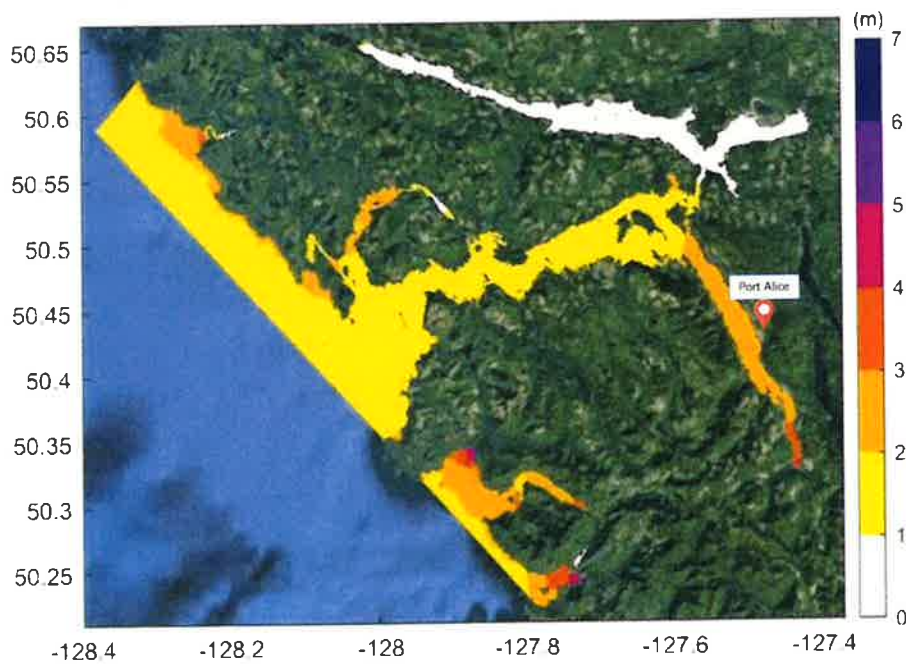


Figure 36 | Wave amplitude Scenario 1.

Maximum tsunami wave amplitude in Quatsino Sound for Scenario 1: Cascadia Subduction Zone current-day resulted from the 10m resolution (map scale) simulation. Maximum wave amplitude range estimated for Port Alice in this scenario is 1.4m – 2.7m.⁵

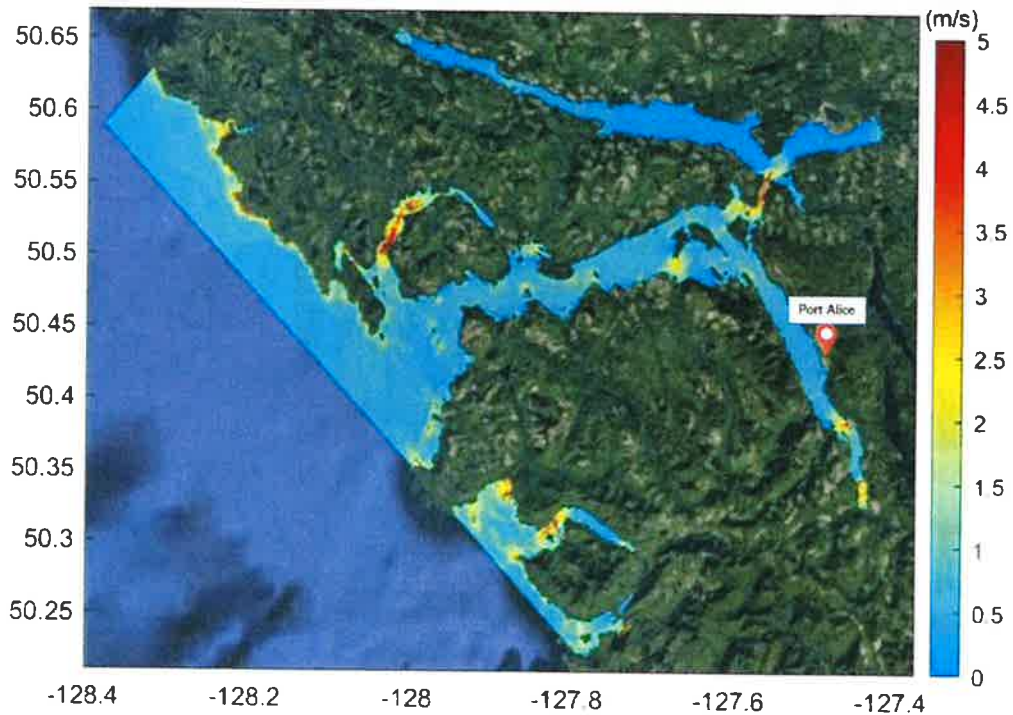


Figure 37 | Tsunami current velocities Scenario 1.

Maximum tsunami current velocities in Quatsino Sound for Scenario 1: Cascadia Subduction Zone current-day resulted from the 10m (map scale) resolution simulation.

In Neroutsos Inlet where the tsunami wave propagates towards Port Alice tsunami-induced currents are up to about 0.5m/s, while in Port Alice terminal which has shallower depth the currents may exceed 3 m/s.

5.2.1 Emergency Preparation

Tsunami Preparation
Emergency Management BC Earthquake Tsunami SmartManual
Emergency Plan for Tourism Operators BC
Wildfire Preparedness Guide
Firesmart Canada

⁵ Appendix B Phase 2 Final Report Coseismic Tsunami Hazards, page 22, Figure 8.

Types of tsunami alerts






Alert Level	Threat	Action
 WARNING	Flood wave possible	Full evacuation suggested
 ADVISORY	Strong currents likely	Stay away from the shore
 WATCH	Danger level not yet known	Stay alert for more information
 INFORMATION STATEMENT	Minor waves at most	No action suggested
 CANCELLATION	Tidal gauges show no wave activity	Confirm safety of local areas

Figure 38 | Tsunami Alert Levels

EMERGENCY PLANNING

In the event of emergency, it is important that campers, staff and first responders have a plan for what to do in a variety of scenarios and the wherewithal to implement it.

Following the prepared documentation for tourism operators in British Columbia provides a clear and effective approach to safeguarding the lives of individuals, protecting facility assets, and preserving the local environment.

Key Plan Steps

- Creating a risk and impact assessment
- Developing an emergency response team
- Inventory of critical assets and processes
- Emergency/critical contacts list
- Employee emergency contacts list
- Suppliers and contractors contact list
- Evacuation Plan
- Shelter in place Plan
- Communication Plan
- Regular review of plans, training, documents, recommended to be completed every 3 months.

According to BC government the main risks in Port Alice is tsunami, earthquake, wildfire and floods. Consideration should be made for unlawful behaviour, disease outbreak, medical emergencies, water

safety, and preparation for inclement weather. Landslides, power outages, hazardous material spills and encounters with local wildlife are concerns that should be prepared for as well.

Another key consideration is assisting people with special needs who may need extra help or be incapable of taking care of themselves in an emergency.

Having a muster point for emergency situations is important. Emergency supplies and water should be kept on site.

Knowing how to turn off utilities such as gas, electricity, water can help protect people and physical assets in emergency situations.

Practicing emergency plans will help staff be confident and execute plans properly in the event of an unforeseen emergency.

**VILLAGE OF PORT ALICE
BYLAW NO. 692, 2024**

A BYLAW TO AMEND THE VILLAGE OF PORT ALICE PROCEDURE BYLAW NO. 677, 2022

AMENDMENTS:

The Village of Port Alice Procedure Bylaw No. 677, 2022 is hereby amended as follows:

Section 8 is amended by striking out subsection 8 (c) and replacing it with the following subsection:

- (c) Council members may participate by electronic means in any portion of a meeting closed to the public under the Community Charter, Section 90 providing they are alone and in a private location.

TITLE:

This Bylaw may be cited as the "Village of Port Alice Procedure Bylaw No. 677 2022, Amendment Bylaw No. 692, 2024."

READ A FIRST TIME THIS 14th day of August 2024.

Notice posted in accordance with Section 94 of the Community Charter.

READ A SECOND TIME THIS 11th day of September 2024.

READ A THIRD TIME THIS 11th day of September 2024.

READ A FORTH TIME AND ADOPTED THIS 25th day September 2024.

Chief Administrative Officer

Mayor

Certified a true copy of Village of Port Alice Procedure Bylaw No. 677 2022, Amendment Bylaw No. 692, 2024

