

Evidence (EV)

1.1 Redesigned city form (property search request)



PROPERTY SEARCH REQUEST

Property search requests are typically requested by members of the public and are used for real estate transactions or information. If the applicant is not the current owner of the property, authorization must be provided to the applicant. If you are not the registered owner of the property, or an authorized representative working on their behalf, or are requesting information not identified in this application, you will need to submit a Freedom of Information Request with the FOI Coordinator of the City of Port Alberni. This process does not guarantee that all (or any) of the requested documents and information will be available. The Property Search Request fee is non-refundable regardless of results.

PROPERTY SEARCH REQUEST FEES:

Residential \$75.00 (+GST) (other fees/taxes may apply)

Commercial and Multi-Family \$150.00 (+GST) (other fees/taxes may apply)

Part One - Property Information

BUILDING TYPE: Residential Commercial
Civic address of Property: _____ Postal Code: _____

Part Two - Applicant information

Applicant Name: _____ Phone: _____
Mailing address: _____ Postal Code: _____
Email Address: _____

Part Three - Owner information

Owner(s) Name(s): _____
Email Address: _____ Phone: _____
I, _____, being the registered owner of the above address hereby authorize the requested property information be released to the applicant.
Signature of Owner: _____

Part Four - Requested Information

Preferred method of receiving your completed request: Email (available for small files only) Digital (applicant to supply a new USB drive in an unopened package or \$25.00 (+taxes) additional fee for supplied USB)
Mail/Pickup (additional fees/taxes will apply)

Please indicate below the information you would like to receive as part of this Property Search Request. Please keep in mind that without the authorization of the current land owner some information is not available.

Approved use of the building or a specific portion of the building
Active permits and status
Issued permits without final inspection approval
Pending permit applications
Current business licences
Heritage Significance
Records of Building Permits, Phased Development Agreements,
Development Permits, Development Variance Permits and
Demolition Permits
Compliance with yard setbacks (when you provide a recent, sealed
survey plan with your request
Other: _____

DRAWINGS:

All drawings on file
(or check off specific drawings below)

Structural	Interior
Architectural	Exterior
Mechanical	Sprinkler
Electrical	Landscaping
Elevations	




















The City of Port Alberni does not make any assurances that the information sought by the applicant is either contained or complete in any archived records retained by the City. The records released by City staff are limited to available information contained within the archive files. It is understood that any permissions given by the owner expire 30 days after the date of submission. The release of records by the City of Port Alberni is subject to the provisions of the Freedom of Information and Protection Privacy Act.

Applicant Signature

Date

1.2 Screenshots of USB Pens for Port Alberni residents

Sort View ...

Name	Date modified	Type	Size
 2018 The Alberni Valley's VitalSigns	2019-08-22 11:31 AM	Adobe Acrobat D...	7,694 KB
 2019-2023 Strategic Plan	2019-08-22 9:56 AM	Adobe Acrobat D...	4,291 KB
 2020 Annual Report	2021-06-24 9:30 AM	Adobe Acrobat D...	60,352 KB
 2020 Vital Signs Report	2021-08-03 9:15 AM	Adobe Acrobat D...	2,155 KB
 Alberni Valley Community Directory 2016	2016-07-14 9:57 AM	Microsoft Word 9...	210 KB
 Alberni Valley Tourism - Summer 2019 Video	2019-08-22 11:29 AM	MP4 File	202,488 KB
 Business Licence Directory Link	2021-08-03 9:02 AM	Microsoft Word D...	12 KB
 Community Profile - 2019	2019-08-22 1:56 PM	Adobe Acrobat D...	5,573 KB
 Letter from Mayor - new residents	2021-10-29 8:38 AM	Microsoft Word D...	99 KB
 Linking You to Your Community	2019-08-29 10:48 AM	Adobe Acrobat D...	528 KB
 MyCity - Online Billing Service	2019-08-20 8:55 AM	Adobe Acrobat D...	829 KB
 PlayinPA.ca	2019-08-22 9:24 AM	JPG File	958 KB
 Port Alberni - West Coast's Warmest Welcome - PAPA	2019-08-20 8:48 AM	MP4 File	19,609 KB
 Port Alberni City Council Meeting Schedule	2022-03-11 10:14 AM	Adobe Acrobat D...	1,020 KB
 Port Alberni CTV - 15s Alicia (1080p)	2016-09-21 5:01 PM	MOV File	21,446 KB
 Port Alberni CTV - 15s Melissa (1080p)	2016-09-21 5:01 PM	MOV File	18,537 KB
 Port Alberni CTV - 30s final (H264)	2016-09-21 5:01 PM	MOV File	37,306 KB
 Port Alberni local information website links	2022-03-15 9:14 AM	Adobe Acrobat D...	72 KB
 WW New Resident Survey	2023-03-22 11:18 AM	Adobe Acrobat D...	115 KB

1.3 Email to residents regarding short-term rentals

Subject: Short-term rentals in Port Alberni

Attachments: B&B Pamphlet March 2025.pdf; Business Licence Application - City of Port Alberni.pdf; Reno_Additions_Accessory_BP_Application_2023.pdf; Secondary Suite Pre- Application Checklist - 2024.pdf

Good afternoon,

Please find below a summary of information on how the City of Port Alberni is managing short-term rentals.

Short-Term Rentals in Port Alberni

- Development Services currently issues a “[Bed and Breakfast Business Licence](#)” for short-term rentals in alignment with the Zoning Bylaw and BC legislation.
- BC legislation does not require the City of Port Alberni to allow or licence short-term rentals.
- Short-term rentals are currently permitted in Port Alberni within a single-detached home, legal secondary suite, or a guest house operation.
 - The single-detached dwelling must be occupied by a permanent resident of the dwelling.
 - Up to two bedrooms may be used as a short-term rental.
- Development Services has recently begun issuing business licences for short-term rentals in legal secondary suites within single-detached homes. This aligns closer with provincial limits on short-term rentals, while still meeting Zoning Bylaw regulations.

Port Alberni Zoning Bylaw 5105

- Section 6.14 *Bed and Breakfast and Guest House Operations* allows short-term rentals within a permanent resident occupied single-detached dwelling or guest house.

“Bed and Breakfast Business Licence” for Short-Term Rentals

- Short-term rental owners must obtain a City of Port Alberni Bed & Breakfast [Business Licence](#).
- All short-term rental operators must comply with the City of Port Alberni bylaws, regulations, and policies. BC’s short-term rental legislation must also be met.
- The Building and Fire departments will perform a site visit/inspection of the property to confirm that municipal and provincial requirements are met.
- Only ‘legal suites’ will be granted a business licence.
 - All secondary suites must meet [BC Building Code](#) requirements for the safety of all occupants.
 - This means any separate space from the main unit must meet fire separation requirements through a [building permit](#) for the safety of both the permanent resident occupant and the short-term renter.

BC legislation covers the following:

- Short-term rental registration;
- Principal residence requirement including limits on secondary suites and accessory dwelling units.
- Displaying of business licence;
- Changes to legal non-conforming use protections;
- Local government tools to enforce short-term rental bylaws;
- Provincial compliance and enforcement unit.

For a full list with details on BC’s short-term rental legislation, please refer to <https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals>.

Legal Suite Requirements:

- Only ‘legal suites’ will be granted a business licence;
- A building permit (including the secondary suite pre-application checklist) must be submitted prior to a business licence application to convert all suites (illegal/in-law/unauthorized) to a legal suite.

- A contractor or engineer may need to be consulted regarding meeting BC Building Code requirements for a legal secondary suite.
- All secondary suites must meet [BC Building Code](#) requirements for the safety of all occupants. This means any separate space from the main unit must meet fire separation requirements through a [building permit](#) for the safety of both the permanent resident occupant and the short-term renter.

Please find attached:

1. Building Permit Application (if needing to convert unauthorized secondary suite to legal secondary suite or to remove unauthorized suite).
2. Secondary Suite Pre-Application Checklist (required to convert/build legal secondary suite).
3. Business Licence Application Form (to apply for bed & breakfast [short term rental] business licence).
4. Bed & Breakfast Pamphlet.

Thank you,
Melissa



Melissa Tardif

Development Services/Business Licensing Clerk

A [Upper - 4835 Argyle Street, Port Alberni, BC V9Y 1V9](#)

O [250.720.2835](tel:250.720.2835) **W** portalberni.ca



This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.

The City of Port Alberni would like to acknowledge and recognize that we work, live and play on the unceded territories of the Tseshahat [čišaaʔath] and Hupačasath First Nations

1.4 Written reflection on parenting and household management

Becoming a parent changed everything for me. I became a homeowner when my daughter was just a year old, and from that point on, I was balancing it all – raising her, working full time, keeping up with the house, and trying to grow personally and professionally along the way.

For most of her life, it was just the two of us. I was in a long-term relationship during her teenage years, but I was still the one making sure school projects got done, cheering her on at soccer, managing the schedules, the bills, and the day-to-day stuff that keeps a household running. It was a lot, and it taught me how to manage time, plan ahead, and juggle priorities, especially when everything felt like it needed my attention at once.

Parenting forced me to grow up fast in the best way. I had to stay steady through ups and downs, figure things out on the fly, and show up even when I was exhausted. I learned how to create structure, keep things moving, and be the calm in the chaos. It made me more patient, more resilient, and more focused.

At the same time, I was still setting goals for myself – career shifts, returning to school, building a business – and learning how to make decisions that worked for both of us. I had to think long-term, not just about what I needed that week, but what would support a better future for us both.

Being a parent taught me more about responsibility, planning, and emotional strength than anything else in my life. I'm proud of the woman my daughter has grown into, and I know that the choices I made along the way helped shape both of our paths.

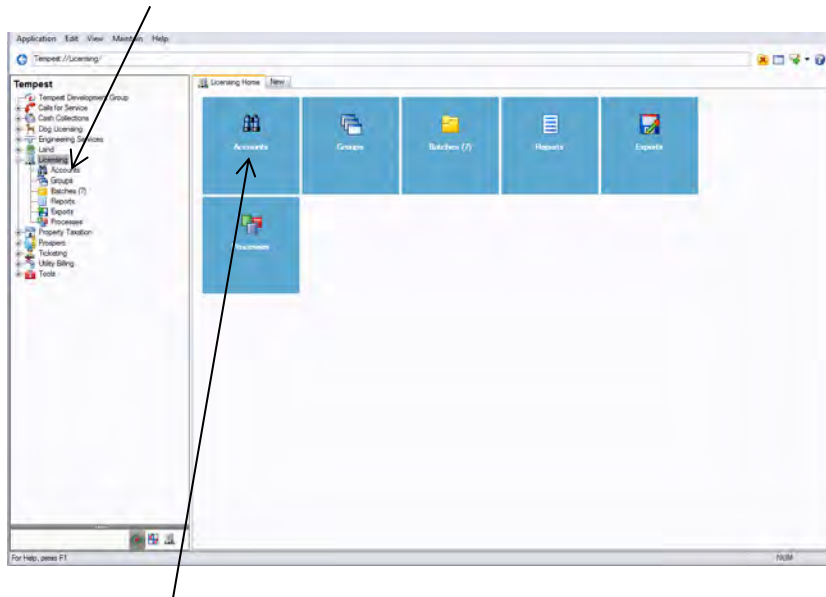
2.1 Internal instruction guide created for casual staff

Steps in new business licence applications

Review business licence with applicant to ensure it is completely filled out front and back. Explain our process to applicant. Let them know that they will be emailed/phoned when licence is ready to be paid.

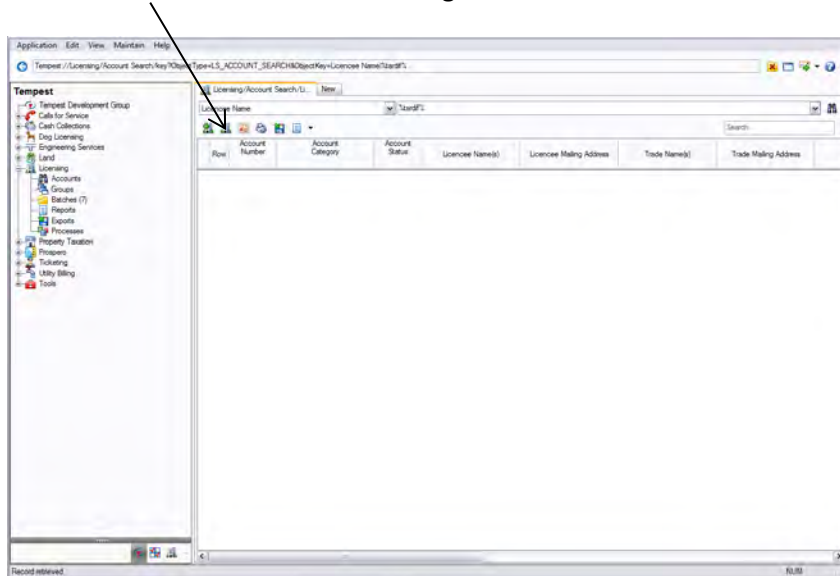
Log into Tempest

Click "Licensing"



Then click "Accounts"

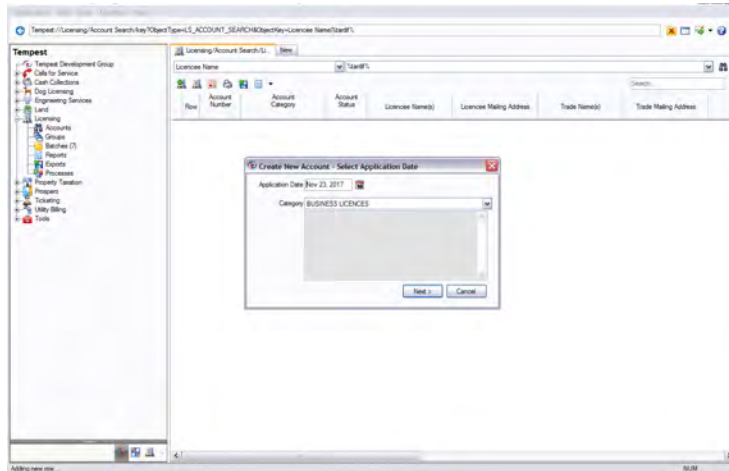
Click on Plus "+" "Add a new licensing account"



Create New Account

Application date is today's date.

Category Business Licence

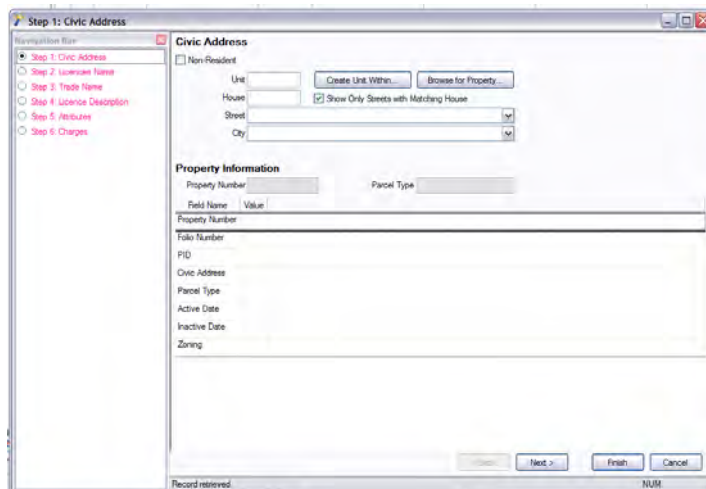


Click "Next" to continue.

Civic Address (Business address on application)

Click "Browse for Property". Find address and double click on address to accept it. If address does not exist check with Cara and building inspectors for addressing. You may need to double check with applicant as well.

If non-resident, input "business – out of town". Searching this can be done by typing in %out% under street.



Click "Next" to continue.

Primary Name and Mailing Address (Licensee/Owner of business on application)

Format is “Person”, unless it is an entity (ex BC Ltd). If entity, change “Format” to Other.

Click on “Browse by Name” first. Find persons’ name and double click to accept it. Change any information to keep it up-to-date, including phone number.

If person does not exist, enter manually.

If “Joint Name” appears at bottom, go back and re-add individual name as a new person as the account you found has 2 names attached to it.

Postal Code must be inputted 2 spaces after city and province. This will enable it to pre-fill Postal/zip code and Country in boxes underneath.

You MUST put in email address, phone number, and cell number.

Click “Next” to continue.

Primary Name and Mailing Address (Name of business)

Format is “Other”, unless business name is strictly person’s name (almost always other). If person, change “Format” to person. Enter name manually.

Trade Name address is the mailing address. Always place mailing preference address here.

Postal Code must be inputted 2 spaces after city and province. This will enable it to pre-fill Postal/zip code and Country in boxes underneath. Fill in email address, phone number, and cell number if available.

General

Step 4: Licence Description

General

Covers From: Nov 23, 2017
Covers To: Dec 31, 2017

☒ Home Based
☐ Inter-Municipal
☒ Renewable
☐ Seasonal

Licence Description: Janitorial business

Licence Type 1:
Licence Type 2:
Licence Type 3:

Licence Type	Code	Description
FINANCIAL INSTITUTIONS	0003	FINANCIAL INSTITUTIONS
LIQUOR OUTLETS	0004	LIQUOR OUTLETS
MEDICAL MANIPULATION	0007	MEDICAL MANIPULATION
PHARMACIES	0009	PHARMACIES
RETAIL & SERVICES	0001A	RETAIL & SERVICE
SPECIAL EVENTS	0006	SPECIAL EVENTS

Record entered: 10/28

Covers from today's date to end of year.

Automatically clicks on "renewable".

If home based, inter-municipal, or season, click on corresponding checks.

Fill in short description of business. (Examples. Janitorial, electrician, art classes, etc). Usually we use what is written on the application form. Use all capital letters.

Choose Licence Type. Most are Retail & Service. This will fill in Licence Type 1.

Click "Next" to continue.

Attributes

Does not have to be filled out. If they have given the information put it in.

Examples: Number of Employees. Click "Save". Floor area in square meters. Click "Save"

Click "Next" to continue.

Charges

Price should show up.

Click "Finish" to continue.

This comes up next.

Application: Edit View Information Help

Tempus - Licensing Account Search (x) - Account 73224 - TARDIF, MELISSA A

Record # 7324 Status: OPEN Category: BUSINESS LICENCES Licence Name: TARDIF, MELISSA A

Account Summary - 73224 - TARDIF, MELISSA A

Name(s): TARDIF, MELISSA A
Mailing Address: 2876 10TH AVE PORT ALBERNI BC V9V 2N7
Location: 2876 10TH AVE PORT ALBERNI BC
Licence Type(s): BUSINESS LICENCES

Balance Forward as of Nov 22, 2017: \$0.00
Current Licence Fees: \$46.00
Adjustments: \$0.00
Payments Received: \$0.00
Account Balance: \$46.00

Trade - TARDIF, MELISSA A

Name(s): TARDIF, MELISSA A
Mailing Address: 2876 10TH AVE PORT ALBERNI BC V9V 2N7
Location: 2876 10TH AVE PORT ALBERNI BC
Licence Condition(s): Home Based Business subject to zoning and bylaws. Inter Community Business licence for the Cities of Campbell River, Courtenay, Duncan, Nanaimo, and Parksville, Districts of North Cowichan, and Ladysmith, Towns of Comox, Lake Cowichan, Ladysmith, and Qualicum Beach, and the Village of Cumberland

Status: OPEN
Home Based: Yes
Inter-Municipal: No
Non-Resident: No

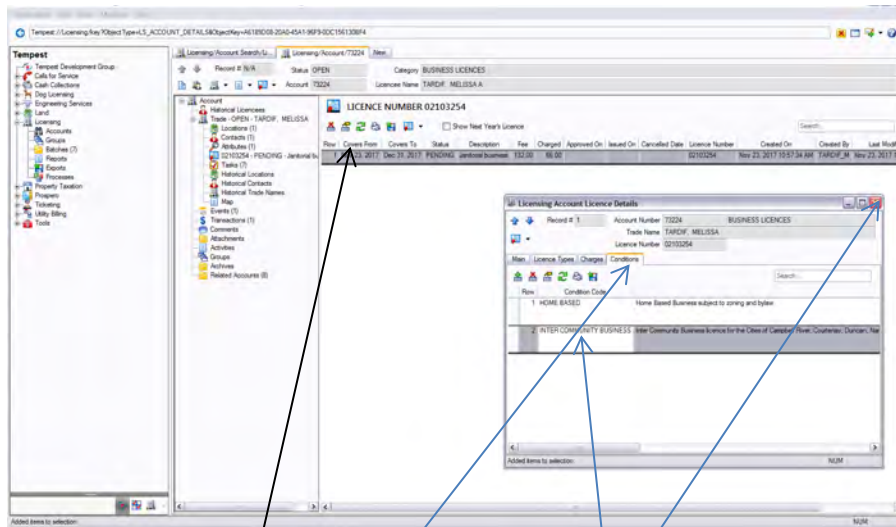
Licence - 02103250 - Janitorial business

Licence Type(s): RETAIL & SERVICES
Status: PENDING
Covers From: Nov 23, 2017
Covers To: Dec 31, 2017
Licence Condition(s): Home Based Business subject to zoning and bylaws. Inter Community Business licence for the Cities of Campbell River, Courtenay, Duncan, Nanaimo, and Parksville, Districts of North Cowichan, and Ladysmith, Towns of Comox, Lake Cowichan, Ladysmith, and Qualicum Beach, and the Village of Cumberland

Fees
Total Coverage Period Fee: \$46.00
Annual Renewal Fee: \$12.00
Outstanding Fee: \$46.00

Record entered: 10/28

Inter-community licence must be manually deleted off each application, unless it has been applied for.



Click on "PENDING" to bring up next screen.

Double click on Row 1.

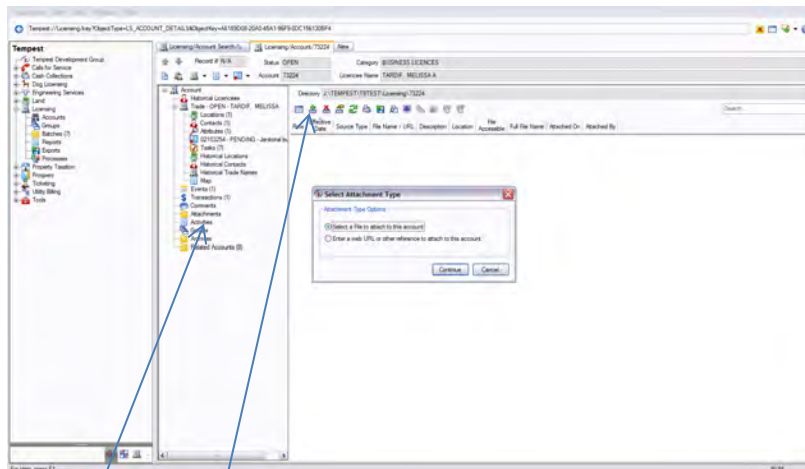
Click on "Conditions" tab.

Highlight Inter-community licence row and click on x to delete row.

Click top right X to exit out of small screen.

Attach Business Licence Application

Scan both pages and save to file.



Click on "Attachments".

Click on Plus "insert a new row".

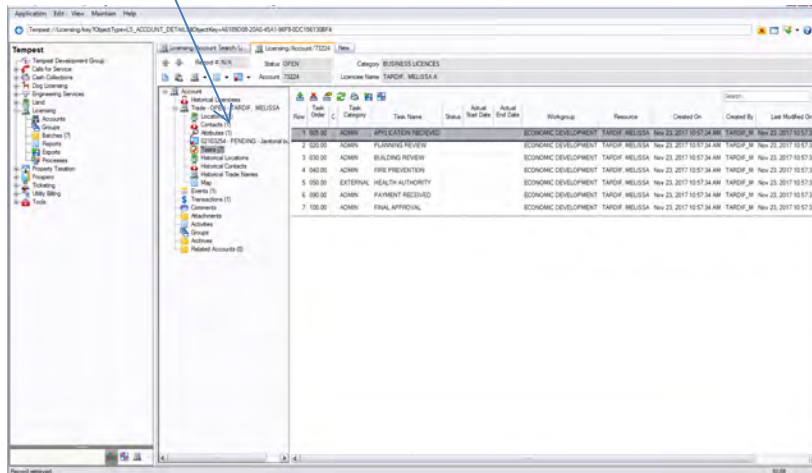
"Select a file to attach to this account". Locate file and attach.

Contacts

Add Emergency Contact to this section.

Tasks

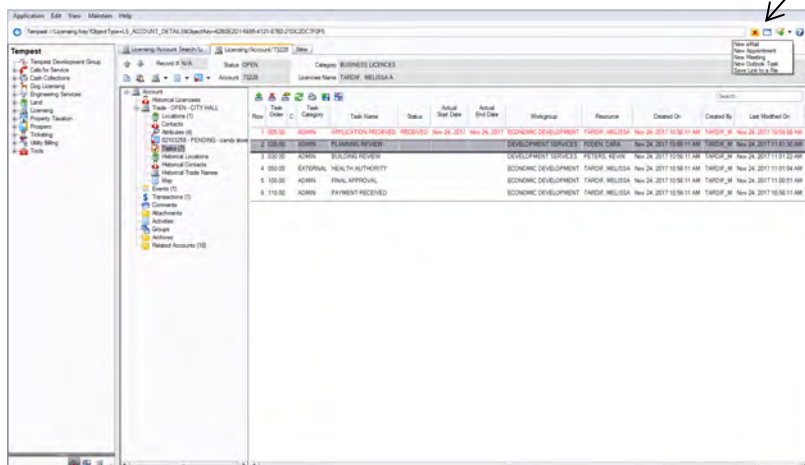
Click on “Tasks”



Go through tasks to make sure they are needed one by one. If not needed, delete row.

“Application Received”. Double click on row and change status to “Received”. Ensure application has been scanned and attached to Tempest.

“Planning Review”. Planning may need to review. If needs to be sent to Planning, send email to planning through Tempest. Ask for review of application. You can delete planning, building, fire for any home-based mobile business that does NOT have any clients coming to home and that meets zoning requirements, moving to Final Approval. Double check with Cara if you have any doubts. Always ensure you have their full story of what they are doing before you delete tasks as they may not have been fully clear on the business licence application. Clients may think that because they only have a client coming once in a blue moon that means they don’t need planning and building inspections, but they do even if 1 client comes once.

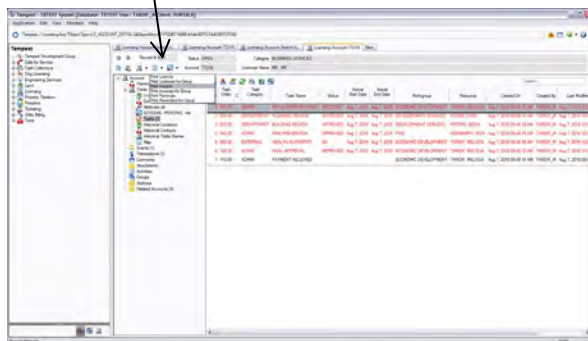


“Building Review”. Building will review if needed. If needs to be sent to Building, send email to building through Tempest. Ask for review of application. If not needed, delete row. All commercial/industrial/institutional spaces and anything in a home that has any clients come to the house or the property MUST have a building inspection.

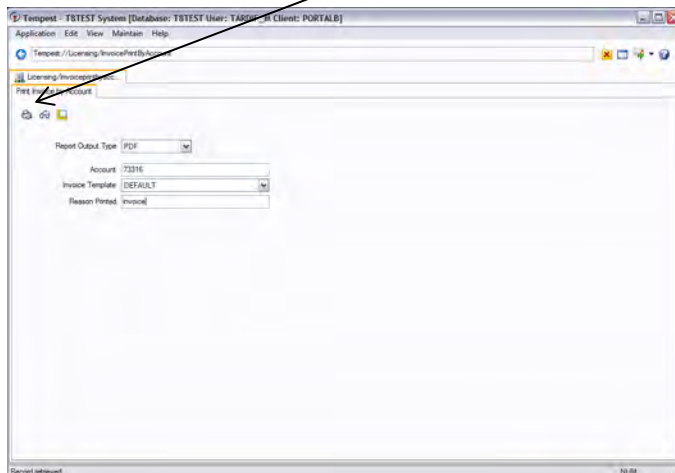
“Fire Prevention”. Fire will review if needed. If needs to be sent to Fire, send email to building through Tempest. Ask for review of application. If not needed, delete row. Mobile vendors are to be sent to Fire and not building.

“Health Authority”. If not needed, click N/A or delete row. If needed, email VIHA manually (HPES.PortAlberni@islandhealth.ca) notifying them of business needing their approval. Leave on there until VIHA approval. Once approval has been made by VIHA, click on Received. All invasive personal services, mobile vendors, and anything with food need VIHA. If in doubt, send VIHA an email.

“Final Approval”. Once all tasks have been received, final approval can be changed to “approved”. This will prompt Tempest to send email to licensee prompting for payment from them. Click “print invoice”. Print and save invoice.



Type reason in “Reason printed”. Click printer icon to print. Click “Paper Only”. When printing choose Engineering Reception. Change properties to bypass try and print on business licensing paper.



If client is not in person, email invoice to client. Attach invoice to email and send. Example email:

From	melissa_tardif@portalberni.ca
To	
Cc	
Subject	Business <u>licence</u> invoice for John Doe Excavating

Good afternoon,

Please find attached a copy of your City of Port Alberni business licence invoice for John Doe Excavating.

Payment can be made by in person at City Hall (debit, cash, or cheque), mail (cheque or money order only), online at portalberni.ca, or at most financial institutions through an online or telephone banking service.

To pay online visit <https://online.portalberni.ca/WebApps/ecom/SelectPayableItem.aspx>

Business licence will be issued once payment is received.

Thank you,
Melissa

“Payment Received. To double check go to “transactions” and make sure payment has been made. You can also see on front page whether there are monies owed in the top right corner. Refresh page to see current. Once payment has been made click on received. Some clients pay online, so you will need to double check. It can take a few days for it to show up for finance. Contact finance if applicant says payment has been made but it is not showing up on Tempest. Payment MUST be made before business licence can be approved.

Approval

“Payment received” will trigger licence to go from “Pending” to “Approved”.

If licence does not approve automatically, approve manually. Click on icon and choose “Approve Licence”. In order to approve licence, all tasks must be completed under task bar.

Click “okay”

This will change the pink “Pending” to a black “Approved” with date on licence.

Tempest

Application Edit View Maintain Help

Tempest / Licensing / Object Type / S_ACCOUNT_DETAILS / Object Key / 1618008-2040-4541-96F9-0C19130B14

Licensing / Account / Search / S / Account / 73224 / New

Record # 73224 Status OPEN Category BUSINESS LICENCES Licence Name TARDIF, MELISSA A

Account Summary - 73224 - TARDIF, MELISSA A

Name(s)	TARDIF, MELISSA A	Balance Forward as of	Nov 22, 2017	\$0.00
Mailing Address	2876 10TH AVE PORT ALBERNI BC V9Y 2N7	Current Licence Fees		\$66.00
Category	BUSINESS LICENCES	Adjustments		\$0.00
		Payments Received		(\$66.00)
		Account Balance		\$0.00

Trade - TARDIF, MELISSA A

Name(s)	TARDIF, MELISSA A	Status	OPEN
Mailing Address	2876 10TH AVE PORT ALBERNI BC V9Y 2N7	Home Based	Yes
Location	2876 10TH AVE, PORT ALBERNI BC	Inter-Municipal	No
URA Business Number		Non-Resident	No
Trade Qualification Number			
NAICS			
SIC			

Licence 02103225 - Janitorial business

Licence Type(s)	REPAIR & SERVICES	Fees	
Status	PENDING	Total Coverage Period Fee	\$66.00
Covers from	Nov 23, 2017	Annual Renewal Fee	\$132.00
Covers to	Dec 31, 2017	Outstanding Fees	\$66.00
Issued On			
Licence Condition(s)	Home Based Business subject to zoning and bylaw.		

Business Licence can then be printed off. If client is not in person, then place licence in mail.
 Click "print licence". Type reason in "reason printed". Click printer icon to print. Click "paper only".
 When printing choose Engineering Reception. Change properties to bypass tray and print on business
 licensing paper.

The screenshot shows the Tempest software interface. The sidebar on the left contains a tree view with the following structure:

- Tempest Development Group
 - Calls for Service
 - Cash Collections
 - Log Licensing
 - Engineering Services
 - Land
 - Licensing
 - Accounts
 - Groups
 - Batches (7)
 - Reports
 - Exports
 - Processes
 - Property Taxation
 - Proposals
 - Licensing
 - Utility Billing
 - Tools

The main window displays the following information:

Account Summary - 73224 - TARDIF, MELISSA A

Name(s)	TARDIF, MELISSA A	Balance Forward as of Nov 22, 2017	\$0.00
Mailing Address	2876 10TH AVE PORT ALBERNI BC V9Y 2N7	Current Licence Fees	\$66.00
Category	BUSINESS LICENCES	Adjustments	\$0.00
		Payments Received	(\$66.00)
		Account Balance	\$0.00

Trade - TARDIF, MELISSA

Name(s)	TARDIF, MELISSA	Status OPEN
Mailing Address	2876 10TH AVE PORT ALBERNI BC V9Y2N7	Home Based Yes
Location	2876 10TH AVE PORT ALBERNI BC	Inter-Municipal No
CRA Business Number		Non-Resident No
Trade Qualification Number		
NALCN		
SIC		

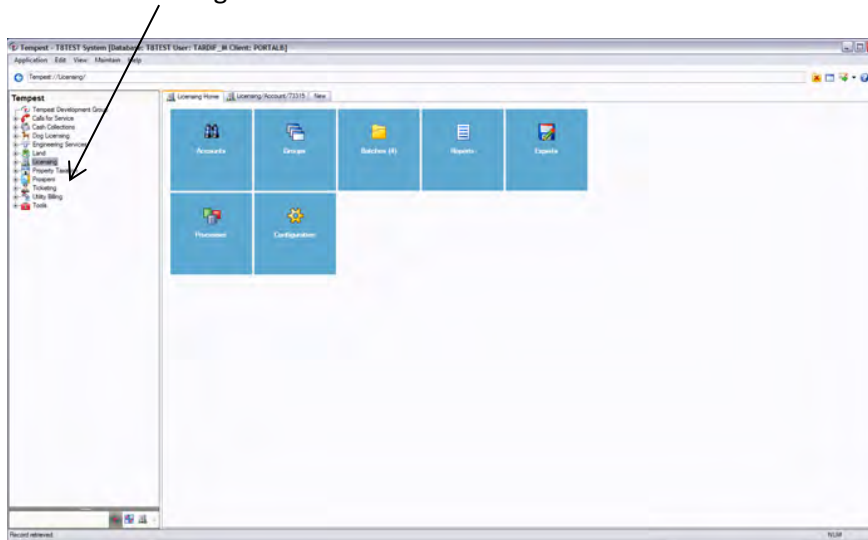
Licence 02103234 - Janitorial business

Licence Type(s)	RETAIL & SERVICES	Fees	
Status	APPROVED Nov 23, 2017	Total Coverage Period Fee	\$66.00
Covers from	Nov 23, 2017	Annual Renewal Fee	\$132.00
Covers to	Dec 31, 2017	Outstanding Fees	\$0.00
Issued On			
Licence Condition(s)	Home Based Business subject to zoning and bylaw.		

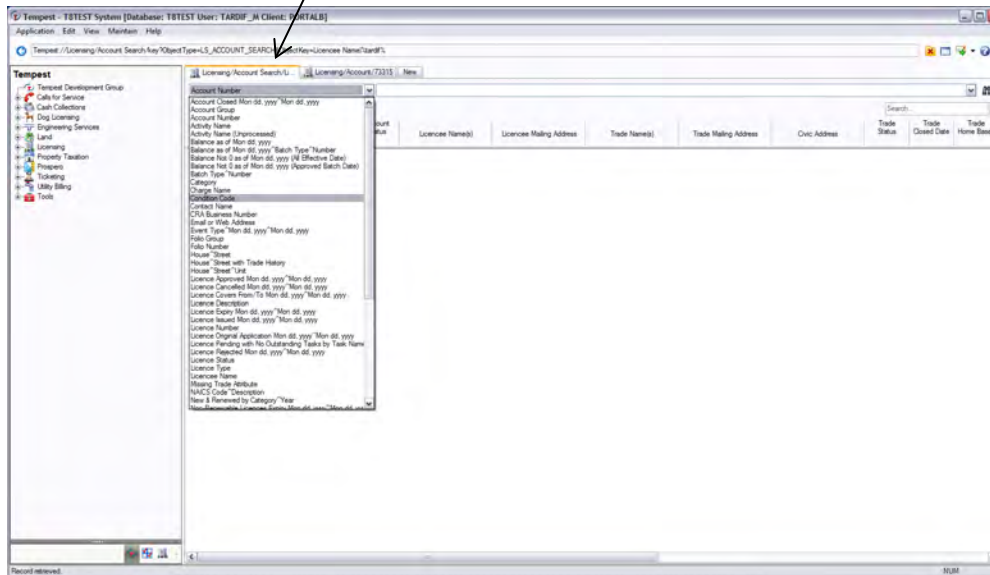
Change of licensee name in business licence applications

Ensure business licence is completely filled out front and back and “New Owner” is checked off. This allows us to update any outdated information.

Click on “Licensing” and then “accounts”.



Search for business. Scroll down first box. This gives you options. Most commonly used searches are account number, licensee name, trade name, but any can be used.



Click on arrow and choose “change licensee ownership”.

The screenshot shows the Tempest system interface. On the left, a sidebar contains a tree view with 'Change Licensee Ownership' highlighted. An arrow points to this option. The main window displays the 'Account Summary - 73315 - TARDIF, MELISSA' section, which includes fields for Name(s), Mailing Address, Phone Number, Email Address, and Category. Below this, the 'Trader - MELS CLEANING' section is visible, showing details for the licensee, including the license number (02103345) and the status (OPEN). The 'Fees' section at the bottom right lists various fees and their amounts.

Click “Next”

Type in new Primary Name and Mailing Address

Format is “Person”, unless it is an entity (ex BC Ltd). If entity, change “Format” to Other. Click on “Browse by Name” first. Find person’s name and double click to accept it. Change any information to keep it up-to-date, including phone number.

If person does not exist, enter manually.

If “Joint Name” appears at bottom, go back and re-add individual name as a new person as the account you found has 2 names attached to it.

Postal Code must be inputted 2 spaces after city and province. This will enable it to pre-fill Postal/zip code and Country in boxes underneath.

You MUST put in email address, phone number, and/or cell number.

The screenshot shows the 'Step 1: Licensee Name' dialog box. The 'Primary Name and Mailing Address' section is active, showing fields for Name, Address, Phone, Email, and Fax. The 'Joint Name' section is also visible at the bottom. The 'Format' dropdown is set to 'PERSON'. The 'Browse by Name' button is highlighted. The 'Enter Manually' checkbox is checked. The 'Finish' button is at the bottom right.

Click “Finish”

Licencee information will change on account summary screen.

Attach business licence application for new owner.

Scan both pages and save to file.

Click on “Attachments”

Click on “+” “insert a new row”

“Select a file to attach to this account”. Locate file and attach.

If business is one that needs VIHA inspection and approval, this must be done prior to business licence being issued. VIHA requires a new application and approval for change of ownership.

Click on “Tasks”

Click on “+” to insert a new row

Task ID	Name	Category	Status	Actual Start Date	Actual End Date	Workgroup	Resource	Created On	Created By	Last Modified
1 000.00	HEALTH AUTHORITY	EXTERNAL	APPROVED	Mar 23, 2017	Mar 23, 2017	FINANCE	BOS, LORI	Mar 16, 2017 04:03:40 PM	BOS, L	Mar 23, 2017 03:17
2 000.00	EXTERNAL	HEALTH AUTHORITY	RECEIVED	Mar 23, 2017	Mar 23, 2017	FINANCE	BOS, LORI	Mar 16, 2017 04:03:40 PM	BOS, L	Mar 23, 2017 03:17
3 040.00	ADMIN	FIRE PREVENTION	APPROVED	Mar 23, 2017	Mar 23, 2017	BYLAW ENFORCEMENT	NEWBERRY, RICK	Mar 16, 2017 04:03:40 PM	BOS, L	Mar 23, 2017 02:4
4 000.00	DEPARTMENT	BUILDING REVIEW	APPROVED	Mar 23, 2017	Mar 23, 2017	DEVELOPMENT SERVICES	ROB GAUDREAU, L	Mar 16, 2017 04:03:40 PM	BOS, L	Mar 23, 2017 02:4
5 020.00	DEPARTMENT	PLANNING REVIEW	APPROVED	Mar 23, 2017	Mar 23, 2017	DEVELOPMENT SERVICES	ROB GAUDREAU, L	Mar 16, 2017 04:03:40 PM	BOS, L	Mar 23, 2017 02:4
6 010.00	ADMIN	PAYMENT RECEIVED	RECEIVED	Mar 16, 2017	Mar 16, 2017	FINANCE	BOS, LORI	Mar 16, 2017 04:03:40 PM	BOS, L	Mar 16, 2017 04:0

Double click on “Health Authority”

Task Order	Name	Category	Workgroup	Resource	Estimated Duration	Duration Type
1 000.00	APPLICATION RECEIVED	ADMIN	ECONOMIC DEVELOPMENT	TARDIF, MELISSA		
2 020.00	PLANNING REVIEW	DEPARTMENT	DEVELOPMENT SERVICES	ROBEN, CARA		
3 030.00	BUILDING REVIEW	DEPARTMENT	DEVELOPMENT SERVICES	PETERS, KEVIN		
4 040.00	FIRE PREVENTION	ADMIN	FIRE	NEWBERRY, RICK		
5 050.00	HEALTH AUTHORITY	EXTERNAL	ECONOMIC DEVELOPMENT	TARDIF, MELISSA		
6 100.00	FINAL APPROVAL	ADMIN	ECONOMIC DEVELOPMENT	TARDIF, MELISSA		
7 110.00	PAYMENT RECEIVED	ADMIN	ECONOMIC DEVELOPMENT	TARDIF, MELISSA		

Go to drop down and “unapprove licence”.

Account Summary - 73146 - TWIN CITY BREWING COMPANY LTD

Name(s)	TWIN CITY BREWING COMPANY LTD	Balance Forward as of Nov 20, 2018	\$0.00
Mailing Address	4503 MARGARET ST PORT ALBERT BC V9Y 6G8	Current Licence Fees	\$220.00
Phone Number	250-730-2408	Adjustments	\$0.00
Category	BUSINESS LICENCES	Payments Received	(\$220.00)
		Account Balance	\$0.00

Trade - TWIN CITY BREWING COMPANY

Name(s) TWIN CITY BREWING COMPANY LTD
Mailing Address 4503 MARGARET ST
PORT ALBERT BC V9Y 6G8
Email Address 65022@twin-city-brewing.ca
Location 4503 MARGARET ST, PORT ALBERT BC
CNA Business Number
Trade Qualification Number
NAICS
SIC

Status OPEN
Home Based No
Inter-Municipal No
Non-Resident No

Licence 02103175 - microbrewery
Licence Type(s) LIQUOR OUTLETS
Status APPROVED Nov 21, 2018
Covers from Jan 01, 2019
Covers to Dec 31, 2019
Issued On Dec 11, 2018
Licence Condition(s)

Fees
Total Coverage Period Fee \$220.00
Annual Renewal Fee \$220.00
Outstanding Fees \$0.00

In Notes type in “needs approval from health authority”.

Process as you would from then on for approval just needing health authority.

Account Summary - 73146 - TWIN CITY BREWING COMPANY LTD

Name(s)	TWIN CITY BREWING COMPANY LTD	Balance Forward as of Nov 20, 2018	\$0.00
Mailing Address	4503 MARGARET ST PORT ALBERT BC V9Y 6G8	Current Licence Fees	\$220.00
Phone Number	250-730-2408	Adjustments	\$0.00
		Payments Received	(\$220.00)
		Account Balance	\$0.00

Licence: 02103175 Covers: Jan 01, 2019 to Dec 31, 2019

Note:
Needs approval from health authority

Continue Cancel

Trade - TWIN CITY BREWING COMPANY

Name(s) TWIN CITY BREWING COMPANY LTD
Mailing Address 4503 MARGARET ST
PORT ALBERT BC V9Y 6G8
Email Address 65022@twin-city-brewing.ca
Location 4503 MARGARET ST, PORT ALBERT BC
CNA Business Number
Trade Qualification Number
NAICS
SIC

Status OPEN
Home Based No
Inter-Municipal No
Non-Resident No

Licence 02103175 - microbrewery
Licence Type(s) LIQUOR OUTLETS
Status APPROVED Nov 21, 2018
Covers from Jan 01, 2019
Covers to Dec 31, 2019
Issued On Dec 11, 2018
Licence Condition(s)

Fees
Total Coverage Period Fee \$220.00
Annual Renewal Fee \$220.00
Outstanding Fees \$0.00

If business does not need Health approval, business Licence can then be printed off.

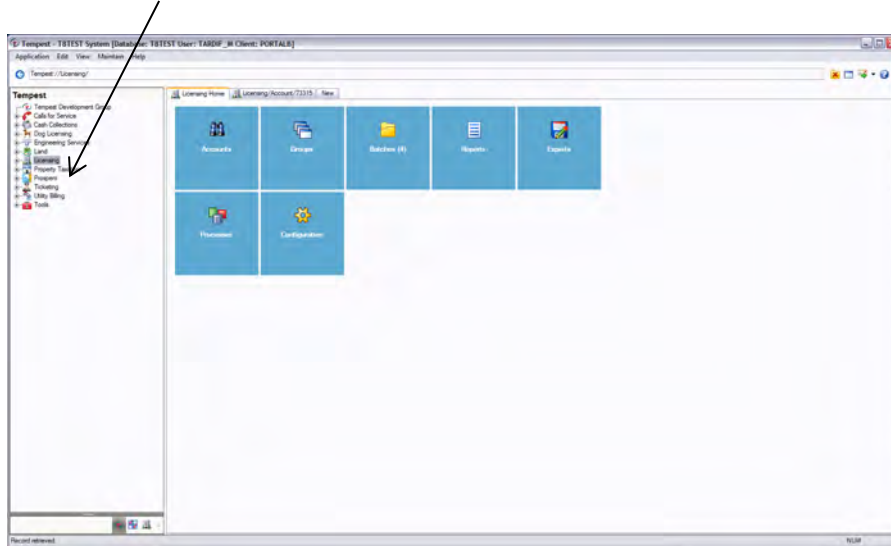
Contact applicant if they would like to pick up or have it mailed if this was not previously disclosed.

Click “print licence”. Type reason in “reason printed”. Click printer icon to print. Click “paper only”. When printing choose Engineering Reception. Change properties to bypass tray and print on business licensing paper.

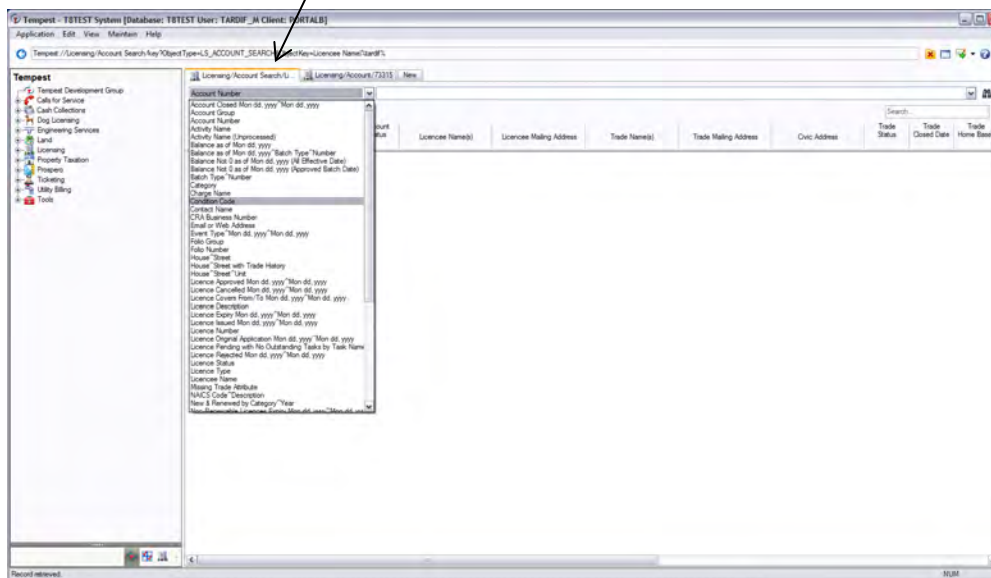
Change of business name in business licence application

Ensure business licence is completely filled out front and back and “Business name change” is checked off. This allows us to update any outdated information.

Click on “Licensing” and then “accounts”.



Search for business. Scroll down first box. This gives you options. Most commonly used searches are account number, licensee name, trade name, but any can be used.



Click on arrow and choose “Rename Trade”

The screenshot shows the Tempest - TBTES System interface. On the left, a sidebar contains a tree view with categories like 'Tempest Development Group', 'Calls for Service', 'Cash Collections', 'Log Licensing', 'Engineering Services', 'Land', 'Licensing', 'Property Taxation', 'Processors', 'Scheduling', 'Utility Billing', and 'Tools'. The 'Licensing' category is expanded, showing sub-items like 'Create New Account', 'Change Licensee Rating Address', 'Change Licensee Ownership', 'Renew Trade', 'Add Additional License to Trade', 'Close Trade', 'Request Trade', 'Request Account', 'Historical Contacts', 'Historical Trade Names', 'Map', 'Events (1)', 'Transactions (1)', 'Comments', 'Attachments', 'Activities', 'Groups', 'Activities', and 'Related Accounts (8)'. An arrow points to the 'Rename Trade' option. The main window displays the 'Account Summary' for '73315 - TARDIF, MELISSA' and the 'Trade - MELS CLEANING' details. The 'Account Summary' includes fields for Name(s), Mailing Address, Phone Number, Email Address, and Category, along with a 'Balance Forward as of' table. The 'Trade - MELS CLEANING' section includes fields for Name(s), Mailing Address, Phone Number, Email Address, Location, CMA Business Number, Trade Qualification Number, NAICS, and SIC, along with a 'Status' field and a 'Licence' table.

Account Summary - 73315 - TARDIF, MELISSA	
Name(s)	TARDIF, MELISSA
Mailing Address	2876 10TH AVE PORT ALBERNI BC V9Y 2N7
Phone Number	123-456-7890
Email Address	mels@mels.com
Category	BUSINESS LICENCES
Balance Forward as of	Aug 06, 2018 (\$66.00)
Current Licence Fees	\$66.00
Adjustments	\$0.00
Payments Received	\$0.00
Account Balance	\$0.00

Trade - MELS CLEANING	
Name(s)	MELS CLEANING
Mailing Address	2876 10TH AVE PORT ALBERNI BC V9Y 2N7
Phone Number	123-456-7890
Email Address	mels@mels.com
Location	2876 10TH AVE, PORT ALBERNI BC
CMA Business Number	
Trade Qualification Number	
NAICS	
SIC	
Status	OPEN
Home Based	No
Inter-Municipal	No
Non-Resident	No
Licence	02103345 - Janitorial cleaning
Licence Type(s)	RETAIL & SERVICES
Status	APPROVED Aug 07, 2018
Covers from	Aug 07, 2018
Covers to	Dec 31, 2018
Issued On	
Licence Condition(s)	
Fees	
Total Coverage Period Fee	\$66.00
Annual Renewal Fee	\$132.00
Outstanding Fees	\$0.00

Click “Next”

Fill in “New Primary Name” and click “Finish”.

Attach business licence application for new owner.

Scan both pages and save to file.

Click on “Attachments”

Click on “+” “insert a new row”

“Select a file to attach to this account”. Locate file and attach.

Business Licence can then be printed off.

If client is in person, print off and give to client. Otherwise, place new licence in mail.

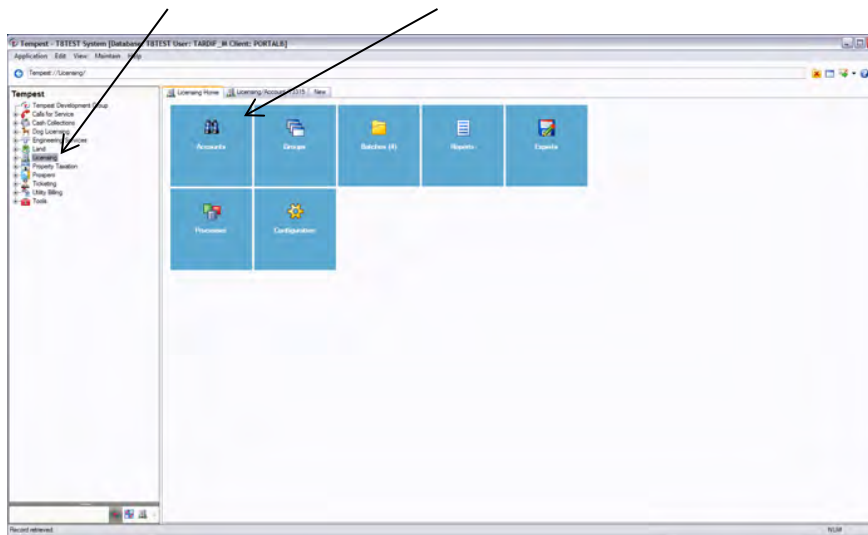
Click “print licence”. Type reason in “reason printed”. Click printer icon to print. Click “paper only”. When printing choose Engineering Reception. Change properties to bypass tray and print on business licensing paper.

Change of licensee mailing address in business licence application

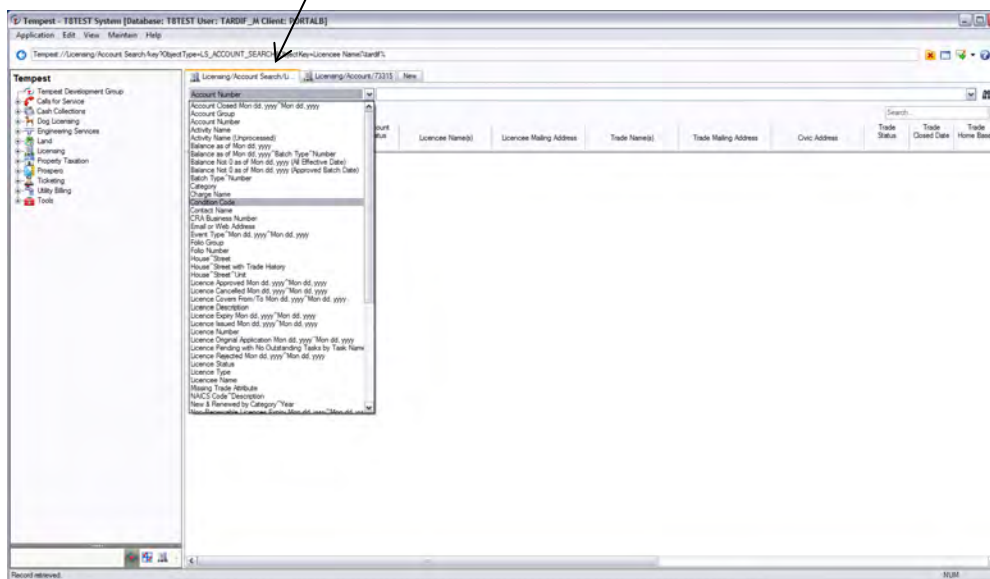
This is mailing address only, not physical move of business

Ensure business licence is completely filled out front and back and “Change of Address” is checked off.
This allows us to update any outdated information.

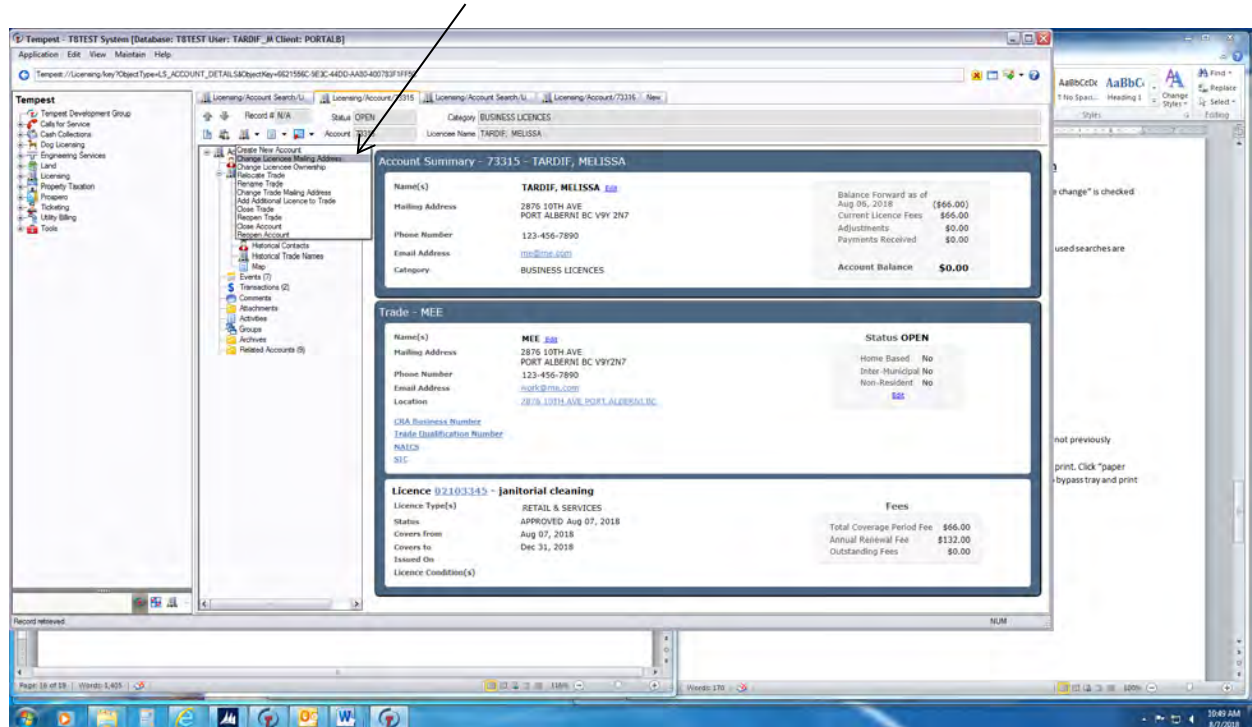
Click on “Licensing” and then “accounts”.



Search for business. Scroll down first box. This gives you options. Most commonly used searches are account number, licensee name, trade name, but any can be used.



Click on arrow and choose “Change Licencee Mailing Address”



Click “Next”

Fill in “New Mailing Address” and click “Finish”.

Attach business licence application for business name change.

Scan both pages and save to file.

Click on “Attachments”

Click on “+” “insert a new row”

“Select a file to attach to this account”. Locate file and attach.

Business Licence can then be printed off.

If client is in person, give directly to client. Otherwise, print off and place in mail.

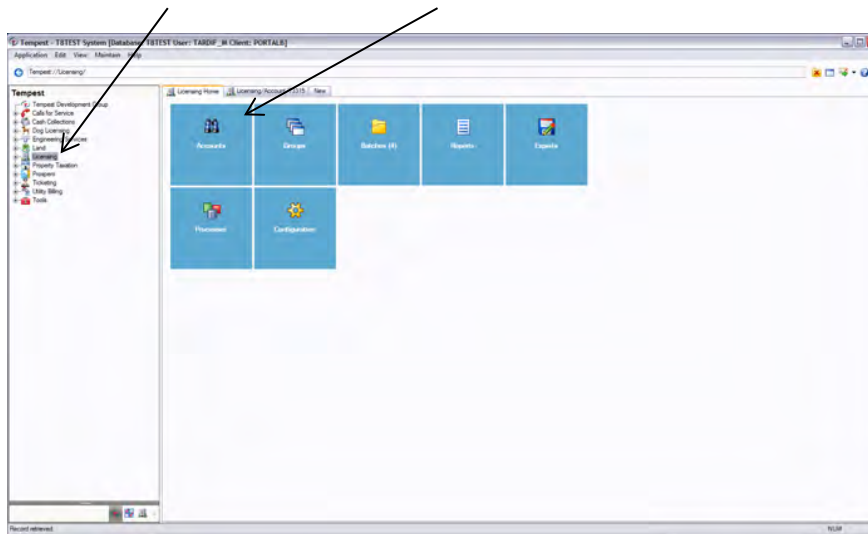
Click “print licence”. Type reason in “reason printed”. Click printer icon to print. Click “paper only”. When printing choose Engineering Reception. Change properties to bypass tray and print on business licensing paper.

Change of trade mailing address in business licence application

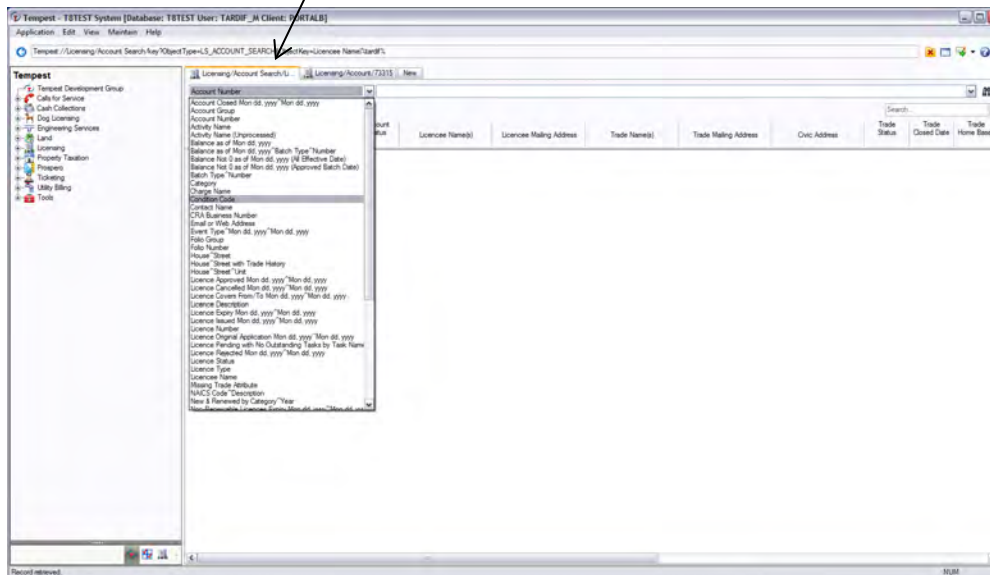
This is mailing address only, not physical move of business

Ensure business licence is completely filled out front and back and “Change of Address” is checked off.
This allows us to update any outdated information.

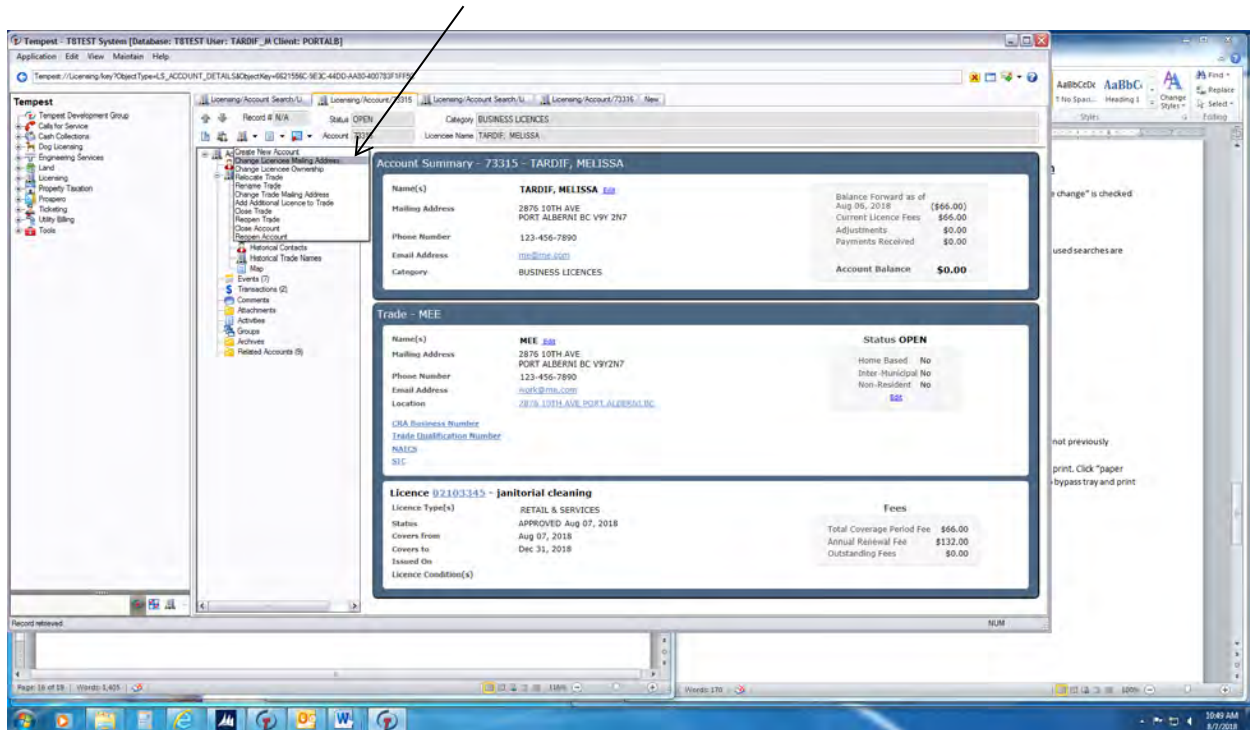
Click on “Licensing” and then “accounts”.



Search for business. Scroll down first box. This gives you options. Most commonly used searches are account number, licensee name, trade name, but any can be used.



Click on arrow and choose “Change Trade Mailing Address”



Click “Next”

Fill in “New Mailing Address” and click “Finish”.

Attach business licence application for business name change.

Scan both pages and save to file.

Click on “Attachments”

Click on “+” “insert a new row”

“Select a file to attach to this account”. Locate file and attach.

Business Licence can then be printed off.

If client is in person, give directly to client. Otherwise, print off and place in mail.

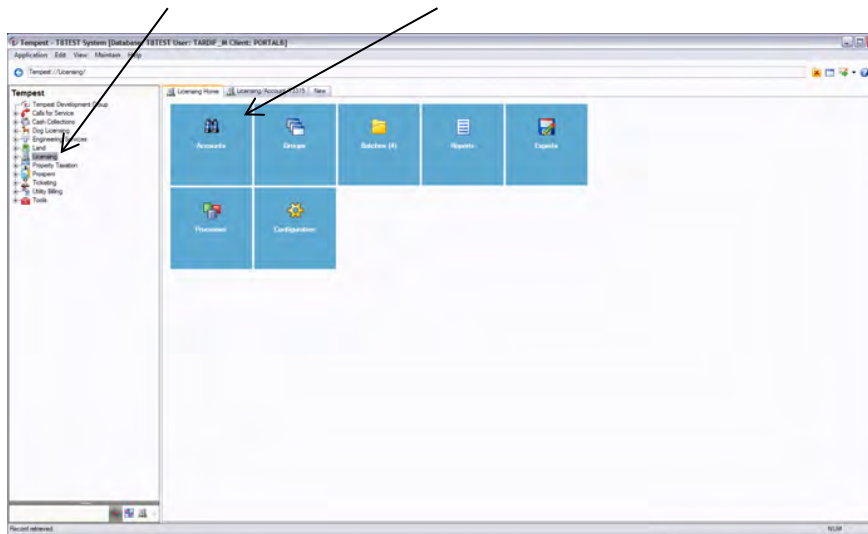
Click “print licence”. Type reason in “reason printed”. Click printer icon to print. Click “paper only”. When printing choose Engineering Reception. Change properties to bypass tray and print on business licensing paper.

Change of location/address in business licence application

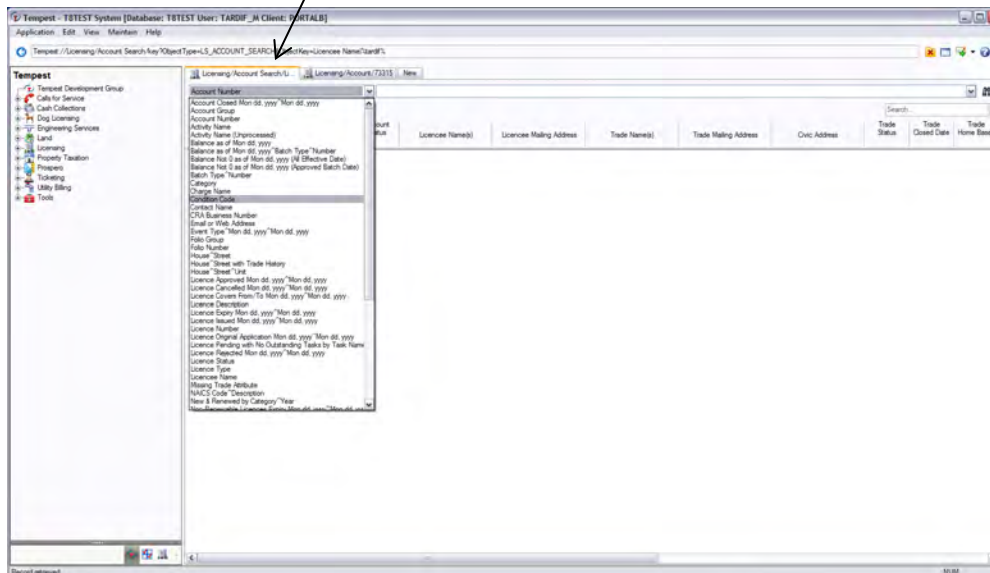
This is for physical change of address of business

Ensure business licence is completely filled out front and back and “Change of Address” is checked off. This allows us to update any outdated information.

Click on “Licensing” and then “accounts”.



Search for business. Scroll down first box. This gives you options. Most commonly used searches are account number, licensee name, trade name, but any can be used.



Click on arrow and choose “Relocate Trade”

The screenshot shows the Tempest - TSTEST System interface. The left sidebar contains a tree view with 'Relocate Trade' selected. The main window displays the 'Account Summary - 73315 - TARDIF, MELISSA' and 'Trade - MEE' details.

Account Summary - 73315 - TARDIF, MELISSA	
Name(s)	TARDIF, MELISSA
Mailing Address	2875 10TH AVE PORT ALBERT BC V9Y 2N7
Phone Number	123-456-7890
Email Address	m@me.com
Category	BUSINESS LICENCES
Balance Forward as of	Aug 06, 2018
Current Licence Fees	\$66.00
Adjustments	\$0.00
Payments Received	\$0.00
Account Balance	\$0.00

Trade - MEE	
Name(s)	MEE
Mailing Address	2875 10TH AVE PORT ALBERT BC V9Y 2N7
Phone Number	123-456-7890
Email Address	m@me.com
Location	2875 10TH AVE, PORT ALBERT BC
CHA Business Number	
Trade Qualification Number	
SIC	
Status	OPEN
Home Based	No
Inter-Municipal No	No
Non-Resident	No

Licence 02103345 - Janitorial cleaning	
Licence Type(s)	RETAIL & SERVICES
Status	APPROVED Aug 07, 2018
Covers from	Aug 07, 2018
Covers to	Dec 31, 2018
Issued On	
Licence Condition(s)	
Total Coverage Period Fee	\$66.00
Annual Renewal Fee	\$132.00
Outstanding Fees	\$0.00

Click “Next”

Click “Browse for Property” Find address and double click on address to accept it. If address does not exist speak to Cara and building inspectors about addressing. May need to clarify with applicant. If non-resident, input “business – out of town”. Searching this can be done by typing in %out% under street.

The screenshot shows the 'Step 1: Civic Address' dialog box. It contains the following sections:

- Current Civic Address:** 2875 10TH AVE PORT ALBERT BC
- New Civic Address:**
 - Unit: []
 - House: []
 - Street: []
 - City: []
- Property Information:**
 - Property Number: []
 - Parcel Type: []
 - Field Name: []
 - Value: []
 - Property Number: []
 - File Number: []
 - PID: []
 - Civic Address: []
 - Parcel Type: []
 - Active Date: []
 - Inactive Date: []
 - Zoning: []

Click “Finish”.

Fill in mailing address, including postal code.

Click “Next”

Fill in Attributes if known. Click "Save" on each Attribute.

Click "Finish"

Attach business licence application for business name change.

Scan both pages and save to file.

Click on "Attachments"

Click on "+" "insert a new row"

"Select a file to attach to this account". Locate file and attach.

Business licence will be placed back into pending position.

Tasks will then be duplicated and will need to be approved one by one.

Go through tasks to make sure they are needed one by one.

"Application Received". Double click on row and change status to "Received". Ensure application has been scanned and attached to Tempest.

"Planning Review". Planning may need to review. If needs to be sent to Planning, send email to planning through Tempest. Ask for review of application. You can delete planning, building, fire for any home-based mobile business that does NOT have any clients coming to home and that meets zoning requirements, moving to Final Approval. Double check with Cara if you have any doubts and double check with clients to make sure they are very clear in clients coming to the home, even if just "once in a awhile".

"Building Review". Building will review if needed. If needs to be sent to Building, send email to building through Tempest. Ask for review of application. If not needed, delete row. All commercial spaces and home occupations having clients to the home must be inspected by building and fire inspectors.

"Fire Prevention". Fire will review if needed. If needs to be sent to Fire, send email to building through Tempest. Ask for review of application. If not needed, delete row.

"Health Authority". If not needed, click N/A or delete row. If needed, email VIHA manually (HPES.PortAlberni@islandhealth.ca) notifying them of business needing their approval. Leave on there until VIHA approval. Once approval has been made by VIHA, click on Received. All invasive personal services, food, and mobile vendors are included. If in doubt, send VIHA an email.

"Final Approval". Once all tasks have been received, final approval can be changed to "approved". This will prompt Tempest to send email to licensee prompting for payment from them. Payment should not be needed if the annual payment had already been received previously.

"Payment". As payment had already been done previously, payment task can be deleted.

Temporal Development Group

- Cash Collections
- Engineering Services
- Land
- Property Taxation
- Tolling
- Utility Billing
- Tools

Licence Summary - 73315 - TARDIF, MELISSA

Category: BUSINESS LICENCES

Licence Name: TARDIF, MELISSA

Balance Forward as of Aug 06, 2018: **\$66.00**

Current Licence Fees: **\$66.00**

Adjustments: **\$0.00**

Payments Received: **\$0.00**

Account Balance: **\$0.00**

Trade - MEE

Name(s): **MEE**

Mailing Address: 2440 10TH AVE
PORT ALBERTA BC V9Y 2N7

Phone Number: 123-456-7890

Email Address: mee@mee.com

Location: 2440 10TH AVE PORT ALBERTA BC

CRA Business Number: [244010THAVEPORTALBERTA](#)

Trade Qualification Number: [244010THAVEPORTALBERTA](#)

NATCO: [244010THAVEPORTALBERTA](#)

SIC: [244010THAVEPORTALBERTA](#)

Licence 021033345 - janitorial cleaning

Licence Type(s): **RETAIL & SERVICES**

Status: **PENDING**

Covers from: Aug 07, 2018

Covers to: Dec 31, 2018

Issued On: [244010THAVEPORTALBERTA](#)

Licence Condition(s): [244010THAVEPORTALBERTA](#)

Fees

Total Coverage Period Fee: **\$66.00**

Annual Renewal Fee: **\$132.00**

Outstanding Fees: **\$0.00**

If client is in person, give directly to client. Otherwise, print off and place in mail.

Click "print licence". Type reason in "reason printed". Click printer icon to print. (

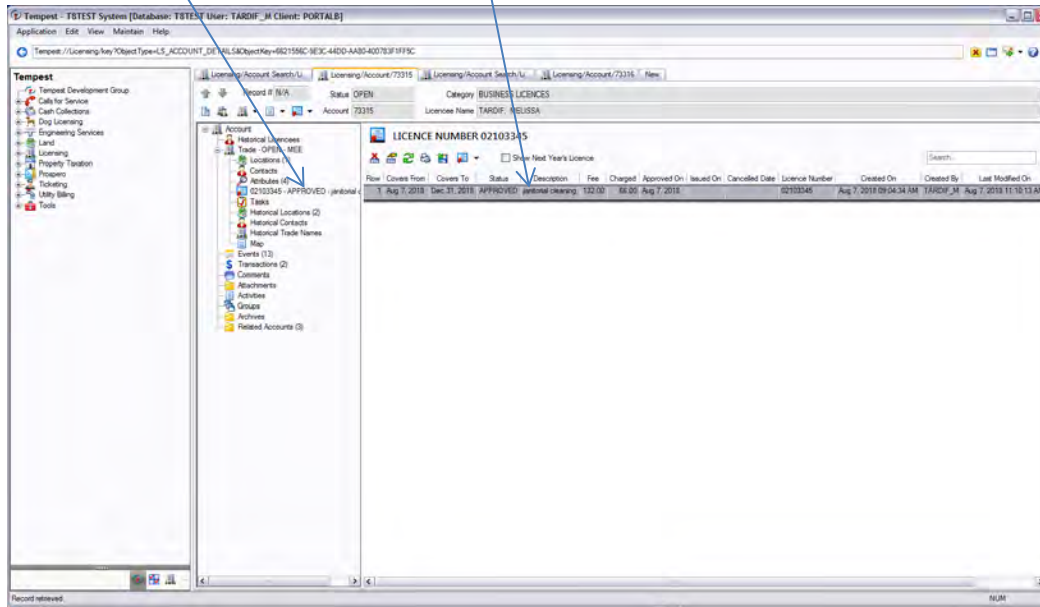
only". When printing choose Engineering Reception. Change properties to bypass tray and pr

Adding Inter-Community business licence application

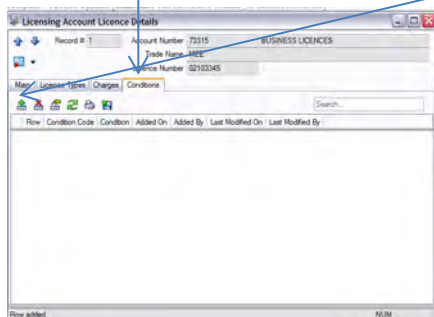
Inter-community is automatically added to all new business licence applications. Remove this is no inter-community is requested. The fee associated to the inter-community must be manually inputted whether it is a new or old licence.

Adding Inter-community to existing business licence.

Click on “APPROVED” and then double click row.

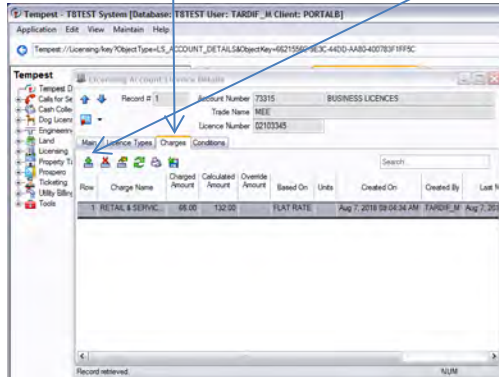


Click on “Conditions” tab and then click on “+”.



Choose Inter-community row and double click.

Click on “Charges” tab, then click on “+”.



Choose Inter-community and then click “Continue”.

Click “X” to exit screen.

Click on “Account” to go back to main screen. Account balance should have another \$150 owing.

Payment must be made before new business licence is printed off.

Adding fee to new business licences

Do not delete default inter-community add. If deleted, treat as existing business licence.

Click on “APPROVED” on left side and then double click row that comes up.

Click on “Charges” tab, then click on “+”.

Choose Inter-community and then click “Continue”.

Click “X” to exit screen.

Click on “Account” to go back to main screen. Account balance should have another \$150 owing.

Payment must be made before new business licence is printed off.

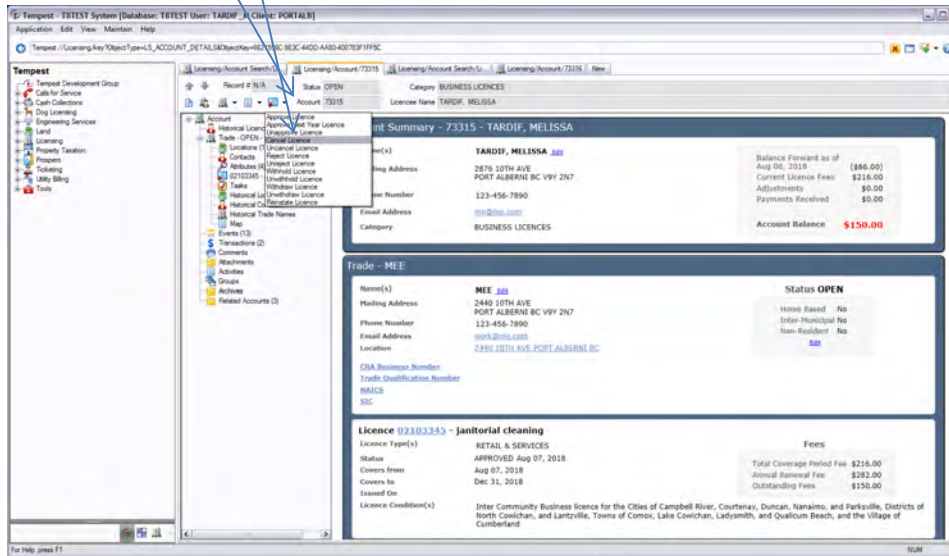
Cancel business licence

If client asks for business licence to be closed whether by phone/email/in person.

No refunds. Can only cancel licence if no money is owed. (unless it is the beginning of year and they closed down last year and just didn't cancel)

Click on third arrow.

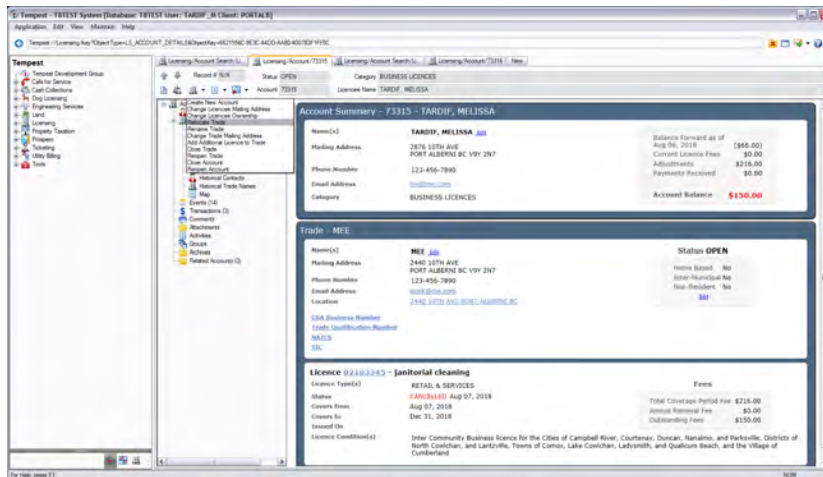
Click on "Cancel Licence" and click "Continue".



Click on first arrow.

Click on "Close Trade" and click "Continue".

Click on "Close Account" and click "Continue"



Click on "Comments" and leave note and how they cancelled and why.

If trade, open Excel spreadsheet and remove from "Contact information for trades email" spreadsheet.

If licence had inter-community, remove off of inter-community "Full list" located under business licences

in J: Engineering/Building/Business licence
Reverse all money owed if situation requires it.

Reversing charges

Click on Transactions.

Click once on transaction and amount to be cancelled once at a time. (This may include Fee Renewal, Inter-Community, or Penalty). Make sure you click on correct year and item that you need to delete.

Click under Licensing Adjustment 'Reverse'.

Keep batch number same as one being used.

For Fee Renewal cancellation, click on adjustment type and choose 'Fee cancellation'. All other ones this can be left blank if no options are given.

Put in Comment under reference. (Ex. Licence cancelled)

Click Continue.

Licence fee should show reversed on top line. Check on Accounts page to confirm money owed has been deleted.

Beginning and end of day batches

If Batch was closed previous day, you will need to add another batch to start the day.

To add batch:

When you go to approve a licence you will need to start a new batch if none is open. Just click on the + item for batch when prompted.

To close batch:

Click on 'Licensing'.

Click on 'Batches'.

Locate batch that is created by you and record batch number as you will need it.

Double click on batch line.

Click folder icon above 'Main' (Continue to close this batch? Choose 'Yes')

Click stamp icon above 'Transactions' (Continue to close this batch? Choose 'Yes')

Go back to 'Licensing'.

Click on 'Reports'. (You will be printing off 2 different reports)

Choose #9 'GL Postings from Transactions. Type of Batch 'Adjustments'. From Batch 'Choose batch number from above'.

Print off Report.

Then choose #4 'Batch – Approval Register'. Type of Batch 'Adjustments'. From Batch 'Choose batch number from above'.

Save both batches under J: Finance / 01 FINANCE Paperless Folder / 01 Batch Adjusts – Rosalyn to approve then make new folder – Batch number + BUS LIC. (Ex. 1497 BUS LIC) Then save both files under new folder.

Then go under 01 Non Cash Batch Checklist under same J drive, locate Licence 2024 (or whatever year you are in) and place GL postings amount in there.

2.2 Reference letter from casual City of Port Alberni employee, Melanie Croteau

July 1st, 2025

To whom it may Concern,

My name is Melanie Croteau and please accept this letter of reference for my co-worker and mentor, Melissa Tardif.

When I joined the City of Port Alberni as a casual employee, I had never worked in a Government/Municipal setting before, my career has always been in the private sector.

I have had the pleasure of having Melissa as my mentor/trainer in the Development Services Department with the City of Port Alberni since July 2024. Melissa has been a huge part of my success in my first year with her patience's, understanding and approachable attitude. She has had the ability to push me out of my comfort zone to take on new challenges in a positive encouraging way. She has taught me so much about working in a municipal setting from; zoning, bylaws, business licencing, building permit and professionalism in a government setting.

Melissa is a very well-organized person and attention to detail is top priority. She has taken initiative to create various step by step processes, and with these in place it makes it easy to follow when covering in her position. Melissa has allowed me to grow, and I have gained more confidence and knowledge since working with her. She is a great team player with great leaderships skills, and always comes back with positive feedback and encouragement to be the best I can be. Melissa has always just been a text or call away anytime I am covering for her.

During my training time with Melissa, she always took the time to explain the steps and why each step was important. Within the Development Services Department, there is large variety of responsibilities and knowledge you are required to have, and Melissa has put into place checks and balances to make sure everything is up to date and taken care of, and items don't slip through the cracks. Communication between a casual employee and full-time employee is key to success and Melissa leads by example and always leaves the door open to honest communication, with no judgment and lots of encouragement.

I am so grateful to have the opportunity to work with Melissa and be her back up coverage. I look forward to gaining more experience and knowledge from her as I move forwarded.

Thank you,
Melanie Croteau

2.3 Screenshots from LGBTQ+ Facebook group



Edit

Port Alberni LGBTQ Meetups and Events >

Private group · 424 members

Manage

Invite



You

Chats

Featured

Photos

Events



Write something...



Feeling

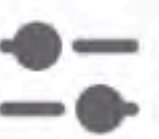


Check in



Poll

Most relevant

**Mi Chelle**

1d ·

**Mi Chelle**

4d ·

I have 1 extra ticket to the Drag Brunch/Pride Parade watch at The Nanaimo Bar on June 8! \$30

You can create 1 more rule

- 1 No hate speech or bullying.
Bullying of any kind, degrading comments about race, religion, culture, body shaming, sexual orientation, mental health, gender, or identity will not be tolerated. We try to play nice here.

- 2 Safety first!
Always practicing safety when connecting with others is the sole responsibility of the individual. You are solely responsible for the safety and wellbeing of yourself and your guests. Stay safe!

- 3 Assumption of Liability.
If joining any activities, you assume full responsibility for personal injury to yourself and any invited family members/guests, and further release and discharge Port Alberni LGBTQ Meetup and Events (and their admins, hosts, and participants) of any liability, whether caused by the fault of yourself, or any other third party. This means you're responsible for you. While we make every effort to provide a safe environment for everyone, we can't guarantee things don't happen.

- 4 Have fun and be safe.

[Create another rule](#)

4 Have fun and be safe.

Be kind, be thoughtful of people's bubbles and boundaries, and always show everyone respect (even if you secretly don't like them). While we are not responsible for your actions, we do ask you to not hurt others. We don't throw people under the bus around here (not even under small micro machine sized buses).

5 Do not block any admins.

You will be immediately removed from the page if you block any of the Admin team. We reserve the right to moderate all posts and comments. We're bossy like that. 😊

6 No promotions or spam.

Self-promotion, business links, spam, or go fund me's are not allowed. Yep, that means you actually have to wait to talk about your business in person (gasp!). Also, please keep out of town posts to a maximum of 1 post about it per event, unless it is a commuting to an activity together event.

7 No photos of nudity, sexual acts, or illegal drugs

While we may not have a problem with nudity, FB does, so any post found to break FB Community Standards will be removed.

[Create another rule](#)

Also, please keep out of town posts to a maximum of 1 post about it per event, unless it is a commuting to an activity together event.

7 No photos of nudity, sexual acts, or illegal drugs

While we may not have a problem with nudity, FB does, so any post found to break FB Community Standards will be removed. Repeated posts can get you removed from the page since it puts our group at risk for being paused or deleted.

8 Feeling sick? Stay home.

Just a reminder that if you are feeling sick you should stay home and not come out to any events. As much as we would love to see you, we don't want others in the group to get sick (plus we're babies and don't want to get sick either).

9 No Political Content

This group is solely focused on organizing and promoting in-person meetups and social connections within our LGBTQ+ community. Posts about political candidates, parties, elections, or politically divisive topics are not permitted, regardless of viewpoint. This rule exists to maintain a welcoming, inclusive space for all members.

Create another rule

Upcoming Events



This Saturday at 7 PM

Love Circus Queer Centre Fundraiser

Comox Legion Branch 160



Erica, Ash and 12 friends

★ Interested



This Sunday at 10 AM

Ladysmith Pride Celebration

Ladysmith, BC, Canada



Erica, Juniper Felix and 19 friends

★ Interested



This Sunday at 7 PM

PRIDE - Night Temple

3747 Church Street, Port Alberni, BC, Canada...



Ron, Liz and 6 friends interested

★ Interested



Sat, Jun 7 at 7 PM

Pride Dance Party

The Next Level



Jen, Ron and 5 friends

★ Interested



Sat, Jun 14 at 1 PM

Gabriola Pride Festival 2025

Ravenskill Orchards - Home of Gabbie's Cider



Erica, Juniper Felix and 13 friends

★ Interested



3.1 Submission Guidelines for Permits

**CITY OF PORT ALBERNI PLANNING & BUILDING DEPARTMENT
STANDARD BUILDING PERMIT REQUIRED SUBMISSIONS GUIDING
DOCUMENT**

Supporting Document	Required Details
Application Package	<p>All forms within the application package relevant to your building proposal must be included with submission.</p> <p>Must include:</p> <ul style="list-style-type: none"> • Building Permit Application Checklist • Application Form, Owner's Authorization & Site Disclosure Declaration • Owner's Undertaking • Hazardous Materials Assessment Declaration • Existing Damage to Municipal Works • Valuation Form <p>Must include if applicable:</p> <ul style="list-style-type: none"> • Site Disclosure Statement • Development Permit Compliance Declaration • Plumbing Declaration • Ventilation, Hot Water & Heating Checklist • Plumbing Fixture Load Calculations • Water Service Load Calculations • Written request for additional/new address
Site Disclosure Statement	<p>Applicants who are required to submit a Site Disclosure Statement can find further information & forms through the Government of BC Website: https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms</p>
Building Permit Application Fee	<p>Application fees are set out in the City of Port Alberni's Building Bylaw. Applicable fees shall accompany all applications.</p>
Current Title Search	<p>Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Applications must include:</p> <ul style="list-style-type: none"> • Title's current within 30 days of application. • Provide legal documents containing details & location of any easements, right-of-ways, and covenants registered on title. <p>*All development is subject to comply with any Right of Way's, Restrictive Covenants and Land Use Contracts on title. Please review your property's legal documents before applying to confirm your development complies.</p>
Home Protection Act Documents (HPO)	<p>Warranty registration for new dwelling units is completed through BC Housing. More information about this process is available through BChousing.org</p>
Zoning Bylaw Analysis	<p>Summary of building proposal compliance with the subject property's Zoning Regulations as outlined in Section 5 of Port Alberni's Zoning Bylaw No. 5105, including acknowledgment of:</p> <ul style="list-style-type: none"> • Permitted Uses • Site Development Regulations • Conditions of Use • Relevant "General Regulations" • Relevant "Parking Regulations"

Fire Safety Plan	Required Fire Safety Plan details are outlined in the Port Alberni Fire Department's Construction/Demolition Fire Safety Plan Guidelines. Document available on Building Department webpage.
BC Energy Pre-Construction Compliance Report	Applicant must provide a Pre-Construction BC Energy Compliance Report. All new builds are required to meet Step Code 3 requirements. Energy Compliance Reports are to be completed by a Professional Energy Advisor.
Details on building drawings indicating level of Step Code being pursued	<p>Building permit drawings must be consistent with the submitted compliance report. Submitted drawings shall include:</p> <ul style="list-style-type: none"> • Energy statements on drawings indicating that the project complies with the Energy Step Code, based on Climate Zone 5 calculations, the specific Step pursued and the required Step Code targets (TEDI, TEUI, MEUI, Air Tightness) • Information as specified in Division C,2.2.8.2 of the BCBC <p>The main cross section drawing shall show a continuous identifiable line indicating the air barrier location or method used, including all materials incorporated as part of the buildings air barrier system.</p>
Building Location Certificate	<p>All new construction will require a surveyed Certificate of Location by a Registered BC Land Surveyor following installation of concrete foundations.</p> <p>*This is required after foundation is poured, prior to framing inspection.</p>
Geotechnical Documentation	Where slope or topography may impact development, geotechnical documentation may be required. Pools require Geotech.
Parking/Driveway Details	<p>Parking Plans show all of the off-street parking spaces on site, drawn to scale with dimensions (metric units). Off-street parking provisions are contained within Section 7 of Zoning Bylaw No. 5105. Parking/driveway details can be included on the Site Plan, and should include:</p> <ul style="list-style-type: none"> • Number of off-street parking spaces (including garage spaces) • Locations and width of proposed or existing access points to the property • Driveways • Distance of parking area to lot lines & nearby watercourses • Parking area grade <p>Include if applicable:</p> <ul style="list-style-type: none"> • Maneuvering aisles and parking layouts • Landscaping details
IMPORTANT: Building Drawing Requirements	<p>IMPORTANT:</p> <ul style="list-style-type: none"> • All drawings should be to scale and show all construction related details. • Drawings must be a minimum of 11" by 17". • Must be designer quality. Hand drawings will not be accepted. Grid paper will not be accepted. Photos of plans will not be accepted. • Drawings must contain a north arrow, correct scale and scale bar.

Site Plan	<p>All Site Plans must be drawn to scale, contain metric units, and include the following elements:</p> <ul style="list-style-type: none"> • North arrow • Correct scale and scale bar with drawings to scale with scale bar • The name and extent of roads and lanes adjacent to the property • Lot dimensions • Total lot area • Existing or required rights-of-way or easements • Location, area and dimensions including setbacks for all existing and proposed buildings and structures on site • Site coverage (%) and Floor Space Ratio • Driveway location, width & grade including dimensions for all parking requirements • Location of any watercourse, steep banks or slopes on or adjacent to the property • Location of existing wells or water sources on the property • Location of any existing or proposed septic fields • Location of any existing community services including sanitary sewer, water, storm drainage, ditches, fire hydrants, gas lines, hydro and telecommunication poles
Foundation Drawings	<p>Plans should show all required bearing locations of the structure being transferred to the foundation, and include:</p> <ul style="list-style-type: none"> • Footing size (depth, width) • Foundation wall thickness • Drainage system details (floor drains) • Details of ICF (Insulated Concrete Form) if being used • All retaining wall details where retaining walls form a portion of the structure's foundation <p>NOTE: All retaining walls over 1.2m will require engineering and may require a Development Variance Permit & Geotechnical Report.</p>
Floor Plans	<p>Floors plans should show the dimension and uses of all area, and include details of all relevant details listed below:</p> <ul style="list-style-type: none"> • Outside dimensions and inside room dimensions • Purpose of all rooms (highlighting areas to be renovated and new purpose of rooms in the case of renovations) • Total proposed finished floor area (including mechanical rooms, stairs, and storage) & total existing/proposed unfinished floor area • Location, size, and swing of doors • Plumbing fixtures (sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tanks(s)) • Window well details (bedrooms must show proper egress requirements as per BC Building Code) • Location of smoke alarms and carbon monoxide detectors • Location of major appliances • Location of fans (e.g. bathroom & principal exhaust fan) • Structural elements (e.g. posts & beams) • Stair dimensions • Fire separation on all secondary suites, two family dwellings, row housing or stacked row housing • Attic access and/or crawl space access (if applicable) • Mechanical equipment • Roof plan

Structural Details	<p>Structural details may be included in Floor Plans. All design drawings must clearly identify structural components, including detailing of:</p> <ul style="list-style-type: none"> • Proposed wall structures • Braced Wall Panel Plan <p>Structural Design that exceeds the BCBC minimums or has a complex design requires the services of a Structural Engineer. Where Engineered structural drawings are included, the City requires:</p> <ul style="list-style-type: none"> • Letters of Assurance for all from a registered professional engineer • Schedule B, "Assurance of Professional Design and Commitment for Field Review" Schedules must be physically stamped and signed or digitally signed. • If a registered professional provides letters of assurance in accordance with the building code, they must also provide proof of professional liability insurance.
Engineered Truss Layout Drawings	<p>Truss sizes, spacing and direction layout, including:</p> <ul style="list-style-type: none"> • Point and factored loads • Stamped by Engineer
Cross Sections	<p>Cross section through the building or structure illustrating foundations, drainage, ceiling heights, and constructions systems. Must include:</p> <ul style="list-style-type: none"> • Assemblies for walls, floors, ceilings and decks (must match CEA pre-construction report) (insulation, interior finish, roofing material, fire separations, exterior finish) • Dimensions and load paths to and including the foundation and all footing pads. • Height of each floor and overall for building • Stair detail – headroom clearance • Soffit/overhang details • Roof venting • Details of heating systems • Floor, wall, and ceiling finishes • RSI details for all wall / floor / ceiling assemblies as required
Elevation Drawings	<p>Drawings showing all sides of the building (N/E/S/W), including:</p> <ul style="list-style-type: none"> • Indicate natural and finished grade • Framing clearance from finished grade • Overall height of building • Floor levels, showing the height above and below grade, including basements, patios and window wells • Spatial separations (limiting distance/ % of exposing building face) • Finished details (flashing & siding) • Roof slope • Windows & doors • Walk out basement details • Guardrails • Locations of chimneys • Retaining wall (if applicable)

3.2 Redesigned city form (building permit)

Standard Building Permit Application
Required Submissions Checklist for Part 9 New Single-Family Dwelling and New Single-Family Dwelling + Suite

Please include a completed copy of this checklist document with your Standard Building Permit Application to build a Single-Family Dwelling or a Single-Family Dwelling + Suite. By checking the "Included" boxes below, you are confirming that the required document has been included in your application package. **All items listed below are required, applications will not be accepted for review until deemed complete.**

IMPORTANT: A detailed guide for supporting document requirements is available on the City's Building Department webpage. Please review the guiding document to ensure document compliance prior to submitting. **Only documents including all specified details will be reviewed.**

Included	Required Supporting Document
General	
	Completed Application Package (see attached) and Non-refundable \$100 Application Fee
	Title Search (current within 30 days) and details/location of any easements, right-of-ways, and/or covenants registered to title
	Home Protection Act Documents (HPO)
	Zoning Bylaw Analysis
Plans	
	Site Plan (x2)
	Driveway/ Parking Details (can be included as part of Site Plan)
Building Drawings Compliant with BC Building Code (All x2 Copies)	
	Floors Plans
	Structural Details
	Cross Section Drawings
	Elevation Drawings
	Foundation Drawings
	Truss Layout Drawings
Energy Efficiency Documents	
	Pre-Construction BC Energy Compliance Reports
	Drawings indicating Step-Code being pursued
Additional Documents If Applicable	
	Strata Approval (for Strata Property) or Developers Approval (if design guidelines apply)
	Site Disclosure Statement
	Septic Approval Report (if septic system is being used)

	Geotechnical Documentation
--	----------------------------

*Additional documents may be requested at the discretion of City of Port Alberni Planning & Development staff. If you are unclear about document requirements or whether they apply to your project, please contact the City by email at building@portalberni.ca or by phone at 250-720-2835.



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

DATE RECEIVED

**STANDARD BUILDING
PERMIT APPLICATION**

Building Proposal Type (select one):	SFD Fourplex	SFD + suite Accessory Building	Duplex Addition	Triplex Reno (interior only)
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I, _____ HEREBY APPLY UNDER THE PROVISIONS OF THE **BUILDING BYLAW**
(NAME OF APPLICANT – PLEASE PRINT)

FOR PERMISSION TO BUILD _____
(DESCRIPTION OF PROJECT)

SITE ADDRESS: _____

LEGAL DESCRIPTION: Lot _____ Block _____ DL _____ ALD PLAN _____ P.I.D.: _____

TOTAL VALUE OF WORK: \$ _____ * Value must match final calculation on attached valuation form *

APPLICANT Name _____
Address _____
Phone _____ Email _____ Fax _____

PROPERTY OWNER Name _____
Address _____
Phone _____ Email _____ Fax _____

BUILDER Name _____
Address _____
Phone _____ Email _____ Fax _____
Business License No.: _____

PLUMBER Name _____ Address _____
Phone No. _____ Business License No. _____
TQ# _____ Email _____

Note: Meter supplied by City (250-720-2840). Installation by Plumber to City Specification

SUBCONTRACTOR CONTACT INFORMATION

1. Contact Name _____ Trade _____

Business License No. _____ Phone No. _____ Email _____

2. Contact Name _____ Trade _____

Business License No. _____ Phone No. _____ Email _____

3. Contact Name _____ Trade _____

Business License No. _____ Phone No. _____ Email _____

Personal Information collected on this form is collected for the purpose of processing this application for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the City's bylaws. If you have any questions about this collection, contact the Clerk's Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8. Phone 720-2823. Personal information or business information submitted on this form is not to be considered as supplied in confidence.

PLEASE **INITIAL** TO ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE ✕ _____

Application is hereby made under the provisions of the Bylaws of the said City for permission to construct the above mentioned building(s). The applicant agrees to cause the work to be done in accordance with all the Bylaws of the City and in a workman-like manner and to have all building material, rubbish and litter cleared from the streets and site upon completion of the building. Plans of the proposed building(s) are submitted herewith. It is understood and agreed that any misrepresentation in the particulars given herein shall cancel the permit issued hereon and render the same invalid. Plans accompanying this application are to be left for two clear days at least for examination and approval by the Building Inspector before a permit is issued hereon. The acceptance of filed plans or issuance of a building permit constitutes no approval of same, or relaxation from any Municipal Bylaw or regulations made by other authority.

Date (mm/dd/yy) _____ ✕ Signature of **Applicant** _____

Application for Permit shall be accompanied by a signed statement by the owners as follows:

I, _____ THE OWNER OF
(NAME OF OWNER – PLEASE PRINT)
_____ HEREBY AUTHORIZE
(SITE ADDRESS)
_____ AS MY AGENT TO APPLY FOR A PERMIT
(NAME OF AGENT)
TO UNDERTAKE CONSTRUCTION ON MY PROPERTY. Signature of **Owner** _____

SITE DISCLOSURE STATEMENT

Has the subject property been used for any industrial or commercial uses described in SCHEDULE 2 of the Contaminated Sites Regulation? Yes or No (Schedule 2 is located at the end of this permit)

IMPORTANT: If you answered "Yes" above, you must complete a provincial Site Disclosure Statement (Schedule 1) online at <https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and **submit a copy with this application**. Be sure to review Part 2, Division 3 of the Contaminated Sites Regulation to determine whether you are exempt from submitting a Site Disclosure Statement.

If you answered "Yes" above but are exempt, please site the exemption reason as stated in the Contaminated Sites Regulation _____

✕ Signature of **Applicant** _____ Date (mm/dd/yy) _____



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**OWNERS/OWNER'S AGENT
UNDERTAKING FORM**

Civic Address: _____

Legal Description: Lot _____ Block _____ DL _____ ALD PLAN: _____ P.I.D.: _____

Registered Owner(s): _____

Phone Number(s): _____

Email(s): _____

OWNER'S ACKNOWLEDGMENT & SIGNATURE(S)

The undersigned acknowledges the following:

1. Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and City regulations governing the work authorized by the permit, including the BC Building Code and the City's building bylaw, not from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or by those whom I may retain or employ to provide design or construction services.
2. Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.
3. It is my responsibility to establish the legal boundaries of the building lot and, unless the building official deems it unnecessary, to provide to the City a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.
4. Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against the title to the land, responsibility for the identification and interpretation of which rests wholly on me.
5. I am responsible for requesting inspections by the City's building official at the following stages of construction unless field reviews are being provided by a registered professional: footings and foundation framework; perimeter drainage and damp proofing before backfilling; water, sewage and storm drainage connections before backfilling; framing; plumbing; insulation and vapor barrier; and final inspection.
6. I will be liable to the City for the cost of repairing any damage to public works or highways that results from the construction authorized by this permit.
7. If the project involves any plumbing work, other than the repair or replacement of a valve, faucet, fixture or sprinkler, the clearance of a stoppage, or repair of a leak, requiring in each case no change in piping, a separate plumbing permit is required.
8. Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the City of Port Alberni constitutes a representation, warranty, or assurance that the work authorized by the permit complies with the BC Building Code, the City's building bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.

In consideration of the granting of a permit pursuant to this application, I release and indemnify the City of Port Alberni, its Councilors, Officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership, corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequence of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the City's building bylaw in respect of the work authorized by the permit, and agree that the City owes me no duty of care in respect of these matters.

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or a work which complies with all relevant bylaws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of Port Alberni, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

Registered Owner Signature: _____ Date: _____

Registered Owner Signature: _____ Date: _____



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**EXISTING DAMAGE TO
MUNICIPAL WORKS**

Subject Property Civic Address: _____

Provide summary and reference photos of of any existing damage to Municipal Works. If there is no damage to Municipal Works please state "no damage".

Upon completion of the work and prior to occupancy, the City will inspect the municipal works and assign value to any observed damage. This cost must be paid before an occupancy permit will be issued and will be used towards the future replacement cost.

I hereby acknowledge that I personally inspected the Municipal Works immediately adjacent to the above noted property and have accurately stated the damage to Municipal Works.

Registered Owner(s) or Agent Signature: _____

Date: _____



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**BUILDING PERMIT VALUATION
FORM**

Applicant Name _____

Subject Property Address _____

In the space below, please provide the square footage of each construction element (left-hand column), the cost per square foot used in estimates (center column), and the calculated values (right-hand column). Please provide the sum of all values to obtain the Total Valuation to be used for Building permit purposes.

VALUATION (PER SQUARE FOOT):

RESIDENTIAL

<input type="text"/>	Construction above ground	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Construction below ground	@	<input type="text"/>	<input type="text"/>

IN ADDITION TO THE ABOVE, ADD THE FOLLOWING (if applicable):

<input type="text"/>	Decks and accessory buildings	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Carports	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Garages	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Mobile/Manufactured Homes	@	<input type="text"/>	<input type="text"/>

TOTAL VALUATION (for building permit purposes only)

For building permit applications for multi-family dwellings (three or more units), mixed-use, commercial, industrial, institutional, and all other categories not addressed above, at the discretion of the City, the value of construction shall be based on the contract price together with a reasonable allowance for extras or, where there is no contract price, the cost estimated by a Building Official of construction of the building according to the plans submitted in support of the permit application. The City reserves the right to use the Marshall Swift or other industry databases such as Altus or Butterfield Consultants to calculate the total construction cost, at its discretion.



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**PLUMBING DECLARATION
FOR PART 9 OF CURRENT BCBC**

In accordance with the British Columbia Plumbing Code, persons performing the installation, extension, alteration, renewal or repair of a plumbing system shall:

- a. Possess a Red Seal Certified plumber designation, or
- b. Be an indentured apprentice supervised by a journeyman who meets the qualifications set out in Clause (a), or
- c. Be the registered owner and occupant or intended occupant of the single family dwelling in which the plumbing work will occur.

Property Address: _____

Permit No: _____ Date: _____

This Declaration is made in relation to plumbing work being performed by a plumbing contractor or registered owner/occupant at the location performing the work.

Please fill out only one of the following below:

☐ **Plumbing Contractor:**

Name/Company

Address

Telephone#

Email

T. Qualification#

Signature

☐ **Registered Owner/Occupant:**

Name

OR

Address (if different than above)

Telephone#

Email

Signature

Plumbing underslab

Plumbing Rough-in

Sprinkler System - Irrigation

CSA Approved 4.8 litre toilets have been installed

Other: _____

Water Connection

Sanitary Sewer Connection

Storm Drain Connection

Water Hammer Arrestors (at dishwasher,
clothes washer, and fridge)

A Plumbing Declaration must be completed and submitted prior to the acceptance of the building permit application. For plumbing contractor, plumbing work and all tests must be in accordance with the current BC Plumbing Code. All building plans accompanying the building permit must be reviewed and followed. For all single family dwellings where an owner/intended occupant is performing the plumbing work, declaration must be accompanied by a plumbing schematic sketch of the D.W.V and potable water system. The City of Port Alberni shall be promptly notified of any changes to the above.



**CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT**

**2018 BCBC PLUMBING FIXTURE
UNIT LOAD CALCULATIONS**

Complete this form and submit this with your building permit application. If adding new fixtures to an existing dwelling, please complete both tables. If the building permit application is for a new dwelling, please complete Table 1 only.

FOR NEW FIXTURES IN NEW DWELLINGS or NEW FIXTURES IN EXISTING DWELLINGS

1. In the space provided in Column 1, write the number of the new fixtures for each type of fixture being installed.
2. Calculate the total load for each fixture by multiplying the number in Column 1 by the sub load in Column 3.
3. Record Total Load in Column 4.
4. Add all figures in Column 4. Record this total in "Total Fixture Unit Load - TABLE 1".
5. Existing dwellings move on to Table 2. New dwellings, complete steps 6 and 7.
6. Refer to Table A on the next page for size of water service required.
7. Record in "Size of Water Service Required" - NEW DWELLING.

TABLE 1.

(1) Number of Fixtures	(2) Type of Fixture	(3) Sub Load FU	(4) Total Load
	Bathroom group	3.6 (hot & cold combined)	
	Bidet	2.0 (hot & cold combined)	
	Toilet	2.2 (hot & cold combined)	
	Bathtub	0.7 (hot & cold combined)	
	Shower	1.4 (hot & cold combined)	
	Kitchen Sink	1.4 (hot & cold combined)	
	Other Sink	1.0 (hot & cold combined)	
	Dishwasher	1.4 (hot & cold combined)	
	Clothes Washer	1.4 (hot & cold combined)	
	Outside Hose Bib	2.5 (hot or cold)	
Total # of Fixtures =		Total Fixture Unit Load	
		Size of Water Service Required - Table A	

FOR ALL EXISTING FIXTURES IN EXISTING DWELLINGS

1. In the space provided in Column 1, write the number of the existing fixtures for each type of fixture being installed.
2. Follow Steps 2 and 3 above.
3. Record the Fixture Unit Load from Table 1 in "Total Fixture Unit Load" - TABLE 1.
4. Add all figures in Column 4. Record this total in "Total Fixture Unit Load - TABLE 1".
5. Add the 2 totals and record result in "Fixture Unit Load - GRAND TOTAL".
6. Refer to Table A on the next page for the size of service required.
7. Record in "Size of Water Service Required" - EXISTING DWELLING.
8. If you know the size of existing water service, please enter in space provided.

TABLE 2. TOTAL LOAD ON WATER SERVICE - EXISTING FIXTURES

(1) Number of Fixtures	(2) Type of Fixture	(3) Sub Load FU	(4) Total Load
	Bathroom Group	3.6 (hot & cold combined)	
	Bidet	2.0 (hot & cold combined)	
	Toilet	2.2 (hot & cold combined)	
	Bathtub	1.4 (hot & cold combined)	
	Shower	1.4 (hot & cold combined)	
	Kitchen Sink	1.4 (hot & cold combined)	
	Other Sink	1.0 (hot & cold combined)	
	Dishwasher	1.4 (hot & cold combined)	
	Clothes Washer	1.4 (hot & cold combined)	
	Outside Hose Bib	2.5 (hot or cold)	
Total # of Fixtures =		Total Fixture Unit Load - TABLE 1	
		Total Fixture Unit Load - TABLE 2	
		Fixture Unit Load - GRAND TOTAL	
		Size of Water Service Required - NEW DWELLING	
		If you know the size of the EXISTING water service, please enter here	



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**VENTILATION, HOT WATER,
AND HEATING IN RESIDENTIAL
BUILDINGS**

Compliance to **9.32 – VENTILATION** - can be achieved via one of the following 4 methods. Please **select one only** indicating which ventilation system will be used and installed in your building. Diagrams of the allowable ventilation systems are available.

HOW WILL YOU VENTILATE
(Select ONE only)

Project Address:

(Civic Address)

1.) Heat Recovery Ventilator System (HRV)

☐

HRV installations will need to conform to the CSA-F326-M91 standard and/or to the referenced guidelines in the 2012 BC Building Code. HRV's can be used independently or in conjunction with a forced air system.

2.) Passive System

☐

Passive systems are permitted when buildings are less than 168 m² (1,800 ft²) and non-forced air heat is being used throughout. Passive inlets are required in all bedrooms and one in a common living area. These inlets must be a minimum of 1.8 m (6') above the floor and have an unobstructed vent area of 100 mm² (4 in²). A 75 CFM principal exhaust fan will work for up to 5 bedrooms and must run continuously at a maximum 1.0 sone rating. No supply air fan required. This system can also be used in secondary suites where the recirculation of air is not permitted between dwelling units.

3.) Central Recirculation Ventilator System

☐

4" ducting would be provided to all bedrooms and an inline "Y" is installed to pull in outside air. Air can either be supplied or exhausted to / from the bedrooms. If supplied to the bedrooms, the inline supply fan must also pull air from the outside and a common living area. If exhausted from the bedrooms, the inline fan must pull in outside air and exhaust into a common living area. The inline fan must have at least the same CFM rating as the principal exhaust fan. A 75 CFM principal exhaust fan will work for up to 5 bedrooms (up to 3,000 ft² of living space) and must run continuously at a maximum 1.0 sone rating.

4.) Forced Air Heating

☐

The furnace/air handler fan must run continuously. If the fan has variable speeds, it can be set no lower than the required CFM rating of the principal exhaust fan. A 75 CFM principal exhaust fan will work for up to 5 bedrooms (up to 3,000 ft² of living space) and must run continuously at a maximum 1.0 sone rating.

***Please note: where an HRV is used in combination with a forced air system, both the HRV and the furnace fan must run continuously.**

NAFFVA (Naturally Aspirating Fuel-Fired Vented Appliance - Wood stove)

YES

☐

NO

☐

What type of **wood stove** will be installed? Make _____ Model _____

To start compliance to section **9.36 – ENERGY EFFICIENCY** regarding Space and Service Water Heating Equipment, the following table provides guidance on what is required regarding the performance rating of the appliances installed at your project. Please check all boxes applicable to your project.

Minimum Performance Requirements for Appliances Installed in Residential Buildings

	Equipment Type	Size	Performance Requirement
HEATING SOURCE (Select one)	Space Heating Equipment		
	Gas-fired furnace	Less than 220,000 TU/Hr (66 kW)	Annual Fuel Use Efficiency (AFUE) must be greater than or equal to 92%
	Gas-fired boiler	Less than or equal to 300,000 TU/Hr (88 kW)	Annual Fuel Use Efficiency (AFUE) must be greater than or equal to 90%
	Air-cooled unitary air conditioner and heat pump split system	Less than or equal to 65,000 TU/Hr (19 kW)	Seasonal Energy Efficiency Rating (SEER) of 14.5 or Energy Efficiency Rating (EER) of 11.5
	Gas-fired tank less	Less than or equal to 250,000 BTU/Hr (73.2kW)	Energy Factor (EF) must be greater than or equal to 0.8
	Electric Baseboard Electric Furnace	Sized by heat loss calculations	As per heat loss calculations
HOT WATER TYPE (Select one)	Service Water Heating Equipment		
	Electric storage	13-71 Gal (50 to 270 L)	Standby loss less than or equal to 25+ 0.20V (top inlet) 40+0.20V (bottom inlet) Where V = the tank volume (in litres)
	Gas-fired storage	Less than 75,000 BTU/Hr (22 kW)	Energy Factor (EF) must be greater than or equal to 0.67-0.0005V Where V = the tank volume (in litres)
	Gas-fired tankless	Less than or equal to 250,000 BTU/Hr (73.2 kW)	Energy Factor must be greater than or equal to 0.8

The checked boxes above will be used to assist in your building permit being *issued*. Then, **prior to insulation inspection** the owner will need to provide heat loss calculations to validate that the systems chosen are sized properly. *Your heating contractor/installer has already completed these calculations to determine what type and size of system would be required and installed in your building, a copy can be asked of them for the purpose of this form.*

I acknowledge that my project will not receive insulation inspection without the heat loss calculations.

Signature_

Print Name

SCHEDULE 1.1

Repealed. [B.C. Reg. 131/2020, App., s. 10.]

SCHEDULE 2

[en. B.C. Reg. 128/2022, App. 2, s. 10.]

SCHEDULE 2**SPECIFIED INDUSTRIAL OR COMMERCIAL USES**

A	Chemical industries and activities <ol style="list-style-type: none"> 1. adhesives manufacturing or bulk storage 2. chemical manufacturing or bulk storage 3. explosives or ammunition manufacturing or bulk storage 4. fire retardant manufacturing, bulk storage or shipping 5. fertilizer manufacturing, bulk storage or shipping 6. ink or dye manufacturing or bulk storage 7. leather or hides tanning 8. paint, lacquer or varnish manufacturing, formulation, recycling or bulk storage 9. pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations 10. plastic products (foam or expanded plastic) manufacturing or repurposing 11. textile dyeing 12. pesticide manufacturing, formulation, bulk storage or shipping 13. resin or plastic monomer manufacturing, formulation or bulk storage
B	Electrical equipment and activities <ol style="list-style-type: none"> 1. battery manufacturing, recycling or bulk storage 2. facilities using equipment that contains PCBs greater than or equal to 50 ppm 3. electrical equipment manufacturing, refurbishing or bulk storage 4. electrical transmission or distribution substations 5. electronic equipment manufacturing 6. transformer oil manufacturing, processing or bulk storage 7. electrical power generating operations fueled by coal or petroleum hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.

C	Metal smelting, processing or finishing industries and activities <ol style="list-style-type: none"> 1. foundries 2. galvanizing 3. metal plating or finishing 4. metal salvage operations 5. metal smelting or refining 6. welding or machine shops (repair or fabrication)
D	Mining, milling or related industries and activities at or near land surface <ol style="list-style-type: none"> 1. asbestos mining, milling, bulk storage or shipping 2. coal coke manufacture, bulk storage or shipping 3. coal or lignite mining, milling, bulk storage or shipping 4. milling reagent manufacture, bulk storage or shipping 5. metal concentrate bulk storage or shipping 6. metal ore mining or milling
E	Miscellaneous industries, operations or activities <ol style="list-style-type: none"> 1. appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators or other thermal facilities 3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. outdoor firearm shooting ranges 7. road salt or brine storage 8. measuring instruments (containing mercury) manufacture, repair or bulk storage 9. dry cleaning facilities or operations and dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs 10. Repealed. 11. fire training facilities at which fire retardants are used 12. Repealed.

F	Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing, distribution and commercial storage <ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities 3. natural gas processing 4. petroleum coke manufacture, bulk storage or shipping 5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks 6. petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum product (other than compressed gas), or produced water storage in non-mobile above ground or underground tanks, except above ground tanks associated with emergency generators or with secondary containment 8. petroleum product, other than compressed gas, bulk storage or distribution 9. petroleum refining 10. solvent manufacturing or bulk storage 11. sulfur handling, processing, or bulk storage and distribution
G	Transportation industries, operations and related activities <ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking 3. dry docks, marinas, shipbuilding or boat repair and maintenance, including paint removal from hulls 4. marine equipment salvage 5. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards
H	Waste disposal and recycling operations and activities <ol style="list-style-type: none"> 1. antifreeze bulk storage, recycling or shipping 2. barrel, drum or tank reconditioning or salvage 3. biomedical waste disposal 4. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 5. landfilling of construction demolition material, including without limitation asphalt and concrete 6. contaminated soil or sediment storage, treatment, deposit or disposal 7. dry cleaning waste disposal 8. electrical equipment recycling 9. industrial waste lagoons or impoundments 10. industrial waste storage, recycling or landfilling

	<ul style="list-style-type: none">11. industrial woodwaste (log yard waste, hogfuel) disposal12. mine tailings waste disposal13. municipal waste storage, recycling, composting or landfilling14. organic or petroleum material landspreading (landfarming)15. sandblasting operations or sandblasting waste disposal16. septic tank pumpage storage or disposal17. sewage lagoons or impoundments18. hazardous waste storage, treatment or disposal19. sludge drying or composting20. municipal or provincial road or yard snow removal dumping21. waste oil reprocessing, recycling or bulk storage22. wire reclaiming operations
I	Wood, pulp and paper products and related industries and activities <ul style="list-style-type: none">1. particle or wafer board manufacturing2. pulp mill operations3. pulp and paper manufacturing4. treated wood storage at the site of treatment5. veneer or plywood manufacturing6. wood treatment (antiseptain or preservation)7. wood treatment chemical manufacturing or bulk storage

BUSINESS LICENCE APPLICATION GUIDELINES

A Business Licence is required if you plan to carry out business within the City of Port Alberni, as written in:
Business Licence Regulation Bylaw 4951 – Section 3 – Licence Requirements

- 3.1 No person shall carry on a business within the City of Port Alberni unless a valid and subsisting licence has been issued for the Business.
- 3.2 A person who carries on business from more than one location shall obtain a licence under this Bylaw for each business location.

BUSINESS LICENCE TYPES

- Business licences are valid for one calendar year, from January 1 to December 31.
- If your business operates in more than one jurisdiction, and the business you conduct performs a service in more than one community by moving from client to client rather than having a client come to a fixed location of business you may require an inter-community licence as well.

Inter-Community Business Licence:

- The inter-community licence allows you to conduct business in 12 participating municipalities on Vancouver Island without requiring individual business licences. You **MUST** have a current City of Port Alberni business licence to be eligible. Participating communities:

- | | | |
|--------------------------|----------------------------------|-------------------------|
| • City of Campbell River | • Town of Comox | • Village of Cumberland |
| • City of Courtenay | • City of Qualicum Beach | • City of Parksville |
| • City of Port Alberni | • City of Nanaimo | • Town of Ladysmith |
| • City of Duncan | • Municipality of North Cowichan | • Town of Lake Cowichan |

APPLICATION INFORMATION AND REQUIREMENTS

- Submit your completed application to the City of Port Alberni Development Services Department.
- Your business will be subject to inspection and approvals by the City of Port Alberni Planning Department, Fire Department and Building Department. Once planning reviews the business licence, you will be sent an email with a link to book an inspection with the building and fire inspectors.
- A Health Inspection Approval Certificate may be required for any food service facility, community care facility, drinking water facility, recreational water facility, and personal service establishments. Personal service establishments are facilities in which a person provides a service to, or on the body of another person. Please contact Island Health in addition to applying for a business licence.
- Other approvals and/or insurances may be required.
- Business licence fee payment is required before a business licence can be issued.
- Licence fees apply to a calendar year January 1 to December 31. Business licence fees are non-refundable. The annual fee is determined by the business category in the Business Licence Regulation Bylaw.

GENERAL REGULATIONS

- Business Licence Bylaw No. 4951 sets specific regulations for businesses permitted to operate in the City of Port Alberni.
- The Zoning Bylaw regulates the permitted uses on properties within the City of Port Alberni.
- Alterations/improvements/renovations/demolition (for building and plumbing) are regulated by the City of Port Alberni Building Standards Bylaw and the British Columbia Building Code Regulations.
- The Sign Bylaw regulates the number, size, type, form, appearance, and location of signs permitted.
- The personal information on this form is collected for the purpose of an operating program of the City of Port Alberni as authorized by Section 26(c) of the Freedom of Information and Protection of Privacy Act. Information collected on this form and details of the permit of licence applied for or reasons for denial for the permit of licence is routinely available to the public pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Director of Corporate Services at (250) 720-2823.

BUSINESS LICENCE RENEWAL AND CHANGES

- Business licence renewal fees are due by January 1st of each calendar year. If the fee is unpaid by January 31st, a late fee will be charged. A business licence will not be issued until both the licence fee and late fee are paid in full. If business licence and late fee remain unpaid the business licence will be revoked and the business will be subject to a \$200/day fine.
- Any changes to ownership, location, mailing address, and/or business name requires business licence application to be resubmitted with new changes.

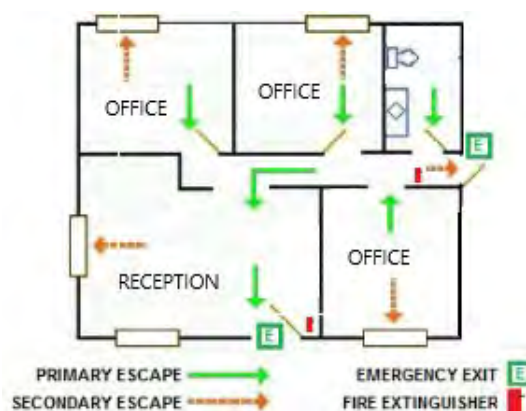
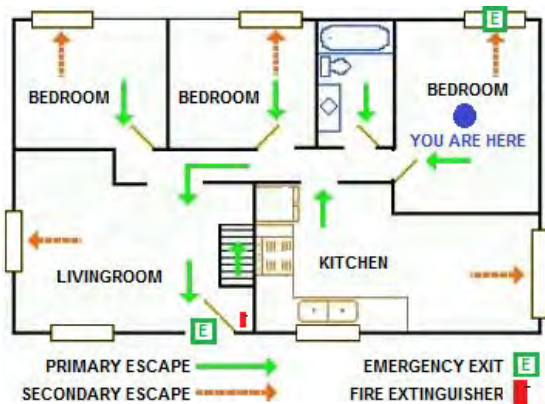


BUSINESS LICENCE APPLICATION GUIDELINES page 2

ALL BUSINESSES LOCATED IN A COMMERCIAL, INDUSTRIAL, OR INSTITUTIONAL ZONING LOCATION OR A BUSINESS THAT HAS A HOME OCCUPATION WITH CLIENTS COMING TO THE HOME, THE FOLLOWING IS REQUIRED:

- You are “here” floor plan similar to the ones located on the back of a hotel door. Please see example below.
- Every business is required to have at least one 5lb Fire extinguisher serviced annually.
- Civic address and unit number must be permanently attached to the building and visible from the street.
- Inter-connected smoke alarms.
- Provide safe exterior access by having all fire exit doors having a clear path and be open-able from inside of the building.
- Before a business is approved, there will be an inspection completed by a building and fire inspector.

EXAMPLE FLOOR PLANS:



EXAMPLE FLOOR PLAN MUST INCLUDE THE FOLLOWING:

- Washroom locations.
- Location of Emergency Devices
 - Extinguishers;
 - Emergency Lighting;
 - Pull stations (if installed).
- Indicate if building has sprinkler system installed.
- Clearly mark all exits and spaces.

OTHER INFORMATION:

- Please refer to the Bed & Breakfast handout for more information on B&B's as additional requirements need to be met.
- Prior to the approval of a business licence, all construction files and permits pertaining to this business must be completed and finalized.
- For all mobile food vendors please refer to the Mobile Vending Policy as additional requirements need to be met (including but not limited to Island Health approval and \$5,000,000 liability insurance with the City of Port Alberni named as an additional insurer).
- All Cannabis related licensing require additional requirements along with the City of Port Alberni business licence. Please contact The British Columbia Liquor and Cannabis Regulation Branch (BCLCRB) for additional provincial/federal licensing requirements.
- More information can be found at <http://www.portalberni.ca>



CITY OF
PORT ALBERNI

Account Number
(Office use only)

BUSINESS LICENCE APPLICATION (Page 1 of 2)

PRIMARY APPLICANT/LICENSEE INFORMATION		JOINT APPLICANT/LICENSEE INFORMATION	
Name:		Name:	
Address:		Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

GENERAL INFORMATION			
New Business	Change of Address/Location	Change of Owner	Change of Business Name
Previous information: _____			
Business Name:			
Business Email:		Business Phone:	
Business Address (Physical street address of site including postal code):			
Preferred Mailing Address for Business: Primary applicant Joint applicant Business location			
Number of Employees (including owners):		Parking Spaces Available:	
Total floor area of area dedicated to the business:		Previous use of premises:	
_____ m2 or _____ sqft			
Are there any demolition, renovations, or new construction planned whether interior or exterior: Yes No			
If yes, describe (in full):			
Installing Signage: Yes No		If yes - New Alterations	
If yes, a Sign Permit is required. Please complete the attached sign permit.			
Emergency Contact Name:		Emergency Contact Phone Number:	

Continued on next page.....

BUSINESS LICENCE APPLICATION (Page 2 of 2)

TYPE OF BUSINESS	
<input type="checkbox"/> Home Occupation – work conducted within home (client comes to your home)	<input type="checkbox"/> Home Based – work in the field, based from home (home office only with no clients coming to home; and/or mobile business only)
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Mobile Food Vendor
<input type="checkbox"/> Retail Cannabis Store	<input type="checkbox"/> Commercial Location
<input type="checkbox"/> Special Event	Other:

DESCRIPTION OF BUSINESS
(Full description of business)

AREA OF COVERAGE REQUIRED	
<input type="checkbox"/> Operating in the City of Port Alberni Only	<input type="checkbox"/> Inter-Community (Additional \$150 per year)
The inter-community licence allows you to conduct business in 12 participating municipalities on Vancouver Island without requiring individual business licences. You MUST have a current City of Port Alberni business licence to be eligible.	

APPLICANT'S ACKNOWLEDGEMENT	
I/We, the undersigned have read this application and hereby make an application for a business licence in accordance with the particulars as stated in this application, and declare the information in this statement to be true and correct and I undertake that if I am granted the licence applied for I will comply with each and every obligation contained in all laws and bylaws now in force or which may hereafter come into force in the City of Port Alberni. I further understand that if this application involves the use of premises for business purposes, they may not be occupied until they have been inspected by the City Department concerned and a licence is issued.	
Signature of Primary Applicant :	Date:
Signature of Joint Applicant :	Date:

Mailing Address: City of Port Alberni, Development Services, Upper - 4835 Argyle Street, Port Alberni, BC V9Y 1V9
Telephone: (250) 720-2835 Email: bus_licence@portalberni.ca

**FOR ALL SIGN INSTALLATIONS
PLEASE COMPLETE ATTACHED
SIGN PERMIT
on next page**



CITY OF PORT ALBERNI APPLICATION for a SIGN PERMIT

NOTE: The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Port Alberni as authorized by Section 26(c) of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. If you have any questions about the collection and use of this information, please contact the City Clerk at (250) 720-2810

APPLICATION MUST BE FULLY COMPLETED

Permit Type	Fee:
<input type="checkbox"/> Sign Permit	\$40 (plus \$6.00 per additional \$1,000 or fraction of value as determined by the Building Inspector)

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

	Written description of the proposed development (including reasons for the proposal)
	Copy of Land Title (must be recent within last 30 days)
	Two (2) sets of detailed Sign Plans (Metric Units) showing the following: a. Sign copy (including colours, copy area and dimensions of the sign; b. The proposed height and clearance of the sign; c. Dimensions of the wall surface of the building to which the sign will be attached; d. Structural and footing details and material specifications for the proposed sign.
	Two (2) copies of a detailed Site Survey/Site Plan (to Metric Scale) showing the following: a. The proposed location of the sign in relation to the property boundaries and any buildings on the property; b. Dimensions and locations of all existing signs and buildings on the property site survey.
	Mailing addresses and signatures of ALL registered owners
	Agent Declaration (if the Applicant is not the owner)

SUBJECT PROPERTY INFORMATION:

Civic Address and Legal Description of the property where the Signage will be located (Please print)

.....
.....

LAND DESIGNATIONS

Development Permit area:

Current Zoning Designation:

REGISTERED OWNER INFORMATION: (List names of **ALL** registered owners of the subject property along with full mailing addresses and phone numbers. Attach a separate sheet if required)

Registered Owner Name (Please print)

Phone:

Email:

Mailing Address:

Postal Code:



Signature of **Registered Owner**

Registered Owner (Print Name)

Date (mm/dd/yy)

Additional Registered Owner Name (Please print):

Phone:

Email:

Mailing Address:

Postal Code:



Signature of **Additional Registered Owner**

Additional Registered Owner (Print Name)

Date (mm/dd/yy)

APPLICANT INFORMATION: (complete only if the applicant is NOT the property owner)

Applicant Name (Please print):

Phone:

Email:

Mailing Address:

Postal Code:

AGENT/APPLICANT and OWNER DECLARATION:

I, (print full name of applicant): _____ solemnly declare that I am the authorized agent of the registered owner/s of the subject property as described in this application. It is understood that until the City of Port Alberni is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City shall deal exclusively with me with respect to all matters pertaining to the sign permit application. I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of **Applicant**

Date (mm/dd/yy)

Signature of **Registered Owner** (if not applicant)

Registered Owner (Print Name)

Date (mm/dd/yy)

Signature of **Additional Registered Owner**

Additional Registered Owner (Print Name)

Date (mm/dd/yr)

SIGN MANUFACTURER:

Manufacturer's/ Company Name (Please print):		Phone:
Business License Number:	Email:	
Address (Please print):		Postal Code:

SIGN DETAILS:

Type of Sign (as per this Bylaw):		
Overall Height (m):	Sign Area (m ²):	Background Area (m ²):
Dimensions (m ²):	Clearance from Grade (m):	Estimated Value:

Type of Sign (if more than 1 sign)

Overall Height (m):	Sign Area (m ²):	Background Area (m ²):
Dimensions (m ²):	Clearance from Grade (m):	Estimated Value:

Type of Sign (if more than 3 signs, please add additional pages)

Overall Height (m):	Sign Area (m ²):	Background Area (m ²):
Dimensions (m ²):	Clearance from Grade (m):	Estimated Value:

OFFICE USE ONLY:

Permit Number:	Permit Fee:	Date of Issue: Date (mm/dd/yyyy)
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3.3 Roommate Guide

Note: This Roommate Guide is intended to be humorous, direct, and informative. It uses casual and cheeky language to set clear boundaries and expectations with roommates. No actual harm is implied or intended by any phrasing.

The Roommate Guidebook

Read this or be prepared to get a paddling



No seriously, read this for the lowdown
on everything you need to know · Summer 2024

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Seriously, how many pages?!

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The Basics

Introduction

The Basics

Hello,

Welcome to my home! I am happy to have you here, and I hope you enjoy your time in Port Alberni and the surrounding areas. I've put together this little **guidebook** for you to help answer **all of those little questions** that I sometimes forget to go over, aren't here to be asked, or maybe you're just too shy to ask – even if I am here.

I am **Mel**. I rent out one of the spare rooms upstairs. There is a hall bathroom that is directly beside your bathroom that is just for you. I have **one permanent indoor only cat**. She is a very friendly kitty, who will force her love and affection onto you. I also foster for a local rescue. You can learn more about them in **The Basics** section of this guide.

We are located in the City of Port Alberni limits but just enough outside of the busy area to enjoy some peacefulness. As far as your basic amenities go, there are multiple grocery stores here, **Walmart, Save-On Foods, Quality Foods, Buy-Low Foods, Tyler's No Frills** as well as a lot of small independent stores. There are multiple gas stations, 2 **Petro-Canada's, Shell, 3 Alberni Co-op's, Husky, Esso, Mobil, and Circle K**. Port Alberni tends to be a few cents higher than Nanaimo, so if you commute to work, you may find that you get a better deal on gas at your destination.

You can find out more about the **City** (<http://www.portalberni.ca>), and more about the business community through the **Chamber of Commerce** (<http://www.albernichamber.ca>).

The local newspaper is **The Alberni Valley News** (<http://www.albernivalleynews.com>), and the local magazine is **The Valley Vibe**. There is one local radio stations as well: **93.3 The Peak** (www.933thepeak.com).

There are a wider variety of amenities in Nanaimo, but we will cover Port Alberni in the Amenities section. For now, get yourself settled, and browse through this guide at your leisure. Let me know if you need any help settling in.

Mel

Paying Rent

The Basics

Your rent is **due no later than the first of each month**. If you would like to pay via e-transfer, please use my e-mail address below. If you would like to use cash, please give it directly to myself. If you are **late with your rent**, you will be served with a **late fee, as well as a 5 day notice to vacate**. The notice will be rescinded if your rent is paid within that 5 day period. If you are late on your rent three times, you will be given your notice to vacate – either 5 days or the end of your current paid rental period, **whichever is longer**.

If you need to reach me, my **contact information** is listed below. In the unlikely event of a medical emergency, or a serious emergency arises at the house that I should know about and you can't reach me, my **emergency contacts** are also listed below.

1. Melissa Tardif

Text/Tel: 250-755-6124

Email: modernmel16@gmail.com

a. Emergency Contacts



Legalities

The Basics

You will have signed and dated a room rental agreement prior to moving in. Please refer to agreement for any legal questions.

House Key & Common Space

The Basics

1. Where is my house key?

First things first – you’d probably like to have a key to the house. No problem, except you don’t get one! Instead, you get a **code**. I will set you up with a code to the front door. It will be yours and yours only. You get to choose it, so don’t forget it, because there’s nothing quite like getting locked out of your new digs, in an unfamiliar area, waiting for someone you don’t know very well to let you in. Nobody wants to do that! To come in, put in your code, and then press the check mark located in the bottom right of the keypad. Make sure to lock the door behind you.

2. Do I need to lock the front door every time I use it?

Yes. Leaving the house? To lock the door from the outside all you have to do is press the button Yale. Listen and check to make sure it is locked before walking away. Just got home? Turn the knob on the inside to the lock position. You may also need to pull/push the door closed when locking to ensure the lock goes into place.

3. Which rooms are common space?

The **kitchen, dining area, small entry closet, and back yard** are considered common space. So is the **laundry room**.

4. Is there any space private or off limits?

My bedroom, my office, my bathrooms, living room, and my storage buildings/areas are all private.

5. Is there anything else I should know?

Please make every effort to **turn off appliances and equipment** when you’re **finished using** them. We don’t want to run the hydro bill up any more than necessary! As for lights, these are on smart switches and we turn them off at night. If you are ever caught in a situation where the lights are turned off on you, just make your way to a switch and turn them on. But then please turn those lights off before leaving that space. Try not to turn on the upstairs hallway light when I am in bed. The lights can **reflect and shine into my bedroom**. Also, the cat can **NEVER** ever go outside under any circumstances. Please ensure this at all costs.

Mail Delivery

The Basics

1. What is the address?

Since I've already left you in the dark ages wanting lights turned off at night, you'd probably like to know **how to get your mail delivered**. Yes, actual letters in envelopes. It still happens!

**5576 Swallow Drive
Port Alberni, BC V9Y 7H1**

2. How do I get my mail forwarded here from my last place?

If you're coming here from somewhere else and need to forward your mail, you can set that up online with Canada Post. (www.canadapost.ca)

3. When does mail get delivered?

Now, a smartly dressed mail carrier is not going to ride up on a pony and hand-deliver it – mail is delivered to the **community mailbox** just around the corner on Josephine. For security and privacy reasons, only I have a key to open the box. Mail delivery varies between 10am and 2pm, and I pick it up every single day after work. You can **expect mail to arrive in the house between 5pm and 6pm** most weekdays. If you're expecting something urgently, just let me know, and I'll make every effort to make sure it gets to you quickly.

Some packages will be delivered to the community mailbox; others will be delivered right to the door. This delivery generally **happens between 10am and 3pm**. I receive a number of packages quite regularly, and anyone that is at home can sign for packages at the door, even if the package isn't for them. If no-one is home, a delivery notice will be left to **pick up the package after 1pm on the following business day**:

Port Alberni Canada Post
3555 Johnston Rd #601
Port Alberni, BC
Monday – Friday: 8:30am – 5:00pm

In order to pick up a package here, you must have either:

- Photo ID with your name and our address (*such as a driver's license*);
- Photo ID with your name and a utility bill (*such as your cellphone*) with our address.

Mail Delivery

The Basics

If you do not have either one of those things, I may be able to pick it up for you...for a price. I accept chocolate, or bribes, or both. I'm not picky. However, I do have a very busy schedule, so you may have to wait until I'm able to get there, which could be some time, and you may end up losing your parcel over it. Hmmmm. Maybe you should grab it.

4. Where do I get my mail?

I leave all incoming mail for you on the front bench.

5. How do I send mail?

If you want to **send a letter** and already have it stamped, you can **drop it off in the community mailbox**. If you want to send anything larger than that, you will need to go to a post office location.

6. How do I receive a delivery from a courier?

Couriers (*FedEx, UPS, Dynamex, Purolator, etc.*) have pickup locations and delivery times that differ from both Canada Post and each other. Make sure that someone is home to receive your package if it is arriving by courier.

1. Where do I park my car?

If you are bringing a car with you, please park it in **the gravel driveway beside the driveway** (vehicle's tires must be close to the wood on edge of property to fit all vehicles in driveway). **Do not park in the paved driveway.**

If you have a visitor, you can have them **park in front of the property**. Make sure they don't block the neighbour or our driveway. There are no parking restrictions on the streets here, you are free to park on the street whenever you want for however long you want, as long as you do not block any driveways. The neighbor beside us is crabby if you park in front of their house, though.

2. I have a bicycle/scooter, where do I store it?

You can store your bike/scooter in the backyard **beside the back shed** in between the shed and the fence out of view. You may need to **invest in a cover** to **protect your bike/scooter** from the elements.

3. I have a motorcycle; can I store it in the garage?

Unfortunately, **no you may not**. There is a swim spa in there and many other items stored in the garage, and there is **no more room available** for any vehicles. If you really, really, really want to store it in the garage I may be able to arrange with you based on a very large monthly fee. It costs money to convince me to find a home for all my other items.

Noise & Visitors

The Basics

1. Am I allowed to have visitors over?

Not really! Out of **respect**, I ask that you **limit having visitors** over to a **maximum of once a week** in the **backyard only**.

2. Am I allowed to have overnight visitors over?

No, sorry! Have a girlfriend/boyfriend/spouse/partner/etc? We ask that you go to their homes for overnight stays.

3. Let's talk about noise...

This is a house full of early risers (aka me), especially on week days. If you're the night owl type, that's not a problem for me – but **noise can be a problem** both upstairs and down. I try to have a house rule of **no excessive noise after 10pm Sunday through Thursday night**, and **no excessive noise after 11pm on Friday and Saturday nights**. By noise, we mean cooking yourself a huge smelly gourmet meal at midnight, watching the TV and/or listening to music at super high volumes, etc. If you're awake, **simply be mindful and respectful** of your fellow housemates, especially as almost all of them have to **get up early in the morning** for work.

I'm not saying don't use the common spaces at night – for example, if you're starving and need a snack, grab something that isn't going to smell or make a bunch of noise carried to the upstairs. Easy! As for noise in your bedroom, I don't hear most normal volume things from over there so having tv or music on at a regular volume with your door closed is totally okay. ☺

The Animals

The Basics

1. Can I bring a cat/dog with me?

Probably not, but this is something we can negotiate. No animals allowed without consent. I love animals, but I already have an old lady cat in the house. Having another animal may cause extra strain on the house in many ways, so I will need to take that into consideration when negotiating terms and fees surrounding this. I may consider an animal that is located solely in your bedroom that is caged.

2. Can you introduce me to the animals?

You've **probably already been claimed** by her. I have one **indoor only cat** – who is hairless. Her name is ***Dirty Girl***. **Under no circumstances is she allowed outside.** Please take care when you're coming and going not to leave any outside doors open. She does love to try sneaking through open doors, and taking advantage of newcomers. **If she does escape, let me know immediately and take any actions needed to rectify this.** The severity of your beating will be directly related to how long they stay outside for...☺ ☺



Dirty Girl (Right)

I have had roommates in the past who have gotten on really well with Dirty Girl, so she will attempt to follow you into your room, or sneak into your room when you aren't looking. If you don't want her in your room, just keep kicking her out and she'll learn. It helps if you let her walk around and have a good sniff though, so she can understand you're a new person. If you accidentally lock her in your room when you're at work all day, you may come home to an unpleasant surprise, although she is pretty good at holding it. Be diligent. If you love her in your room though, by all means feel free to have her as your companion day or night. If you do forget her and I hear her screaming in your room, I will not hesitate to come and let her out without your permission.

In all seriousness, please be vigilant on doors leading to outside – hairless cats in particular are not equipped to deal with the outdoors. Immediate eviction and animal cruelty charges will be served if she is let out on purpose as she cannot

survive outdoors.

Dirty Girl gets a regular wash and her claws trimmed regularly but she does get dirty easily and can get a sharp nail here and there, so just know she may get a nail stuck in your clothes once in a while. She is also very old and fragile so please be careful when stepping around the house as not to accidentally kick her or step on her.

I also foster kittens (who may come with a mom depending on their age) periodically through-out the year. I have built an entire cat foster room where they will spend the majority of their time. Once they are healthy and more socialized I do allow them to wander the house when I am home. I usually recommend keeping your bedroom door closed when they are out as kittens have a habit of ruining furniture and belongings (just look at my once beautiful dining chairs ☹️). Please feel free to visit these little ones whenever you like in their foster room as the more they get socialized the better. There is a tv and sitting area just in case you want to get comfortable while they run all over you.

Cigarettes, Drugs & Alcohol

The Basics

1. Can I smoke cigarettes or marijuana on the property?

If you are a smoker, you may smoke **cigarettes only on the back deck**. I have a very strong preference for no smoking but understand that some people can't help but to kill themselves slowly. Make sure that the **living room windows and sliding doors are shut** when you do, as **no one else smokes in this house** and they shouldn't have to breathe in your bad habit. Also, make sure you vent yourself really well before coming in so you do not smell of smoke. If you are a smelly smoker and you smell of smoke when coming in causing me to live uncomfortably, you will be evicted. You must provide your own receptacle for **disposing your butts**. A few roommates in the past have used empty wine bottles.

If you smoke marijuana, I ask respectfully that you **not smoke it on the property**. I don't have a big problem with it personally. However, we have neighbours that are not friendly to it, a police officer as a neighbour, and I would rather not have the smell come into my home. If you can do it and be **discrete and respectful** to both your housemate and our neighbours, **I won't stop you**. But please be completely aired out prior to coming into the house. The smell is not acceptable in the house. If it **causes any issues**, you will be asked to **take it elsewhere**.

Please do not smoke anything of any kind **in the house**.

2. What about other drugs?

I have **zero tolerance** for any other recreational or hard drug use on the property. You will be given **an immediate or 3 day notice to vacate** if you are found to be using drugs in the house or on the property, depending on the situation.

3. How about alcohol?

I have **no problems with respectful and safe** alcohol consumption, provided you are of **legal age** to be doing so. I have **zero tolerance** for **underage drinking**.

There are a very wide variety of glasses for alcoholic beverages on the **top shelf of the glassware cupboard**, and a wide variety of shot glasses on the upper shelf of the corner cupboard beside the sink. Please make sure you **recycle your cans and bottles**, remembering to rinse them completely out first.

Cleanliness

The Basics

As we all share the house, we all **share the responsibility** for keeping the common space clean and tidy for everyone. **If you make a mess, clean it up!** There is a cleaning kit **under the kitchen sink**, and **in the cupboards in the laundry room**, and both kits contain everything you need. I should not be expected to be **cleaning up anyone else's mess**. If you make a mess on the floor, you are expected to clean it. There is a vacuum in the upstairs office closet as well as a mop and bucket in the garage. You **MUST** keep areas clean, tidy, and wiped at all times. Spill crumbs? Clean it! Spill a drink? Clean it! Simple! Every single time you use the kitchen, please clean the counters. A lot of people think they haven't made a mess, but they have. Be diligent and clean up after using the space. This includes the backsplash when cooking and appliances when used. Using the dining room table? Wipe it with windex afterwards as it gets fingerprints easily.

The hall bathroom is **your responsibility** to keep clean and you are expected to clean it minimally once a week. You are responsible for keeping the **carpet in your room vacuumed**, and all other aspects of your **room clean**. It will be much easier for you on move out day if you do the regular clean. If you have a furnished room, you are also responsible for keeping your furniture clean, tidy, and in good condition. If dirt sits (especially in a toilet) it may become permanent which means you'll be replacing it at the end of your stay. If you are sharing the bathroom, set up a schedule with the other person for equal and fair cleaning.

There is a **small closet** in the entry for your coats and shoes. No outside shoes are allowed to be worn in this house, ever. If you have strictly inside house shoes that never go outside (including the deck), they can be used indoors as long as they are clean, do not leave marks or dirtiness on the floor, and are never used outside. Socks are a preference to be worn in the house. If you enjoy bare feet, you may find yourself responsible for cleaning the floors as oily feet leave marks.

If you have not cleaned up after yourself and I have to clean up your mess, you **will be charged** \$30 per hour for me cleaning up the mess. Be diligent and always clean up after yourself completely. Failure to pay the \$30 per hour charge results in eviction. So it's just easier to clean up after yourself and not risk that. ☺

1. Is there a vacuum available?

Absolutely! It's **in the upstairs spare bedroom closet**. It's a canister vacuum, which means it does not use any bags. When the canister is full, **take it off and empty it into a garbage bag**.

2. Is there a carpet shampooer available?

Absolutely! It is **stored in the garage**. Let me know if you need to use it whether mid-renting or during move-out. I can show you how it works.

3. Is there a broom and/or mop available?

Absolutely! The broom is in the **front closet** and the mop and bucket are stored on a **wall rack in the garage**. If you mop the floor, be sure to mop in the **direction of the floorboards**, otherwise it may smear and dry incorrectly. Please do not wear bare feet in the house as they show up with every step. If you do, please mop the floor afterwards. Sometimes after cooking a meal in the kitchen you may need to mop just the kitchen floor. That doesn't mean you have to do all the floors in the house.

4. Do you have any eco-friendly or green cleaning products available?

No, I don't. You will be required to supply your own green products. But I will continue to use stronger cleaners in the kitchen and the rest of the house for disinfecting use.

5. What about rags?

Rags are kept in the **far third drawer in the kitchen island across from sink** and there is always a **roll of paper towel on the kitchen counter**. There are also rags in the cupboards in the laundry room. If we are out of paper towel, there are more rolls available in my pantry cupboard at the bottom.

6. Outside use?

Same applies to the outside. If you use it, clean it. If you are eating outside and spill food, you are to clean it up so it does not attract bugs. You can vacuum or sweep it up. Spill anything, wipe it, mop it, or hose it down, yes, even outside. There is a secondary mop for this purpose.

7. Other cleaning information?

If you use it, clean it. If you dirty the floors, you will be required to clean the floors. Dirty the walls even....same thing....clean it. Need cleaners? I have basically everything you could ever need or want to make a house sparkle. Don't know how to clean something? Ask. I own a cleaning business as well, so I can definitely offer some insight. If I'm missing a cleaning supply you need, let me know. The expectation is that you keep the house and hall bathroom clean at all times.

Emergencies

The Basics

What do I do in an emergency?

Depending on the kind of emergency, you may start by phoning 911. Then call me to notify me immediately.

What if there is a fire?

Nobody ever wants to think about that, but I care about your safety, so knowing what to do in a fire is important. First thing first is I have multiple smoke alarms on each level of the house. Each bedroom is equipped with its own smoke alarm, as well as a couple of them in the common areas and hallway. I do periodic testing of the smoke alarms and will let you know ahead of time when this would take place. There is also a carbon monoxide alarm in the common area as well. The most important thing to do is make sure you are safe, the second thing to do is to call 911, then call me. If there is a small fire that can be extinguished with a fire extinguisher, the fire extinguishers are located under the sink in the kitchen or under the BBQ outside. Follow the instructions on the fire extinguisher. There is also a fire blanket under the sink that could be used in a small kitchen fire. Call 911 even after extinguishing the flames to ensure that no fire restarts. There are exit instructions on the inside of your bedroom by your door similar to the “you are here” information in a hotel that gives you information on exit points in the home should there be a large uncontrollable fire. If you see the cat on your way out, please grab her and save her life. I’m not asking you to risk your life saving her, but don’t pass her by either. She matters.

The Common Spaces

The Kitchen

The Common Spaces

1. Can I use the kitchen?

Of course you can! But I don't want a kitchen warrior that uses the kitchen all the time or leaves any type of mess whatsoever, so you will need to be highly respectful when using it.

2. Where do I put my stuff?

My kitchen is filled with all of the pots, pans, dishware, cutlery, gizmos, gadgets, and appliances that you would expect to be in a kitchen. You are welcome to use almost all of them. The junk drawers aren't for your use though, unless you need to just borrow a pen. Also, please do not use anything that is disposable or are for one-time use, this includes baggies, saran wrap, spices, napkins, straws, etc. You are responsible to supply your own items for those uses. If you do use dishes/pots/etc and you end up damaging them or breaking them, you will be responsible for their replacement. If you have your own cookware or other items, you are welcome to use them instead -- however, your **cookware must be suitable for induction stovetop** burners. These are special made pots for a specific type of stovetop. If you are comfortable with anyone using your cookware and utensils, you may store them in the cupboards if you find room – otherwise, please store them in your kitchen space or your room.

- a. There are two cupboard doors to the **left of the stove and two above the stove**. You may use these cupboards to store your food and other kitchen items.
- b. In the **fridge**, you may claim the **right drawer, right shelves, and right door shelves** for your items. If you need more room you can use the lowest right side of the fridge as well.
- c. In the **freezer**, you may use the **right left side** to store your items. If you put things on the other shelves, you may or may not ever see them again.
😊

2. How do I use the stove/oven?

Welcome to your cooking hub!

The stove is an induction range glass cooktop. This means you must only use induction cookware on it. The glass cooktop can easily scratch so always be careful when placing things on top of it. When you are cooking on it you will see the heat level displayed on the top. Inductions do heat up more quickly so no need to leave water to boil for as long as you're used to. Once you are done cooking and you turn off the heat, there will be an H displayed on the top to indicate the stovetop is still hot. Once the H has turned off, the top can be cleaned using

windex and paper towel. A magic eraser could be used for any staining prior to cleaning it with windex and paper towel.

The oven is a fan convection oven which allows a fan to distribute heat all around the oven to keep the temperature more constant. There are many pans available to use for the oven located in the lower cupboards in the island. There is a timer and a cook time if you are needing to time your cooking more accurately.

3. How do I use the dishwasher?

We have someone in the house who has a bit of a **germ phobia**, and it's me. 😊 So I don't wash dishes by hand – I use the dishwasher. You must wash pots and pans by hand though, as long as you use really hot water. The pots are not dishwasher safe so cannot go in the dishwasher. When the dishwasher is full or almost full, whoever puts the last dishes in starts the wash. With a busy kitchen, that is generally a couple days a week. Dishes **do need to be completely rinsed** before going in the dishwasher. If dishes go in with food on them, the dishwasher will fuse it to the dish. It's a jerk. Plus, no one wants to smell rotten food in the dishwasher. Fully rinse all dishes completely. Please load the dishwasher from back to front and do not clump the utensils together. No one should have to reach over dirty dishes to load the dishwasher because you were too lazy to load it properly. The dishwasher is to be kept closed at all times. This is because when it is being used, it will open itself up slightly to show the dishes are clean. This keeps from any misunderstandings happening about whether the dishes have been washed or not. If you see it slightly open, do not add dirty dishes to the clean dishes.

The **dishwasher pods are in a container under the sink**. Open the dishwasher door, and then open the little door on the left. Put a pod in, **colour side up**, and then shut the little door. Make sure the little door clicks shut – if it doesn't, the pod won't dissolve, and then gets stuck in the dishwasher.

To **access the controls**, open the door, and you'll find them on the **top**. It is preprogrammed for the quick cycle. We prefer that it stays on this cycle. The wash takes approximately 1 hour. You will press the far-left power button to turn it on. Then you will do a quick press on the start button on the right-hand side. If you open the dishwasher mid-cycle you will need to press "**Start**" for the cycle to finish.

When the dishwasher is finished it will open slightly. Do not add dirty dishes to clean dishes. Do not leave dishes in sink if dishwasher is in operation or is clean. If you see it open, put the dishes away. Wash your hands before putting dishes away. Do not reclose the dishwasher, walk away and pretend you didn't see it.

The Kitchen

The Common Spaces

4. Do you have a barbeque?

Yes, I do, in the outdoor kitchen – but I ask that you don't use it without permission. If you are a BBQ warrior and really want to, we can chat about it and the requirements needed to use it.

5. How do you deal with Garbage, Recycle, & Compost?

- a. There is a **black garbage can** in the kitchen beside the pantry. This bin is **only for garbage, not recyclables**. When the bag is full, it gets taken and placed **in the garage without tying it up**. The garbage bags are **under the kitchen sink**. It's expected that if the bag is full, someone changes the bag, whether it's you or us.
- b. When throwing away any food, please use decomposable baggies to put the food in first. No-one should have to smell rotting food. Put all food in the baggy and seal closed. Baggies are in the drawer in the island closest to the fridge/stove.
- c. Recyclable items **must be washed, rinsed**, and/or broken down, and can be **placed in the recycling cupboard in the island. Styrofoam, film plastic, and glass bottles** are not considered recyclable items here, so do not put them in the recycle bin. If you do not rinse them, I will charge you for the time taken to rinse them after being put in there.
- d. The **pickup schedule** rotates with one week being garbage and the next week being recyclables.

6. What are my/your cleaning responsibilities?

If you use it, clean it! I keep a very clean kitchen, which is imperative with the number of people who use it daily to make their meals. There is a **cleaning kit under the sink** which has everything you need to keep the kitchen spotless. If it's not there, ask me for more. If I have to clean up after you at any time, I charge \$30 an hour for cleaning with a 1 hour minimum.

The Kitchen

The Common Spaces

There is always a roll of **paper towel** on the counter, and there are **rags** in the **drawer in the kitchen and laundry room**. Do not overuse the paper towel as it is expensive and you will be required to supply your own if you do. There are **Magic Erasers** in the kit that can be used to clean hard-to-remove stains and gunk from the stovetop, the countertops, and the sink. If you've never used a Magic Eraser before, they need to be wet in order to work properly. **Windex** polishes up the **chrome fixtures** such as the faucet and appliances, and cleans glass surfaces such as the dining table and stove. There is a bottle of **Mr. Clean** (not marked, but is yellow) with water and windex which are both suitable as cleaners for any of the kitchen surfaces, other than stainless steel. (*Note: If you need to clean the fronts of any of the stainless steel appliances, **do not use anything abrasive**, like a scrubby sponge. They will permanently scratch the surface. If you're unsure, just ask.*) **DO NOT USE** any bleach product or scrubbing bubbles on the granite countertop. It will permanently stain. You don't want to be replacing granite! Rinse the sink out after use as this is also granite and can stain. If you fill the sink drain catcher with food, please wipe it out with paper towel into the garbage.

After you have finished using the kitchen, please **ensure it is clean** for the next person. **Dishes do not get left in the sink**, and pots and pans **do not get left on the stove or counter**. The pots and pans are not dishwasher safe and must be washed by hand with hot water. You can leave it temporarily tidy while you eat and do the final clean after you eat your food. Nobody wants to eat cold food!

It is also your responsibility to keep your cupboard and fridge shelves clean as well. Do not leave old food in the fridge to spoil. This attracts fruit flies. If you spill something onto the floor, remember that there is a **broom** in the entry closet, as well as a **mop and bucket** in the garage. Bread crumbs fall on the ground? Vacuum or sweep them. Simple, easy, and clean. Always check out the floor before leaving the kitchen.

If you splash something on the backsplash or cupboard, please wipe it clean. No mess is ever left.

When cooking a meal, please be respectful of any smells that are created from this. Use the fan above the stove, and/or open the kitchen window. Just remember to close the windows once the smell has left. There are people in the house with scent sensitivities, so just always be aware of this. If the smell of the food is too strong or is found absorbed into fabrics and clothing you will be asked not to cook those meals.

The Laundry Room

The Common Spaces

The washer and dryer get a lot of use, and it's **all about communication**. Need to wash your clothes? Do it! With some exceptions. Is someone else's wash finished and waiting for the dryer? Switch it! Is the dryer finished with someone else's load, and you need to use it? Empty the dryer into their laundry basket, or leave it on top of the dryer. Do not do your laundry at night or when I am in bed as I can hear it perfectly in my bedroom. Sometimes I have to do laundry at night, but I try not to.

You will need to **supply your own liquid laundry detergent** and **dryer sheets**.

1. How do I use the washer?

Open the **drawer on the left hand side**, and put your laundry detergent in. Be sure **not to fill it past** the "Max" line.

Turn the machine on by pressing the "**Power**" button. **Turn the dial** to your desired setting, and press the "**Play/Pause**" button. (*Make sure your clothes are actually in the machine of course.* ☺). I use **quick wash** as this takes approximately 40-50 minutes. Don't be fooled by the 33 minutes it says as it will sit on numerous numbers for 5-10 minutes without moving down. If you need particular settings for your clothes, use the buttons in the middle to change the temperature, spin speed, soil level, etc. There is also an "**Extra Rinse**" setting in the middle. It adds four minutes to the cycle. I ask you to try not to use the long settings (normal setting takes 2+ hours) as this ties up the washer for others use and I may have to restrict use then.

The Laundry Room

The Common Spaces

2. How do I use the dryer?

Turn the machine on by pressing the “**Power**” button. **Turn the dial** to your desired setting, and press the “**Play/Pause**” button. (*Make sure your clothes are actually in the machine of course. ☺*) The “quick” setting takes 30 minutes, but may shut off sooner if it senses your clothes are dry. If you have a large load you may want to use the “timer” setting and choose up to an hour of drying. If you need particular settings for your clothes, use the buttons on the right hand side to change the dry level, time, and temperature.

Don’t forget to **clean the lint trap** at the **bottom of the door frame** once your load has finished drying. There is a small garbage can to the left of the washing machine to discard your used dryer sheet and lint.

3. Is there an iron?

Well, there technically is, but I’ve used it for applications in construction, so you won’t want to use it on your clothes. So, lets just say no, for the safety of your clothes.

4. Can I store my laundry supplies in the laundry room?

Unfortunately, there is no room in the laundry room for your laundry supplies. You may want to store your laundry supplies **in your room or your bathroom**. You are responsible for purchasing your own laundry detergent and sheets. Do not use my laundry detergent or dryer sheets.

The Living Room

The Common Spaces

The living room is off limit unless you want to join in on a show I am watching. You can go in there to pet the cat and whatnot but hanging out in there is discouraged as it's my space. I've supplied you with a TV in your room, so you're not missing much other than a different location.

Your Bedroom

General Bedroom Information

Your Bedroom

Look at you, you've been the lucky one picked. Now you're in your room, looking around and wondering a little bit more about the space. Don't worry, I won't leave you hanging.

What kind of storage do I have?

I understand you come with things so I have tried to give you as much storage space in your room and other areas as I can. In your bedroom there is a dresser that offers plenty of room for clothes and personal items. The closet is a walk-in and offers shelves for any other items. For small items there are 2 nightstands each with 2 drawers. In the bathroom there are multiple drawers and cupboards that are just for you. You also have the designated cupboards in the kitchen, as well as the shelf in the fridge and freezer for your food. If you need additional storage of items, whether inside the house, in the garage, or in the yard, this may be available, but there may be an additional fee attached to it.

What is the wi-fi password?

What is life without wi-fi? I don't think you or anyone else wants to know that answer. The wi-fi password is usually on a sticky note on the front of this book. If it's not there, just ask, I'll be happy to give it to you.

Can I use candles in my bedroom?

Unfortunately, there are no candles allowed to be lit in the house. If you would like to keep them for decorations, unlit, then fill your boots. I know this seems like a ridiculous rule, but how would you like it if you got woken up to a fire in the house due to someone falling asleep and knocking a candle over. Not a way I'd like to lose my belongings or my life, personally.

How do I operate the blinds?

I have installed smart blinds in my house that are both operational with a remote or by app on the phone. This bedroom shares a remote to use for operating the blind with the office upstairs. You will need to make sure you're on setting 2 on the top part of the remote. Then just click the up or down arrow to move it up or down. If it stops working at any time, the batteries may need to be replaced in the remote or the blinds themselves may need to be plugged in and charged. You will need to obtain the remote from the office to open/close your blinds and then place it back in the office.

Bedroom Entertainment

Your Bedroom

TV

Your bedroom is equipped with a Smart TV. The instruction manuals for these are at the end of this guide in the little pocket, but here are a few points in case you don't want to pull those out.

How do I operate the TV?

I'm hoping you've used a tv before so I don't have to get into too much detail. Start by pressing the power button. Then you can choose the input you want to use. You can log into your Netflix, Prime, or other streaming service you wish to use. I do not have cable. If you would like to order cable, you are welcome to do that and pay 100% of the fee associated with it.

What if I want to listen to my TV loudly?

Nobody wants to hear your tv show and you probably don't want to hear anyone else's, so if you like it loud, it may be best to use the headphones. If you listen to your tv at a regular volume, there should be no issues at all with noise.

Bedroom Temperature

Your Bedroom

I'm warm, what do I do?

Sometimes the summers here are smoking hot and you just feel like melting. I have central air conditioning but I ask you never to adjust any settings. I typically keep the house pretty cool so I doubt there will be any complaints. Usually opening up the window offers enough breeze that you don't feel like you're suffocating. If the heat is caused by the programmed thermostat, then closing your vent located in the ceiling will usually keep the heat away.

The Hall Bathroom

Your bedroom

The hall bathroom is **your responsibility** to keep clean and you are expected to keep it cleaned. There is a minimum expectation of a weekly clean, as well as keeping it tidy at all times. I expect that you will keep your bathroom as clean as you found it when you arrived. I'm not a monster, so I don't expect you to be deep cleaning your bathroom on a daily basis or anything, but I do expect it to be useably clean and tidy. There is a **cleaning kit in the laundry room** that contains everything you need to keep the bathroom spotless and sanitary. There are also cleaning supplies in the kitchen if needed or if you have run out.

1. The Shower/tub

You will want to pay the most attention to cleaning the shower. It doesn't take long for it to get really dirty and become a bigger job than you want it to be. There is a bottle of **Scrubbing Bubbles** and **Magic Erasers** in the **cleaning kit** that will make your life easier. Spray the Scrubbing Bubbles, wet a magic eraser, wait a few minutes, and the dirt around the tub will **wipe right off**. It only takes a few minutes every week or twice a week if you keep on top of it. **Windex** polishes up the chrome fixtures. Do not let soap scum sit, you will turn it into a 2-3 hour scrubbing clean.

2. The Toilet

There is a bottle of **toilet bowl cleaner** in the **cleaning kit**, and a **toilet bowl scrubber** to the **left of the toilet** beside the sink. Should you have a large meal and find that the toilet bowl has failed you, there is a **plunger** to the **right of the toilet**. ☺ The outside of the toilet, the lid, the seat, and the base can be cleaned with **Fantastik**, **Mr Clean**, or **Scrubbing Bubbles**. If you pee standing up, be aware of the mess that makes and be prepared to clean accordingly. And don't forget to clean the sides and behind the toilet as well. ☺

3. The Sink

Windex polishes up the **faucet**, and **magic erasers** make quick work of the **sink bowl**. **Mr. Clean** work for the **countertop**. **DO NOT USE** any bleach, scrubbing bubbles, or anything containing bleach on the countertop as it will stain. Do not even place a bottle of cleaner on it. You don't want to be replacing granite.

4. Everything Else

The **mirror** and **window** can be cleaned with **Windex**. The cupboard fronts, walls, baseboards, and window sill can be cleaned with **Mr. Clean**. The floor can be cleaned with a mop with Mr. Clean and water. Don't forget there is trim, baseboards, and a door that need to periodically be wiped down with Mr. Clean.

Moving Out

General Information

Moving Out

Oh my goodness, it feels as if you've just moved in, and now we're already talking about the day you're going to leave. Hopefully you had a lovely time here, and you're moving on to much bigger and more wonderful things!

1. How much notice do I have to give?

☐ You need to give your notice on or before **the last day of the current month** in order to move out on the **last day of the following month**. For example, if you give your notice on March 31st, you would be moving out on or before 12:00pm on April 30th. Move out is always on or before the last day of the month at noon.

2. What happens to my code for the door?

☐ It's just a simple delete button for me.

3. How will I get any mail that arrives after I leave?

☐ To avoid missing any of your mail, please arrange **mail forwarding** service through **Canada Post** (www.canadapost.ca) to your new address approximately 7 days before you leave. Mail that arrives here after you leave is returned to sender.

4. Will you give me a reference for my next place?

Absolutely! Unless of course you were a crummy roommate – but then you probably wouldn't be asking if you were. 😊

5. How do I get my damage deposit back?

After you leave, **your room**, the **hall bathroom**, and **shared kitchen space** will be inspected. If your room is **furnished**, the **condition of the furniture** will also be inspected. If everything on the **move-out checklist** on the following page has been fully completed, and there is **no actual damage**, your damage **deposit will be returned** to you **within 10 days of your departure** by e-transfer.

If any actual **damage is found** or something on the list incompletd, it will be **documented in photographs**, and the cost of **repair/replacement deducted from your deposit**. Receipts will be provided. If any items on the move-out checklist are **not completed**, they will be completed for you at a **cost of \$30 per hour** (+ *cost of supplies* + *GST*) and **deducted from your deposit**.

You may opt to have the **cleaning done for you**, at the same rate, which usually takes **three to five hours**. Lots of people do this as to save them the stress of doing it themselves...plus I am super picky. So if you clean it, it must be done to my standards. The cost will be **deducted from your deposit**. If you want **just the carpet shampooing** done for you, it usually takes **one hour**, and the cost will be **deducted from your deposit**. It can take longer though if you've let anything sit for any amount of time without cleaning it or you've left a mess/stain anywhere. Or it can be faster if you were a neat freak yourself.

Any damage or dirtiness caused by you in the house will be deducted from your damage deposit. If damage equals more than damage deposit, I will be seeking monetary compensation in court.

All areas will be fully inspected and must be cleaned to our standards. If you have questions to what our standards are, please ask.

Move Out Checklist

Moving Out

Complete this checklist **the day of** your move out.

1. Bedroom

- ☐ Wipe down entire blinds using a damp cloth.
- ☐ Clean window and windowsill using Windex.
- ☐ Remove any marks on the walls using a wet Magic Eraser. Do not over use or it strips the paint.
- ☐ Wipe down all the walls and trim using a mix of water and Mr. Clean.
- ☐ Wipe down doors inside and outside, including door handles with Mr. Clean.
- ☐ If your room is furnished, wipe down all furniture inside and outside with water and Mr. Clean.
- ☐ If your room is furnished, launder all of the bed linens and leave them folded.
- ☐ Vacuum the floor.
- ☐ Shampoo the floor.

2. Hall Bathroom (this may be done day before moving out)

- ☐ Clean inside/outside/behind toilet with toilet cleaner and Fantastik or Mr. Clean.
- ☐ Scrub/clean shower/tub using Scrubbing Bubbles/Mr. Clean and Magic Eraser.
- ☐ Clean and polish shower faucets with Windex.
- ☐ Clean mirror and frame with Windex.
- ☐ Clean sink and countertop with Mr. Clean and then Windex.
- ☐ Clean sink faucet with Windex.
- ☐ Wipe down trim, window sill, door, inside any used cupboards and drawers, front and side of vanity and any marks on the walls with Mr. Clean.
- ☐ Vacuum the floor.
- ☐ Mop the floor with Mr. Clean and water with mop.

3. Kitchen

- ☐ Remove all food from fridge and freezer.
- ☐ Wipe down shelf used in fridge and freezer.
- ☐ Remove all food and personal items from cupboards.
- ☐ Wipe down shelves used in cupboard.
- ☐ If microwave was used, clean inside of microwave.

4. Other

- ☐ If floor is left with dirt, marks, smudges caused by the move-out, vacuum and mop area.
- ☐ If you used the deck area, anything used must be cleaned.
- ☐ Anything else used in the house by you, must be cleaned by you prior to leaving.

There are **cleaning kits** under the **sink in the kitchen** and **in the laundry room cupboards**. If any of the supplies that you need aren't there, **let me know**. **Buckets are in the garage**, and **rags** are kept in the **cupboard in the laundry room and in the kitchen**.

Amenities

Hospitals/Health Centres

Amenities

The **West Coast General Hospital** is about 9 minutes away by car and offers an Emergency room, as well as other hospital services.

Emergency Care – 24 hours/7 days a week

West Coast General Hospital

3949 Port Alberni Hwy

Port Alberni, BC V9Y 4S1

250-731-1370

The **Nanaimo General Hospital** is 65 minutes away and is much larger and provides a full range of medical services.

Front Desk – Monday to Friday 6:30am to 10:00pm and weekends 7:00am to 10:00pm

Urgent Care – 24 hours/7 days a week

Nanaimo General Hospital

1200 Dufferin Crescent

Nanaimo, BC V9S 2B7

250-755-7691

Grocery/Gas

Amenities

Grocery Stores

Save-On-Foods

3756 10th Ave

250-723-6212

Walmart

3355 Johnston Rd

250-720-0912

Buy-Low Foods

4647 Johnston Rd

250-723-4811

Quality Foods

2943 10th Ave

250-723-3397

Tyler's No Frills

3455 Johnston Rd

866-987-6453

Gas Stations

Petro-Canada
5101 River Rd
250-724-2626

Petro-Canada
3908 Redford St
250-723-1330

Alberni Co-op
3820 10th Ave
778-421-1707

Chevron
3714 3rd Ave
250-723-9522

Chevron
4781 Johnston Rd
250-720-8959

Alberni Co-op
4885 Beaver Creek Rd
250-723-2831

Esso
3955 Johnston Rd
250-723-2245

Shell
3690 Johnston Rd
250-723-1985

Circle K
3955 Johnston Rd
250-723-2245

Mobil
3455 Johnston Rd
250-723-5511

Alberni Co-op
4006 Johnston Rd
250-724-0008

On the Run
4781 Johnston Rd
250-720-8959

Nearby City Facilities

Amenities

City Hall
4850 Argyle St
250-723-2146

PEB Building
4835 Argyle St
250-720-2835

Bylaw Enforcement
3075 3rd Ave
250-720-2831

Public Works Yard
4150 6th Ave
250-720-2840

Echo Aquatic Centre/Community Centre/Library/Museum/Disc Golf
4255 Wallace St
250-723-2181

Gyro Youth Centre
3245 7th Ave
250-723-2181

Visitor Information Centre
2533 Port Alberni Hwy
250-724-6535

RCMP
4444 Morton St
250-723-2424

Fire Department
3699 10th Ave
250-724-1351

AV Multiplex
3737 Roger St
250-720-2518

Glenwood Centre/Bob Dailey Stadium & Track
4480 Vimy St

Echo Park Field House/Skateboard Park
4200 Wood Ave

Curling Rink
3250 9th Ave

Lawn Bowling Club
4250 Wood Ave

Black Sheep Rugby Pitch
3420 Argyle St

McLean Mill National Historic Site
5633 Smith Rd

Restaurants

Amenities

3.4 Internal Economic Development Assistant Job Description

Job Description – ECONOMIC DEVELOPMENT ASSISTANT

1. Nature and Scope of Work

This is a full time support position for the Economic Development Manager. Duties include those of a file clerk, receptionist, research and program assistant to the Manager. The percent of time invested in any particular aspect of the job will vary from day to day or week to week depending on circumstances. Work performance is checked and reviewed by the Economic Development Manager in terms of effective services provided.

2. Illustrative Examples of Work

- Answers calls and enquiries that have been referred, makes proper connections to persons or departments, supplies routine information and assistance to callers, and relays messages and information to staff and authorities as required.
- Answers email enquiries looking for general information about (specific sectors of) the economy of the community and statistics relating to the community.
- Provides information and assistance to the public at the reception desk as needed and supplies routine information concerning City services and operations.
- Types a variety of material such as (first drafts of) correspondence, reports, minutes, media releases and key messages.
- Performs filing, photocopying, and related clerical tasks.
- Composes routine correspondence.
- Schedules meetings with small groups of people.
- Organizes community meetings.
- Reviews reports, extracts recommendations, determines status of recommendations and prepares summary documents.
- Does research into specific companies, economic development issues and opportunities, specific sectors of the economy.
- Prepares first draft of grant applications and accesses information which may be required to complete application.
- Prepares PowerPoint presentations on community economic development topics.
- Provides daily updates to the Economic Development pages on the City's website.
- Takes pictures or videos in support of the PowerPoint presentations or website updates.
- Performs related work as required.

3. Knowledge, Abilities and Skills

- Knowledge of the various services provided by the City.
- General knowledge of the economy of the community.
- Sound knowledge of business English, spelling, arithmetic and punctuation, and of current business office practices and procedures.
- Ability to perform telephone operation and reception tasks courteously and tactfully, speak clearly with good telephone manner, and establish and maintain effective working relationships with staff and the public.

- Ability to perform moderately complex typing assignments involving arranging formats for reports, tabulations and related material.
- Ability to perform moderately complex clerical assignments and prepare and maintain a variety of records.
- Ability to think logically and organize written material for understanding by others.
- Ability to exercise independence of judgment, courtesy, tact and diplomacy in handling public enquiries and requests.
- Skill in typing accurately and rapidly.
- Skill in checking facts and figures.
- Skill with MS Office programs especially Word, Excel, and PowerPoint.
- Skill in taking basic digital photographs and filming short digital video clips.
- Skill in updating website pages with written documents, photos and videos.
- Skill in researching via Internet.

4. Training and Experience

- Diploma or certificate (2 years) in Business, Business Administration, Business Management, Economic Development, Community Economic Development, Communications, Marketing, Natural Resources, Economics, Tourism, Recreation & Sport Management, Public Administration, Commerce or International Studies (or equivalent).
- Experience in doing research, preparing grant applications, marketing and/or maintaining a website.
- Demonstrated experience with Word, Excel and PowerPoint.
- Word processing speed of 60 wpm.

5. Licenses, Certificates and Registrations

- Class 5 Drivers Licence
- Criminal Record Check

3.5 Business card and branding materials for Platinum Pro Services




Platinum Pro

Cleaning Services

www.platinumpro.ca

mel@platinumpro.ca
1-250-755-6124

Serving Oceanside and surrounding areas!



Our local family owned and operated business delivers premium cleaning services. We set the standard for cleaning excellence; and through tireless dedication, we challenge ourselves to improve those standards every day. We treat your home and workplace as if they were our own, and our white glove service delivery will exceed your expectations each and every time.

That's our Platinum Promise to you!

3.6 Workplace policy samples from Platinum Pro Services

****Content warning**** Sensitive topics. Pages 196-200. The following document includes workplace policy references to substance use, harassment, violent behavior. These policies were developed to ensure safety and professionalism within my janitorial business.

Platinum Pro Cleaning Services

Employee Policy Handbook

1. Code of Conduct

Employees are expected to uphold professionalism and integrity at all times. You are a representative of Platinum Pro and must behave respectfully with clients, co-workers, and supervisors.

- Respect client property and privacy.
- Avoid gossip, profanity, or aggressive behavior.
- Treat every client interaction as a professional exchange.
- Do not post job site content or discussions about clients on social media.

2. Attendance & Punctuality

Punctuality is critical to our operations and client satisfaction.

- Employees must arrive on-site at the scheduled start time.
- Absences must be reported to a supervisor at least two hours before the shift.
- Repeated lateness (3 or more times within 30 days) may result in disciplinary action.
- No-show without notification (no-call/no-show) may lead to termination unless due to verifiable emergency.

3. Uniform & Appearance

Maintaining a professional appearance is mandatory.

- Company-provided shirts must be clean and worn during all shifts.
- Closed-toe, non-slip shoes are required.
- PPE (gloves, masks, goggles) must be worn when required by task or location.
- Avoid strong fragrances and maintain good personal hygiene.

4. Equipment Use & Care

Proper equipment use ensures efficiency and safety.

- Use only the tools and machines you have been trained on.
- Do not attempt repairs unless explicitly authorized.
- Return all equipment to its designated place after each use.
- Report malfunctioning or missing equipment to your supervisor immediately.

5. Cleaning Standards

High cleaning standards are essential for client retention and safety.

- Follow the site-specific checklist and scope of work provided.
- Disinfect all high-touch areas including phones, switches, doorknobs, and handrails.
- Ensure trash bins are emptied and relined.
- Verify cleanliness of each area before leaving the site.

6. Health & Safety

Our health and safety policy protects staff and clients alike.

- Follow WHMIS guidelines for all chemical handling.
- Never mix chemicals unless instructed and trained to do so.
- Wear safety gear when cleaning restrooms, using harsh chemicals, or working around machinery.
- Report injuries or safety concerns immediately.

7. Client Relations

Clients must be treated with professionalism and respect.

- Avoid discussing personal matters or company operations with clients.
- Never argue or confront a client. Refer concerns to a supervisor.
- Do not perform additional tasks unless approved.
- Do not solicit tips or gifts.

8. Confidentiality & Privacy

Confidentiality is non-negotiable in professional cleaning.

- Do not read, photograph, or interfere with client documents or devices.
- Do not discuss client information outside of work.
- Personal phones must be silenced during shifts and only used on breaks or for work tasks.
- No photos or posts from job sites are allowed without permission.

9. Substance Abuse Policy

Zero tolerance for drugs or alcohol is enforced.

- Employees may not work while under the influence of alcohol, cannabis, or illegal substances.
- Possession of these items on-site is prohibited.
- Use of impairing prescriptions must be disclosed privately to management.
- Violations may result in immediate dismissal.

10. Discipline & Termination

The company follows a progressive discipline process:

1. Verbal Warning – for minor infractions or first-time issues.
2. Written Warning – for repeated or more serious violations.
3. Suspension – for ongoing issues or significant misconduct.
4. Termination – for continued non-compliance or serious offenses (e.g., theft, harassment, gross negligence).

Immediate termination may occur for severe violations including violence, harassment, theft, or breach of client trust.

Platinum Pro Cleaning Services

COVID-19 Health & Safety Policy

Purpose

- This policy outlines the protocols Platinum Pro Cleaning Services has implemented to ensure the health and safety of our employees and commercial clients during the COVID-19 pandemic. We are committed to minimizing the risk of virus transmission while maintaining high standards of cleanliness and service.

Scope

- Applies to all employees performing commercial janitorial work at client facilities.

1. Employee Health & Screening

- All staff must self-assess daily using a COVID-19 symptom checklist provided by public health.
- Employees must not report to work if they have symptoms of COVID-19 or have been in contact with a confirmed case.
- Employees who feel unwell during a shift must immediately notify a supervisor and leave the job site.
- Staff must follow all public health orders, including testing and isolation when required.

2. Personal Protective Equipment (PPE)

Staff must wear:

- Surgical or KN95 masks at all times inside commercial facilities where other people are present.
- Disposable gloves during all cleaning tasks.
- Face shields or goggles when working in areas with potential aerosol exposure.
- PPE must be disposed of or sanitized after each job site visit.
- Extra PPE is stored in supply kits and replenished weekly.

3. Cleaning and Disinfection Protocols

- All cleaning follows provincial health guidelines and uses Health Canada-approved disinfectants.

Focus on high-touch areas such as:

- Elevator buttons, door handles, railings, shared equipment
- Washroom fixtures, phones, light switches, and reception counters
- Cleaning cloths and mop heads must be replaced or laundered after each shift.

4. Site-Specific Safety Measures

- Before starting at a new site, a site-specific COVID-19 safety plan is reviewed with staff.

- Staff must follow client-specific protocols, including building entry procedures, check-ins, and access restrictions.
- Where possible, cleaning is scheduled for after-hours or in low-traffic timeframes to reduce contact.

5. Transportation and Equipment Handling

- Vehicles used during company time are limited to one staff member per vehicle unless from the same household.
- Shared equipment (vacuums, carts, etc.) is disinfected before and after use.
- Cleaning chemicals are stored securely and handled with gloves.

6. Training & Communication

All staff receive training on:

- COVID-19 symptoms and transmission.
- Proper PPE use and disposal.
- Commercial disinfection standards and protocols.
- Policy updates and public health bulletins are distributed by email and reviewed in weekly safety briefings.

7. Client Communication & Expectations

Clients are asked to:

- Notify us if any of their staff have tested positive or are isolating.
- Maintain access to handwashing stations and adequate ventilation.
- Ensure a safe, cleared space for cleaners when possible.
- We maintain open communication with building managers and supervisors to coordinate safe access.

8. Response to Positive Cases

If an employee tests positive or was exposed:

- They will isolate per health guidelines and not return until cleared.
- All affected job sites will undergo deep cleaning and disinfection.
- Affected clients will be notified immediately, respecting privacy protocols.
- Any outbreak will be reported to public health, and operations will adjust as directed.

9. Compliance and Accountability

- All staff must follow this policy and associated health guidelines.
- Supervisors conduct spot checks to ensure compliance with mask use, hand hygiene, and documentation.
- Non-compliance may result in disciplinary action including suspension or termination.

Thank you and please remain safe!

Melissa

Owner, Platinum Pro Cleaning Services

4.1 Redesigned city form (building information sheets)

SITE PLAN LAYOUT for R - Primary Residential

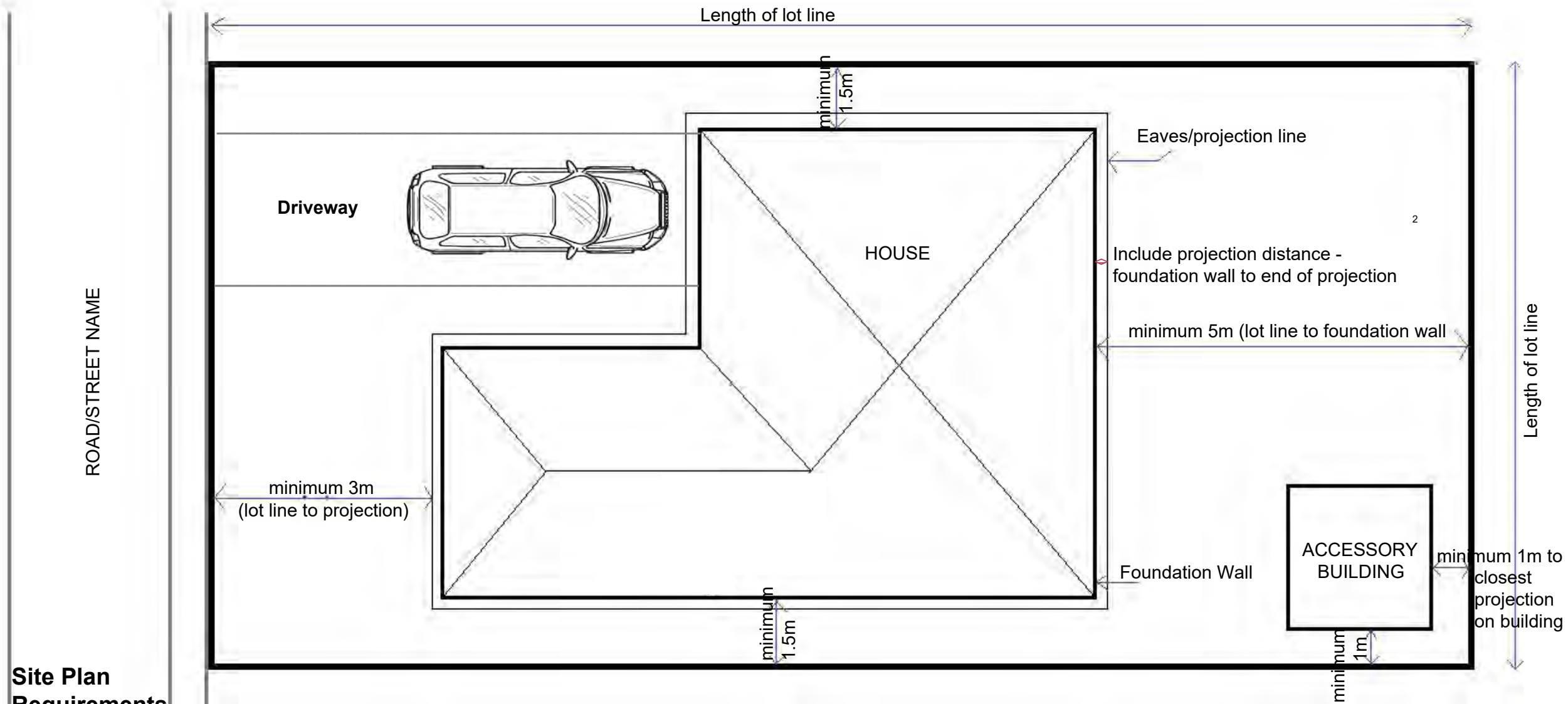
Includes minimum setback requirements from
The City of Port Alberni Zoning Bylaw No. 5105 for

R - Primary Residential

Please refer to the Zoning Bylaw for RR-Rural Residential setbacks

SITE PLAN

SCALE 1/8" = 1'0"



Site Plan Requirements

1. North arrow.
2. Drawings to scale with scale bar.
3. Lot dimensions.
4. Total lot area.
5. Total site coverage.
6. Location of easements/statutory right of ways.
7. Driveway location, width and grade including dimensions for all parking requirements.
8. Location, area, and setbacks of all buildings on the property.
9. Location, dimensions, area, setbacks of proposed structures.
10. Locations of watercourse, steep banks, and slopes.
11. Location of existing wells, water sources, and septic fields.
12. Location and dimensions of paved areas and impermeable surfaces (eg. patios).

Other information

1. Definition of Accessory Building: a detached building, the use or intended use of which is ancillary to that of a principal building situated on the same lot and excludes use for residential. Includes garages, carports, sheds, gazebos, decks, greenhouses, pool houses, and similar structures.
2. When a garage or carport is accessed from a lane, said building shall be located not less than 1.5m from the lane lot line.
3. Maximum total site coverage of all buildings/structures is 60%.
4. Minimum size of lot area 280m².
5. Minimum 40% of the front yard shall be soft landscaping.
6. For more information, please refer to the City of Port Alberni Zoning Bylaw #5105, City of Port Alberni Building Bylaw 5077, and current federal and provincial legislation, including the BC Building Code.

SITE PLAN LAYOUT for R - Primary Residential

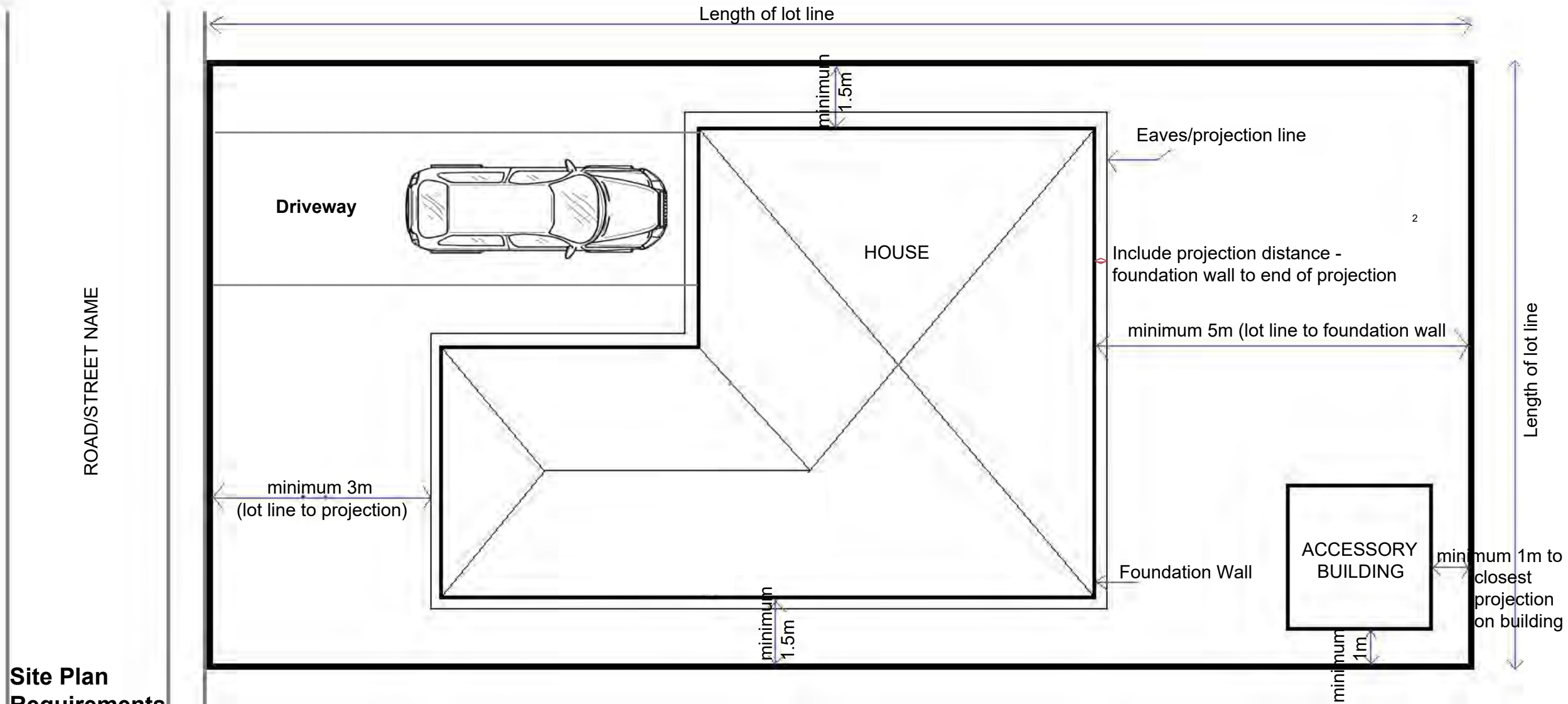
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Other information

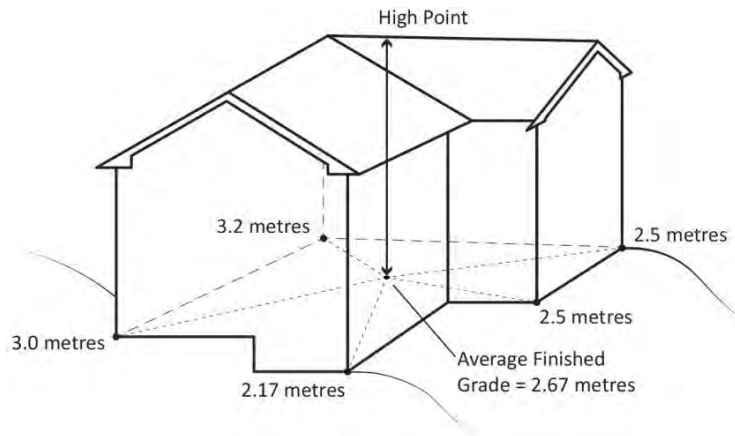
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ACCESSORY BUILDINGS (Page 1 of 2)

Excerpt from City of Port Alberni Zoning Bylaw #5105

HEIGHT, *BUILDING*

means the vertical distance from peak of roof to average height of all outside corners of *building* at finished *grade*.



6.10 Accessory Buildings

- 6.10.1** *Accessory buildings* shall not be erected unless:
- (a) the principal *building* has been erected; or
 - (b) the principal *building* will be erected simultaneously; or
 - (c) the *principal use* is in effect.
- 6.10.2** An *accessory building* shall not be used as a *dwelling*, except for a permitted caretaker's *dwelling* unit as provided for in Section 6.16.
- 6.10.3** Except as otherwise provided in this Bylaw, *accessory buildings* may be located in required *rear* and *side yards* provided that no portion of the *building* is located within 1.0 m (3.3 ft) of a *rear* or *side lot line*.
- 6.10.4** Where a garage or carport is accessed from a *lane*, said *building* shall be located not less than 1.5 m (4.9 ft) from the laneway *lot line*.
- 6.10.5** In R, RR, and RM *zones*, the total floor area of all *accessory buildings* shall not exceed 90 m² (969 ft²), and the height of any *accessory building* shall not exceed 5.5 m (18 ft) nor 1 *storey*, subject to 6.10.7 of this Bylaw.
- 6.10.6** In A *zones*, the total floor area of all *accessory buildings* shall not exceed 90 m² (969 ft²), and the height of any *accessory building* shall not exceed 4.5 m (14.8 ft) nor 1 *storey*.
- 6.10.7** In A, R, RR, or RM *zones*, not more than two-thirds of the width of the *rear yard* nor 50% of the *lot area* to the rear of the principal *building* of any *lot* shall be occupied by *accessory buildings*.

ACCESSORY BUILDINGS (Page 2 of 2)

Excerpt from City of Port Alberni Zoning Bylaw #5105

- 6.10.8** In A, R, RR, or RM *zones*, where a carport or garage or portion thereof is located in the required *side yard* of the principal *building* and is attached to the principal *building*, the required *side yard* adjoining the garage shall be reduced to 0.9 m (3 ft), whether or not it is an interior or *corner lot*.
- 6.10.9** In all *zones*, on a *corner lot*, an accessory *building* or portion thereof which is located to the rear of the principal *building* shall be subject to the required *side yard setbacks* of the *principal building* whether or not it is attached to the *principal building*.
- 6.10.10** In P, C, M, W, or RM *zones*, an *accessory building* shall not exceed the maximum height of a principal *building*.
- 6.10.11** In P, C, M, W, or RM *zones*, where an *accessory building* is located within a required *rear yard*, the accessory *building* shall not exceed 4.5 m (14.8 ft) in height.
- 6.10.12** Notwithstanding 6.10.1 through 6.10.11, all *accessory buildings* are subject to the requirements of Section 6.5.

Please note the following also applies within the **MH Mobile Home** zone.

- 5.17.4**
- (d) For a mobile- or modular-home site located on a corner, the *side yard* against the flanking internal roadway shall be a minimum of 3.5 m (11.5 ft).
 - (e) Notwithstanding any other provision of this Bylaw, *accessory buildings* situated upon a mobile- or modular-home space shall not exceed 20 m² (215 ft²) in area nor 4 m (13.1 ft) in height, and may be located not less than 1 m (3.3 ft) from the *side or rear lot line* at the site when located to the rear of the mobile- or modular-home.
 - (f) Where a porch is less than 10 m² (107.6 ft²) in area or a carport is attached to a mobile- home, the porch or carport may project up to 1.5 m (4.9 ft) into a required 3 m (9.8 ft) *side yard*.

Please note that *accessory dwelling units* (*carriage suites* and *garden suites*) are subject to regulations under **Section 6.22 Accessory Dwelling Units** of the *Zoning Bylaw*.

City of Port Alberni Document EXCERPT ONLY
should be read in conjunction with the complete document

4.2 Internal building permit spreadsheet

Referenced BP number	Tempest BP number	Date Received	Applicant	Location	Description	Complete/incomplete	What is still needed	Sent to Planning	Sent to Engineer	Sent to Fire (Commercial/New Res/Demo)	Approved by Planning	Sent to Building	Building Notes
BP2025-001	BP008255	6-Jan-25		3984 Exton St	Perimeter drains	Incomplete	Waiting on Drawing to show 3 sides of home being replaced email being sent to building or Rob G "Sent 2nd email for drawings 28-Feb-25"	N/A	N/A	N/A	N/A	6-Jan-24	
BP2025-002	BP008256	07-Jan-25		3767 10th Ave	Com Reno	Complete		N/A	N/A	N/A	N/A	4-Feb-25	
BP2025-003	BP008257	13-Jan-25		3783 5th Ave	New 4 plex	Complete		13-Jan-25	N/A	N/A	N/A	20-Jan-25	
BP2025-004	BP008258	13-Jan-25		3008 2nd Ave	Sign permit	Complete		13-Jan-25	N/A	N/A	N/A	17-Jan-25	
BP2025-005	BP008259	22-Jan-25		2899 Burde St	Res Addition	Complete		N/A	N/A	N/A	N/A	22-Jan-25	
BP2025-006	BP008260	29-Jan-25		4885 Cherry Creek Rd	Com Reno	Complete		N/A	N/A	N/A	N/A	04-Feb-25	
BP2025-007	BP008261	29-Jan-25		30-5555 Grandview Rd	New SFD	Complete		N/A	N/A	N/A	N/A	30-Jan-25	
BP2025-008	BP008262	31-Jan-25		2482 8th Ave	Reno Add	Complete		N/A	N/A	N/A	N/A	03-Feb-25	
BP2025-009	BP008263	03-Feb-25		2886 4th Ave	New MF	Complete		Feb 5/25	N/A	N/A	11-Feb-25	11-Feb-25	
BP2025-010	BP008264	10-Feb-25		2141 Cameron Dr	SF Reno	Complete		N/A	N/A	N/A	N/A	10-Feb-25	
BP2025-011	BP008265	10-Feb-25		2718 6th Ave	SF Reno	Complete		N/A	N/A	N/A	N/A	10-Feb-25	
BP2025-012	BP008266	10-Feb-25		2236 Mallory Dr	SF Reno	Complete		N/A	N/A	N/A	N/A	10-Feb-25	
BP2025-013	BP008267	10-Feb-25		3547 Estevan Dr	SF Add	Complete		N/A	N/A	N/A	N/A	10-Feb-25	
BP2025-014	BP008268	18-Feb-25		3590 Galiano Dr	SF Add	Incomplete	HPO Warranty/Step Code3	N/A	N/A	N/A	N/A		
BP2025-015	BP008269	24-Feb-25		3229 2nd Ave	Cancelled	Cancelled	Melanie Entered in Error!						
BP2025-016	BP008270	24-Feb-25		3229 2nd Ave	Com Reno	Complete		24-Feb-25	N/A	N/A	28-Feb-25	28-Feb-25	
BP2025-017	BP008271	24-Feb-25		5240 Tebo Ave	SF Add	Complete		N/A	N/A	N/A	N/A	24-Feb-25	
BP2025-018	BP008272	25-Feb-25		2695 1st Ave	Demo	Complete		N/A	N/A	N/A	N/A	25-Feb-25	
BP2025-019	BP008273	26-Feb-25		2244 Mallory Dr	Duplex New - with suites	Complete		N/A	N/A	N/A	N/A	10-Mar-25	
BP2025-020	BP008274	26-Feb-25		4803 David St	SF Reno	Complete		N/A	N/A	N/A	N/A	26-Feb-25	
BP2025-021	BP008275	07-Mar-25		4785 Beaver Creek Rd	Com Reno	Complete		07-Mar-25	N/A	N/A	N/A	24-Apr-25	
BP2025-022	BP008276	07-Mar-25		3548 Parkview Cres	New SFD	Complete		N/A	N/A	N/A	N/A	07-Mar-25	
BP2025-023	BP008277	11-Mar-25		4997 Margaret St	Demo Res	Complete		N/A	N/A	N/A	N/A	11-Mar-25	
BP2025-024	BP008278	11-Mar-25		2417 6th Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	11-Mar-25	
BP2025-025	BP008279	12-Mar-25		4840 Elizabeth st	New ADU	Complete		N/A	N/A	N/A	N/A	12-Mar-25	
BP2025-026	BP008280	17-Mar-25		5425 Argyle	Com Reno	Complete		N/A	N/A	N/A	N/A	17-Mar-25	
BP2025-027	BP008281	20-Mar-25		5390 Otter Pl	Perimeter drains	Complete		N/A	N/A	N/A	N/A	20-Mar-25	
BP2025-028	BP008282	27-Mar-25		5164 Forrest Rd	SF Reno	Complete		N/A	N/A	N/A	N/A	27-Mar-25	
BP2025-029	BP008283	31-Mar-25		4632 Southgate Rd	SF addition	Complete		N/A	N/A	N/A	N/A	31-Mar-25	
BP2025-030	BP008284	01-Apr-25		4921 Bute St	Sign Permit	Complete		N/A	N/A	N/A	N/A	03-Apr-25	
BP2025-031	BP008285	01-Apr-25		4249 Wellington Ave	Demo - res	Complete		N/A	N/A	N/A	N/A	01-Apr-25	
BP2025-032	BP008286	15-Apr-25		2621 Anderson Ave	SF - Add	Complete		N/A	N/A	N/A	N/A	22-May-25	
BP2025-033	BP008287	02-Apr-25		4249 Wellington Ave	Res - Addition	Complete		N/A	N/A	N/A	N/A	02-Apr-25	
BP2025-034	BP008288	02-Apr-25		4470 Gertrude St	Sign Permit	Complete		N/A	N/A	N/A	N/A	15-Apr-25	
BP2025-035	BP008289	04-Apr-25		3044 4th Ave	Com Reno	Complete		N/A	N/A	N/A	N/A	04-Apr-25	
BP2025-036	BP008290	10-Apr-25		516-5700 Pierce Rd	SF New	Complete		N/A	N/A	N/A	N/A		
BP2025-037	BP008291	11-Apr-25		4010 Rex Rd	Perimeter drains	Complete		N/A	N/A	N/A	N/A	11-Apr-25	
BP2025-038	BP008292	11-Apr-25		4413 Hollywood St	Perimeter drains	Complete		N/A	N/A	N/A	N/A	11-Apr-25	
BP2025-039	BP008293	11-Apr-25		4749 Leslie Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	11-Apr-25	
BP2025-040	BP008294	14-Apr-25		4911 Gordon Ave	SF Reno	Complete		N/A	N/A	N/A	N/A	15-Apr-25	
BP2025-041	BP008295	15-Apr-25		12 - 4110 Kendall Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	15-Apr-25	
BP2025-042	BP008296	16-Apr-25		13 - 5440 Argyle St	Com Reno	Complete		N/A	N/A	N/A	N/A	23-Apr-25	
BP2025-043	BP008297	24-Apr-25		4032 Exton St	Perimeter drains	Complete		N/A	N/A	N/A	N/A	24-Apr-25	
BP2025-044	BP008298	25-Apr-25		4135 Hollywood St	Res addition	Complete		N/A	N/A	N/A	N/A	25-Apr-25	
BP2025-045	BP008299	28-Apr-25		2666 10th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	30-Apr-25	
BP2025-046	BP008300	30-Apr-25		2500 1st Ave	Demo ind	Complete		N/A	N/A	N/A	N/A	30-Apr-25	
BP2025-047	BP008301	30-Apr-25		4690 Elizabeth St	Com Reno	Complete		N/A	N/A	N/A	N/A	30-Apr-25	
BP2025-048	BP008302	30-Apr-25		2500 1st Ave	Demo ind	Complete		N/A	N/A	N/A	N/A	30-Apr-25	
BP2025-049	BP008303	30-Apr-25		4721 Elizabeth St	New SFD	Complete		N/A	N/A	N/A	N/A	30-Apr-25	
BP2025-050	BP008304	01-May-25		4487 Elizabeth St	Res Demo	Complete		N/A	N/A	N/A	N/A	08-May-25	
BP2025-051	BP008305	02-May-25		204-5700 Pierce	New SFD	Complete		N/A	N/A	N/A	N/A	02-May-25	
BP2025-052	BP008306	02-May-25		200-5700 Pierce	New SFD	Complete		N/A	N/A	N/A	N/A	02-May-25	
BP2025-053	BP008307	02-May-25		202-5700 Pierce	New SFD	Complete		N/A	N/A	N/A	N/A	02-May-25	
BP2025-054	BP008308	06-May-25		3562 10th Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	06-May-25	
BP2025-055	BP008309	07-May-25		3082 3rd Ave	Com Reno	Complete		N/A	N/A	N/A	N/A	07-May-25	
BP2025-056	BP008310	07-May-25		3949 Port Alberni Hwy	Inst Reno	Complete		N/A	N/A	N/A	N/A	08-May-25	
BP2025-057	BP008311	08-May-25		3558 12th Ave	Inst Reno	Complete		N/A	N/A	N/A	N/A	14-May-25	
BP2025-058	BP008312	12-May-25		2889 10th Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	13-May-25	
BP2025-059	BP008313	15-May-25		4413 8th Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	15-May-25	
BP2025-060	BP008314	16-May-25		3413 3rd Ave	Com Reno	Complete		N/A	N/A	N/A	N/A	22-May-25	
BP2025-061	BP008315	20-May-25		4487 Elizabeth St	Res Addition	Complete		N/A	N/A	N/A	N/A	20-May-25	
BP2025-062	BP008316	21-May-25		2816 Roseborough Ave	Res Reno - Secondary Suite	Complete		N/A	N/A	N/A	N/A	23-May-25	
BP2025-063	BP008317	21-May-25		4299 Michigan Rd	SFD	Complete		N/A	N/A	N/A	N/A	22-May-25	
BP2025-064	BP008318	25-May-25		2854 16th Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	23-May-25	
BP2025-065	BP008319	25-May-25		3455 Johnston Rd	Sign permit	Complete		23-May-25	N/A	N/A	N/A		

Referenced BP number	Tempest BP number	Date Received	Location	Description	Complete/Incomplete	What is still needed	Sent to Planning	Sent to Engineering	Sent to Fire (Commercial/Ne w Res/Demo)	Approved by Planning	Sent to Building	Building Notes	Mo Sent/Received	Fire Construction Safety Plan Received	Permit issued date	Occupancy?	Security received landscaping/engineering	Security returned	
BP2023-001	BP007950	31-Jan-2023	103 - 4721 Johnston Rd	Tenant Improvement	Incomplete	Detailed site Plan	1-Feb-2023	6-Feb-23	06-Mar-23							31-Mar-23			
BP2023-002	BP007951	9-Feb-2023	2831 Burde St	Demo shop	Complete		9-Feb-2023	9-Feb-23	06-Mar-23	15-Feb-23	15-Feb-23	July 13 - Building to complete within 2 weeks							
BP2023-003	BP007952	10-Feb-2023	309-3555 Johnston Rd	Demo walls	Complete		13-Feb-2023	13-Feb-23	06-Mar-23	28-Feb-23	28-Feb-23					14-Mar-23	04-May-23		
BP2023-004	BP007953	13-Feb-2023	3100 3rd Ave	Demo existing space	Complete		13-Feb-2023	13-Feb-23	06-Mar-23	15-Feb-23	15-Feb-23					21-Mar-23			
BP2023-005	BP007954	13-Feb-2023	3800 Burde St - #5	New Residential Fourplex	Complete		13-Feb-2023	13-Feb-23	N/A			On Hold for revised DP							
BP2023-006	BP007955	13-Feb-2023	3800 Burde St - #6	New Residential Fourplex	Complete		13-Feb-2023	13-Feb-23	N/A			On Hold for revised DP							
												July 13 - Waiting for details on deck							
BP2023-007	BP007956	15-Feb-2023	2667 4th Ave	Home Renovations	Complete		15-Feb-2023	15-Feb-23	N/A	17-Feb-23	23-Feb-23								
BP2023-008	BP007957	15-Feb-2023	5405 Argyle St	Commercial renovations	Complete		15-Feb-2023	15-Feb-23	06-Mar-23	17-Feb-23	21-Feb-23					20-Mar-23			
BP2023-009	BP007958	21-Feb-2023	309-3555 Johnston Rd	Commercial renovations	Complete		21-Feb-2023	21-Feb-23	06-Mar-23	28-Feb-23	28-Feb-23					20-Mar-23			04-May-23
BP2023-010	BP007948	25-Jan-2023	5005 Nuupts'lkapis Way	Building 'G'	Complete		N/A	N/A	N/A	N/A	21-Feb-23					12-May-23			
BP2023-011	BP007949	25-Jan-2023	5005 Nuupts'lkapis Way	Building 'H'	Complete		N/A	N/A	N/A	N/A	21-Feb-23					12-May-23			
BP2023-012	BP007959	23-Feb-2023	3151 3rd Ave	Com - Kitchen renos, painting	Complete		23-Feb-2023	23-Feb-23	23-Feb-23	1-Mar-23	3/20/2023 FLAGGED					05-May-23			
BP2023-013	BP007960	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled
BP2023-014	BP007935	28-Feb-2023	5005 Nuupts'lkapis Way	Building 'B'	Incomplete	Engineered plans	N/A	N/A	N/A	N/A	28-Feb-23	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled
BP2023-015	BP007961	28-Feb-2023	3555 4th Ave	Construct covered shelter	Complete		N/A	N/A	N/A	N/A	28-Feb-23					20-Mar-23			
BP2023-016	BP007962	28-Feb-2023	3650 Church St	SFD with suite	Complete		28-Feb-2023	N/A	N/A	8-Mar-23	08-Mar-23					30-Mar-23			
BP2023-017	BP007963	28-Feb-2023	3855 14th Avenue	Renovate structure & bathroom	Complete		28-Feb-2023	N/A	N/A	28-Feb-23	28-Feb-23					17-Mar-23			
BP2023-018	BP007964	28-Feb-2023	3874 Morgan North Cres	Perimeter Drains	Complete		N/A	N/A	N/A	N/A	28-Feb-23	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled
BP2023-019	BP007965	3-Mar-2023	2943 10th Ave	Sign Permit	Complete		3-Mar-2023	N/A	N/A	17-Mar-23	17-Mar-23					27-Mar-23			
BP2023-020	BP007966	3-Mar-2023	3014 8th Ave	SFD	Complete		3-Mar-2023	3-Mar-23	N/A	7-Mar-23	08-Mar-23					04-May-23			
BP2023-021	BP007967	6-Mar-2023	4074 Marpole St	Home addition	Complete		6-Mar-2023	6-Mar-23	N/A	9-Mar-23	9-Mar-23					04-Apr-23			
BP2023-022	BP007968	6-Mar-2023	4467 Wallace St	Building Envelope Remediation	Complete		6-Mar-2023	6-Mar-23	06-Mar-23	8-Mar-23	08-Mar-23					13-Jun-23			
BP2023-023	BP007969	8-Mar-2023	3704 Redford St	SFD	Complete		8-Mar-2023	8-Mar-23	N/A		3/20/2023 FLAGGED					10-May-23			
BP2023-024	BP007970	8-Mar-2023	5576 Swallow Drive	SF Reno	Complete		8-Mar-2023	N/A	N/A	8-Mar-23	08-Mar-23					04-May-23	27-Jun-23		
BP2023-025	BP007971	8-Mar-2023	2521 4th Ave.	SF Reno	Complete		8-Mar-2023	N/A	N/A	15-Mar-23	17-Mar-23					04-Jul-23			
BP2023-026	BP007972	14-Mar-2023	309-3555 Johnston Rd	Sign Permit	Complete		20-Mar-2023	N/A	N/A	28-Mar-23	28-Mar-23					05-May-23			
BP2023-027	BP007973	17-Mar-2023	3756 17th Ave	Build detached garage	Complete		20-Mar-2023	N/A	20-Mar-23			Did site visit Mar 30, Need additional plans.							
BP2023-028	BP007974	17-Mar-2023	3100 3rd Ave	Renovate commercial building	Complete		20-Mar-2023	20-Mar-23	20-Mar-23	21-Mar-23	21-Mar-23		Sent Apr 4, 23			01-May-23			
BP2023-029	BP007975	20-Mar-2023	3910 11th Ave	Res - build exterior deck/stairs	Complete		29-Mar-2023	N/A	N/A	31-Mar-23	31-Mar-23					29-May-23			
BP2023-030	BP007976	23-Mar-2023	3945 Johnston Rd	Sign Permit	Complete		23-Mar-2023	N/A	N/A	28-Mar-23	28-Mar-23					05-Apr-23			
BP2023-031	BP007977	28-Mar-2023	2987 Burde St	SFD	Complete		28-Mar-2023	28-Mar-23	28-Mar-23	31-Mar-23	31-Mar-23					07-Jun-23			
BP2023-032	BP007978	29-Mar-2023	3873 Michigan Rd	Perimeter Drains	Complete		N/A	N/A	N/A	N/A	29-Mar-23					04-Apr-23			
BP2023-033	BP007979	12-Apr-2023	4682 Bruce St	Perimeter Drains	Complete		N/A	N/A	N/A	N/A	12-Apr-23	July 13 - Building to complete within 2 weeks							
BP2023-034	BP007980	12-Apr-2023	3909 Cedar St	SFD	Complete		12-Apr-2023	12-Apr-23	12-Apr-23	19-Apr-23	19-Apr-23	Waiting for title, confirm subdiv, eng fees.							
BP2023-035	BP007981	12-Apr-2023	2526 15th Ave	Roof over existing deck	Complete		12-Apr-2023	N/A	N/A	3-May-23	03-May-23	Emailed June 5 request more information.							
BP2023-036	BP007982	12-Apr-2023	3158 Sweet Ave	Accessory building	Complete		18-Apr-2023	18-Apr-23	18-Apr-23	26-Apr-23	26-Apr-23					19-May-23			
BP2023-037	BP007983			Demo Industrial								Blank.							
BP2023-038	BP007984	18-Apr-2023	3550 Johnston Rd	Sign Permit	Incomplete Planning	Goes with DP that may not go forward. July 24	18-Apr-2023	N/A	N/A			Applied for DP - Hasn't paid.							
BP2023-039	BP007985	18-Apr-2023	2846 4th Ave	Four plex development	Complete		18-Apr-2023	18-Apr-23	18-Apr-23		Aug 9, 23 to Mo	Requires DP. Sent to Mo Aug 9, 23.	Received back from Mo Sept 25						
BP2023-040	BP007986	18-Apr-2023	3100 3rd Ave	Sign permit	Complete		18-Apr-2023	N/A	N/A	19-Apr-23		July 13 - Building to complete within 2 weeks							
BP2023-041	BP007987	18-Apr-2023	3747 10th Ave	Renovate office space	Complete						24-Nov-23	Sent to Mo Nov 24, 23							
BP2023-042	BP007988	19-Apr-2023	3521 Haslam Lane	Demo 1/3 of burnt house	Complete		19-Apr-2023	19-Apr-23	19-Apr-23	26-Apr-23	26-Apr-23	Need info for demo plans from McGill.							
BP2023-043	BP007989	20-Apr-2023	111-5555 Grandview Rd	Accessory building	Complete		24-Apr-2023	N/A	N/A	May 16 23	16-May-23					12-Jul-23			
BP2023-044	BP007990	21-Apr-2023	2692 10th Ave	Addition	Complete		24-Apr-2023	N/A	24-Apr-23	3-May-23	03-May-23					22-Jun-23			
BP2023-045	BP007991	24-Apr-2023	5350 Margaret St	Commercial renovations	Complete		24-Apr-2023	N/A	N/A	26-Apr-23	26-Apr-23					09-Jun-23			
BP2023-046	BP007992	25-Apr-2023	3623 Estevan Dr	Underground pool	Complete		25-Apr-2023	N/A	25-Apr-23	9-May-23	09-May-23					30-Jun-23			
BP2023-047	BP007993	27-Apr-2023	5489 Falls St	Pool shed with powder room	Complete		27-Apr-2023	N/A	27-Apr-23	9-May-23	09-May-23					09-Jun-23			
BP2023-048	BP007994	27-Apr-2023	4001 Rex Rd	SFD	Complete		27-Apr-2023	N/A	27-Apr-23	25-May-23	25-May-23					23-Jun-23			
BP2023-049	BP007995	28-Apr-2023	4629 10th Ave	House renovation	Complete		1-May-2023	N/A	01-May-23	3-May-23	03-May-23	Emailed June 13 for addition information.							
BP2023-050	BP007996	28-Apr-2023	4808 Strathern St	Accessory building	Complete		3-May-2023	3-May-23	N/A	16-May-23	16-May-23	Waiting for hazardous report							
BP2023-051	BP007997	28-Apr-2023	4243 Ballson Rd	Perimeter Drains	Complete		N/A	N/A	N/A	N/A	28-Apr-23					01-Jul-23			
BP2023-052	BP007998	28-Apr-2023	3279 Fernwood Lane	SFD	Complete		28-Apr-2023	28-Apr-23	29-Apr-23	3-May-23	03-May-23					20-Jun-23			
BP2023-053	BP007999	1-May-2023	4808 Strathern St	Demo of Garage	Complete		3-May-2023	3-May-23	03-May-23	16-May-23	16-May-23	Emailed June 5 for Hazardous form.							
BP2023-054	BP008000	3-May-2023	3126 4th Ave.	SF Reno	Complete		3-May-2023	N/A	N/A			July 17 - Check back with Rob in a month. On hold.							
BP2023-055	BP008001	4-May-2023	4246 Ballson Rd	Perimeter Drains	Complete		N/A	4-May-23	N/A	N/A	04-May-23					07-Jun-23			
BP2023-056	BP008002	4-May-2023	4110 6th Ave	Sign Permit	Complete		4-May-2023	N/A	N/A	11-May-23	11-May-23					25-May-23			
BP2023-057	BP008003	8-May-2023	5596 Swallow Drive	SF Reno	Complete		9-May-2023	N/A	N/A	11-May-23	11-May-23					07-Jun-23			
BP2023-058	BP008004	10-May-2023	4210 Cedarwood	Demo	Incomplete		10-May-2023	10-May-23	10-May-23	11-May-23	11-May-23					06-Jun-23			
BP2023-059	BP008005	10-May-2023	3605A China Creek Rd	Demo deck	Complete		N/A	N/A	N/A	N/A	10-May-23					19-Jun-23			
BP2023-060	BP008006	10-May-2023	5153 Forrest Rd	Perimeter Drains	Complete		N/A	N/A	N/A	N/A	10-May-23	Emailed June 13 for site plan.							
BP2023-061	BP008007	10-May-2023	2884 15th Ave	Replace sewer line	Complete		N/A	10-May-23	N/A	N/A	10-May-23	July 13 - Building to complete within 2 weeks							
BP2023-062	BP008009	16-May-2023	4144 8th Ave																

BP2023-071	BP008018	16-May-2023		3500 Harbour Rd #7	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	27-Jun-23
BP2023-072	BP008019	16-May-2023		3500 Harbour Rd #8	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	
BP2023-073	BP008020	16-May-2023		3500 Harbour Rd #9	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	
BP2023-074	BP008021	16-May-2023		3500 Harbour Rd #10	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	
BP2023-075	BP008022	16-May-2023		3500 Harbour Rd #11	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	
BP2023-076	BP008023	16-May-2023		3500 Harbour Rd #12	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	
BP2023-077	BP008024	16-May-2023		3500 Harbour Rd #13	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	
BP2023-078	BP008025	16-May-2023		3500 Harbour Rd #14	Demo Permit	Complete	N/A	N/A	N/A	N/A	16-May-23	
BP2023-079	BP008026	17-May-2023		3873 Michigan Rd	Addition	Complete	16-May-2023	N/A	N/A	31-May-23	31-May-23	Emailed June 19 for more information.
BP2023-080	BP008027	17-May-2023		4390 Cedarwood St	Perimeter Drains	Complete	N/A	17-May-23	N/A	N/A	17-May-23	
BP2023-081	BP008028	23-May-2023		3705 A 14th Ave.	Perimeter Drains	Complete	N/A	23-May-23	N/A	N/A	26-May-23	
BP2023-082	BP008029	25-May-2023		6 - 3747 10th Ave	Commercial renovations	Complete	25-May-2023	N/A	25-May-23	31-May-23	31-May-23	Sent to Mo August 9, 23
BP2023-083	BP008030	29-May-2023		4508 Redford Street	SF Reno	Complete	29-May-2023	N/A	N/A	30-Jun-23	30-Jun-23	
BP2023-084	BP008031	5-Jun-2023		3130 3rd Ave	Deck addition	Complete	6-Jun-2023	N/A	N/A	15-Jun-23	15-Jun-23	04-Jul-23
BP2023-085	BP008033	6-Jun-2023		3-5200 Gertrude St	Structural Renovation	Complete	N/A	N/A	N/A	15-Jun-23	15-Jun-23	
BP2023-086	BP008034	6-Jun-2023		3532 Parkview Cres	SFD with suite	Complete	20-Jun-2023	20-Jun-23	20-Jun-23	23-Jun-23	23-Jun-23	
BP2023-087	BP008008	15-Jun-2023		3218A 3rd Ave	Sign Permit	Complete	N/A	N/A	N/A	N/A	15-Jun-23	
BP2023-088	BP008035	15-Jun-2023		4210 Cedarwood	Multi-family	Complete	21-Jun-2023	21-Jun-23	21-Jun-23	23-Jun-23	27-Jun-23	Sent to Mo August 9, 23
BP2023-089	BP008036	15-Jun-2023		3378 Burde St	Low level deck with Pergola	Complete	15-Jun-2023	N/A	N/A	N/A		
BP2023-090	BP008037	20-Jun-2023		4051 Argyle St	20'x14' garage	Complete	27-Jun-2023	N/A	N/A	10-Aug-23	10-Aug-23	
BP2023-091	BP008038	27-Jun-2023		4841 Ian Ave	SFD	Complete	30-Jun-2023	30-Jun-23	30-Jun-23	15-Aug-23		
BP2023-092	BP008039	18-Jul-2023		4561 Bute St	SFD	Incomplete Planning	Lot undersized until zoning bylaw approved.	18-Jul-2023	18-Jul-23	18-Jul-23		
BP2023-093	BP008040	18-Jul-2023		4733 Gertrude St	Perimeter drains	Complete	N/A	N/A	N/A	N/A	20-Jul-23	
BP2023-094	BP008041	21-Jul-2023		2842 16th Ave	Structural header for door	Complete	N/A	N/A	N/A	N/A	21-Jul-23	
BP2023-095	BP008042	28-Jul-2023		3981 10th Ave	Sign Permit	Complete	28-Jul-2023	N/A	N/A	9-Aug-23	09-Aug-23	
BP2023-096	BP008043	9-Aug-2023		120A - 5405 Argyle St	Sign Permit	Complete	9-Aug-2023	N/A	N/A	9-Aug-23	10-Aug-23	
BP2023-097	BP008044	9-Aug-2023		5036 Argyle St	Demo Permit	Complete	N/A	N/A	N/A	N/A	09-Aug-23	
BP2023-098	BP008045	9-Aug-2023		4541 Montrose St	Perimeter Drains	Complete	N/A	9-Aug-23	N/A	N/A	09-Aug-23	
BP2023-099	BP008046	11-Aug-2023		2823 1st Ave	Demo - garage	Complete	N/A	N/A	11-Aug-23	N/A	11-Aug-23	
BP2023-100	BP008047	16-Aug-2023		4352 Scott St	Legal Suite	Complete	16-Aug-2023	N/A	16-Aug-23			
BP2023-101	BP008048	17-Aug-2023		113-5700 Pierce	Covered Deck	Complete	17-Aug-2023	N/A	N/A	30-Aug-23	30-Aug-23	
BP2023-102	BP008049	17-Aug-2023		2616 3rd Ave	SFD	Complete	17-Aug-2023	17-Aug-23	17-Aug-23	30-Aug-23	30-Aug-23	
BP2023-103	BP008050	21-Aug-2023		2749 10th Ave	Perimeter Drains	Complete	N/A	N/A	N/A	N/A	21-Aug-23	
BP2023-104	BP008051	22-Aug-2023		2751 1st Ave	Com Demo	Complete	24-Aug-2023	N/A	N/A	N/A	24-Aug-23	Sent to Mo August 28, 23
BP2023-105	BP008052	24-Aug-2023		3550 Johnston Rd	Sign Permit	Complete	28-Aug-2023	N/A	N/A	30-Aug-23	30-Aug-23	
BP2023-106	BP008053	28-Aug-2023		4780 Roger St	Com Reno	Complete	28-Aug-2023	N/A	28-Aug-23	30-Aug-23	30-Aug-23	
BP2023-107	BP008054	28-Aug-2023		4135 Hollywood St	Res - reno	Complete	28-Aug-2023	N/A	N/A	30-Aug-23	30-Aug-23	
BP2023-108	BP008055	30-Aug-2023		3642 Morgan South Cres	Structural Wall	Complete	30-Aug-2023	N/A	N/A	1-Sep-23	01-Sep-23	
BP2023-109	BP008056	30-Aug-2023		2903 11th Ave	New- Duplex	Complete	7-Sep-2023	7-Sep-23	07-Sep-23	15-Sep-23	15-Sep-23	
BP2023-110	BP008057	1-Sep-2023		3377 5th Ave	Retaining Wall	Complete	28-Sep-2023	N/A	N/A			
BP2023-111	BP008058	1-Sep-2023		3377 5th Ave	Res Addition	Complete	28-Sep-2023	N/A	N/A			
BP2023-112	BP008059	5-Sep-2023		2837 4th Ave	Foundation and deck remediation	Complete	5-Sep-2023	N/A	N/A	7-Sep-23	07-Sep-23	
BP2023-113	BP008060	6-Sep-2023		103-4721 Johnston Rd	Sign permit	Complete	6-Sep-2023	N/A	N/A	7-Sep-23	07-Sep-23	
BP2023-114	BP008061	12-Sep-2023		3949 Port Alberni Hwy	Industrial Reno	Complete	12-Sep-2023	N/A	12-Sep-23	15-Sep-23	15-Sep-23	Sent to Mo Sept 18
BP2023-115	BP008062	12-Sep-2023		3152 Sweet Ave	Convert garage to secondary suite	Complete	12-Sep-2023	N/A	12-Sep-23	15-Sep-23	15-Sep-23	
BP2023-116	BP008063	13-Sep-2023		3949 Port Alberni Hwy	Industrial Reno	Complete	13-Sep-2023	N/A	13-Sep-23	18-Sep-23	18-Sep-23	Sent to Mo Sept 18
BP2023-117	BP008064	14-Sep-2023		136 - 4065 McBride St	SFD - New	Complete	14-Sep-2023	14-Sep-23	14-Sep-23	15-Sep-23	15-Sep-23	
BP2023-118	BP008065	14-Sep-2023		4445 Gertrude St	Com reno	Complete	15-Sep-2023			18-Sep-23	18-Sep-23	Sent to Mo Sept 18
BP2023-119	BP008066	14-Sep-2023			SF Reno							
BP2023-120	BP008067	14-Sep-2023		5169 Forrest Rd	SF Addition	Complete	18-Sep-2023	N/A		18-Sep-23	19-Sep-23	
BP2023-121	BP008068	14-Sep-2023		5233 Forrest Rd	SFD - New	Complete	22-Sep-2023	22-Sep-23	22-Sep-23	26-Sep-23	26-Sep-23	
BP2023-122	BP008069	15-Sep-2023		6151 Russell Pl	Bus Shelter	Complete	15-Sep-2023	N/A	N/A	18-Sep-23	18-Sep-23	Sent to Mo Sept 18
BP2023-123	BP008070	15-Sep-2023		5022B Argyle St	Commercial renovations	Incomplete	15-Sep-2023			18-Sep-23	18-Sep-23	Sent to Mo Sept 18
BP2023-124	BP008071	18-Sep-2023		102-5700 Pierce Rd	SFD - New	Complete	12-Oct-2023	N/A	N/A	17-Oct-23		
BP2023-125	BP008072	22-Sep-2023		116-5405 Argyle St	Com Reno	Complete	22-Sep-2023	N/A	22-Sep-23	16-Sep-23	26-Sep-23	Sent to Mo Nov 24
BP2023-126	BP008073	22-Sep-2023		3549 10th Ave	Res Demo	Complete	26-Sep-2023	N/A	N/A	28-Sep-23	28-Sep-23	
BP2023-127	BP008074	2-Oct-2023		4090 Hollywood	Com add	Complete	12-Mar-2024	N/A	N/A	14-Mar-24	14-Mar-24	
BP2023-128	BP008075	10-Oct-2023		3092 3rd Ave	Sign permit	Complete	12-Oct-2023	N/A	N/A	17-Oct-23	17-Oct-23	
BP2023-129	BP008076	12-Oct-2023		2391 11th Ave	SF Reno	Complete	N/A	N/A	N/A	N/A	12-Oct-23	
BP2023-130	BP008077	17-Oct-2023		4051 Argyle St	SF Reno	Complete	17-Oct-2023	N/A	N/A	25-Oct-23	25-Oct-23	
BP2023-131	BP008078	18-Oct-2023		2754 6th Ave	SF Reno	Complete	N/A	N/A	N/A	N/A	18-Oct-23	
BP2023-132	BP008079	23-Oct-2023		3564 Parkview Cres	SF Reno	Complete	N/A	N/A	N/A	N/A	23-Oct-23	
BP2023-133	BP008080	23-Oct-2023		4181 Steede Ave	Plumbing	Complete	23-Oct-2023				Cancelled	
	BP008081	23-Oct-2023		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
BP2023-134	BP008082	23-Oct-2023		3561 3rd Ave	Com Reno	Complete	N/A	23-Oct-2023	N/A	N/A	25-Oct-23	25-Oct-23
BP2023-135	BP008083	23-Oct-2023		5155 Argyle St	Sign permit	Complete	23-Oct-2023	N/A	N/A	25-Oct-23	25-Oct-23	
BP2023-136	BP008084	24-Oct-2023		2470 6th Ave	Res reno	Complete	N/A	N/A	N/A	N/A	25-Oct-23	
	BP008085											
BP2023-137	BP008086	17-Nov-2023		4473 Gertrude St	Com - reno	Complete	N/A	N/A	N/A	N/A	17-Nov-23	
BP2023-138	BP008087	17-Nov-2023		5032 Cherry Creek Rd	Perimeter Drains	Complete	N/A	N/A	N/A	N/A	17-Nov-23	
BP2023-139	BP008088	17-Nov-2023		4135 Hollywood St	Perimeter Drains	Complete	N/A	N/A	N/A	N/A	17-Nov-23	
BP2023-140	BP008089	23-Nov-2023		2701 Anderson Ave	Perimeter drains	Complete	N/A	N/A	N/A	N/A	23-Nov-23	
BP2023-141	BP008090	24-Nov-2023		3075 3rd Ave	Sign permit	Complete	24-Nov-2023	N/A	N/A	N/A	07-Dec	
BP2023-142	BP008091	29-Nov-2023		2802 3rd Ave	Commercial renovations	Complete	30-Nov-2023	N/A	30-Nov-23	N/A	07-Dec	Dec 14 - Sent to Mo
BP2023-143	BP008092	30-Nov-2023		4035 Redford St	Sign permit	Complete	30-Nov-2023	N/A	N/A	N/A	07-Dec	
BP2023-144	BP008093	30-Nov-2023		3036 7th Ave	Perimeter drains	Complete	N/A	N/A	N/A	N/A	30-Nov-23	
BP2023-145	BP008094	1-Dec-2023		2906 8th Ave	Perimeter Drains	Complete	N/A	N/A	N/A	N/A	01-Dec-23	
BP2023-146	BP008095	5-Dec-2023		2112 Rita Rd.	SF Reno	Complete	6-Dec-2023	N/A	N/A	N/A	12-Dec-23	
BP2023-147	BP008096	6-Dec-2023		4093 Warnock Ave.	Perimeter Drains	Complete	N/A	N/A	N/A	N/A	06-Dec-23	
BP2023-148	BP007947	7-Dec-2023		4486 Beale St	SFD	Complete	3-Jan-2024	3-Jan-24	03-Jan-24	5-Jan-24	05-Jan-24	
BP2023-149	BP008097	8-Dec-2023		4006 Johnston Rd	Industrial Add	Complete	N/A	N/A	N/A	N/A	08-Dec-23	
BP2023-150	BP008098	8-Dec-2023		2871 15th Ave	Res Reno	Complete	N/A	N/A	N/A	N/A	08-Dec-23	
BP2023-151	BP008099	8-Dec-2023		3737 Roger St	Com Reno	Complete	N/A	N/A	N/A	N/A	08-Dec-23	Sent to Mo
BP2023-152	BP008100	8-Dec-2023		4841 Redford St	Com Reno	Complete	N/A	N/A	N/A	N/A	08-Dec-23	Dec 14 - Sent to Mo
BP2023-153	BP008101	8-Dec-2023		4111 Wood Ave	Com Add	Complete	8-Dec-2023	8-Dec-23	08-Dec-23	14-Dec-23	08-Dec-23	Dec 14 - Sent to Mo
BP2023-154	BP008102	14-Dec-2023		4309 10th Ave	Plumbing permit	Complete	N/A	N/A	N/A	N/A	14-Dec-23	05-Sep-24
BP2023-155	BP008103	18-Dec-2023		4984 Johnston Rd	Com Reno	Complete	N/A	N/A	N/A	N/A	18-Dec-23	
BP2023-156	BP008104	18-Dec-2023		311-3555 Johnston Rd	Sign permit	Incomplete	Need sign design and land title				Dec 18, given to Rob to do initial review	

BP2023-157	BP008105	18-Dec-2023	311-3555 Johnston Rd	Corn demo	Incomplete	Need land title	N/A	N/A	N/A	N/A	Dec 18, given to Rob
BP2023-158	BP008106	22-Dec-2023	3189 Sweet Ave	Res reno	Complete		N/A	N/A	N/A	N/A	to do initial review
							N/A	N/A	N/A	N/A	22-Dec-23
BP2024-001	BP008107	18-Jan-2024	311-3555 Johnston Rd	Corn reno	Complete		31-Jan-2024	N/A	N/A	N/A	Sent to Mo Jan 2024
BP2024-002	BP008108	19-Jan-2024	3902 Marpole St	Res demo	Complete		N/A	25-Jan-24	25-Jan-24	N/A	25-Jan-24
BP2024-003	BP008111	22-Jan-2024	4622 Bute St	Plumbing permit	complete		N/A	N/A	N/A	N/A	22-Jan-24
BP2024-004	BP008110	22-Jan-2024	4984 Unit C Johnston Rd.	Sign Permit	complete	Need \$100 payment	22-Jan-2024	N/A	N/A	24-Jan-24	24-Jan-24
BP2024-005	BP008113	23-Jan-2024	4752 Gertrude St	Plumbing permit	Complete						
BP2024-006	BP008114	23-Jan-2024	3627 5th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	23-Jan-24
BP2024-007	BP008112	22-Jan-2024	#13-5440 Argyle St	Sign Permit	Complete		24-Jan-2024	N/A	N/A	N/A	24-Jan-24
BP2024-008	BP008109	25-Jan-2024	3589 10th Ave	SF Addition	Complete		8-Feb-2024	N/A	08-Feb-24	21-Feb-24	21-Feb-24
BP2024-009	BP008115	26-Jan-2024	5169 Argyle St	Sign Permit	Complete		8-Mar-2024	N/A	N/A	14-Mar-24	14-Mar-24
BP2024-010	BP008116	26-Jan-2024	3100 Kingsway Ave.	Corn reno	Complete		N/A	N/A	05-Feb-24	N/A	05-Feb-24
BP2024-011	BP008117	30-Jan-2024	3080 4th Ave	Sign Permit	Complete		30-Jan-2024	N/A	N/A	8-Feb-24	08-Feb-24
BP2024-012	BP008118	31-Jan-2024	4473 Gertrude St.	Sign Permit	Complete		31-Jan-2024	N/A	N/A	8-Feb-24	08-Feb-24
BP2024-013	BP008119	5-Feb-2024	Unit 54 - 4110 Kendall Ave	Multi Family Reno	Incomplete	Waiting for \$100 payment	N/A	N/A	N/A	N/A	
BP2024-014	BP008120	7-Feb-2024	5-4905 Cherry Creek Rd	Corn reno	Complete		N/A	N/A	07-Feb-24	N/A	07-Feb-24
BP2024-015	BP008121	7-Feb-2024	2906 8th Ave	SF Reno	Complete		8-Feb-2024	N/A	N/A	14-Feb-24	14-Feb-24
BP2024-016	BP008122	8-Feb-2024	#5A - 4905 Cherry Creek Rd	Sign permit	Complete		8-Feb-2024	N/A	N/A	21-Feb-24	21-Feb-24
BP2024-017	BP008123	8-Feb-2024	3727 10th Ave	Sign Permit	Complete		8-Feb-2024	8-Feb-24	N/A	21-Feb-24	21-Feb-24
BP2024-018	BP008124	12-Feb-2024	4473 8th Ave	SF New (ADU)	Complete		12-Feb-2024	12-Feb-24	12-Feb-24	N/A	22-Feb-24
BP2024-019	BP008125	16-Feb-2024	3116 Arbutus Dr	SF New	Complete		16-Feb-2024	16-Feb-24	16-Feb-24	N/A	22-Feb-24
BP2024-020	BP008126	16-Feb-2024	2999 4th Ave	Corn reno	Complete		16-Feb-2024	N/A	16-Feb-24	1-Mar-24	01-Mar-24
						Need drawings from Arch, land title, plumber sign, and send \$100 app fee.					11-Sep-24
BP2024-021	BP008127	20-Feb-2024	3558 12th Ave	Institutional reno	Incomplete						
BP2024-022	BP008128	26-Feb-2024	3540 Parkview Cres	SFD + Suite	Incomplete	complete	N/A	28-Feb-24	28-Feb-24	N/A	
BP2024-023	BP008129	26-Feb-2024	5130 Argyle St	MF New	Complete		26-Feb-2024	26-Feb-24	26-Feb-24	1-Mar-24	01-Mar-24
BP2024-024	BP008130	27-Feb-2024	#8 - 5555 Grandview Rd	Demo manufactured home	Complete		N/A	N/A	27-Feb-24	N/A	27-Feb-24
BP2024-025	BP008131	28-Feb-2024	3376 6th Ave	SF Add - ADU Carraige Home	Complete		N/A	8-Mar-24	08-Mar-24	N/A	08-Mar-24
BP2024-026	BP008132	29-Feb-2024	4608 Bute St	SF Reno	Complete		N/A	N/A	N/A	N/A	29-Feb-24
BP2024-027	BP008133	29-Feb-2024	109-5700 Pierce Rd	SF Addition	Complete		N/A	N/A	N/A	N/A	01-Mar-24
BP2024-028	BP008134	28-Feb-2024	4796 Tebo Ave	Corn Demo	Complete		N/A	4-Mar-24	04-Mar-24	N/A	
BP2024-029	BP008135	4-Mar-2024	3592 11th ave	Multi Family Reno	Complete		N/A	N/A	N/A	N/A	04-Mar-24
BP2024-030	BP008136	5-Mar-2024	2-4905 Cherry Creek Rd	Corn Reno	Complete		N/A	N/A	05-Mar-24	N/A	05-Mar-24
BP2024-031	BP008137	5-Mar-2024	3531 Frank St	Res Reno	Complete	Waiting for \$100 payment	N/A	N/A	N/A	N/A	
BP2024-032	BP008138	7-Mar-2024	4738 Athol St	MF New	Complete		12-Mar-2024	12-Mar-24	12-Mar-24	14-Mar-24	14-Mar-24
BP2024-033	BP008139	7-Mar-2024	4805 Bute St	Sign permit	Complete		7-Mar-2024	N/A	N/A	N/A	14-Mar-24
BP2024-034	BP008140	7-Mar-2024	107-5700 Pierce Rd	New SFD	Complete		N/A	N/A	N/A	N/A	07-Mar-24
BP2024-035	BP008141	12-Mar-2024	2580 11th Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	12-Mar-24
BP2024-036	BP008142	14-Mar-2024	3719 Bishop Cres	Res demo	Complete		N/A	N/A	14-Mar-24	N/A	14-Mar-24
BP2024-037	BP008143	14-Mar-2024	2940 Bellisville Rd	0	Complete		N/A	N/A	N/A	N/A	14-Mar-24
BP2024-038	BP008144	19-Mar-2024	3355 Johnston Rd	Corn New	Complete		20-Aug-2024	N/A	N/A	N/A	05-Sep-24
BP2024-039	BP008145	21-Mar-2024	4374 Bruce St	Res reno - secondary suite	Complete		N/A	N/A	N/A	N/A	25-Mar-24
BP2024-040	BP008146	21-Mar-2024	4345 Glenside Rd	Res reno	Complete		N/A	N/A	N/A	N/A	03-Apr-24
BP2024-041	BP008147	22-Mar-2024	4608 Bute St	Perimeter drains	Complete		N/A	N/A	N/A	N/A	22-Mar-24
BP2024-042	BP008148	27-Mar-2024	4735 Lathom	Perimeter drains	Complete		N/A	N/A	N/A	N/A	27-Mar-24
BP2024-043	BP008149	5-Apr-2024	C-4984 Johnston Rd	Sign permit	Complete		5-Apr-2024	N/A	N/A	N/A	12-Apr-24
BP2024-044	BP008150	5-Apr-2024	3380 Argyle St	Res Reno	Complete		N/A	N/A	N/A	N/A	10-Apr-24
BP2024-045	BP008151	5-Apr-2024	3266 Arbutus Dr	New SFD	Complete		N/A	N/A	N/A	N/A	17-Apr-24
BP2024-046	BP008153	12-Apr-2024	2895 1st Ave	Res Renos	Complete		N/A	N/A	N/A	N/A	22-Apr-24
BP2024-047	BP008154	15-Apr-2024	5104 River Rd	Corn - New	Complete		19-Apr-2024	N/A	N/A	N/A	26-Apr-24
BP2024-048	BP008155	15-Apr-2024	105-3555 Johnston Rd	Sign permit	Complete		15-Apr-2024	N/A	N/A	N/A	26-Apr-24
BP2024-049	BP008156	16-Apr-2024	3764 10th Ave	Sign permit	Complete		16-Apr-2024	N/A	N/A	18-Apr-24	18-Apr-24
BP2024-050	BP008157	16-Apr-2024	3724 Bishop Cres	Res Reno	Complete		N/A	N/A	N/A	N/A	16-Apr-24
BP2024-051	BP008158	19-Apr-2024	4608 Bute St	Res demo - addition	Complete		N/A	N/A	N/A	N/A	22-Apr-24
BP2024-052	BP008159	19-Apr-2024	4608 Bute St	Res addition	Complete		N/A	N/A	N/A	N/A	22-Apr-24
BP2024-053	BP008160	22-Apr-2024	2930 15th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	22-Apr-24
BP2024-054	BP008161	23-Apr-2024	3100 Kingsway Ave.	Corn reno	Complete		N/A	N/A	N/A	N/A	23-Apr-24
BP2024-055	BP008162	23-Apr-2024	2668 11th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	23-Apr-24
BP2024-056	BP008163	25-Apr-2024	C-4984 Johnston Rd	Sign permit	Complete		25-Apr-2024	N/A	N/A	26-Apr-24	26-Apr-24
BP2024-057	BP008164	26-Apr-2024	4755 Cherry Creek Rd	Institutional reno	Complete		N/A	N/A	N/A	N/A	29-Apr-24
BP2024-058	BP008165	26-Apr-2024	3352 4th Ave	SFD + Suite	Complete		N/A	N/A	N/A	N/A	03-May-24
BP2024-059	BP008166	29-Apr-2024	3665 4th Ave	Corn reno	Complete	Cancelled	1-May-2024	N/A	N/A	N/A	N/A
BP2024-060	BP008167	29-Apr-2024	3555 4th Ave	Corn reno	Complete		1-May-2024	N/A	N/A	6-May-24	06-May-24
BP2024-061	BP008168	30-Apr-2024	4414 Margaret St	Sign Permit	Complete		30-Apr-2024	N/A	N/A	N/A	
BP2024-062	BP008169	2-May-2024	Cancelled	Res reno	Complete		N/A	N/A	N/A	N/A	02-May-24
BP2024-063	BP008170	2-May-2024	4622 10th Ave	Perimeter drains	Complete						
BP2024-064	BP008171	6-May-2024	14 - 5440 Argyle St	Corn reno	Complete	Need \$100 payment	6-May-2024	N/A	N/A	6-May-24	
BP2024-065	BP008172	6-May-2024	4943 Gertrude St	SFD Reno	Complete	Need \$100 payment	N/A	N/A	N/A	N/A	
BP2024-066	BP008173	8-May-2024	3008 1st Ave	Perimeter drains	Complete		N/A	N/A	N/A	N/A	08-May-24
BP2024-067	BP008174	16-May-2024	4086 Johnston Rd	Demo existing addition	Complete		N/A	N/A	N/A	N/A	17-May-24
BP2024-068	BP008175	16-May-2024	4086 Johnston Rd	Res addition	Complete		N/A	N/A	N/A	N/A	17-May-24
BP2024-069	BP008176	16-May-2024	2507 B 9th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	17-May-24
BP2024-070	BP008177	17-May-2024	6151 Russell Place	Sign Permit	Complete	Cancelled	17-May-2024	N/A	N/A	N/A	
BP2024-071	BP008178	24-May-2024	4258 Ballson Rd	SFD Reno	Complete		N/A	N/A	N/A	N/A	27-May-24
BP2024-072	BP008179	27-May-2024	4677 Johnston Rd	Sign Permit	Complete		27-May-2024	N/A	N/A	28-May-24	28-May-24
BP2024-073	BP008180	27-May-2024	4050 Compton Rd	Res reno	Complete		N/A	N/A	N/A	N/A	28-May-24
BP2024-074	BP008181	10-Jun-2024	4863 Elizabeth St	Res reno	Complete		N/A	N/A	N/A	N/A	10-Jun-24
BP2024-075	BP008182	12-Jun-2024	5089 Gordon Ave	Res addition	Complete		N/A	N/A	N/A	N/A	12-Jun-24
BP2024-076	BP008183	12-Jun-2024	3855 9th Ave	Sign permit	Complete		12-Jun-2024	N/A	N/A	N/A	26-Jun-24
BP2024-077	BP008184	12-Jun-2024	4210 Cedarwood	MF Add	Complete		N/A	N/A	N/A	N/A	12-Jun-24
BP2024-078	BP008185	14-Jun-2024	4805 Bute St	Sign permit	Complete		14-Jun-2024	N/A	N/A	N/A	
BP2024-079	BP008186	21-Jun-2024	3126 4th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	25-Jun-24
BP2024-080	BP008187	25-Jun-2024	2842 9th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	25-Jun-24
BP2024-081	BP008188	25-Jun-2024	3146 4th Ave	Res reno	Complete		N/A	N/A	N/A	N/A	02-Jul-24
BP2024-082	BP008189	3-Jul-2024	3719 Bishop Cres	Res Reno	Complete		N/A	N/A	N/A	N/A	05-Jul-24
BP2024-083	BP008190	4-Jul-2024	2999 4th Ave	Corn Reno	Complete		N/A	N/A	N/A	N/A	05-Jul-24
BP2024-084	BP008191	12-Jul-2024	4050 Compton Rd	Plumbing permit	Complete		N/A	N/A	N/A	N/A	16-Aug-24

[illegible]

5.1 Client quote for Platinum Pro Services

QUOTE

QUOTE #CHS2020022401

ISSUED 02/24/2020

EXPIRES 03/10/2020

Platinum Pro Cleaning Services

5576 Swallow Drive

Port Alberni, British Columbia V9Y7H1

1-250-755-6124

billing@platinumpro.ca

BILL TO

[REDACTED]

[REDACTED]

PRODUCT	DESCRIPTION	QUANTITY	PRICE	TOTAL
Initial cleaning service	<p>Rates are \$28 per hour plus GST per cleaner.</p> <p>Initial clean to include:</p> <p>A deeper initial clean of everything on proposed scope of work contract of bi-weekly clean;</p> <p>Elevator and elevator floor ledge;</p> <p>A couple of pointed out window ledges that had some buildup.</p> <p>Approximate quote is 14 hours. This is +/- 4 hours.</p> <p>We only charge for the time we are there.</p> <p>Rates for other cleaning as required is \$28 per hour plus GST per cleaner. Ex. Light fixtures, security bars, fire suppression pipes, etc)</p>	14.00	\$ 28.00	\$ 392.00
			SUBTOTAL	\$ 392.00
			GST (5.000%)	\$ 19.60
			TOTAL	\$ 411.60

TERMS AND CONDITIONS

Approximate quote is 14 hours. This is +/- 4 hours. This is only an approximate as time is unknown.

5.2 Client invoice for Platinum Pro Services

INVOICE

INVOICE #CHS2025033002
ISSUED 03/30/2025
DUE DATE 04/06/2025

Platinum Pro Cleaning Services
5576 Swallow Drive
Port Alberni, British Columbia V9Y7H1
1-250-755-6124
billing@platinumpro.ca

BILL TO



PRODUCT	DESCRIPTION	QUANTITY	PRICE	TOTAL
Cleaning service	March 1 - 6			
	March 8 - 7 (mopped upstairs)			
	March 15 - 6			
	March 22 - 7.5 (boardroom)	33.75	\$ 30.00	\$ 1,012.50
	March 29 - 7.25 (upstairs)			
	33.75 hours			
			SUBTOTAL	\$ 1,012.50
			GST (5.000%)	\$ 50.63
			TOTAL	\$ 1,063.13
			PAID	\$ 1,063.13
			BALANCE	\$ 0.00

TERMS AND CONDITIONS

Thank you for supporting local small business! We appreciate your prompt payment within 3 days of receiving this invoice. If payment is not received within 3 days a 10% late fee will apply. We accept payment via cash, cheque made out to "Platinum Pro", Interac E-Mail Money Transfer, or PayPal sent to "billing@platinumpro.ca". If you would like to make alternate payment arrangements, please contact us at your earliest possible convenience.

Don't forget to contact us today
to book your next service!

GST #80499 8326 RT0001

5.3 Client payment records for Platinum Pro Services

Invoices By Client



01/01/2024 - 12/31/2024

Date	Invoice	Total	Paid	Balance
01/27/2024	CHS2024012706	\$ 819.00	\$ 819.00	\$ 0.00
02/25/2024	CHS2024022503	\$ 819.00	\$ 819.00	\$ 0.00
03/30/2024	CHS2024033001	\$ 1,039.50	\$ 1,039.50	\$ 0.00
04/28/2024	CHS2024042801	\$ 819.00	\$ 819.00	\$ 0.00
05/25/2024	CHS2024052502	\$ 819.00	\$ 819.00	\$ 0.00
07/01/2024	CHS2024070101	\$ 1,047.38	\$ 1,047.38	\$ 0.00
07/27/2024	CHS2024072701	\$ 819.00	\$ 819.00	\$ 0.00
09/01/2024	CHS2024090101	\$ 1,039.50	\$ 1,039.50	\$ 0.00
09/28/2024	CHS2024092802	\$ 819.00	\$ 819.00	\$ 0.00
10/27/2024	CHS2024102701	\$ 819.00	\$ 819.00	\$ 0.00
12/01/2024	CHS2024120101	\$ 1,008.00	\$ 1,008.00	\$ 0.00
12/30/2024	CHS2024123001	\$ 1,260.00	\$ 1,260.00	\$ 0.00
		\$ 11,127.38	\$ 11,127.38	\$ 0.00

5.4 50/50 fundraiser documentation (registration)



Gaming Event Licence #151923 (Amended)

The Gaming Policy and Enforcement Branch (GPEB) has approved and issued a gaming event licence to:

Valley Cats - Alberni Cat Rescue
3732 14th Ave
Port Alberni BC
V9Y 5B9
L&G File Number: 121730
GBCID Number: 784152

Event Contact: Melissa Tardif, 250-755-6124
Gaming Event: Class B - Raffle Licence - Percentage Draw
Licence Period: 09-May-2024 - 30-Jun-2024
Issue Date: 01-May-2024

Ticket sales: 09-May-2024 - 30-Jun-2024
Total value of all prizes: 50% of total sales
Ticket price(s): 600 tickets, 1 for \$5.00; 2100 tickets, 3 for \$10.00; 4000 tickets, 8 for \$20.00

Draw date(s) and/or location:
• Draw to be held on June 30, 2024 between the hours of 2pm and 3pm at 5576 Swallow Drive in Port Alberni, BC,

The Licensee must comply with the [Criminal Code of Canada](#), [British Columbia's Gaming Control Act \(the Act\)](#), [Gaming Control Regulation](#), all other applicable federal, provincial and municipal laws, the Gaming Policy and Enforcement Branch's [Licensed Charitable Gaming Rules \(the Rules\)](#), policies and orders issued by GPEB, as well as any conditions listed on this licence.

Section 86(2) of the Gaming Control Act requires all licensees to notify GPEB's Investigations and Regional Operations division without delay regarding any conduct, activity or incident that may be considered contrary to the above noted law, regulation, and policies, or that may affect the integrity of gaming. Complaints about the conduct and management of gaming events may

be submitted online at: [Report of Wrongdoing](#)

Review your licence in full and if any changes are required, please contact GPEB. **Any changes must be approved in writing prior to the start of an event.** Organizations must submit a written request to Gaming.Licensing@gov.bc.ca. These requests must include the licence number, proposed changes and be from an individual listed on the application or a Board member of the organization.

Gaming events may only be conducted at the location, on the dates and at the times specified on this licence.

Licenses are strongly encouraged to review [the Rules](#) to ensure they understand their roles and responsibilities.

This licence is subject to the following conditions:

- This gaming event licence has been issued with the understanding that all advertising and marketing must comply with Section 17 of the Licensed Charitable Gaming Rules. Licensees must meet all advertising and marketing standards, which include ensuring promotional materials do not use minors to promote gambling, except as permitted in advertising using minors, are not directed primarily to minors, factually report the chances or odds of winning and include the gaming event licence number (e.g., BC Gaming Event Licence #123456).
- This licence is approved with the understanding that events will be conducted and managed in compliance with Section 12 of the Licensed Charitable Gaming Rules.
- Section 86(2) of the Gaming Control Act (GCA) requires all licensees to notify GPEB's Investigations and Regional Operations division without delay regarding any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the Gaming Control Act or Gaming Control Regulations, or that may affect the integrity of gaming.
- The licensee has approval to use Online Ticket Sales, Online Ticket Distribution and Electronic Ticket Draw (RNG) systems using services provided by Raffle Nexus Canada Inc.
- Licensees utilizing the approved use of electronic ticket distribution must ensure that all tickets distributed include the information required as outlined in Section 12.2 for Multi-Day Ticket Raffles of the Licensed Charitable Gaming Rules.
- This licence has been issued with the understanding that your organization will comply with Section 17.5 of the Licensed Charitable Gaming Rules.
- Details of advertised prizes must be consistent with the prizes approved on the licence. Prize descriptions should provide enough detail for the winner to make an informed decision.
- A percentage-based prize must be calculated from the actual gross revenue generated

through ticket sales and distributed to the winner as set out on this licence.

- 01-May-2024 Amendment: This licence has been amended to adjust the licence period.

It is mandatory that all licensees complete a Gaming Event Revenue Report (GERR) within 90 days of the licence end date. GERRs must be submitted using the Gaming Online Service at [Report Search \(gov.bc.ca\)](https://gov.bc.ca/report-search) A step-by-step guide is available on the GPEB website: [Gaming Event Revenue Report Online Submission Guide](#)

You have the right to submit a written reply to any conditions listed above within 30 days from the receipt of this licence. To submit a written reply please email Gaming.Licensing@gov.bc.ca For additional information on Written Replies please refer to Section 23 of the Rules and/or Part 5, Division 3 of the Act.

If you have any questions or require assistance, please contact the Licensing Unit by:

- **Email:** Gaming.Licensing@gov.bc.ca
- **Telephone:** (250) 387-5311
- **Toll-free within Canada/USA:** 1 (800) 663-7867 (asked to be transferred to the number above)

5.5 Blueprint Course Certificate



THE
CONSTRUCTION
INSTITUTE OF
CANADA

This is to certify that

Melissa Tardif

has successfully completed the course in

Blueprint Reading Fundamentals for Construction

as prescribed by the Board of Regents of The Construction Institute of Canada.



CANADIAN CONSTRUCTION
ASSOCIATION
CANADIENNE DE LA CONSTRUCTION

President & Vice Chancellor

Chancellor

March 27, 2025

Date



6.1 Internal instructions for BC Assessment task

DEVELOPMENT SERVICES

SCANNING GUIDE for BUILDING PERMITS


Purpose:

- To scan City of Port Alberni Building Permits and send documents BC Assessment (BCA).
- To provide BCA with copies of electronic permits using [Citrix ShareFile](#), a cloud-base, encrypted, FOIPPA compliant file sharing application.
- The City of Port Alberni is required to provide this information to BCA under provincial legislation (Assessment Act).

Building Permits:

- Building Permit plans will show new construction or renovations on the property.
- BCA staff review the plans to estimate non-market changes to property value.
- Building Permits (and building plans) need to be scanned before they can be sent to BCA.
- Scanned files need to be re-named and uploaded to BCA using [Citrix ShareFile](#).

Summary of Scanning Process:

Step	Description	Notes
1	Look up Building Permit address on list of permits that need to be sent to BCA.	
1	Search hard copy Building Permit file folder for copies of permit documents.	Some permits will only be in hardcopy.
2	Search Building Permit file on network for copies of already scanned documents.	Some permit documents may already be scanned on the network.
3	Scan all documents that are not yet scanned into .PDF	
4	Combine all Building Permit scanned files into a single .PDF	Use Adobe Acrobat to combine .PDFs into a single file: https://helpx.adobe.com/ca/acrobat/using/merging-files-single-pdf.html Example of combined BP file: J:\Engineering\Building\BC Assessment\example combined PDFs
5	Rename the combined file using the Building Permit number.	Eg. BP008121.pdf  BP008121

6	Upload .PDF to <u>Citrix ShareFile</u> .	Site address: https://bcassessment.sharefile.com/ Follow upload process from BCA in guide here: J:\Engineering\Building\BC Assessment\Citrix Share File guide
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Scanning of Building Plans – Required Order of Sheets (where applicable)

When scanning hard copy building plans check to ensure the sheets are in the following order. Most architects will already have their sheets in the following order.

- A. Permit or information page.
- B. Site Plan
- C. Foundation Plan
- D. Main or First Floor
- E. Second Floor (if drawn)
- F. Section (usually just section AA)
- G. Elevations

File Naming Convention:

- Files uploaded to BCA for individual properties need to use the following naming convention.

Unit number – if applicable	(2)
Street Number	(4275)
Street Name	(ARGYLE)
Street Type	(ST)

Example: 2 4275 ARGYLE ST (use all CAPS)

Step-by-step Instructions: Scanning and Uploading to BC Assessment Sharefile

Files must be saved on J:\ Drive under address before being uploaded into BC Assessment Sharefile.

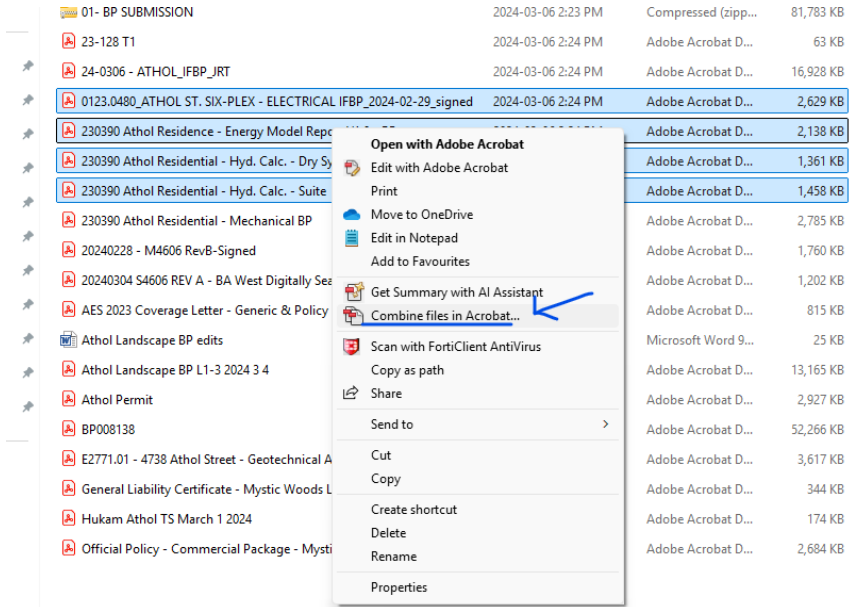
Complete all requested building permits and addresses prior to logging into Sharefile to upload files as doing it all at once will save significant time.

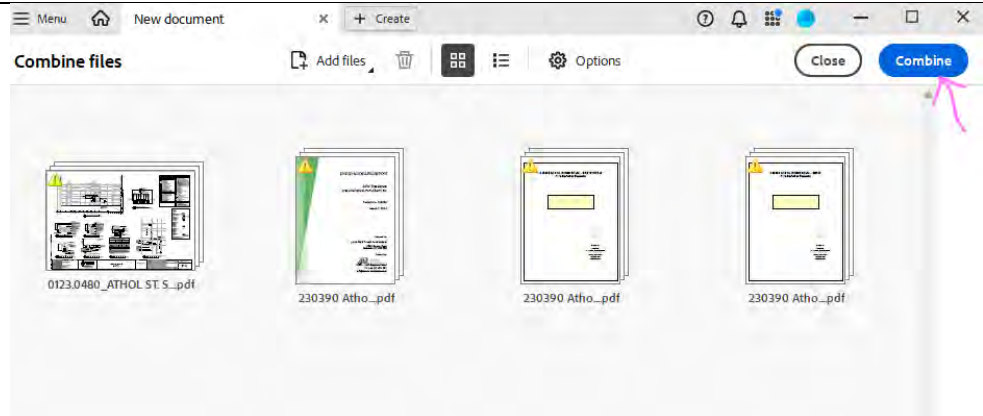
We will use BP008138 – 4738 Athol St when doing an example.

<J:\Engineering\Building\All Property Files\Athol St\4738>

Locating Building Permit Files

Step	Description	Notes
1	Obtain physical copy of building permit.	<ul style="list-style-type: none">• In most cases even numbered permits are Dave's and odd numbers are Rob's files.• File could be located in Rob's office, Dave's office, or in filing room.• In Dave's office, it will be on his desk or in one of the stands most likely. It is harder to find files in Rob's office and could be located on his desk, the table, in stands, or in the filing cabinets under permit number, waiting for info, or other cabinet.• Place temporary note on top of file of exact location file was found (eg. Dave's office on the left of his desk under folder BP008126).• Place file back after downloading all information on J:\ drive, so you don't forget where it came from.• If the file is completed please stamp SCANNED on the front of the folder. If it is in process still, just place back exactly where it was found in the building inspector's office.• If you cannot find the file, check Tempest under Prospero and Land as address could be different than what is listed on the folder.
2	Locate digital file on the J:\ Drive.	<p>Look in the following folder to locate the digital property file. Folders are sorted by civic address: J:\Engineering\Building\All Property Files</p> <p>If you cannot locate file on J:\ Drive set the file aside and flag it to be looked at later by Development Services staff.</p>
3		<p>Once you have located both the physical file and the digital file, you will compare what is already scanned with what needs to be scanned.</p> <p>In the digital file (under the civic address), you may need to create a new folder for the building permit. If you need to add a new BP folder :</p> <ol style="list-style-type: none">a. Under address, let's say J:\Engineering\Building\All Property Files\Athol St\4738, you will then right click mouse, click new, click folder.b. Name folder building permit number (eg. BP008138).c. You will then place all scanned files inside this new folder.

4	Scan all documents to the building permit folder.	<ul style="list-style-type: none"> • Make sure one copy of everything is scanned. • Sort through all of the paperwork to ensure no duplicates • Ensure that plans with marks or notes from the building inspector are also added. • Ensure the Schedule A and B documents are scanned properly as these can look the same with only a small difference.
5	Combine scanned documents into one file.	<ul style="list-style-type: none"> • Once you have scanned all the documents and put them in the building permit folder combine them into a single .PDF file using Adobe Acrobat Pro. <p>1. Select all the files you want to combine, then right click and select 'Combine files in Acrobat' from the context menu. See below:</p>  <p>2. When Acrobat opens you'll a menu that lets you re-order or delete files. When ready hit the 'Combine' button.</p>



3. Once the file is combined it will open on your screen. Hit the save button circled below and save to the BP folder.



- Make a note of which files you have scanned and are ready to be uploaded to the BC Assessment Sharefile.
- Combined .PDFs will be uploaded later after all building permits requested by BC Assessment have been scanned.
- Refer to the guide from BC Assessment to complete this step

Additional instructions on combining files here:

<https://helpx.adobe.com/ca/acrobat/using/merging-files-single-pdf.html>

How to Scan Documents

Large format sheet scanner:

1. Use the stand-up scanner in the center office.
2. Choose "engineering" as the location where the scanned file goes (may need network access from IT).
3. Feed each page through ensuring items are in order and put back in the folder as they were taken out. Place them face down and top first, making sure they are exactly centered within the scanner.
4. Check each set of scanned plans on the J:\ drive to make sure it scanned correctly. If clipping occurs rescan those pages.

Front office scanner/printer:

1. For regular items up to 11"x17" to be scanned.
2. For items of the same size you can use the feeder which is the quickest way. Please ensure you choose whether they are single sided or double sided and choose scanning option accordingly.

How to use Tempest to Find Property Info (if needed):

Land (searching for property):

1. First line row, choose "LAND" in first box, then choose "Street" in second box, then in third box type %street name% (use percentage symbols at the front and back of word and use street name only, do not place rd or st or anything afterward street name).
2. Go through list under house number column which is after street name. this is numerical. Once you find address, click once on it. If it is red, it is a "dead" address and cannot be used.
3. Now look at "type" column and if it says land, alias, or strata. You may need to see if/what the parent of an alias is, which is clicking on the upper right parent in a tie icon or may need to see the aliases which are the 2 children beside the parent on the upper right. Address may have been listed as the incorrect address on Prospero due to being an alias. Please confirm correct address is used. You may need to use GIS map and Google Earth, along with looking at the original application forms.

Prospero (searching for a building permit):

1. There are 2 different ways to search building permit and this will depend on why you are searching.
2. First way is first line row, first box choose folder number, then type folder number in second box (eg. BP008138) and this will bring up that specific file.
3. Double click to open file and check properties on folder column as this may have more than one property associated with the address, based on whether it is an alias or parent of a property, strata, or pending folio.
1. Second way is first line row, choose "Street" in first box, then type %street name% (use percentage symbols at the front and back of word and use street name only, do not place rd or st or anything afterward street name).

2. Scroll through list under civic address house and find address of building permit. Double click to open file and check properties on folder column as this may have more than one property associated with the address, based on whether it is an alias or parent of a property, strata, or pending folio.

ADDENDUM B – IMPORTANT BUILDING PERMIT INFORMATION

Attribute	Intended Use	Description	Examples
Jurisdiction	Join permit to property	3-digit jurisdiction code	320, 728
Folio	Join permit to property	BCA Folio Number	R000899555, 013975055
Permit No.	Identifies the permit	Local government permit identifier	BLDG1234 13-324
Issue Date	Identifies issue date	Date permit issued	31-Jan-2014
Civic Address	Join permit to property	Address where permit activity is occurring. Incl. UNIT/BAY numbers	1250 1 ST St W, North Vancouver 4501 HWY 97 N, Ten Mile Lake
PID	Join permit to property	Property PID	001234566
Legal Description	Join permit to property	Property legal description	Lot 1, Plan VIP18239, DL 439, Victoria Land District
Contact Info.	Appraisal use only to confirm % completion of construction as of Oct 31	Name & phone number of contractor/builder, or owner	Devon Buildings Inc., 604-522-6333 John H. Ford, 250-492-1333
Permit Type	Satisfies BCA system requirements	Assign permit to BCA permit type: -New Structure -Additions & Alterations -Demolitions -Tenant Improvements	Additions & Alterations are for Residential properties ; Tenant Improvements are for Commercial properties
Purpose	Identifies permitted work	Detailed description of what the permit is for including square footage and use.	-SFD Main Flr 1000sf, 2nd Flr 800sf, Crawl Foundation 1000sf, 3bedrms, 3bthrms -650sf Basement Suite incl. 1Bed/1 Bath -Renovation-new kitchen
Building Area	Validate building area on BCA system	Total building area in square feet	1345 2111.33
Permit Value	Prioritize data collection activities	Value of Permitted activity	60000 59885.73
Small Permit Type	Indication of small permit types & their area enable direct add of inventory to BCA system	Assign permit to BCA Small Permit Type if permit is EXCLUSIVELY for NEW: -Carport -Garage-Attached -Garage-Detached -Deck	
Small Permit Area	See Small Permit Type	EXCLUSIVELY for use with Small Permit Type area of carport, garage, or deck in sq. ft.	200 340.50

USING CITRIX SHAREFILE

Citrix ShareFile is *FOIPPA* compliant cloud-based service that enables taxing authorities to share electronic documents with BCA via Canadian-based servers. The process for using Citrix ShareFile to upload documents is as follows:

New User Account Activation

1. BC Assessment will create your ShareFile account & send you a welcome email (see below) that includes a link to activate your account:



NOTE: To request addition of Users to your jurisdiction's ShareFile account, email Property Information at bcacustomer.services@bcassessment.ca.

2. Click **Activate Account**, confirm your personal information, then, click **Continue** to create a password:

BC ASSESSMENT

Welcome! Please confirm your personal information.

First Name: Victor

Last Name: Smith

Company: GVX Dev

GVX Dev

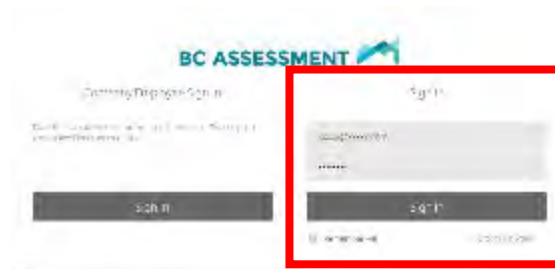
Continue

3. Once your password has been created & confirmed, click **Save and Sign In**:



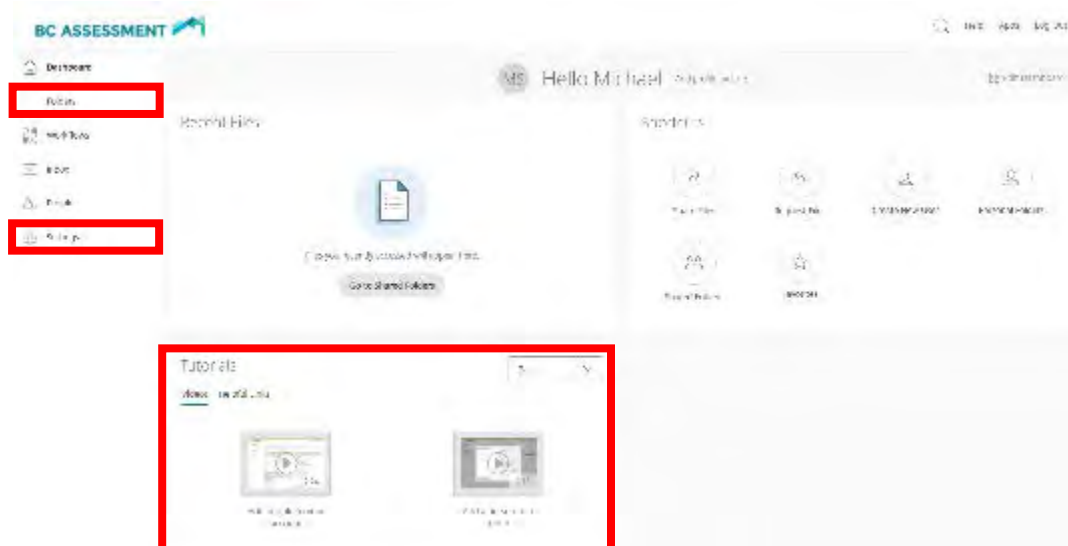
The screenshot shows the 'BC ASSESSMENT' login page. It displays the username 'Your username is [redacted]@bc.com'. Below this is a 'Please create a password' section with a list of requirements: at least 1 upper case letter, at least 1 lower case letter, at least 1 number, at least 3 different characters, at least 8 characters in length, and passwords should not be reused. A checkbox for 'Show Password' is present. Below the password field is a 'Confirm Password' field. At the bottom are two buttons: 'Back' and 'Save and Sign In'.

4. You will be redirected to the Citrix ShareFile home page <https://bcassessment.sharefile.com/>, enter your credentials & click **Sign In**:



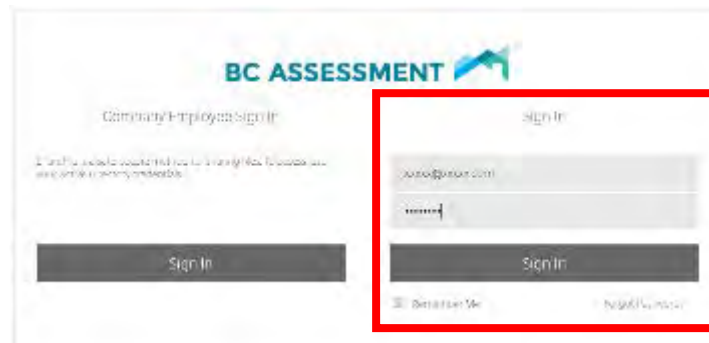
The screenshot shows the 'BC ASSESSMENT' Citrix ShareFile Sign In page. It has a 'Sign In' button. A red box highlights the 'Sign In' button and the 'Forgot Password' link below it.

Users are then presented with their ShareFile dashboard, which includes **Folder & account Settings** in the left menu & **Tutorials** on the bottom left:

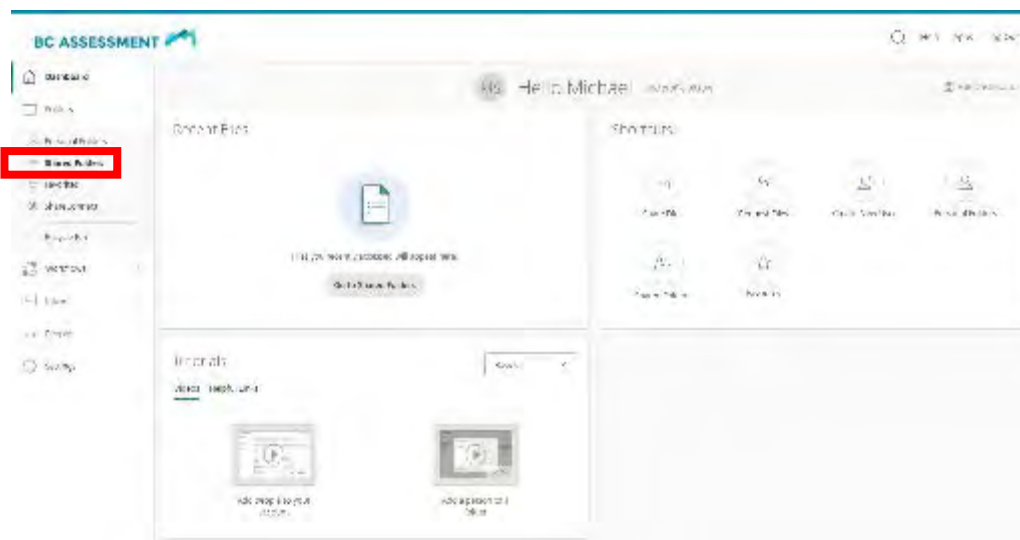


Uploading a File/Document for BC Assessment

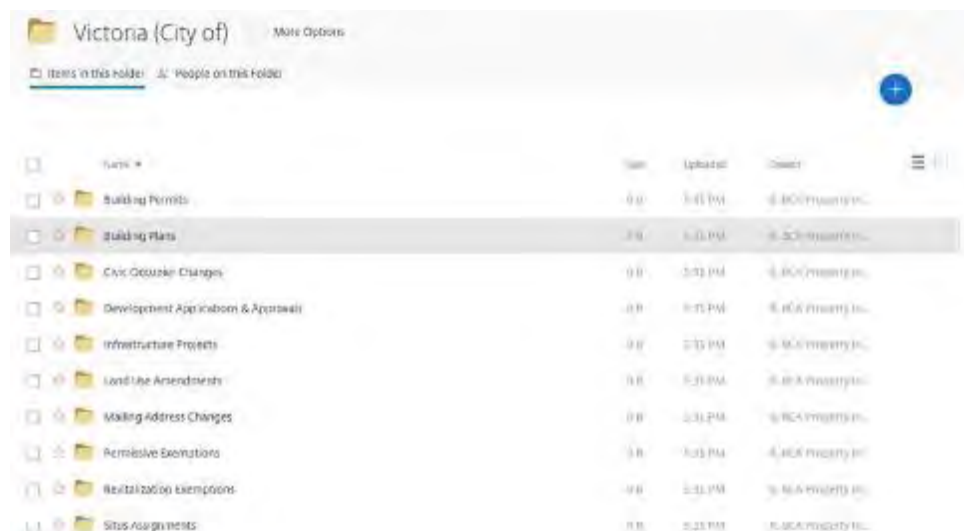
1. Login to Citrix ShareFile at <https://bassessment.sharefile.com/>:



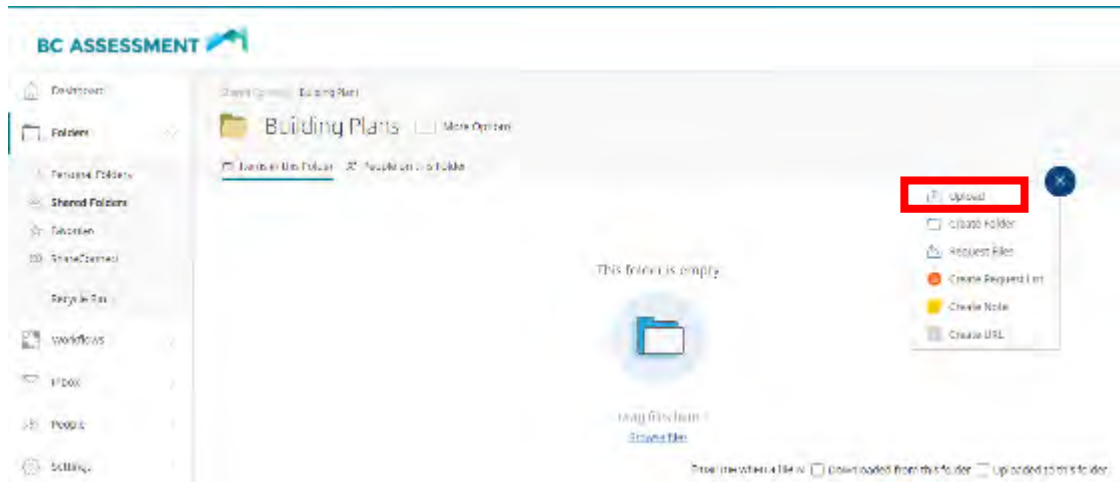
Users are presented with their dashboard:



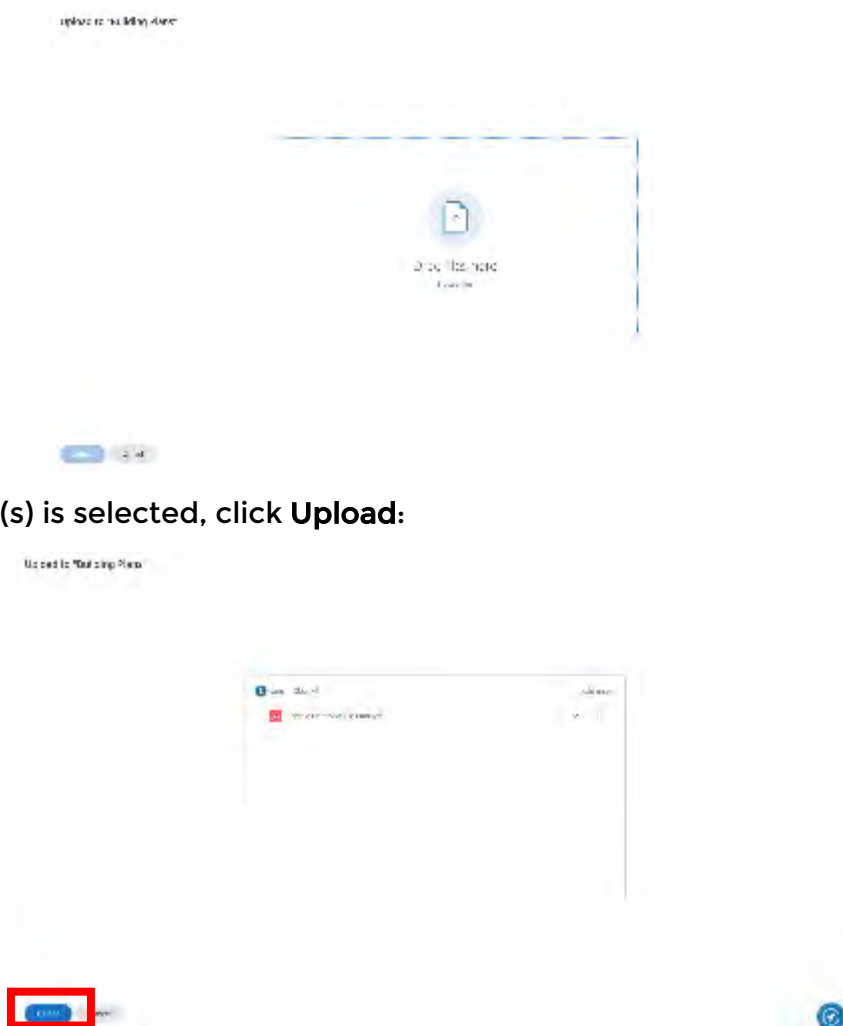
2. Click the **Shared Folders** menu on the left hand side to see you shared folders:



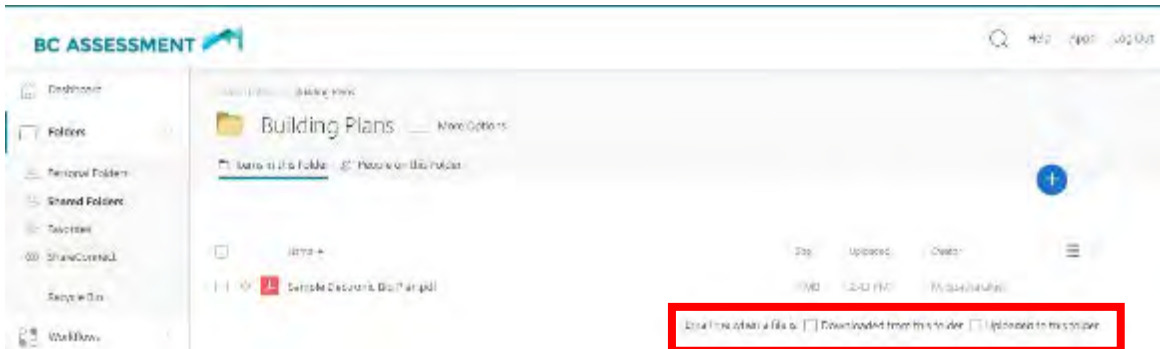
3. Select the document type **sub-folder**, i.e. Building Plans, then, click the  on the right & click **Upload**:



Users can (a) **Drag files here**, or (b) **Browse files** to select file(s) to upload:



The uploaded file(s) then appear within the relevant sub-folder. Users can request an email alert (sent to your company email & ShareFile Inbox) when a file is downloaded or uploaded from a folder:



Responding to BC Assessment Email Request to Upload a File/Document

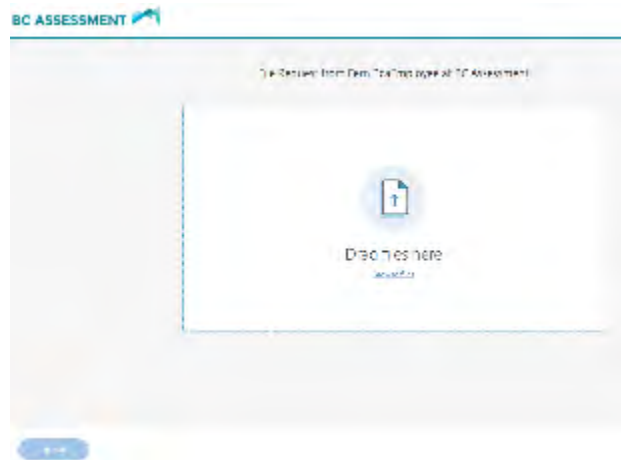
Users may also receive an email request from BC Assessment to upload a file:



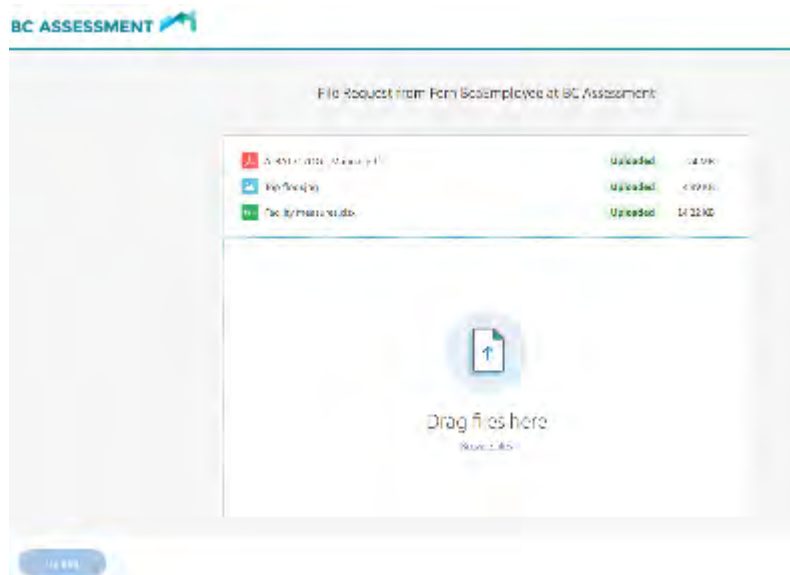
1. Click **Upload** & log in with your credentials:



2. Drag or browse files you are being requested to upload:



3. Select the files, then click on **Upload**:



You then see the files uploaded & can use the link in the email you received again (as long as the link does not expire) to upload additional files.

Personal Settings

Edit Profile

Users can update their profile & change their password:

Edit Profile

Name and Company Details

This section contains three text input fields: 'First Name' with the value 'Victoria', 'Last Name' with the value 'Smith', and 'Company' with the value 'SMX Dev'. To the right of these fields is a 'Profile Picture' section showing a circular placeholder with the letters 'VS' and an 'Upload' button below it.

Change Password

This section contains three text input fields: 'Old Password', 'New Password', and 'Confirm Password'. To the right of these fields is a list of password requirements, each preceded by a red 'X' icon: 'include at least 1 upper case letter', 'include at least 1 lower case letter', 'include at least 1 number', 'include at least 1 special character', and 'be at least 8 characters in length'. Below the list is a note: 'We'll also perform an additional strength check on save.' followed by a help icon. A 'Save' button is located at the bottom left of the form.

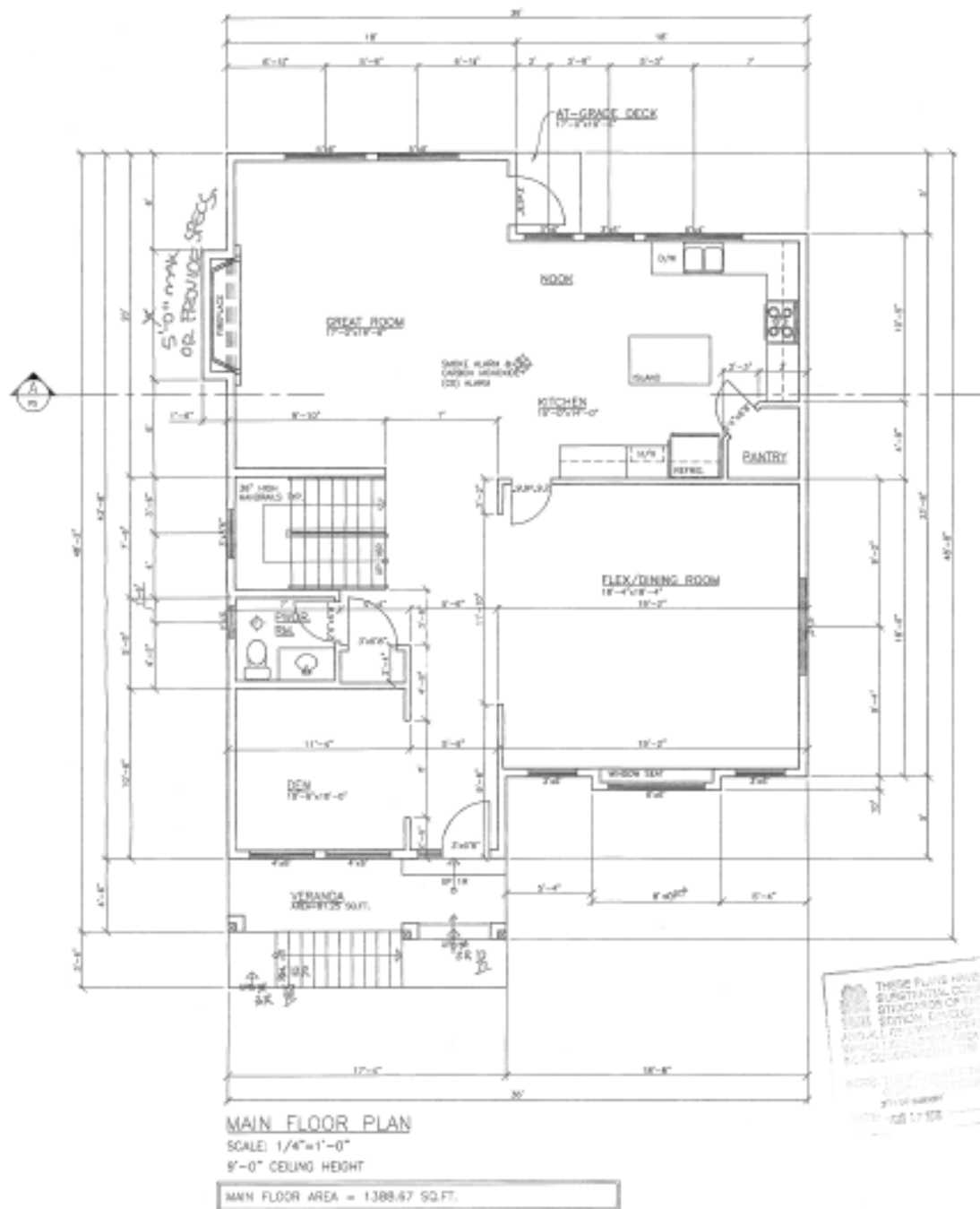
Update Email Notification preferences

Email Notifications

The page explains that email notifications are controlled on a folder-by-folder basis and provides instructions on how to use the dropdown list to select notification frequency. The 'Email Frequency' dropdown menu is open, showing options: 'Every 15 minutes' (selected), 'In real-time', 'Every 15 minutes', 'Every hour', 'Twice a day', and 'Once a day'. Below this is the 'Bounce Back Emails' section, which states: 'Our system can send you an email if we receive a bounce back from any email you send.' It then asks 'Receive bounce back emails' with two radio buttons: 'Yes' (selected) and 'No'.

NOTE: For technical assistance in using Citrix ShareFile, or to request addition of Users to a jurisdiction's account, please email Property Information at bcacustomer.services@bcassessment.ca.

Example of building plan photo:

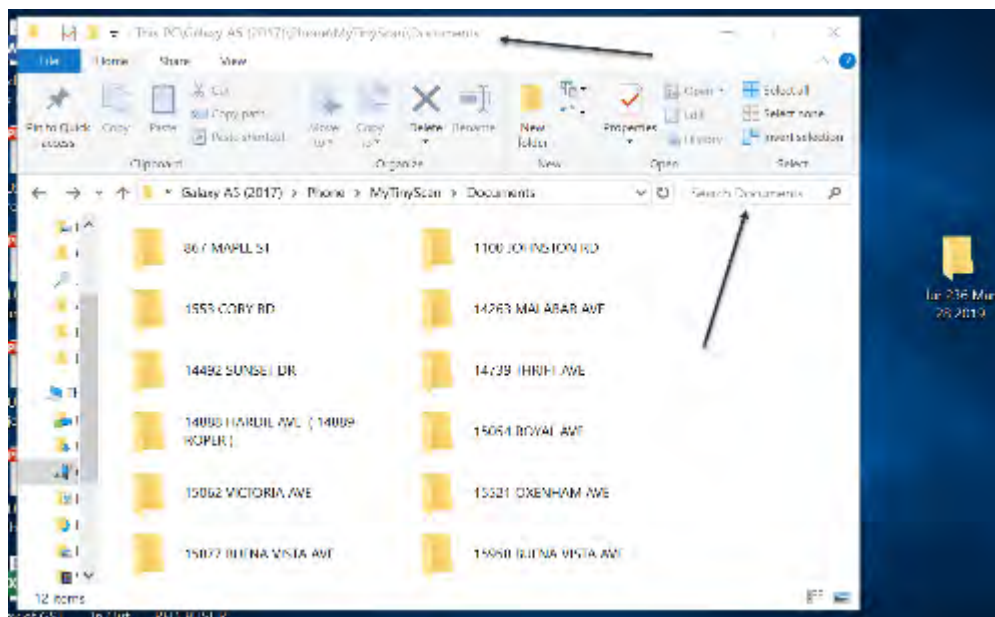


Downloading the Documents Using Android Phones

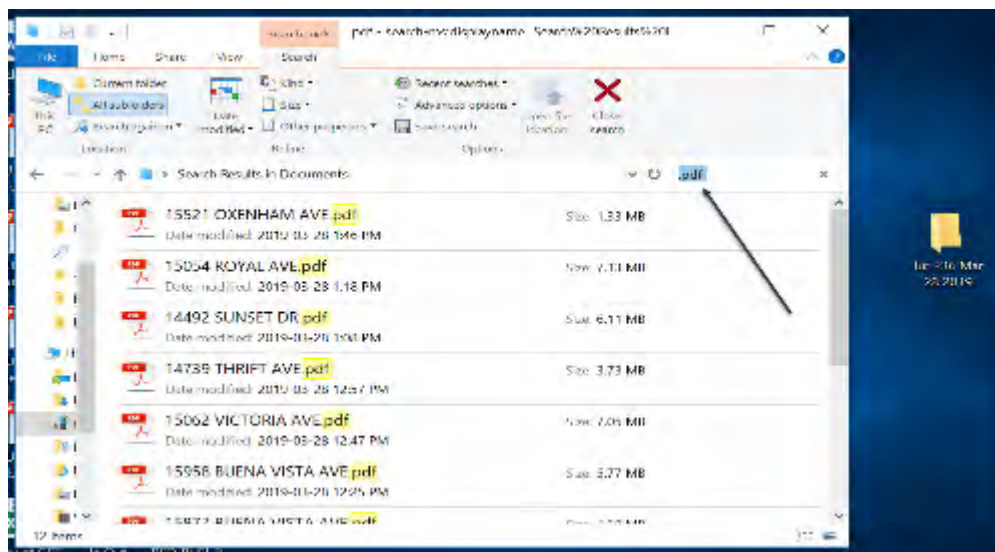
Downloading documents is available for Android phones. BCA has been challenged using iOS, and thus, we do not recommend its use.

The steps for downloading documents, including in bulk to your desktop, using an Android phone are as follows:

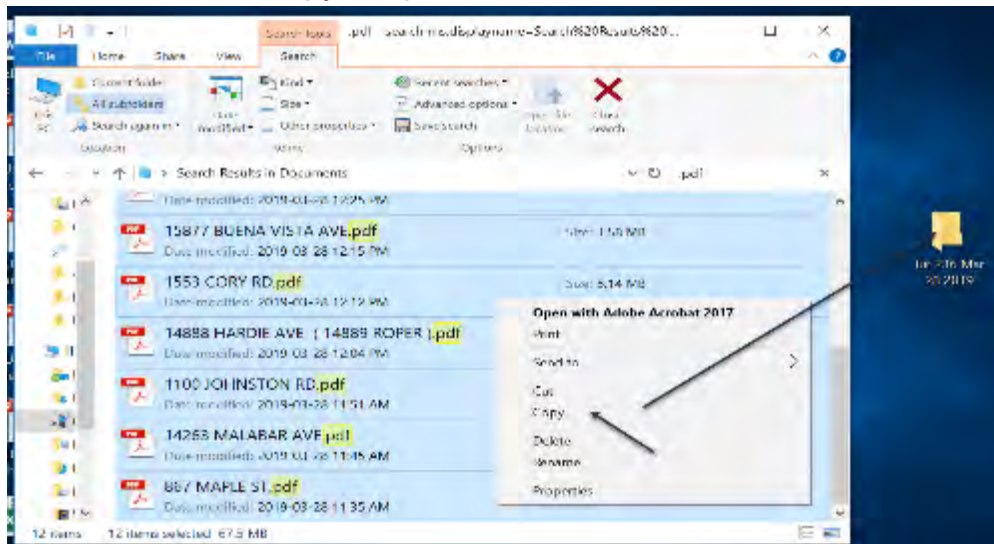
1. Plug your phone to the computer
2. Open My PC > (Phone name and type) > Phone > MyTinyScan > Documents



3. Search Documents for "pdf" to find all the PDF files



4. Select all PDF files. Copy and paste them into a selected folder



5. Open folder to confirm the copying over is complete.
6. Upload all PDF documents (i.e. building plans) to Citrix ShareFile in the appropriate folder.

6.2 Escape room wedding photos



FAVOURS

Please take one box with you!
If you have any trouble, please
let us know! Thank you!





2:22

CAUTION

They wiped 100's
of scent other.
never ea

CAUTION

1 2 3
4 5 6
7 8 9

MELISSA & JILLIAN

**WORLDWIDE ESCAPE
DARING DUOS**

INTELLIGENCE NETWORK GROUP

CODENAME: Victorious Secret



W.E.D.D.I.N.G



TOP SECRET
MISSION BRIEFING





ALL THE NUMBERS ARE
ARE THE NUMBERS
5. THE TOTAL
NUMBERS
TOTAL OF
SQUARE
CONSE
C-WE
THAN

As the true head of the family, there
is nothing Giovanni doesn't know
about the family or anything he
wouldn't do to protect it.
- Agent 2

Maybe you thought
you were the only one
who didn't know the story. But
you had the perfect meeting time.
So you should make
your own family and
share and meet them.
Love you, people are
meeting here!

BLACK & TAN
BLACK & TAN



EXHIBIT A
The Last Will & Testament of Anthony...

EXHIBIT B
Prenatal Agreement

EXHIBIT C
Certification of Life Insurance

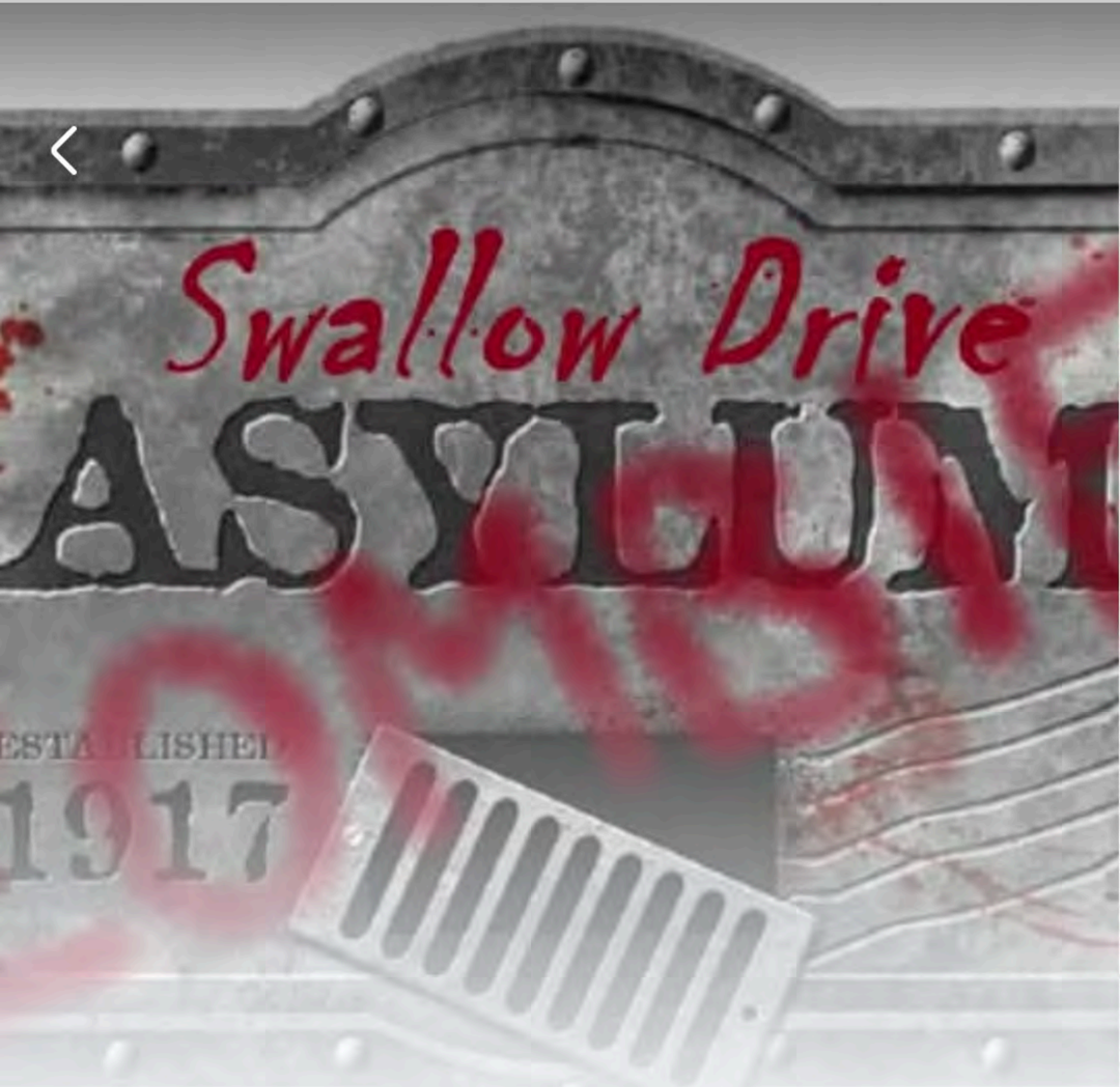
EXHIBIT D
[Illegible document text]



EXHIBIT E
HARDLEY
I'M GOING TO NEED
YOU TO TAKE OUT
BECKY NOT SOPHIE
T.G.

6.3 Screenshots of escape room party Facebook event

****Content warning**** Fictional murder and blood imagery. Pages 252-255.
The following screenshots are from a Facebook invitation as part of a party I designed.



Saturday, October 22, 2022 at 6:30 PM


Murder, Mystery and Zombies at the Swallow Drive Asylum

Private · Event by Melissa Tardif and Port Alberni LGBTQ Meetups and Events


 Manage ▾

 5576 Swallow Dr, Port Alberni, BC V9Y 7H1, Canada

5576 Swallow Dr, Port Alberni, BC V9Y 7H1, Canada · 5 km

 15 went · 7 interested



 Group · Members of Port Alberni LGBTQ Meetups and Events

< Murder, Mystery and Zombies at the Swall...

What to expect

Welcome (if you dare) to the Swallow Drive Asylum. A 19+ facility due to gore, horror, adult themes, and alcohol.

It will be a night of murder and mayhem during the zombie apocalypse where no-one is who they seem, and everyone's a suspect!

Saturday, October 22nd, 2022. Arrive between 6:15pm and 6:30pm for a 6:45pm sharp start time.

The evening cannot begin until all the guests have arrived, so punctuality is a must. Otherwise, you may find yourself the victim of a gruesome experiment.

Seriously, gruesome. You really don't want to choose that option.

We are escape room and Halloween enthusiasts here at the asylum, so prepare for some *puzzling* developments over the course of the night. Wink wink.

There will be some finger foods to nibble on for those who dare to eat from the asylum cafeteria.

You are welcome to bring your own drinks, be they alcoholic or not. When the events at the asylum conclude, the party begins!

Stay for some drinks, games, potentially dancing, maybe some giggles (with no shits please), and an overall bloody good time.

The gory details:

Attached is a description of the characters available. First come, first served! They will be crossed off as they are chosen.

You are welcome to invite someone who is not a member of this group, as long as you let us know their name and which

< Murder, Mystery and Zombies at the Swall...

The gory details:

Attached is a description of the characters available. First come, first served! They will be crossed off as they are chosen.

You are welcome to invite someone who is not a member of this group, as long as you let us know their name and which character they've chosen.

Each person will receive their character details personally from Melissa through Facebook Messenger or text message.

Your character details are PRIVATE, for YOUR EYES ONLY! Do not share them with anyone.

Dress appropriately, and determine how you want to play your character.

There are awards and prizes for best actor, best dressed, craziest inmate ... and more!

Please only pick a player and commit to the game when you *know and confirm* you are able to attend.

The game depends on particular characters and attendance in order to be successful, and we want to ensure everyone who can come gets a chance to play the character of their choice!

A reminder that you must be *punctual*, as the game may not start until all the guests have arrived.

Please RVSP by October 1st, but the sooner the better for character picking.

For some of you, we're afraid it's going to be ... a bit personal.

Posts

Just two days until you are admitted to
the Swallow Drive Asylum!



Upon your arrival you will get more
information of our expectations of you
as a guest. There's always expectations
at the Swallow Drive Asylum.

6.4 Photos of escape room party

****Content warning**** Graphic Halloween gore imagery. Pages 257-273.
The following evidence includes photographs from a escape room party I designed, which contained gore and disturbing props.





THE SIPPY CUP!

When your hands are
consuming more alcohol than
your mouth.

Buy 5 get one for 1% off now.

www.youreadrunk.com

Alberni Valley NEWS

Are you single and tired of
shaving? Do you have a 70's
bush? How about a 60's
forest down there? Well,
don't despair, we have your
bush covered. Join
www.flossingwhilefucking.ca
and go ahead and find that
bush of your dreams.

Black Press Media

Wednesday, November 14th, 2012 Volume 14 No 69



New Doctor named in charge of Swallow Drive Asylum

Dr. Abra Weiler, a world-renown biologist and psychologist has been named head of Swallow Drive Asylum. Transferring from Pelorus Asylum, Dr. Weiler obtains control of Swallow Drive Asylum this Thursday, November 15th.

Dr. Abra Weiler stated in an interview on CBS that she was looking forward to the

changes that she plans on making at Swallow Drive. She believes her work is for the greater good and will help us survive into the future.

Dr. Fern, former head doctor of Swallow Drive Asylum has refused comment. Dr. Fern was a founding staff member of the asylum, hired by Dr. Swallow himself, many years ago.

Aliens Too!

A couple is now undergoing treatment for objects found in their assholes after claim that aliens had put the items in there while probing. Newlywed couple, Sam and Ivana Tinkle, both have been admitted to the hospital after they received x-rays from an Emergency room visit complaining of rear complications.

X-rays showed numerous large items located in the anal cavity that would require surgery to remove. The tinkle's claimed during an interview they had been subject to anal probing by aliens that had abducted them. They stated they had a feeling that more than just probing was happening but couldn't confirm anything. Doctors stated that aliens are unlikely as lube was located around the rim of both of their anuses.

The couple supplied the public with a drawing of the alien who they claimed had done this, warning others to be on the lookout as they do not want this to happen to any other person.

















ROADKILL PATTIES

SOURCED ORGANICALLY IN MY LAB THIS MORNING

KEEP REFRIGERATED

DO NOT STORE IN SOCK
DRAWER OR UNDER BED

WEIGHT
NOT ON
A DIET

\$/LB
FREE FOR
GUESTS

USE/FREEZE BY:
10 31 2022



7 25272 73070 6

ROADKILL PATTIES
SOURCED ORGANICALLY IN MY LAB THIS MORNING

WEIGHT
NOT ON
A DIET

\$/LB
FREE FOR
GUESTS

USE/FREEZE BY:
10 31 2022

ROADKILL PATTIES
SOURCED ORGANICALLY IN MY LAB THIS MORNING



Employer Initiated Transfer Letter

July 24, 2022

Subject: Letter of Employee Transfer

To: Morgan Dwyer, Orderly

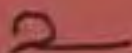
You attended a disciplinary hearing on July 1, 2022. As part of the disciplinary action you received at the disciplinary hearing, the board has decided to transfer you to the Swallow Drive Asylum as an Orderly from your present assignment in the ER at West Coast General Hospital with the effective date of August 1, 2022. July 31st will be the last date you will be at West Coast General Hospital.

You will report to Dr. Weiler at Swallow Drive Asylum at 8:00am on August 1st for further instruction on the details of your new position.

We wish you good luck and better behavior in your new assignment.

You have the right to appeal against this decision within 14 days of receiving this disciplinary decision.

Yours sincerely,



Dr. Jenny Tayla
Senior Head of Staff
West Coast General Hospital

BUY ONE DIVORCE AND
GET THE SECOND 1/2 OFF.

CHEAP DIVORCES

Call Anita Dick
Attorney at Law at
1-800-DIV-ORCE
END THE MISERY!

Alberni Valley NEWS

Are you tired of trying
to please your wife?
Wasting too much time
licking pussy? Try the
New vibrating tongue
attachment. Get back to
the things you love, like
YOU getting off.

Black Press Media

Friday, October 14th, 2011 Volume 14 No 69

www.suckmeoff.com



HUGE LOSS FOR THE ORVILLE FAMILY

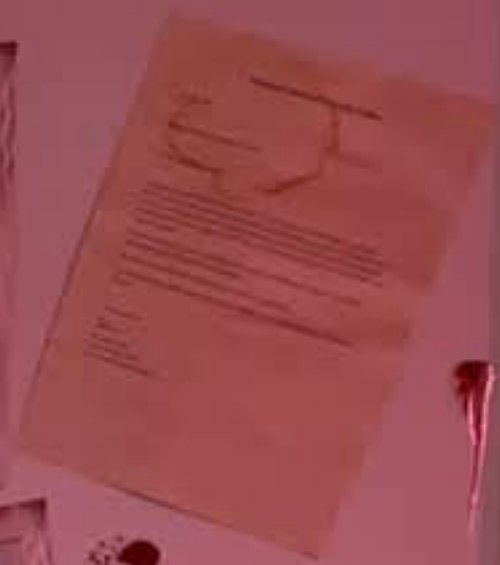
Entire Orville family die during initial stage of outbreak. Leaving behind the only living relative, Erica Orville, the entire Orville family is one of the first families to have fallen victim to the zombie virus. There has been no comment from Orville regarding the loss of her entire family, including her husband, and two young children. Friends of Erica Orville have come forward to state that she has now become an assistant at the Swallow Drive Asylum but that she hadn't returned any phone calls from them when they would check in to see how she was doing.



BODY OF HIDE-AND-SEEK WORLD CHAMPION FOUND IN CUPBOARD

World-class hide and seeker, A.S. Muncher, always wanted to take after his father A.S. Muncher Senior – three-times international hide and seek champion. Tragically, 45-year-old A.S. Muncher followed in his old man's footsteps a little too closely. It was noted that A.S. Muncher was still alive hours before he died.

PLATE #2







ZOMBIE UPPER
MANDIBLES

ZOMBIE LOWER
MANDIBLES



7.1 Reference letter from Director of Development Services/Deputy CAO,
Scott Smith



CITY of PORT ALBERNI

PLANNING DEPARTMENT

4850 Argyle Street, Port Alberni, BC V9Y 1V8

T: 250.720.2830 or visit our website: www.portalberni.ca

July 7, 2025

Susan Forseille, Prior Learning Assessment and Recognition Director
Thompson Rivers University
805 Tru Way
Kamloops, BC
V2C 0C8

This letter is to provide support of Melissa Tardif, application to the Bachelor of General Studies at Thompson Rivers University. As the Director of Development Services, I directly oversee the Development Services department, including Melissa current role of Development Services/Business Licence Clerk.

This position requires substantial interaction with the general public, realtors, businesses and contractors to provide information on a variety of complex topics, including business licences, building permit and development related projects. Melissa has improved the way the City provides information, through the creation of new forms, applications and information pamphlets. Melissa has been involved in training casual staff, demonstrating her strong knowledge of the department. Melissa has taken a wider interest beyond the duties of her position to learn and understand the complex land use and municipal issues and challenges facing local governments.

The City of Port Alberni is supportive of ongoing learning by our staff and I am pleased to provide this letter of support to Melissa for the Prior Learning Assessment and Recognition.

Sincerely,
CITY OF PORT ALBERNI

Scott Smith, MCIP, RPP
Director of Development Service/Deputy CAO

7.2 JIBC emergency response course completions and certificates

4/7/25, 10:23 AM

Grade



**JUSTICE
INSTITUTE**
of BRITISH COLUMBIA

Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Spring Summer 2017 (2017-05-01-2017-08-31)

Course Section	Title	Credits	Final Grade
EMRG-1200-OL012 2017-08-01 - 2017-08-31	ICS Level 100	0.50	P

4/7/25, 10:23 AM

Grade



**JUSTICE
INSTITUTE**
of BRITISH COLUMBIA

Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Winter 2017 (2017-01-01-2017-04-30)

Course Section	Title	Credits	Final Grade
EMRG-1607-OL005 2017-01-01 - 2017-01-15	Level One ESS	0	CM
EMRG-1610-OL002 2017-01-16 - 2017-01-30	Intro to Reception Centres	0	CM
EMRG-1612-OL001 2017-01-01 - 2017-01-15	Introduction to Group Lodging	0	CM
EMRG-1703-OL001 2017-01-01 - 2017-01-15	Intro to SAR BC	0	P

4/7/25, 10:23 AM

Grade



**JUSTICE
INSTITUTE**
of BRITISH COLUMBIA

Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Fall 2014 (2014-09-01-2014-12-31)

Course Section	Title	Credits	Final Grade
SCRT-1600-OL002 2014-10-01 - 2015-05-15	Basic Security Training	3	A

4/7/25, 10:23 AM

Grade



Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Spring Summer 2013 (2013-05-01-2013-08-31)

Course Section	Title	Credits	Final Grade
EMRG-1703 2013-05-16 - 2013-05-31	Intro to Sar Bc	0	90

4/7/25, 10:23 AM

Grade



Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Fall 2011 (2011-09-01-2011-12-31)

Course Section	Title	Credits	Final Grade
EMRG-1350 2011-09-19 - 2011-09-19	Eoc Applied Training	0	CM

4/7/25, 10:23 AM

Grade



Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Spring Summer 2011 (2011-05-01-2011-08-31)

Course Section	Title	Credits	Final Grade
EMRG-1161 2011-06-16 - 2011-06-30	Intro to Disaster Psychos	0	CM
EMRG-1162 2011-06-16 - 2011-06-30	Disaster Psychosocial Lea	0	CM

4/7/25, 10:23 AM

Grade



Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Winter 2011 (2011-01-01-2011-04-30)

Course Section	Title	Credits	Final Grade
EMRG-1160 2011-03-16 - 2011-03-30	Intro to Health Emergency	0	CM
EMRG-1600 2011-02-14 - 2011-02-28	Intro to Ess	0	CM
EMRG-1607 2011-03-16 - 2011-03-30	Level One Ess	0	CM

4/7/25, 10:23 AM

Grade



Student Name: Melissa A. Tardif
Student ID: 0012617

Program (s): General Studies

Winter 2008 (2008-01-01-2008-04-30)

Course Section	Title	Credits	Final Grade
EMRG-EM712 2008-04-22 - 2008-04-22	Eoc3 Operations	0.50	79



Ministry of Justice
Policing & Security Branch, Security Programs Division



Justice & Public Safety Division
Security Training Programs

Certificate of Training Completion

Pursuant to the *Security Services Act and Regulations*, the below named has successfully completed the approved security training requirement established by the Registrar, Security Services.

Certificate Number

86541

Name: MELISSA ANN TARDIF

Training Requirement: BASIC SECURITY TRAINING

Effective Date: 6/16/2015

NOTE: "THIS IS NOT A SECURITY WORKER LICENCE - Pursuant to section 2(a) of the *Security Services Act*, the holder of this certificate requires a security worker licence to perform the work of a security guard, body guard, loss prevention officer or a door person at an establishment licensed under the *Liquor Control and Licensing Act*."

Program Manager, JIBC

7.3 List of completed courses

****Content warning**** Sensitive Topics. Pages 285-286. The following section lists RCMP and law enforcement training courses, some of which involve potentially distressing subject matter.

Informal Education (credits not applied to TRU program)

Applied Land Use Planning Certificate: University of Alberta (in progress)

- Completed course: EXLUP 8222 - Rural Environments (2025)

Esri Academy

- GIS Basics (2025)
- Introduction to ArcGIS Monitor – webinar (2025)
- ArcGIS Online Basics (2025)
- Exploring GIS Maps (2025)
- ArcGIS Pro Basics (2025)
- Getting Started with GIS (2025)
- Use a Map for Classroom Instruction (2025)
- Getting Information from a GIS Map (2025)
- Using GIS to Solve Problems (2025)
- Telling Stories with GIS Maps (2025)
- The Systems Approach to ArcGIS: An Introduction (2025)
- Introduction to ArcGIS Monitor (2025)
- Introduction to My Esri Administration (2025)
- My Esri 101 (2025)
- Performing License Administration in My Esri (2025)
- Getting Started with Data Management (2025)
- Getting Started with Mapping and Visualization (2025)
- Getting Started with Spatial Analysis (2025)
- Getting Started with Imagery and Remote Sensing (2025)
- Getting Started with Site Scan for ArcGIS (2025)
- Applying the Racial Equity Workflow Using ArcGIS (2025)
- Basics of JavaScript Web Apps (2025)
- Python for Everyone (2025)

Vancouver Island Construction Association

- Blueprint Reading Fundamentals (2025)

BC Ministry of Citizens' Services

- FOIPPA Foundations (2023)

Owner Builder Training Ltd

- Owner Builder Authorization (2023)

Alberni First Aid

- Occupational First Aid Level 1 (2023)

Alert First-Aid

- Standard First Aid (2022)

- CPR Level C (2022)
- Forklift Training (2017)
- Lift Truck Training (2017)
- Incident Investigation (2014)
- Office Ergonomics (2014)
- Transportation of Dangerous Goods (2014)
- Workplace Inspection (2014)

Employers' Advisers Office

- OHS Program Requirements Seminar (2018)
- Accident Investigation Seminar (2018)

Supply Chain Management of Canada

- Introduction to Procurement (2017)

ABCB First Aid

- Occupational Level 2 First Aid (2017)

Justice Institute of British Columbia

- Introduction to SAR BC (2017)
- Introduction to Reception Centres (2017)
- Introduction to Group Lodging (2017)
- Level One ESS (2017)
- Incident Command System Level 100 (2017)
- Basic Security Training – BST (2015)
- Disaster Psychosocial Awareness for Leaders (2011)
- Information Literacy (2011)
- Introduction to Disaster Psychosocial Services (2011)
- Introduction to Emergency Social Services in BC (2011)
- Introduction to Health Emergency Management (2011)
- Level One Emergency Social Services (2011)
- Emergency Operations Centre Level Three (2008)
- Emergency Operations Centre Level Two (2007)
- Emergency Operations Centre Level One (2006)
- Introduction to Emergency Management in BC (2006)

Nanaimo Yacht Charters & Sailing School

- VHF Restricted Operators Radio Certification (2017)

Industry Canada

- Restricted Operator Certificate with Aeronautical Qualification ROC-A (2017)

Qualicum Beach Fire Department

- Emergency Response and Firefighting Basics (2017)

Parkview Driving Academy

- Class 3 and 4 (unrestricted) BC driver's licence (2016)
- Air Brake Endorsement (2016)

Leavitt Training

- Wilderness & Bear Awareness (2017)

Recreation Facilities Association of British Columbia (RFABC)

- Refrigeration Safety Awareness (2016)
- Swimming Pool Operator 1 (2016)

International Academy of Computer Training (IACT)

- Adobe Illustrator Specialist Certification (2017)
- Adobe Photoshop Specialist Certification (2017)
- Adobe Indesign Specialist Certification (2017)

British Columbia Recreation and Parks Association (BCRPA)

- PoolSafeBC (2016)
- Vulnerable Populations (2016)
- Healthy Choices (2016)
- Aboriginal Cultural Relations (2016)
- Engaging the Hard to Reach (2016)
- BCRPA Shared Use Agreement Guide (2016)

Canadian Centre for Occupational Health and Safety

- WHMIS 2015 for Workers (2016)

New Skills Academy

- Level 3 Administration & Personal Assistant Diploma (2016)

St. John Ambulance

- Occupational First Aid Level 3 (2014)

WorksafeBC

- Supervising for Safety (2014)

ENFORM

- Electronic General Safety Orientation (2014)
- Petroleum Safety Training (2014)

Access Safety

- Benzene Awareness (2014)
- Confined Space (2014)
- Fall Arrest Protection (2014)
- NORM Awareness (2014)

IHRDC

- Introduction to Human Resource Management (2014)

National Boating Safety School

- Pleasure Craft Operator Card (2012)

BCFRD Health and Safety Centre

- OH&S Part 1 (Basic) Course (2012)

RCMP *Start of Content warning**

- Bank of Canada Polymer Notes Awareness (2012)
- Canadian Criminal Real Time Identification Services (2012)
- Canadian Police Information Centre Query Narrative (2012)
- Crime Reduction & Crime Prevention – Put It To Work (2012)
- Crisis Intervention and De-escalation Training (2012)
- Domestic Violence Investigations – National (2012)
- Emergency Vehicle Operations (2012)
- Federal Parolees and the Community Corrections Team (2012)
- Firearms Verification Course (2012)
- Human Trafficking (2012)
- Introduction to Marihuana Grow Ops (2012)
- MPUR: Child Abduction – Amber Alert (2012)
- Officer Orientation and Development Course (2012)
- Police Information Portal (2012)
- Proceeds of Crime Concepts (2012)
- Real Time Identification – Generic Workflows (2012)
- Search and Seizure Without a Warrant (2012)
- Confined Space Awareness (2011)
- Counterfeit Currency Analysis (2011)
- Counterfeit Payment Card Analysis (2011)
- Courtroom Testimony for Intercept Monitor Analysis (2011)
- Critical Incident Stress Management (2011)
- Exempt Bank Awareness (2011)
- Finance 101 (2011)
- Firearms Identification for Public Agents (2011)
- Harassment Awareness in the Workplace (2011)
- HRMIS 8.9 Overview (2011)
- Incident Command System 200 (2011)
- Intercepting Private Communications – An Overview (2011)
- Introduction to Human Sources (2011)
- Introduction to Major Case Management (2011)
- Introduction to Production Orders (2011)
- Investigative Communications 2 – The Theory of Truth and Deception (2011)

- Lesbian, Gay, Bisexual and Transgender Issues (2011)
- National Police Information Systems (2011)
- Occupational Health & Safety: Frontline Officer (2011)
- Occupational Health & Safety: Supervisor (2011)
- Offence-Related Property Fundamentals 1 (2011)
- Offence-Related Property Fundamentals 2 (2011)
- Offence-Related Property Fundamentals 3 (2011)
- Performance Evaluations (2011)
- Personal Protection Strategy for Infection Prevention and Control (2011)
- Persons with Disabilities: Ability, Capability, Employability (2011)
- Preventing Officer-Involved Collisions (2011)
- Supervisor Development Program: Supervisors Toolbox (2011)
- Terrorism Event: Pre-Incident Indicators (2011)
- Aboriginal and First Nations Awareness (2010)
- Above Ground Storage Tank System (2010)
- Alzheimer Disease: A Resource for Police and Search and Rescue Personnel (2010)
- APEM Exhibits (2010)
- Canadian Labour Code – Awareness for Employees (2010)
- Chemical, Biological, Radiological, Nuclear First Responder Basic (2010)
- Counterfeit Travel and Identity Documents (2010)
- Customs and Excise Basic (2010)
- Directory Services (2010)
- Dispute Resolution Using Interest-Based Negotiation Techniques (2010)
- Domestic Violence Investigations – E Division (2010)
- Emergency Medical Response (2010)
- Evidence-based, Risk-focused Domestic Violence Investigations (2010)
- Explosives Awareness (2010)
- Incident Command System 100 Orientation (2010)
- Incident Management Intervention Model (2010)
- Infectious Disease and Pandemic Preparedness (2010)
- Introduction to Disclosure (2010)
- Investigative Communications 1 – The Theory of Communication and Memory (2010)
- Investigative Communications 3 – Interviewing (2010)
- Major Events Security (2010)
- Managing Safely (2010)
- National Sex Offender Registry (2010)
- Recognition of Emotionally Disturbed Persons (2010)
- Security Awareness (2010)

****End of content warning****

Encon Management

- Complete Supervisor's Certificate (2008)
- Supervisory Module 3 (2008)
- Supervisory Module 2 (2007)
- Supervisory Module 1 (2006)

City of Port Alberni

- In-service for Aquatic Centre (2016)
- Critical Incident Peer Counselling Training (2010)
- Adobe Acrobat (2006)
- Don't Shoot the Messenger (2006)
- Emergency Procedures (2006)
- Fire Extinguisher Training (2006)
- Freedom of Information (2006)
- Child Protection (2005)
- Mental Illness First Aid (2005)
- Violence in the Workplace (2005)
- Workplace Roles and Responsibilities (2005)

Stratford Institute

- Medical Office Assistant Diploma (2005)

North Island College

- Simply Accounting (2003)
- Word Level 1 (2003)
- Word Level 2 (2003)
- Excel Level 1 (2003)
- Foodsafe Certificate (1998)

BC Hospitality Industry

- Serving It Right certificates – Server and Licensee (2002)

Granton Institute of Technology

- Human Relations certificate (2001)
- Criminal Law certificate (2001)
- Bookkeeping – Part 1 (2001)
- Bookkeeping – Part 2 (2001)
- Canadian Studies (2001)

7.4 WHMIS/OHS/First Aid course completions and certificates



Canadian Centre for Occupational Health and Safety

Melissa Tardif

has successfully completed

WHMIS 2015 for Workers

Gareth Jones
Acting President and Chief Executive Officer

Hamilton Ontario, Canada

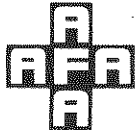
Feb 25, 2016



Occupational First Aid
Level 1

MELISSA TARDIF

is qualified to render level 1 first aid in accordance
with the Occupational Health and Safety Regulation



Wendy Lee
Agency authorization

AUG 31 2026
Expiry date (yyyy-mm-dd)

102
Instructor number

GCC-445749



BCFED Health & Safety
centre

Certificate of Achievement

This to certify that

Melissa Tardif

has completed the

OH&S Part 1 (Basic) Course

in Occupational Health and Safety Education from the
BCFED Health & Safety Centre

Facilitator:

October 23, 2012

WORK SAFE

cupa new



**ALERT
First-Aid**

Alert First Aid
is pleased to recognize

Melissa Tardif

for the successful completion of

Lift Truck

2017-06-06



**ALERT
First-Aid**

Manager, Product & Services
Custom provided by Chrome Learning Systems, Inc.



Supervising for Safety: Summative Test: Test Complete



Test Complete

Your score for this quiz is:

100%

Congratulations, you really know your safety management. You have successfully

To exit the course, you must use the blue EXIT button above.
If you exit by closing the window, your score may not be recorded.

To keep a record of your score, click on the

powered by myplate



Login / Register

Hi

Home

Users

Groups

Reports

MY CERTIFICATIONS

MY CERTIFICATIONS

Certification information for Melissa Tariff - 3056593

CERT NAME

Petroleum Safety Training (PST 2.0)

Passed

100

eGSO

Passed

100



ALERT
First-Aid INC.

Alert First Aid
is pleased to recognize

Melissa Tardif

for the successful completion of
Incident Investigation
2014-09-23



ALERT
First-Aid INC.

Manager, Product & Development

Content provided by Online Learning Enterprises Inc.



ALERT
First-Aid INC.


Alert First Aid
is pleased to recognize

Melissa Tardif

for the successful completion of
Office Ergonomics
2014-09-27



ALERT
First-Aid INC.



Manager, Product & Development

Content provided by Online Learning Enterprises Inc.



ALERT
First-Aid INC.

Alert First Aid
is pleased to recognize

Melissa Tardif

for the successful completion of
Workplace Inspections
2014-09-26

ALERT
First-Aid INC.

Manager, Product & Development

Content provided by Online Learning Enterprises Inc.



Alert First Aid
is pleased to recognize

Melissa Tardif

for the successful completion of
Transportation of Dangerous Goods
2014-09-25



A handwritten signature in black ink, appearing to be "J. H.", is written over a horizontal line.

Manager, Product & Development

Content provided by Online Learning Enterprises Inc.



Certificate of Awareness

is hereby granted to

Melissa Tardif

for completion of

Confined Spaces

Granted: 2014-09-18



Certificate of Awareness

is hereby granted to

Melissa Tardif

for completion of
2014 Benzene Awareness

Granted 2014-09-17



Certificate of Awareness

is hereby granted to

Melissa Tardif

for completion of
Fall Arrest Protection

Granted 2014-09-18



Certificate of Awareness

is hereby granted to

Melissa Tardif

for completion of
NORM Awareness

Granted 2014-09-18

FORM

Melissa Tardif

Student ID No.
3056693

Electronic General Safety
Orientation

Completed September 17, 2014



This card certifies that _____
has successfully completed the WHMIS Workshop

Instructor

Date

ENFORM

Melissa TARDIF

Student ID No.
3056693

Petroleum Safety Training
(PST 20)

Completed 17 Sep 2014
EQUIP N/A



8 CERTIFICATE OF AWARENESS

This certifies that Melissa Tardif

EMPLOYEE SIGNATURE _____

EMPLOYED BY _____

has successfully completed the following safety orientation course

COURSE 204 Petroleum Awareness

2014-09-17

DATE ISSUED

8.1 Photos and descriptions of DIY





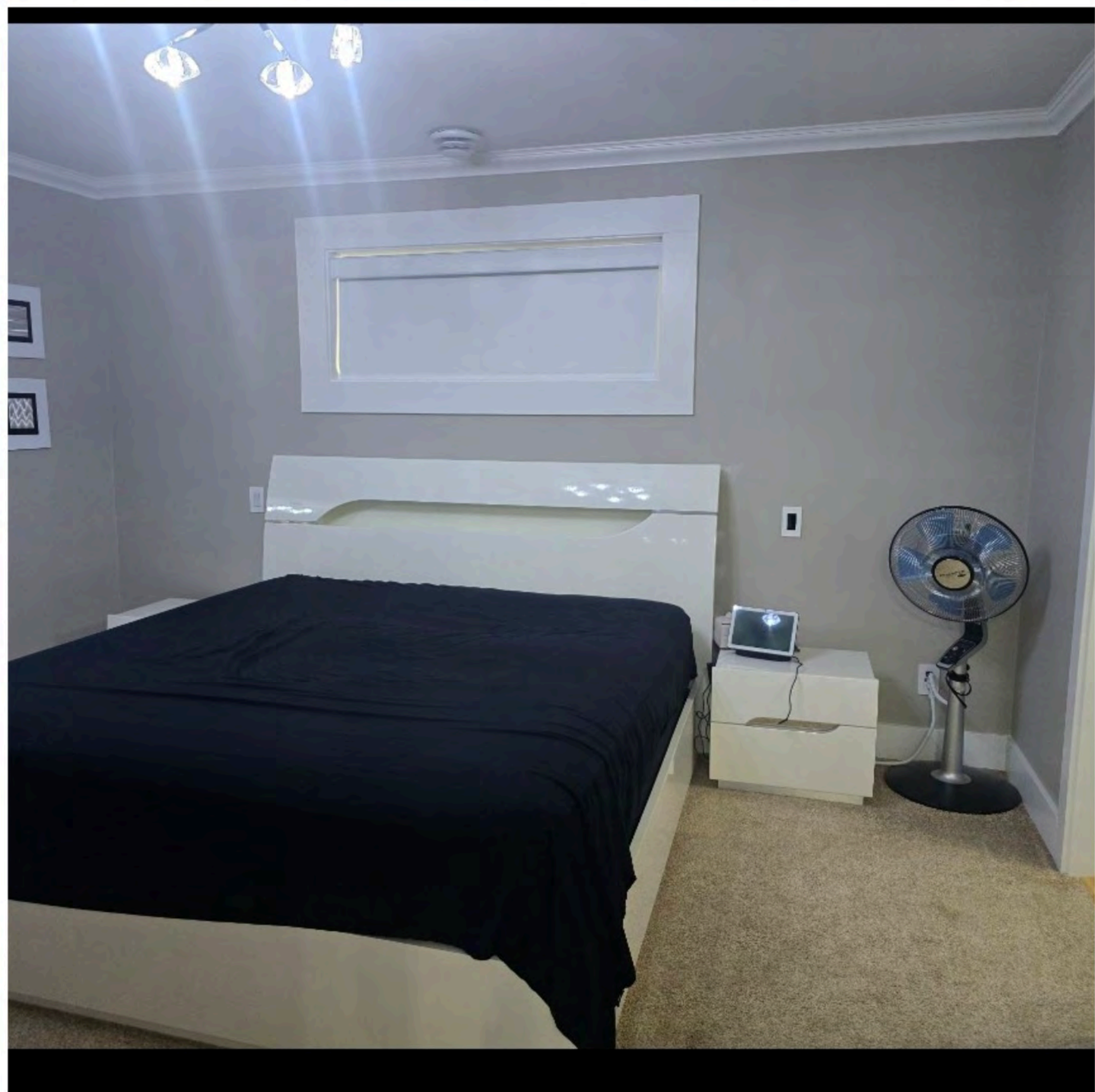
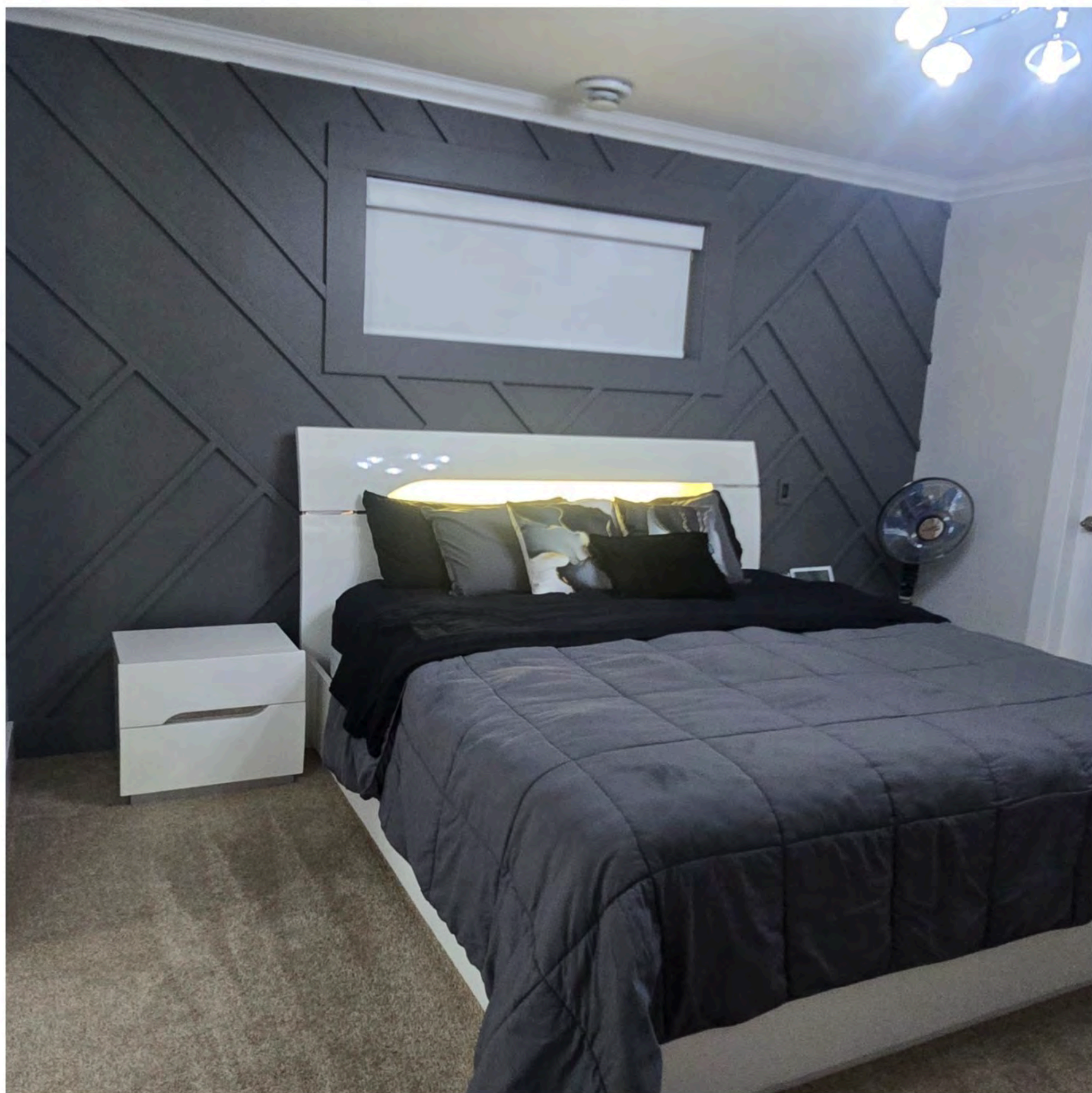




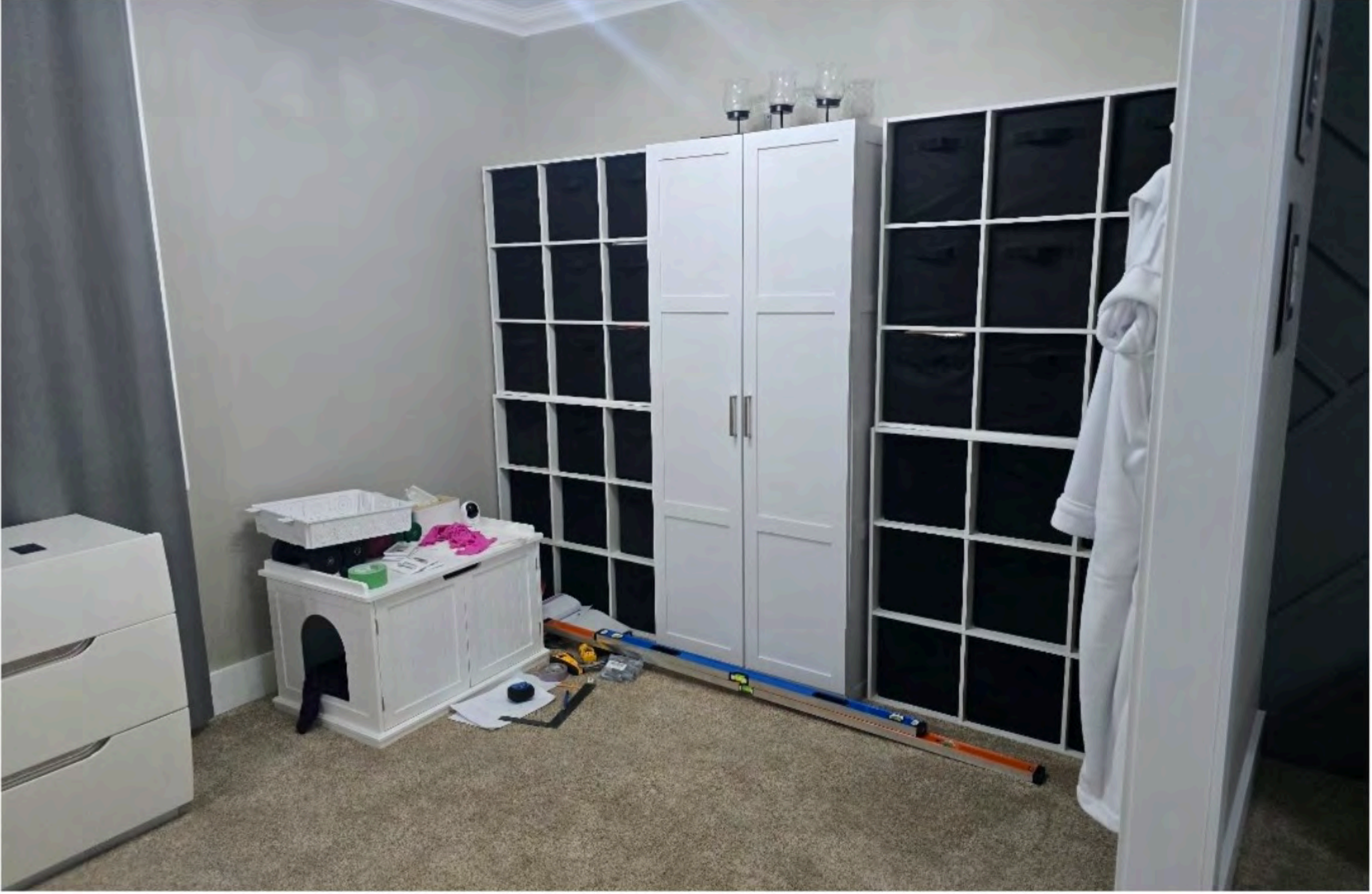
















8.2 Before and after photo of vehicle restoration work





ORE BACKING

LIGHTS

DOMELIGHT

WIPERS WASH

EMERGENCY
FLASHERS

MFD 5 Corporation DATE 000 970
GVWR WITH E78-15 (B) TIRES
GAWR 36 WITH E78-15 (B) TIRES 16 X 5.50 K
RIMS AT 18 PSI COLD
GAWR REAR 2183 WITH E78-15 (B) TIRES 15 X 5.50 K
RIMS AT 24 PSI COLD
THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL
MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON
THE DATE OF MANUFACTURE SHOWN ABOVE
VEHICLE NO. DJ-56
TYPE TRUCK



VEHICLE EMISSION CONTROL
INFORMATION
THIS VEHICLE CONFORMS TO U.S. EPA
REGULATIONS APPLICABLE TO 1978
MODEL YEAR NEW MOTOR VEHICLES
CATALYST



LOOK BEFORE BACKING









8.3 Modeling software renderings





