
AGENDA - REGULAR MEETING OF COUNCIL
Monday, May 26, 2025 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

Watch the meeting live at www.portalberni.ca

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A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Councillors.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

THAT the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 5

1. Minutes of the Special and Regular meetings of Council on May 12, 2025 be adopted as presented.

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.

1. **Quarterly Departmental Report - Page 10**
Quarterly report from the Fire department providing a summary of activities from January through March 2025.

THAT Council receive the Quarterly Report from the Fire department for the period January 1, 2025 – March 31, 2025 as information.

F. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

1. **Bylaw 5129 | Respectful Behaviour - Page 13**

THAT "Respectful Behaviour Bylaw No. 5129, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5129.

G. CORRESPONDENCE FOR ACTION

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. **Correspondence Summary - Page 24**

- a. Union of BC Municipalities | 2025 Resolutions
- b. AVICC | Reforming the *Local Government Act* – A Roadmap
- c. North Coast Regional District | Pacific Northern Gas Proposed Increase of Natural Gas Delivery Rates
- d. ACRD Board Highlights | April 2025
- e. ACRD Media Release | NIC Greenhouse Propagation Course
- f. Alberni Valley Chamber of Commerce Media Release | Board Appointments
- g. AV Museum and Heritage Commission Minutes | April 2, 2025

J. REPORT FROM IN-CAMERA

- 1. That Council release for public consumption that terms of the months of operation be revised for Unit 17 in Spirit Square at Harbour Quay from May 1st through October 31st to June 1st through September 30th and that following advertisement, should there be no applications received, that staff offer the unit free of charge to the Alberni Valley Chamber of Commerce for the 2025 season.
- 2. That Council release for public consumption amendment of the "*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*" by transferring \$7,000 from Line 21190 – Receptions and Other Services & Line 21259 - Other Common Services to Line 21110 – Mayor & 21130 – Council, to provide an option for Council benefits coverage for dependents.

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 60**

THAT the Council reports outlining recent meetings and events related to the City's business be received as information.

L. NEW BUSINESS

New items of business requiring Council direction as well as an opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.

1. Master Planning Update - Page 62

Report dated May 15, 2025 from the Infrastructure Services Project Manager providing Council with an update on the Master Planning project progress.

THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" for the purpose of Capital Plan changes for Master Planning projects as follows:

- a) Reallocate \$26,000 from project #24004, "Fire Services Master Plan", to project #24001, "Parks, Recreation & Culture Master Plan";*
- b) Reallocate \$124,000 from project #24004, "Fire Services Master Plan", to proposed 2026 capital project "Development Cost Charges Update".*

2. 2025 UBCM Resolutions - Page 69

Report dated May 8, 2025 from the Director of Corporate Services informing Council of the UBCM resolutions process.

THAT Council receive the report 'UBCM 2025 Resolutions' dated May 26, 2025 as information.

3. Community Heritage Commission | 2025 Alberni District Fall Fair - Page 80

Report dated May 13, 2025 from the Manager of Culture seeking Council authorization for the Community Heritage Commission to participate in the 2025 Alberni District Fall Fair.

THAT Council authorize the Community Heritage Commission to participate in the 2025 Alberni District Fall Fair to host an information and engagement booth, and to conduct a short community survey regarding cultural and heritage awareness, interests, and future initiatives.

4. Development Variance Permit (DVP 125) | 4691 Gertrude Street - Page 83

Report dated May 15, 2025 from the Manager of Planning requesting Council consideration of Development Variance Permit No. 125.

THAT Council authorize the issuance of Development Variance Permit No. 125 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw with conditions at 4691 Gertrude Street:

- Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.*

5. Paper Mill Dam Maintenance - Page 102

Report dated May 22, 2025 from the Executive Assistant regarding Paper Mill Dam Park maintenance.

THAT Council receive the report 'Paper Mill Dam Park Maintenance' dated May 22, 2025 as information.

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker.

N. ADJOURNMENT

That the meeting adjourn at PM.

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, MAY 12, 2025 @ 10:30 a.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions

Councillor D. Dame

Councillor D. Haggard

Councillor C. Mealey

Councillor T. Patola*

Councillor C. Solda*

Councillor T. Verbrugge

Staff: M. Fox, Chief Administrative Officer

A. McGifford, Director of Finance

M. Massicotte, Manager of Community Safety and Social Development

W. Thorpe, Director of Parks, Recreation and Culture

S. Darling, Director of Corporate Services

(*) Denotes electronic meeting participation as authorized by Part 10 of "City of Port Alberni Procedures Bylaw No. 4830".

Call to order: @ 10:30 a.m.

MOVED and SECONDED, THAT Council conduct a special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows:

Section 90 (1)(c) labour relations or other employee relations;

Section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Section 90 (1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

Section 90 (1)(g) litigation or potential litigation affecting the municipality;

Section 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Section 90 (1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

CARRIED

The meeting adjourned at 1:21 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, May 12, 2025 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola *
Councillor C. Solda *
Councillor T. Verbrugge

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
A. McGifford, Director of Finance
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]
J. Pelech, Information Services Manager

Gallery: 7

(*) Denotes electronic meeting participation as authorized by Part 10 of "City of Port Alberni Procedures Bylaw No. 4830".

A. CALL TO ORDER & APPROVAL OF THE AGENDA

MOVED AND SECONDED, THAT the agenda be approved as circulated.
CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on April 28, 2025 be adopted, as presented.
CARRIED

C. DELEGATIONS

1. MNP Chartered Accountants | 2024 Financial Statements

MOVED AND SECONDED, THAT the Auditor's Report and the 2024 Audited Financial Statements prepared by MNP Chartered Accountants be received and approved as presented.
CARRIED | Res. No.25-237

D. UNFINISHED BUSINESS

E. STAFF REPORTS

F. BYLAWS

1. "Bylaw Notice Enforcement Bylaw No. 5128, 2025"

MOVED AND SECONDED, THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5128.

CARRIED | Res. No.25-238

2. "Respectful Behaviour Bylaw No. 5129, 2025"

MOVED AND SECONDED, THAT "Respectful Behaviour Bylaw No. 5129, 2025" be now introduced and read a first time.

CARRIED | Res. No.25-239

MOVED AND SECONDED, THAT "Respectful Behaviour Bylaw No. 5129, 2025" be read a second time.

CARRIED | Res. No.25-240

MOVED AND SECONDED, THAT "Respectful Behaviour Bylaw No. 5129, 2025" be read a third time.

CARRIED | Res. No.25-241

G. CORRESPONDENCE FOR ACTION

1. PA Picklers | Pickleball Facility Expansion

MOVED AND SECONDED, THAT Council direct Administration to provide a letter to the Port Alberni Pickleball Association in support of the proposed upgrades to existing City facilities, to assist with their grant funding applications.

CARRIED | Res. No.25-242

MOVED AND SECONDED, THAT Council direct Administration to work with the Port Alberni Picklers Association on proposed upgrades to existing City facilities, including design development and cost estimates, for Council consideration.

CARRIED | Res. No.25-243

2. Royal Canadian Legion Alberni Valley Branch 293 | Commemorative Crosswalks

MOVED AND SECONDED, THAT Council direct Administration to collaborate with the Royal Canadian Legion, Alberni Valley Branch 293 to identify a potential location for installation of a commemorative crosswalk to provide for Council consideration with estimated costs.

CARRIED | Res. No.25-244

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

The Director of Corporate Services summarized correspondence to Council as follows:

- a. Ministry of Public Safety and Solicitor General | Police Services Sustainable Funding
- b. Ministry of Housing and Municipal Affairs | 2024 UBCM Convention Follow Up
- c. UBCM | 2025 AVICC Resolutions
- d. City of Enderby | Bill 7 – 2025: Economic Stabilization (Tariff Response) Act
- e. Community Action Team | Horsepower for Healing Event

MOVED AND SECONDED, THAT Council receive the May 12, 2025 correspondence summary as information.

CARRIED | Res. No.25-245

J. REPORT FROM IN-CAMERA

1. Council released for public consumption notice of its intent to enter into a lease agreement with Derek and Lisa Dovale for Unit #9 in Spirit Square at Harbour Quay for a five-year term for 'Munch Gelato', an artisanal gelato business.

K. COUNCIL REPORTS

1. **Council and Regional District Reports**

MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business be received as information.

CARRIED | Res. No.25-246

L. NEW BUSINESS

1. **Corporate Strategic Plan Review**

MOVED AND SECONDED, THAT Council receive the report 'Corporate Strategic Plan Review' dated May 2, 2025 as information.

CARRIED | Res. No.25-247

2. **BC Transit Annual Operating Agreement**

MOVED AND SECONDED, THAT the Mayor and Corporate Officer be authorized to execute the BC Transit 2025 - 2026 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit effective April 1, 2025 to March 31, 2026.

CARRIED | Res. No.25-248

M. QUESTION PERIOD

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 2:57 p.m.

CARRIED

Mayor

Corporate Officer

FIRE DEPARTMENT

PURPOSE

To provide Council with an overview of departmental operations.

OVERVIEW

RESPONSES

2024 was a similar call volume to 2023 after significant increases in the previous two years.

All Calls for Q1 Each Year:	Structure Fires:	MVIs (In City)	MVIs (Task #)	Medical First Responder:
2021: 365	2021: 7 (0 MA)	2021: 14	2021: 17	2021: 194
2022: 472	2022: 16 (0 MA)	2022: 26	2022: 13	2022: 289
2023: 563	2023: 9 (0 MA)	2023: 17	2023: 19	2023: 377
2024: 601	2024: 8 (0 MA)	2024: 19	2024: 12	2024: 398
2025: 615 (+2%)	2025: 19 (3 MA)(+138%)	2025: 15 (-21%)	2025: 9 (-25%)	2025: 457 (+15%)

STAFFING

Retirements:

Cpt. Scott Burrows
CFPO Derrin Fines

Promotions:

Cpt. Ben Halychuk
CFPO Bladon Zaplotinsky

During Q1 PAFD had two Firefighters injured at work and one Firefighter injured away from work, resulting in three Firefighters unable to complete their regular duties.

During the month of April, two additional Firefighters were added to provide relief coverage, as well as one Firefighter who is going through the 3-month development role. While it is still early, the first pay period after onboarding the relief Firefighters, showed a reduction of overtime by 49% and a small reduction in overall wages.

FIRE PREVENTION

Wrapping up the FireSafe program, installing smoke alarms in homes identified by Statistics Canada and the Office of the Fire Commissioner of British Columbia as being higher risk for injuries or death due to structure fires within the City of Port Alberni.



COMMUNICATIONS

PAFD continues to have a strong social media presence. On X, PAFD has just over 1,200 followers. X posts are more often consumed by media and out-of-town travellers, for whom delays caused by motor vehicle incidents may impact. Traffic to the PAFD Facebook account is consistently higher. With 9,250 followers, single posts occasionally reach more than 60,000 individuals. Analytics from Facebook show that videos get 2,166% more views on average than other posts. This continues to drive the numbers of followers up which aides in getting critical messages out in times of emergency. PAFD posted 49 times in Q1.

Additionally, PAFD fulfills numerous radio, newspaper and TV media requests, mostly after significant events that occur within the city.

LINKAGE TO CORPORATE STRATEGIC PLAN

PAFD continues to be a pillar of Strategic Priority 5, Fostering a Completed Community (safe, healthy and inclusive). This is completed by a rapid response of the on-duty crew to a range of incidents from medical first responder, to motor vehicle incidents, wildfires and structure fires. This is also accomplished by fire inspections by the Chief Fire Prevention Officer and the Duty Crew and the FireSmart and FireSafe programs.

BUDGET OVERVIEW

Q1 Financials are overall on budget:

Fire Services				
Operational Budget				
ACCOUNT	DESCRIPTION	2025 BUDGET	Q1 ACTUAL	YTD VARIANCE
EXPENDITURES				
22411	Fire Protection Administration	461,547	91,282	370,265
22421	Fire Crew	3,648,586	872,880	2,775,706
22422	Personnel Expense	61,973	6,676	55,297
22431	Communication System	9,257	203	9,054
22440	Fire Investigation	2,163	-	2,163
22441	Fire Prevention	214,886	87,631	127,255
22471	Fire Building Maintenance	105,845	21,813	84,032
22480	Vehicle Repair & Maintenance	545,135	26,283	518,852
22481	Sundry Equipment Repair & Maintenance	29,493	2,889	26,604
22482	Firefighting Tools/Supplies Purchases	74,550	10,968	63,582
Total Expenditures		5,153,435	1,120,625	4,032,810



SUMMARY

Q1 has been the busiest Q1 on record for PAFD. It has also come at a time where a significant number of suppression staff are off work due to workplace and non-workplace injuries. At the time this report is presented, 20% of the permanent suppression staff are injured. At the same time PAFD has responded to more than double the number of reported structure fires when compared to the previous year.

LOOKING FORWARD

PAFD is planning to extend the FireSafe program to Tseshaht beginning late May, 2025 and planning to roll the program out to Hupacasath afterwards.

PAFD is also planning FireSmart activities ahead of the next wildfire season.

ATTACHMENTS

n/a



CITY OF PORT ALBERNI

BYLAW NO. 5129

A BYLAW TO PROMOTE A SAFE, HEALTHY, RESPECTFUL AND POSITIVE ENVIRONMENT FOR MEMBERS OF THE PUBLIC, VOLUNTEERS AND STAFF

NOW THEREFORE the Municipal Council of the City of Port Alberni, in open meeting assembled, enacts as follows:

1. **Title**

This Bylaw may be known and cited for all purposes as the “**Respectful Behaviour Bylaw No. 5129, 2025**”.

2. **Severability**

If any provision of this Bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the Bylaw left valid and enforceable.

3. **Definitions**

“**Abusive Language**” includes:

- a) profane, obscene, abusive, threatening, derogatory, or discriminatory language,
- b) language that may be perceived as inciting violence, or
- c) words that are intended to or may be perceived to abuse or do violence towards another party's integrity;

“**Charter of Rights and Freedoms**” means the *Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act*, 1982, being Schedule B to the *Canada Act* 1982 (UK), 1982, c 11;

“**Chief Administrative Officer**” means the municipal officer appointed by Council under section 147 [Chief administrative officer] of the *Community Charter*, SBC 2003 c. 26;

“**City**” means the Corporation of the City of Port Alberni;

“**City Facility**” means facilities owned, leased, rented, allocated, programmed, operated or managed by the City, intended for public or City Staff use. This includes, but is not limited to, parks and trails, recreation facilities, staff offices and workspaces, meeting rooms, community meeting spaces, City Hall, and spaces where City Services are provided, but does not include facilities or portions thereof that are occupied by the RCMP or police department;

“**City Services**” means all services provided by the City. This includes but is not limited to, utility services, waste collection, bylaw enforcement, building inspections, front counter services and volunteer events;

“City Staff” means a person employed by the City and includes volunteers and contractors authorized to act on behalf of the City, appointed representatives (committees appointed by Council), and the Mayor and Council members;

“Code of Conduct” means a document that outlines the roles, rights and responsibilities of City Staff, participants and guests;

“Council” means the Council of the Corporation of the City of Port Alberni;

“Director” means the director of the department of the City involved in the Incident;

“Harassment” means conduct, actions or behaviour that a person knew or reasonably ought to have known would cause another person to be humiliated or intimidated or would be objectionable and unwelcome;

“Human Rights Code” means the Human Rights Code, RSBC 1996 c. 210;

“Inappropriate Behaviour” refers to conduct that obstructs or interferes with the lawful free use and enjoyment of City Facilities or participation in City Services, programs, or events, as well as behavior that compromises the safety and well-being of others, including City Staff, volunteers, and members of the public. This Bylaw also applies to interactions within city online forums, social media sites, and engagement platforms.

For the purposes of this Bylaw, Inappropriate Behaviour includes, but is not limited to:

- a) abusive language,
- b) vandalism,
- c) violence,
- d) harassment,
- e) possession of weapons,
- f) theft of property, and
- g) contravention of Codes of Conduct or posted rules.

Inappropriate Behaviour does not include decisions made by Bylaw enforcement staff made in the course of their duties;

“Incident” means any occurrence involving one or more individuals engaging in Inappropriate Behaviour;

“Manager” means the general manager who has functional responsibility and accountability for operations of a specific City Department.

“Supervisor” means the person employed by the Municipality as a supervisor in the relevant department of the Municipality involved in the Incident;

“Suspension” means the prohibition of an individual from entering all or specified City Facilities for a specified duration of time;

“Vandalism” means the malicious, willful or deliberate destruction, damaging or defacing of City Facilities or other City-owned property, including equipment, vehicles, materials

and furniture; and

“**Violence**” includes:

- a) the use of profane, obscene, abusive or discriminatory language,
- b) throwing articles or objects in a deliberate or aggressive manner that may endanger or cause injury or damage to any persons or property,
- c) physically aggressive or threatening behaviour,
- d) threats or attempts to intimidate, and,
- e) attempts to goad or incite violence.

4. Interpretation

In this Bylaw, a reference to the Chief Administrative Officer, Director, and Manager includes a reference to the person appointed as deputy or appointed to act in the place of that person from time to time.

5. Scope

This Bylaw applies to all persons, including members of the public and City Staff. This Bylaw also applies within City Facilities and any space in which City Services are provided and where City programs or events are being held.

This Bylaw applies to Incidents that either originate from the public or from City Staff in their dealings with the public.

This Bylaw does not apply to Incidents between City Staff, Members of Council, or Members of Council and City Staff. Allegations of Inappropriate Behaviour originating from Mayor and Council shall be dealt with in accordance with the Council Code of Conduct Policy.

6. Terms of Respectful Behaviour

6.1 Respectful Behaviour

All persons using City Facilities have a duty to:

- a) treat others with respect, courtesy, fairness, and equality;
- b) use City Facilities and equipment in a safe and respectful manner; and
- c) comply with all posted policies and rules regarding the use of City Facilities and equipment.

Inappropriate Behaviour in a City Facility or in any space in which City Services are provided is prohibited.

6.2 Responding to Incidents

When a member of the public witnesses an Incident and wishes to bring the Incident to the attention of the City, they must follow the procedures set out in Appendix A of this Bylaw.

When City Staff witness or receive a report regarding Inappropriate Behaviour originating from a member(s) of the public, they must follow the procedures set out in Appendix A of this Bylaw.

When a member of the public witnesses or is subject to Inappropriate Behaviour originating from City Staff and wishes to make a complaint, they must follow the procedures set out in Appendix A.1 of this Bylaw.

The Director of Corporate Services is authorized to issue a Suspension to any person who is not in compliance with this Bylaw for a period of up to eighteen (18) months or issue a fine of up to \$500 per Incident, or issue both a suspension and fine. In exercising their discretion under this section, the Director of Corporate Services must consider the factors set out in Appendix B of this Bylaw.

A person that is subject to a Suspension under this Bylaw must not access, enter or use any City Facility included in the Suspension, subject to the terms and conditions of the Suspension.

All City Staff will exercise their power and authority under this Bylaw fairly and equitably and in accordance with the *Human Rights Code*, the *Canadian Charter of Rights and Freedoms*, and all other applicable enactments.

The City is responsible for providing a safe work environment for City Staff, in accordance with the General Safety Regulations of WorkSafeBC and the *British Columbia Occupational Health and Safety Act*, this includes providing a safe work environment within Council meetings. If the Chief Administrative Officer or the Corporate Officer believes the health or safety of City Staff is at risk in a Council meeting due to Inappropriate Behaviour, either of those senior officials may direct City Staff to leave a Council meeting.

For clarity, the response to an Incident may also include expulsion of the person or persons engaging in Inappropriate Behaviour from the Council meeting, pursuant to section 133 of the *Community Charter*.

6.3 Appeal Process

A person subject to a Suspension under this Bylaw may request a review of the decision by the Chief Administrative Officer. Requests for review of a Suspension must be made in writing and must be delivered to the office of the Chief Administrative Officer within ten (10) business days of the date the notice of Suspension was issued.

In exercising their discretion under this section, the Chief Administrative Officer must consider the factors set out in Appendix B of this Bylaw.

Appeal hearings will be held by the Chief Administrative Officer in accordance with Appendix C of this Bylaw.

The decision of the Chief Administrative Officer with regards to a Suspension is final.

6.4 Probationary Period and Subsequent Suspensions

Once a Suspension has been completed, regardless of the duration, the person subject to the Suspension will be subject to a six (6) month probationary period with the following conditions:

- a) if an Incident occurs during the probationary period, the Director of Corporate Services will impose a subsequent Suspension of equal or greater duration than the initial Suspension;
- b) a subsequent Suspension issued under this section may be for a duration of up to three (3) years;
- c) a subsequent Suspension under this section must be issued by the Director of Corporate Services or the City's Legal Counsel in writing; and,
- d) a person subject to a subsequent Suspension under this section is not entitled to appeal that Suspension, regardless of whether the person requested an appeal of the initial Suspension.

7. **Offence and Penalty**

Every person who violates a provision of this Bylaw or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw is guilty of an offence and is liable to the penalties imposed under this Bylaw, and is guilty of a separate offence each day that a violation continues to exist.

Every person who commits an offence is liable on summary conviction to a fine or imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the *Offence Act*.

8. **Schedules**

Appendix A – Incident Procedure – Incidents Originating from the Public
Appendix A.1 – Incident Procedure – Incidents Originating from City Staff
Appendix B – Inappropriate Behaviour Enforcement Guidelines
Appendix C – Appeal Procedure

READ A FIRST TIME this 12th day of May, 2025.

READ A SECOND TIME this 12th day of May, 2025.

READ A THIRD TIME this 12th day of May, 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

Appendix A

Incident Procedure – Incidents Originating from the Public

1. This procedure is to be followed by members of the public who observe an Incident or by City Staff when City Staff observe an Incident, have reason to believe that an Incident has occurred in a City Facility, or receive a complaint of an Incident by a member or members of the public.
2. The City's primary concern is the safety of members of the public and City Staff. If at any time City Staff feel that the safety of any person is at risk, they will request police assistance. City Staff are not expected to jeopardize their safety or that of others in responding to an Incident.
3. City Staff are expected to act in accordance with this Bylaw fairly and equitably and in accordance with the *Human Rights Code*, the *Charter of Rights and Freedoms*, and all other applicable enactments.
4. Where possible, City Staff will attempt to explain to the person or persons engaging in the Inappropriate Behaviour that their behaviour is unacceptable and ask that the behaviour cease. City Staff may also attempt to de-escalate the situation, where appropriate.
5. If the Inappropriate Behaviour continues, and depending on the severity of the Inappropriate Behaviour, City Staff may require the person to leave the City Facility immediately and the Supervisor may issue the person a temporary suspension of up to ten (10) days. If the person refuses to leave the City Facility, City Staff may request police assistance.
6. If the Incident involves alleged Inappropriate Behaviour by a minor, City Staff will make reasonable attempts to notify the parent(s) or guardian of the minor as soon as reasonably possible following the Incident.
7. As soon as is reasonably possible following the Incident, City Staff will complete an Incident Report which will include the following:
 - a. details of the Incident;
 - b. the names and contact information of the person(s) who engaged in the Inappropriate Behaviour;
 - c. the names and contact information of any witnesses; and,
 - d. any written statement provided by any witnesses.

City Staff will submit the completed Incident Report to their Supervisor who will provide a copy to their Manager and Director.
8. If the complainant of Inappropriate Behaviour is a member of the public, the complainant must contact a Manager and explain the Incident in as much detail as possible. The details should include, but are not limited to, the time and location of the Incident. The complainant must also provide as many details of the Inappropriate Behaviour as well as sufficient details for the City to identify the individual(s) engaged in the Inappropriate Behaviour.

9. All Incidents will be reviewed and investigated. When a Manager receives an Incident Report, they will consult with their Director (and the Director of Human Resources as required). If the Director is aware of previous Incidents involving the person, the Director may consult with the City Staff who reported or were involved in the previous Incidents. After considering the Incident Report and other available information as well as the Guidelines set out in Appendix B of this Bylaw, the Director and Manager will jointly take such action as they consider appropriate in the circumstances, which may include:
 - a. determining that the Incident did not constitute a violation of this Bylaw and take no further action;
 - b. determining that the Incident constituted a violation of this Bylaw but decide that no further action is required in the circumstances;
 - c. determining that the Incident constituted a violation of this Bylaw and take further action, including:
 - i. issuing a written warning letter or letter of expectation;
 - ii. requiring that the person meet with the Manager or the Director, including that the person not enter or use any City Facility until they meet with the Manager or Director; and
 - iii. recommending that the Director of Corporate Services impose a fine, Suspension, or both a fine and a Suspension.
10. If the Director and Manager believe that a fine and/or a Suspension is appropriate, they will compile and forward all information gathered during their investigation to the Director of Corporate Services. The Director will make recommendations to the Director of Corporate Services regarding the proposed scope and duration of the Suspension and any terms and conditions.
11. The Director of Corporate Services will review the information and take such action as they consider appropriate after considering the factors set out in Appendix B of this Bylaw. The Director of Corporate Services may refuse to impose a fine and/or a Suspension or, if a Suspension is imposed, establish the scope and duration of the Suspension and any terms and conditions.
12. If a Suspension is issued, the Director of Corporate Services or the City's legal counsel must notify the person in writing of the terms and conditions of the Suspension and of their right to appeal under this Bylaw.
13. Once an investigation is completed, the complainant must be notified that a formal investigation has been carried out.
14. If a Suspension is issued, a confidential memorandum regarding the Suspension will also be sent from the Director to City Staff for whom the information is necessary for the performance of their duties. Further confidential memoranda may be issued to notify City Staff of changes to or extensions of the Suspension and upon completion of the Suspension.
15. Except where prohibited by law, the Director may, pursuant to any information sharing

agreements between the City and other local governments, public bodies, RCMP and police, share the confidential memorandum and any information involved in the investigation.

16. The Director of Corporate Services may extend the duration of a Suspension where the person breaches the terms and conditions of the Suspension or where there are further Incidents involving the person.

COPY AVAILABLE FOR PUBLIC INSPECTION

Appendix A.1

Incident Procedure – Incidents Originating from City Staff

1. Inappropriate Behaviour originating from Mayor or Council will be deemed to be a contravention of Section 2 of the Council Code of Conduct Policy. Complaints that are raised by members of the public about Inappropriate Behaviour originating from Mayor or Council members must be brought forward by the Director of Human Resources and the complaint must be reviewed in accordance with Council Standards of Conduct Policy.
2. If a member of the public believes that they have been subject to Inappropriate Behaviour originating from City Staff other than the Mayor or Council members, they will follow the process set out below.
3. If a member of the public makes a verbal complaint to a Supervisor or Manager, the Supervisor or Manager must inform the complainant that they must make a written complaint to be delivered to their Director and the Director of Human Resources. The Supervisor or Manager must advise their Director immediately of any verbal complaint.
4. If a written complaint of Inappropriate Behaviour is made it must be delivered to the Director of Human Resources. The Director of Human Resources must review the complaint and decide whether it is appropriate to commence an investigation.
5. If it is determined that an investigation is required, this investigation will be conducted by City Human Resources, or by an external investigator.
6. Upon conclusion of the investigation, the investigator will document their findings and determine the appropriate response. Such response may include discipline, up to and including termination.
7. Once an investigation is completed, the complainant must be notified that a formal investigation has been carried out.
8. If a complaint is found to be filed for malicious or vexatious purposes, the Director of Human Resources may determine that the person making the complaint has engaged in Inappropriate Behaviour under this Bylaw.

Appendix B

Inappropriate Behaviour Enforcement Guidelines

In determining the appropriate measures to deal with a contravention of this Bylaw, City Staff will consider the following factors:

- a. the nature and severity of the Inappropriate Behaviour;
- b. whether the Inappropriate Behaviour was a single or repeated act;
- c. whether the person was told that the behaviour was inappropriate and nonetheless continued the behaviour;
- d. the impact of the Inappropriate Behaviour on members of the public and City Staff;
- e. the person's acknowledgement of wrongdoing; and
- f. the person's history of other contraventions.

Appendix C

Appeal Procedure

1. Requests for review of a Suspension under this Bylaw must be made in writing and must be delivered to the office of the Chief Administrative Officer within ten (10) business days.
2. Within ten (10) business days of receiving a request for review under section 8(a) of this Bylaw, the Chief Administrative Officer will notify the person subject to the Suspension of the date for their hearing.
3. The person appointed as the City of Port Alberni's Privacy Officer will provide the person subject to the Suspension with copies of all materials that will be considered by the Chief Administrative Officer a minimum of ten (10) business days prior to the hearing. The materials will be redacted as necessary to comply with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 and any other applicable enactments.
4. The person subject to the Suspension may attend the hearing and may be accompanied by a representative of their choice, including legal counsel.
5. The Director of Human Resources will attend the hearing on behalf of City Staff.
6. The Chief Administrative Officer may request the attendance of any other person at the hearing, including a member of City Staff or City legal counsel.
7. At the hearing, the person subject to the Suspension will have ten (10) minutes to address the Chief Administrative Officer. This time may be extended if deemed necessary by the Chief Administrative Officer due to the complexity of the issues or the severity of the allegations.
8. The Chief Administrative Officer will notify the person subject to the Suspension of their decision in writing within ten (10) business days of the hearing.
9. The decision of the Chief Administrative Officer with regards to a Suspension is final.
10. The Chief Administrative Officer will notify the Mayor and Council of appealed Suspensions.

RECEIVED

MAY - 9 2025

CITY OF PORT ALBERNI



May 5, 2025

Mayor Sharie Minions
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	0390-20-UBCM

Dear Mayor Minions:

Re: 2025 Resolution(s)

UBCM confirms receipt of the attached resolution(s) endorsed by your Council and submitted directly to UBCM by the June 15 deadline.

The resolution(s) will be included in UBCM Resolutions Book for the 2025 UBCM Convention in September.

If you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or jjustason@ubcm.ca.

Sincerely,

Councillor Trish Mandewo
UBCM President

Enclosure

Establishment of a Framework for Intergovernmental Relations with First Nations

Port Alberni

Whereas the Province of British Columbia recognizes the inherent rights of Indigenous Peoples, as outlined in the *Constitution Act* of 1982, and the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP);

And whereas meaningful collaboration and engagement between municipal governments and First Nations are essential for fostering mutual respect, understanding, and shared decision-making in matters affecting local communities;

And whereas the lack of a consistent and formalized framework for intergovernmental relations has led to challenges in communication, resource sharing, and coordinated service delivery between First Nations and local governments;

Therefore be it resolved that Council for the City of Port Alberni hereby requests the AVICC and UBCM advocate to the provincial and federal governments for the establishment of a comprehensive framework for intergovernmental relations with First Nations;

And be it further resolved that this framework should include:

1. Guidelines for Engagement: Clear protocols for consultation and collaboration between municipalities and First Nations, ensuring that all parties are involved in decision-making processes that affect their communities.
2. Resource Sharing Models: Mechanisms to facilitate the equitable distribution of resources, funding, and support to First Nations and municipal governments to advance shared goals and objectives.
3. Capacity Building Initiatives: Programs to enhance the capacity of both First Nations and local governments to engage in effective intergovernmental relations, including training and development opportunities.
4. Conflict Resolution Processes: Established pathways for addressing disputes or challenges that arise in intergovernmental engagements, fostering a culture of cooperation and mutual respect.
5. Monitoring and Evaluation: A system for assessing the effectiveness of the framework and its implementation, allowing for continuous improvement and adaptation based on the needs of the communities involved.

Convention Decision:

RECEIVED

MAY 22 2025

CITY OF PORT ALBERNI

From: AVICC Info <info@avicc.ca>

Sent: May 21, 2025 4:28 PM

To: Theresa Dennison <tdennison@avicc.ca>

Subject: FEEDBACK REQUESTED: Reforming the Local Government Act - A Roadmap - DEADLINE MAY 31, 2025

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0400-65-AVICC

Please forward to elected officials, the CAO and Corporate Officer:

Hello AVICC Members,

This is a reminder that your feedback is requested on the initiative to modernize the *Local Government Act (LGA)* **with a deadline of May 31, 2025**. To support the conversation, Don Lidstone K.C. facilitated a virtual engagement session on February 28, 2025 and presented at all five area association conventions this spring. He has written a document, "[Regional District Legislation Roadmap](#)", as a framework to gather feedback from all UBCM members on the challenges local governments are experiencing with the *LGA*. The *Roadmap* document has been transposed into a survey that is available at the following link:

Reforming the Local Government Act: A Roadmap – SURVEY LINK

The final deadline to submit responses to any of the survey pages is 11:59 pm on Saturday, May 31.

- The survey may be completed by individuals or as a group – we would like to hear from local government and First Nations elected officials and staff with comments about the legislation and recommendations, examples of how the current legislation impacts the work that you do, and potential solutions or additional recommendations.
- The *Roadmap* document has been divided into 9 survey pages in SurveyMonkey, consisting of an executive summary with recommendations, followed by examinations of Parts 5-12 of the *LGA*.
- Each of the 9 survey pages is followed by questions that you are invited to respond to as you wish – there is no requirement to answer all of the questions.
- Survey responses will be anonymously compiled to produce a report for UBCM and the Province that defines issues and specific preferences for modernizing the current legislation.
- There is an option in each section to input your contact information if you are willing to provide more information about your comments, or if you would like a response - this is not required.
- Your responses will be saved after each page, so that you can pause and return to the survey at your convenience – you must use the same device and web browser to access your saved survey.

- You may edit your responses, or add additional comments up until May 31, 2025 at 11:59pm – you must use the same device and web browser to access your previously submitted survey.

The following resources are available from the February 28th session:

- A video recording of the session is available here: <https://youtu.be/g1DbLn4JfLs>;
- The slides from the session are available [HERE](#);
- A [“What We Heard”](#) document, including a summary of the questions and observations raised by participants is attached.

If you have any questions, please reach out to AVICC Executive Director, Theresa Dennison, at info@avicc.ca.

Thank you for your participation!

Association of Vancouver Island and Coastal Communities
236.237.1202
info@avicc.ca
www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

What We Heard: Joint Area Association Virtual Engagement Session on the Regional District Legislative Reform Initiative February 28, 2025

On February 28, 2025, with support from all five Area Associations, a half-day virtual engagement session was held to discuss the Legislative Reform Initiative, a collaborative intergovernmental initiative to reform the regional district provisions in the *Local Government Act*. All UBCM members were invited to participate in the session. Over 250 local government elected officials and staff attended.

The broad objectives of this province-wide session, led by Don Lidstone, K.C., were to enhance awareness about the Legislative Reform Initiative, to engage with membership on the aspects of the *Local Government Act* that need updating, and to receive feedback about issues, concerns and specific examples relevant to particular regions within British Columbia.

Using a comprehensive document titled “Regional District Legislation Roadmap” that he had prepared as the foundation for discussion, Mr. Lidstone presented a review of the *Local Government Act* on a section-by-section basis, identifying problems with the existing legislation as well as potential solutions, and answering questions from participants about the legislation and the scope, intent and process for the Legislative Reform Initiative.¹

Following the February 28 session, the “Roadmap” document was transposed into an online survey that was distributed to all Area Association members. The survey invited participants to submit comments, examples, and recommendations regarding challenges local governments from all five Area Associations are facing with the current legislation. Input and feedback gathered from the February 28 virtual engagement session, the subsequent Area Association meetings held in spring 2025, and the spring Regional District Chair and CAO Forum, along with the survey responses received from elected officials and local government staff from March to the end of May 2025, will be collated and analyzed with a view to producing a legislative roadmap in July 2025.²

RESOURCES:

- The slides accompanying Mr. Lidstone’s presentation at the February 28, 2025 virtual engagement session are available [HERE](#);
- A video recording of the session is available here: <https://youtu.be/g1DbLn4JfLs>;
- The Draft Roadmap Document can be accessed [HERE](#); and
- The Survey is available until May 31, 2025, and can be accessed at the following link: <https://www.surveymonkey.com/r/LQD3BW9>.

¹ The Regional District Legislative Reform Initiative is not seeking to reform the election provisions, land use, planning, housing, or other parts of the *Local Government Act* that do not govern regional districts.

² After the February 28, 2025 virtual session, the ad hoc working group decided by consensus not to submit a joint resolution to UBCM regarding legislative reform, but instead to submit the “Roadmap” document, along with engagement results and recommendations, directly to the UBCM Executive for consideration in their 2025/2026 workplan.

Participants' Questions and Comments by Topic

The following is a summary of the questions and observations raised by participants at the virtual engagement session, broadly organized by topic area. Many questions and comments raised at the session fall under more than one topic.

GOVERNANCE

General

- The label "Director" continues to be a problem for Electoral Areas as no one knows who we are. Will this initiative address that issue?
- Rural areas are governed by the Province in areas such as transportation and stormwater management, but the Province has no requirement to consult us. Would new legislation help this?
- What is your view on term limits for CAOs? Their contracts could be renewed but would require a vote of the regional district Board.

Code of Conduct

- The mandatory Code of Conduct and provincial enforcement might help with some behaviors.
- Code of conduct should be mandatory for all elected officials before they take office.

Regional District Chair

- Do you think the regional district model for election of a Chair is a good one that could benefit being brought to municipal government? Could it help the current atmosphere if mayors had to be elected from the Council body?
- Should regional districts have a directly elected Chair?
- The Chair position of our regional district has been dominated by one municipality for 68.5 out of the 70 years. Can we get a term limit to allow smaller communities to participate at the top level?
- If the Board has a problem with a Chair that is out of line, is there any way that the Board could remove the Chair before the annual election of the Chair? Could it be something included in the Procedure Bylaw?

Boundaries and Restructuring

- Will regional district boundaries be considered in the development of new legislation?
- How can a municipality expand its geographic area? Small towns seem trapped by surrounding regional districts. Will this be considered in the development of new legislation?
- Will protecting electoral area boundaries from municipalities be considered in new legislation?
- My electoral area looked at boundary restructure at the Ministry's suggestion. When we expressed an interest, the Ministry refused to fund the study. There is no support for an electoral area to move forward in their search for governance.
- Electoral areas need to be able to get Crown land for things like housing. In many cases, we do not own chunks of land and need it to go forward to keep our communities growing and healthy.
- Can this initiative address the increased urbanization in the electoral areas by creating an easier and more cost-effective method for small municipalities to be created? It seems like more electoral areas want municipal services and authorities. Historically they would have to incorporate as a municipality. But the downloaded responsibilities onto municipalities have created a significant barrier for new incorporation.
- Could the municipal classifications (township, village, city, etc.) be used to reduce the administrative burden so that electoral area residents that want urban services can be carved off rather than dragging true rural areas into urban services?

- Establishment of an LCC, with broader, more accountable representation, could be another trigger for greater authority as an alternative to incorporation.
- One issue potentially related to LCC legislation is related to improvement districts. My understanding is that if incorporation is approved by voters, improvement districts are required to become part of local government. If LCCs are established, resulting in broader, more transparent and accountable governance in electoral areas, should there be an LGA provision requiring improvement districts to become part of regional district governance?

Voting

- Larger municipalities can use their weighted vote to make changes to regional district budgets, even on items that they do not pay for. Need more fairness and equity with weighted votes.
- With regard to a service expansion, currently municipalities enjoying a majority vote on a regional district Board can force an electoral area into that service without consultation or consent of those electoral area electors. Can this be remedied?
- Can the concept of shared services be used to restore stakeholder voting rights to electoral area Directors and avoid the Board voting on services that they neither pay for nor participate in?
- Electoral area Grant in Aid is typically a single-participant service. Therefore, municipalities with the majority vote can commandeer the electoral area Grant in Aid service to fund their own municipal priorities. Can this be remedied?
- On regional district grants, municipalities act like "What's ours is ours and what's yours (regional district's) is ours!"
- Recently in the Capital Regional District, the Board allocated more than half of the Growing Communities grant funding to regional services/projects (i.e., not to electoral areas) despite each of the municipalities directly receiving Growing Communities Fund funding. Could there be a legislative requirement on regional district Boards to deal equitably with electoral areas regarding the distribution of provincial grants (where discretion can be applied) and other matters?
- In our regional district, Community-Building Funds (Gas Tax) coming from UBCM are divided amongst the electoral areas based on population. This is our only viable source of infrastructure funding. (The municipalities receive their own Gas Tax.) The municipalities with their majority vote are now determined to take away all of the electoral area Gas Tax funds for their own priorities. Could we have legislation to protect the electoral area Gas Tax?
- Can a Director vote on "block" motions at a regional district board meeting when they aren't a member of some of the functions in this block (i.e., they are not an eligible voter for some of the motions in the block)? And similarly, should regional district committee votes (on recommendations for the Board) be restricted by who is in the function?
- Recently in the Capital Regional District, there have been several voter approval processes initiated (typically AAPs due to the cost of referenda) that electoral areas and other local governments have been unable to opt out of. This can result in electoral areas being roped into regional services from which they will receive little benefit. Is there is a legislative solution to this?
- There is frequently a sharp division between the aspirations of the electoral areas versus the municipalities at the Board table, with each side voting as opposing blocks. Since the CAO is on contract, their concern for job security encourages them to promote and support the majority-sized block. When this is a municipality, the electoral areas are left with no CAO or staff to support their interests. Can you envision a way to remedy this very serious problem?

First Nations Inclusive Governance

- If a First Nation Indigenous governing body is within municipal boundaries and letters patent, would they be included in the regional district Board governance structure or on the municipal Council?
- The Regional District of Central Okanagan has been working on attaining a vote on the Board for Westbank First Nation. Will this initiative help, fast-track, or hinder work already underway?
- The LGA does not contemplate elected First Nation Councillors under the *Indian Act* who are also elected electoral area Directors. As a consequence, that electoral area Director would be required to declare a conflict on a wide range of matters related to the First Nation—a problem which appointed members from municipalities and Treaty First Nations don't experience.
- Do First Nations with a vote on their regional district Board represent the electorate on their lands or does that population remain as part of an electoral area with a Director that cannot represent them?
- Thank you for noting that this work will not impede the work being done for inclusive regional governance. Recognizing the process required for legislative reform, it is important that the work being done with non-Treaty First Nations be included in this process. The LGA currently restricts Nations to appoint from their elected leadership. Has consideration been given to recognize First Nations governance and allow First Nations to appoint hereditary leaders as their representatives?

FINANCE

Budget Process

- Can you explain specifically how a municipality can use their majority voted weight to change a regional district budget? Can they change any aspect of the budget or only the parts they pay into? For example, can they alter the budget of electoral area administration (established by bylaw) even though they don't pay for it?
- Will the regional districts be able to move funds from one service to another service like the municipalities?

Taxation and Revenue

- One area we are discussing with the Province is to allow regional districts to become taxing authorities. For 2025, the Regional District of Okanagan-Similkameen taxpayers will pay over \$1 million to the Province. Should regional districts be allowed, at their discretion, to be taxing authorities?
- Will regional district property taxes in arrears, tax sales, and the tax sale redemption period form part of the review?
- Treaty First Nations can set their own property assessment values independent of the BC Assessment Authority, sometimes at just 5% of the true property values. This results in an unfair balance of tax requisitions to the regional district. Will this imbalance be looked at?
- Electoral areas cannot issue fines or licenses, resulting in the impossibility of enforcing bylaws. Will this situation be considered in the development of new legislation?
- Electoral areas only have limited taxation options versus municipal taxation options: residential versus commercial versus forestry versus other.
- The Payment in Lieu of Taxes funding program needs to be reviewed as municipalities and regional districts each receive these funds and the use of them. A portion of the regional funding is used for regional tax services where the electoral areas need more for their utility tax services.

Borrowing

- Regarding public assent when borrowing funds: We are in the process of taking over two private utilities, and property owners are upset that their tenants are allowed to vote on the borrowing bylaws.
- Will this work be considering ancillary LG regulations, like the Municipal Liabilities Regulation, such as increasing the Approval-Free Liability Zone?

REGULATORY ISSUES

General

- A reference to the bylaw enforcement program would be helpful - not for discussion now but later reference.
- First-time bylaw enforcement pitfalls.

Tree-Cutting Authority

- If tree-cutting authority will be proposed for electoral areas in regional districts, should the Trust authority also be revised? Don indicated that the Trust would not be included in the proposed review.
- Under the *Community Charter*, municipalities can order a property owner to remove hazard trees, but regional districts can only say "pretty please." In a future that includes climate change and more extreme wildfire events, could regional districts see further authority? Or is this a "careful what you wish for" and potential provincial downloading?

Water Protection

- Regarding approval for temporary farm work housing in regard to septic systems, which potentially has a contamination for local drinking water source: the regional district is not able to approve, even though the regional district is responsible for water management. P.S.: Interior Health advised they are not the approving agency.
- Rural areas are significantly affected by private managed forest land practices--the *Private Managed Forest Land Act* does not provide adequately for water protection. Could this initiative help to fix that?
- Why would fees as taxes encourage water conservation? User fees based on consumption will do that.

INFRASTRUCTURE AND SERVICES

- Smaller, area-specific utilities, particularly small water districts, face very daunting liabilities regarding replacement of decades-old asbestos-cement distribution systems. Will any aspect of the review provide options for addressing this?
- The Province should allow regional districts to establish super water systems.
- Can regional districts currently take on/develop "Community Forests"? Or will we need natural person powers? Could it be done under a service establishment bylaw?

LAND USE PLANNING

Note: It is not contemplated that land use planning be included in the Regional District Legislative Reform Initiative.

General

- Will land use planning issues be considered part of the LGA review? For instance, subdivision approvals, suburban sprawl, roads, and the resulting demands for increased urban services in traditionally rural areas.
- If land use provisions will be included in the proposed regional district review, should similar provisions not apply to the Trust? Regarding Local Community Commissions (LCCs), Salt Spring established an LCC (with voter approval) that has delegated authority over 14 local Capital Regional District services. Shouldn't LCCs, which broaden elected representation and offer the opportunity for consolidation of service administration, get more support in the LGA, both financially and in terms of authority?

Regional Growth Strategies

- Can a municipality unilaterally request to be removed from a regional growth strategy? Section 430(2) seems to imply that only the regional Board itself can request the Minister to authorize an RGS that is applicable to only part of the regional district.
- What ability does an electoral area Director have to "opt out" of a proposed RGS? Can an electoral area, or a number of electoral areas, be forced into a new RGS against their wishes?

OCPs

- Do electoral area OCPs have any real authority or applicable use?
- Based on what was just said, that no buildings can be inconsistent with an OCP, if there is no zoning bylaw then there is no regulation to ensure that what is developed is aligned, and the OCP remains a vision but not an actionable bylaw. Is this correct?
- Is it possible to have a Development Permit Area without having an OCP in that area?

Subdivisions

- For housing development in electoral areas, who would be the point person working with the developer, as regional districts do not have staffing to deal with subdivision concerns and issues, types of infrastructure, and amenities? Especially as it impacts surrounding municipalities.
- Without any recourse when Ministry of Transportation and Transit subdivisions go badly wrong, the regional district is left holding the bag.

LOGISTICS AND OVERALL APPROACH OF THE LEGISLATIVE REFORM INITIATIVE

- How can we ensure that the *Local Government Act* and *Community Charter* actively strengthen local democracy and include safeguards against erosion, particularly in light of challenges to democratic institutions we are seeing in other jurisdictions, such as the U.S.?
- What are the pros and cons of different approaches regarding status recommendations with respect to using *Local Government Act* versus *Community Charter* fixes?
- If Metro Vancouver, with its host of issues in the public eye, is barely on the radar of the Province, how can regional districts hope to get the Province's attention on the rest of these numerous issues?
- Do you anticipate that the Province will be willing to make amendments on issues that obviously need to be modernized (low-hanging fruit as it were), sooner than the 2+ years that it may take for a complete modernization?
- Given the process we are now in, and ahead, what is a likely timeline for changes to occur?
- For this initiative, will regional districts and municipalities have a role in public engagement and information-sharing?
- Do you want responses from each municipality or regional district or from all members of Council?
- If I want to contact someone on here to get more information, how would I go about this?

RECEIVED

MAY 20 2025

CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>ECM May 26</u>
File # <u>0400-60</u>	

May 16, 2025

BC Utilities Commission
Suite 410, 900 Howe Street
Vancouver, BC Canada V6Z 2N3
Email: Commission.secretary@bcus.com

Re: Pacific Northern Gas Proposed Increase of Natural Gas Delivery Rates

Dear BC Utilities Commission,

On behalf of the Board of the North Coast Regional District (NCRD) I am writing to call for a comprehensive reset of Pacific Northern Gas (PNG) and an audit of the organization's operations and expenditures following the receipt of the correspondence sent by the Village of Telkwa, dated April 29, 2025.

As the current trend of PNG natural gas delivery rates for households continues to rise, families and residents of B.C. and the north coast are further driven towards the inability to cover the costs of necessities during the coldest parts of the year. This in addition to the indiscretion of PNG with regards to its operations on the projected two-hundred million (\$200,000,000) dollar expenditure on the new pipeline shows a lack of accountability for its economic loss on operational practices which should not be deferred to the people of B.C. to recover. For these reasons, the NCRD opposes any and all increases to PNG natural gas delivery rates.

Furthermore, the NCRD urges the B.C. Utilities Commission to conduct a thorough and transparent audit of PNG's financial practices and decision-making processes to review that fair and just rates are being provided to the communities of B.C. and the north coast.

Should you have any questions please contact NCRD staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Pages".

Barry Pages

Chair

CC: Municipalities and Regional District of BC
Hon. Laanas – Tamara Davidson, MLA, North-Coast Haida Gwaii
Hon. Adiran Dix, Minister of Energy and Climate Solutions
Hon. Brittney Anderson, Minister of State for Local Governments and Rural Communities

730 2nd Avenue West
Prince Rupert, BC, V8J 1H3

P: 250.624.2002
TF: 888.301.2002

W: www.ncrdbc.com
F: 250.627.8493



Highlights from the Alberni-Clayoquot Regional District (ACRD)

Board of Directors Meetings - April 2025

RECEIVED

MAY 12 2025

APRIL 9 & 23

DELEGATIONS & PRESENTATIONS

- The team from KPMG, made up of Lead Audit Engagement Partner Lenora Lee and Senior Manager Cameron Rice-Gural, presented the 2024 ACRD Audit Findings Report, and the Board approved the 2024 Audited Financial Statements.
- Marcie DeWitt, Coordinator of the Alberni-Clayoquot Regional Health Network, presented a summary of the 2023-2024 activities for the network.
- MLA for Mid-Island Pacific Rim Josie Osborne provided a 2025 update on the MLA office. She also explained the services they provide to the Board and their constituents.
- Inspector Kim Bruce, Officer in Charge for the Port Alberni RCMP, presented the 2025 First Quarter Policing Report.

CORRESPONDENCE FOR ACTION

The Board of Directors will provide letters of support to:

- The Alberni District Fall Fair Association supporting their application to the Province of British Columbia's Ministry of Tourism New Destination Events Program Grant
- The Alberni Valley Hospice Society confirming that their services extend to residents within the Alberni-Clayoquot Regional District, specifically including residents in the Alberni Valley including Beaver Creek, Beaufort, Cherry Creek, Bamfield, and Sproat Lake outside of the boundaries of the City of Port Alberni, while also supporting their grant application to the Province of British Columbia's Gaming Grant program.
- Huu-ay-aht First Nations for their application to the Government of Canada's Active Transport Grant.

REQUEST FOR DECISION

CITY OF PORT ALBERNI

- The Board of Directors approved amending the Island Rail Corridor Consulting Services contract with HDR Inc. to include a track and bridge condition assessment of Port Alberni Subdivisions in the amount of \$61,800 (excluding GST).
- The Board of Directors supported the grant funding application to UBCM for the application-based funding program, Next Generation 911 for up to \$75,000 to purchase equipment for the Region's volunteer fire departments.
- The Board of Directors approved a Service Agreement with Tseshaht First Nation to provide Custom Transit services to the Tsahaheh Reserve.
- The Board of Directors directed staff to proceed with the refurbishment of the Welcome to the Alberni Valley highway sign.
- The Board of Directors amended the Development Procedures and Fees Bylaw to exempt Temporary Use Permit application fees for agri-tourism uses that comply with Provincial regulations.

PLANNING MATTERS

Permits issued:

- Development Variances:
 - DVD25002 - 18440 Pacific Rim Highway (Sproat Lake)
- Temporary Use Permits:
 - TUP24009 - Hook Bay, Alberni Inlet (Bamfield)
 - TUP24012 - 245 Albion Crescent (Long Beach)

Permits considered a first time and proceeding to public input:

- Temporary Use Permits:
 - TUP24008 - 10404 Marina Vista Drive (Sproat Lake)

BOARD OF DIRECTORS

Chair: John Jack

Huu-ay-aht First Nations

Councillor Debbie Haggard

City of Port Alberni (vice-chair)

Director Bob Beckett

Electoral Area "A" Bamfield

Director Fred Boyko

Electoral Area "B" Beaufort

Director Vaida Siga

Electoral Area "C" Long Beach

Director Penny Cote

Electoral Area "D" Sproat Lake

Director Susan Roth

Electoral Area "E" Beaver Creek

Director Mike Sparrow

Electoral Area "F" Cherry Creek

Mayor Sharie Minions

City of Port Alberni

Councillor Tom Stere

District of Tofino

Mayor Marilyn McEwen

District of Ucluelet

Councillor Kirsten Johnsen

Toquaht Nation

Councillor Moriah Cootes

Uchucklesaht Tribe Government

Levana Mastrangelo - Executive Legislator

Yuułu?i?ath Government

For more information, visit the ACRD Website

(www.acrd.bc.ca) or contact the Manager of

Administrative Services at 250-720-2731 or e-mail

hzenner@acrd.bc.ca.



KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - April 2025

APRIL 9 & 23

CELEBRATING SUCCESS



The Alberni-Clayoquot Regional District and their project partners, Hupačasath First Nation and North Island College, are pleased to announce that 10 students graduated this year from the Greenhouse Propagation and Production course.

PLANNING MATTERS (CONTINUED)

Rezoning and Bylaws

- Deferred:
 - RF24015 - 6088 Cottam Road (Cherry Creek) deferred to allow staff to work with the applicant to address concerns raised by the public.
- Approved:
 - RE24012 - 6320 & 6326 Beaver Creek Road (Beaver Creek)

STAFF REPORTS

- The Board of Directors received a staff report for information on the CoNEXT Climate Preparedness Hub Summary. CoNEXT is a climate preparedness program to empower community leaders and staff in small, rural and remote communities in BC in adapting to climate change and building resilience. The program ran from Fall 2024 to Spring 2025.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

MEETINGS

Accessibility Committee - May 13, 10 am - ACRD Board Room/Zoom

West Coast Committee (Grant in Aid) - May 14, 10 am - ACRD Board Room/Zoom

Board of Directors - May 14, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Board Room/Zoom

Emergency Program Executive Committee Program - May 15, 10 am - ACRD Board Room/Zoom

Committee-of-the-Whole (Grant in Aid) - May 21, 10 am - ACRD Board Room/Zoom

Alberni Valley & Bamfield Services Committee (Grant in Aid) - May 21, 1:30 pm - ACRD Board Room/Zoom

Board of Directors - May 28, 1:30 pm - House of Huu-ay-aht (171 Nookemus Rd.)/Zoom

Board meetings are typically held in the ACRD boardroom and virtually. Join by:

1. Attend in person at the ACRD boardroom
2. Apply to appear as a delegate
3. Register to participate in a Board or Committee meeting via Zoom Webinar
4. Submit questions or comments on an agenda to responses@acrd.bc.ca
5. Visit the Regional District website at www.acrd.bc.ca for further details on public participation in meetings.

MAY 14 2025

CITY OF PORT ALBERNI



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
 May 26 / 25 RCM
 File # 0400-60-ACRD

FOR IMMEDIATE RELEASE

May 7, 2025

Graduates finish the Greenhouse Propagation and Production foundational course at NIC

ALBERNI-CLAYOQUOT REGIONAL DISTRICT – The Alberni-Clayoquot Regional District (ACRD) and their project partners Hupačasath First Nation and North Island College (NIC) are pleased to announce that ten students graduated this year from the Greenhouse Propagation and Production course.

“We are grateful that Hupačasath and NIC see the value in partnering to offer programs like this to the people of our community,” said John Jack, Chief of Huu-ay-aht First Nations, Board Chair for the ACRD, and a member of the NIC Board of Governance. “By partnering with NIC and Hupačasath, we help increase the number of people with the skills to work in greenhouses, which will help fill a need in our Region while having a positive impact on food security.”

This is the first time the ACRD has worked with Hupačasath and NIC to offer this new program at the Port Alberni campus. The ACRD received \$184,200 in funding through the Community Workforce Response Grant program for tuition, participant financial support, and administration costs. This funding was provided by the Province of British Columbia.

“We are proud to support initiatives that empower individuals with practical skills and knowledge for a sustainable future,” said Anne Kang, Minister of Post-Secondary Education and Future Skills. “Programs like the Greenhouse Propagation and Production course are crucial for developing local talent and improving food security in our communities.”

Students participated in the six-week program in February and March learning the skills they need to work in the field upon graduation.

“It’s always a positive step when we can partner with other organizations to offer training for our citizens and residents of the Valley,” explains Hupačasath Chief Brandy Lauder. “This program is a great example of the kind of training we should offer. It gives the students hands-on experience that they can translate into many opportunities down the road.”

Graduates from this program are finding work in their communities and boosting local food security.

“It is a privilege to have been asked to participate in this important training program. Food security and food sovereignty are critical concepts and are important to the citizens of our region,” says Bob Haugen, Director of Continuing Education and Training for NIC. “The food we produce in our region strengthens our communities from disruptions in supply chains, and this program provides participants with excellent transferable skills and a brighter future.”



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

The ACRD continues to explore grant opportunities that allows partnerships with NIC that will meet the skills training needs of the region.

-30-



The graduating class of the first Greenhouse Propagation and Production course.

For more information, please contact:

Heather Thomson, ACRD Communications Coordinator

250-206-5162

hthomson@acrd.bc.ca

About the Alberni-Clayoquot Regional District:

Established in 1966, the Alberni-Clayoquot Regional District is in the heart of Vancouver Island, British Columbia. It encompasses more than 6,500 square kilometres, with a population of approximately 31,000. The ACRD consists of member municipalities Port Alberni, Tofino, Ucluelet, as well as Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek and Cherry Creek. It was also the first regional district to welcome full participation on the board from the Treaty First Nations of Huu-ay-aht First Nations, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government and Toquaht Nation. The ACRD is within the territory of the Nuu-chah-nulth Nations. The ACRD is governed by a fourteen-member Board of Directors that represent the member jurisdictions. The regional district offices are in Port Alberni.

Alberni-Clayoquot Regional District - 3008 Fifth Avenue, Port Alberni, BC - 250-720-2700 - www.acrd.bc.ca
Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułuʔiłʔatḥ, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

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CITY OF PORT ALBERNI



The voice
of business.

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<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0230-20-ANCC

FOR IMMEDIATE RELEASE

May 16, 2025

Alberni Valley Chamber of Commerce Welcomes New Board of Directors and Honours Lifetime Members at Annual General Meeting

Port Alberni, B.C. — The Alberni Valley Chamber of Commerce proudly introduced its 2025–2026 Board of Directors and recognized two dedicated community leaders with Lifetime Memberships during its Annual General Meeting held Wednesday at McLean Mill National Historic Site.

“Our AGM is not only a chance to reflect on the progress of the past year—it’s an opportunity to look ahead with intention,” said Chris Washington, Chair of the Alberni Valley Chamber of Commerce. “We’re thrilled to welcome this dynamic new Board of Directors, who will help lead our work to support local businesses, strengthen our economy, and build a more inclusive and prosperous Alberni Valley.”

To recognize their longstanding service and support, the Chamber presented Lifetime Memberships to Bob Cole and Bob Kanngieser. Both have been dedicated supporters of the Chamber and active contributors to civic life in the Alberni Valley, leaving a lasting impact through their leadership, advocacy, and volunteerism.

“Bob Cole and Bob Kanngieser have contributed immensely to our region,” said Washington. “Their longstanding involvement in civic affairs and Chamber initiatives has helped build a stronger, more connected Alberni Valley. We are truly grateful for their service.”

The Chamber also acknowledged outgoing board members Dave Heinrichs (Alberni District Co-Op) and Kate Smith (Port Alberni Port Authority) for their dedicated service. Special appreciation goes to Colin Minions (1st Vice-Chair) and Nicholas Metzger (2nd Vice-Chair), who stepped down during the term. Each played a valued role in guiding the Chamber through a time of growth and transformation.

The luncheon was catered by Chamber member V9Y Culinary Services, led by Megan York. Sincere thanks to Hullo Ferries and Xander France for generously sponsoring the event, and to our keynote speaker, Roberta Bowman, Executive Director of the Ladysmith Chamber of Commerce, for sharing her insights. Their support and presence helped make the gathering both meaningful and memorable.

The 2025–2026 Board of Directors were sworn in by Councilor Charles Mealey at the event, the list of Directors includes:

Executive Officers:

Chair – Christine Washington (Flandangles / Gibson's)

- Vice-Chair – Angela Skaley (Community Arts Council of the Alberni Valley)
- Second Vice-Chair – Abu Hasan Muhammed Jahangir (Agrohope Farms & Products Inc)
- Secretary – Katy Carlisle (SQSP Queen / Community Box)
- Treasurer – Alexandra Ashwood (Wildflower Café)

Directors:

- Dylan Ashwood – Wildflower Café
- George Gorton – Grassroots Cafe Inc.
- Alaina Nadig – World Financial Group
- Thomas Senecal – Ramsay Lampman Rhodes
- Erin Williams – West Coast General Hospital Foundation
- Evan Jolicoeur – Full Circle Consultancy
- Sarah Johnson – HFN Hospitality LP
- Denay Piatka – Re/Max Mid-Island Realty
- Pam Craig – Member at Large

As we look ahead, the Chamber remains committed to supporting local businesses, fostering economic growth, and strengthening community connections. We invite all business owners, entrepreneurs, and community leaders to continue supporting the Chamber's work—and if you're not yet a member, we encourage you to consider joining. Together, we can build a vibrant and resilient Alberni Valley.

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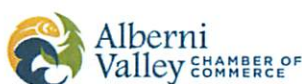
About the Alberni Valley Chamber of Commerce

The Alberni Valley Chamber of Commerce is the voice of business in the Alberni Valley, dedicated to economic growth, advocacy, and business development. With a commitment to fostering a thriving business environment, the AVCC serves a diverse membership that includes entrepreneurs, small businesses, and large enterprises across the region. The Chamber also stewards the Port Alberni Visitor Information Centre and McLean Mill National Historic Site, contributing to tourism and local economic development.

As an active member of the Vancouver Island Economic Alliance, BC Chamber of Commerce, and Canadian Chamber of Commerce, the AVCC amplifies the concerns of local businesses at regional, provincial, and national levels—ensuring our business community has a strong voice in policy discussions and economic initiatives.

Media Contact

Jolleen Dick
Alberni Valley Chamber of Commerce
250-724-6535
jolleen@albernichamber.ca





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CITY OF PORT ALBERNI

Heritage Commission Meeting

April 2nd, 2025

Minutes

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<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____

File # 0540-20-ANMHC

Location: AV Museum

Attendees:

ACRD	Penny Cote - REGRETS
City Council	Charles Mealey
Chamber of Commerce	Jolleen Dick - REGRETS
Community Arts Council	Jane Victoria King
Community at Large	Colin Schult - REGRETS
Historical Society	Gareth Flostrand
Industrial Heritage	Leslie Walerius
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
SD 70 – Pacific Rim	Pam Craig
Staff	Sheila Perry,

Regrets: Hupačasath First Nation
c̓išaaʔath̓ (Tseshaht) First Nation

Visitors: Richard Spencer, APR

Called to Order at 7 pm by Chair Gareth Flostrand:

Note: Member Organizations are to forward their alternate's contact information.

1. Moved by Pam Craig that the agenda of the April 2nd, 2025 meeting be approved.
2. Moved by Elliot Drew that the minutes of the March 5th, 2025 meeting be approved as circulated.
Moved by Pam Craig to accept the consent agenda containing monthly reports for April be approved as circulated.
3. Old Business
 - A. Train Station Update – City Council has approved the additional modifications as presented to the Commission in March by Twin City Brewing.
 - B. PRC Master Plan – Heritage Commission consultation session was held Thursday, March 13th, from 11- 12 pm in the Committee Room at City Hall.
4. Correspondence



Heritage Commission Meeting
April 2nd, 2025
Minutes

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CITY OF PORT ALBERNI

5. New Business

- A. Heritage Commission 90 Day Workplan was discussed and reviewed.
- B. Member Organizations – Capacity & Resources – members completed a rudimentary SWOT analysis wherein a number of common challenges and opportunities were identified. Staff to prepare a synopsis and distribute to commission members. Staff to set up a meeting for further discussion.
- C. AVM Collections Policy – the policy is currently being reviewed by staff and will be brought to the Commission for review and input later in 2025.
- D. Heritage Awards – Commission members hope to re-introduce a full fledge event in the future, but for 2025, a social media volunteer recognition initiative will be implemented.
 - Member organizations are to identify the person, event, program, accomplishment they wish to feature in the initiative and forward it to staff.



Heritage Commission Meeting
April 2nd, 2025
Minutes

6. REPORTS

A. Community Arts Council

CAC Monthly Report for March

Gallery and Gift Shop Operations:

- Count: 317 guests (as of march 19th)
- 9 new memberships
- 3 new consignors in the gift shop
- Updated gift shop display and added a new rotating card display, donated to the CAC by the Draw Gallery.

CAC News and Updates:

- Received notice that Jill Mayne will be stopping Social Studios, and in replacement Adrianna D. will be teaching "Watercolour Wednesdays"
- Developed kids drop-in artmaking at the Grove on Saturdays, hosted by Milo.
- Developing a kids workshop in conjunction with the museum as a way to generate funds.
- Have developed the very first Paint Night, titled "Playhouse Paint Night", along with a service for paint nights, available to be booked for private events.
- Have developed a service for birthday parties for kids, teens, and adults to be hosted in The Grove gallery.
- Developed free art making classes for kids to help promote "The Great Bloom"
- Starting on April 13th, we will be expanding our gallery hours. We will officially be open on Sundays from 10 AM till 3 PM! However we will no longer be open late on Thursday nights.

Upcoming Events:

- **Mar 27:** Social Studio Night: Lino Session #2, 6:30 - 8:30.
Jillian Mayne's last class for her Social Studio night Series, we have greatly appreciated all her work and variety of lessons she has taught. This class is sold out, but participants will learn how to make their own lino print stamp!
- **Mar 29, Apr 5, Apr 12:** The Great Bloom Art Making for Kids 10 AM - 2 PM (Free art making for kids at the Grove Gallery to promote "The Great Bloom").
During these creative sessions, children will have the opportunity to immerse themselves in the world of The Great Bloom. They will explore the play's forest, create their own character, and explore the indigenous plants that shape the setting of the play
- **Apr 3:** Ann McIvor & Sue Thomas joint exhibit, "It's a Long Story" Opening Reception 6:30 PM - 8:30 PM



Heritage Commission Meeting
April 2nd, 2025
Minutes

This is a nice way to officially launch this incredible exhibit. Come see the amazing nature themed paintings on display as well as oceanic themed pottery. There will be live music and refreshments!

- **Apr 5:** Ann McIvor & Sue Thomas Meet & Greet 1 PM - 3 PM
Here is a more casual event where you can chat and meet the artists, refreshments will be served.
- **Apr 9:** Watercolour Wednesdays at the Grove hosted by Adrianna 5:30 PM – 7:30 PM
These classes will run twice a month, offering participants the chance to explore introductory watercolour techniques.
- **Apr 10:** Playhouse Paint Night, Capitol Theatre, 6 PM - 8 PM.
We're putting the fun in fundraiser by hosting our first official paint night. 100% of ticket sales go to the CAC and 100% of the drinks sales goes to the Capitol Theater!
- **Apr 12:** Susan Schaefer Workshop "April Showers Bring May Flowers". 10 AM - 2 PM
Get away from the drizzly Gray weather by painting some cheery flowers with professional artist susan schaefer! Participants will be provided a supplies list beforehand. Participants can also bring their own reference images of a flower, but Susan can also provide one as well.
- **Apr 13:** Open on Sundays from 10 AM- 3 PM.
- **Apr 19:** The Great Bloom, ADSS Auditorium, 1 PM - 2 PM.
Join us for a wonderful, family friendly performance from the Story Theatre in Victoria. Held at the ADSS Auditorium, this show is sure to be fun! "A brand-new Canadian comedy by Sydney Marino about discovering the value we can add to the world, even, or especially, when our path looks different from others!"
- **May 1:** Opening reception: "The Wednesday Collection" by the Wednesday Painters. This show will feature 16 artists, with a great variety of watercolour, oil, silk fusion, and other artforms as well!
- **May 9th 6 PM - 8 PM & May 10th 9 AM - 3 PM:** MASSIVE Book Sale, Athletic Hall.
Be sure to drop off your gently used books, puzzles, and CD's in the white bin outside of The Grove. Or call ahead at 250-724-3412. This year the book sale will also have the Mt. Klitsa Gardening Club with their plant sale, as well as a live reading from local author Evelyn Thompson-George from her book "The Defiant 511 of The Alberni Residential School".
- **May 31:** Kids Workshop in collaboration with the Museum. Details to be announced.



Heritage Commission Meeting
April 2nd, 2025
Minutes

B. SD 70 – Pacific Rim

Next public meeting of the Board of Education is Tuesday April 2 at 5pm at the Board Office.

1. Spring break from March 17 to Mar 28 – schools opened Monday March 31.
2. Partner Liaison Meeting with Board Chairs, Secretary Treasurers, Superintendents and the Ministry of Education and Child Care were held March 7 & 8, in Richmond. The Ministry meeting focused on Student Safety initiatives, First Nations Education and Cyber Security for Districts. The Board also attended the Vancouver Island School Trustees Association (VISTA) meetings in Victoria on March 8 & 9. The conference was hosted by 3 districts of Sooke, Saanich and Victoria.
3. Several Trustees attended the Land Based Learning program at Loon Lake on March 12. Students shared their learning with a Circle gathering. We had a wonderful Camp lunch of potato soup, BBQ (over campfire) Salmon and fried bread. Students were going canoeing in the afternoon.
4. I toured the Nourish Cowichan facility on March 28 located in a former Middle School Ecole Provost in Cowichan. Pacific Rim has partnered with Nourish Cowichan a non-profit organization for the Valley schools and Ucluelet schools lunch program.

C. Chamber of Commerce – NO REPORT FOR APRIL



Heritage Commission Meeting
April 2nd, 2025
Minutes

D. McLean Mill



McLean Mill National Historic Site Update, Apr 2nd, 2025

Prepared by Elliot Drew

March has begun preparations for getting our 2025 season underway. We have once again retained PAACL to act as our grounds crew for the year and they have begun work to clean up the site after the off season and ensure we are looking our best for the upcoming events. We are finalizing job postings to flush out our staff for our May 16th opening and marketing and promotional materials are in the final stages.

We hosted our first wedding of the season on Mar 14th and are finalizing the calendar for the rest of the year. We have decided to continue our kitchen rental with V9Y Catering though out the season and will be partnering with them on some exciting food and beverage opportunities for our guests. Our Campground is now open for booking on our website and early registration is up from last year. Both private and educational tour groups have already begun booking for what is looking like our busiest season yet

Our calendar of events continues to fill for 2025 through 2026 with both private and community events requesting information.

Important Upcoming Dates:

John Paul II School Tour – Apr 1st

McLean Mill 10KM Race – Apr 6th

Salmon Fest AGM – Apr 9th

Chamber of Commerce Breakfast – Apr 23

Alberni Bowmen Weekend Shoot – Apr 25th-27th

Heritage Commission Meeting – May 7th

Chamber of Commerce AGM – May 14th

Opening Day of Regular Operations – May 16th

Grad Photo Day – Jun 21st

Wedding – Jun 28th

As always we are proud to be the steward of this local treasure and deeply grateful to share it's story with our quest



Heritage Commission Meeting
April 2nd, 2025
Minutes

E. Historical Society

ALBERNI DISTRICT HISTORICAL SOCIETY REPORT

APRIL 2, 2025

- Volunteer hours last month were 170. Volunteers are busy inspecting old files making sure there are no duplicates.
- New items are being entered in our In-Magic program. This program numbers all the “treasures” we have – just like the Dewey-Decimal system libraries use.
- The latest “A Look Back at the Early Days of The Alberni Valley” (our Facebook article by Diane Dobson) features The Telegraph, established in 1879. Read and forward it to someone you think might be interested in the History of the Alberni Valley.
- The Archives is open Tues-Thur. 11am to 3 pm.



Heritage Commission Meeting
April 2nd, 2025
Minutes

F. Maritime Heritage Society

**Port Alberni Maritime Heritage Society
April 2 , 2025 Report to the Heritage Commission**

Current Hours

The Gallery and the Lighthouse have now reopened for regular public viewing with hours as follows:

- Tuesday, Wednesday, Thursday, Saturday and Sunday 11am to 3pm

In addition, tours outside these hours may still be arranged by contacting Dale Gross the Facilities Coordinator at the below noted contact information.

"Teak Lady" Restoration

Our volunteers have recently started the renovation of the this lovely little vessel. As the name implies it is made entirely of teak wood and as a result it is still in very solid shape even though it is over 100 years old. If you are interested in knowing more about this vessel's interesting local and international history check the blog on our website. If you are interested in getting involved with its restoration please give us a call.

Lighthouse Painting

Dave Eamer Painting has been hired to undertake this work starting in early June. This work will complete the exterior renovation of the Lighthouse started in 2024 which also included a new roof, new siding and electrical/hvac upgrades.

Contact Information

Telephone	250-723-6164
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com

Respectfully Submitted

Ken Watson , PAMHS Rep



Heritage Commission Meeting
April 2nd, 2025
Minutes

G. Industrial Heritage Society

WVHHS - April 2, 2025 Report

1. General WVHHS Information:

* The WVHHS has officially hired Richard Spencer as a part-time Operations Manager of the Alberni Pacific Railway.

2. Alberni Pacific Railway – from Richard Spencer, APR Manager:

1. The APR Management Committee of the WVHHS has submitted a 5-Year Plan to the City of Port Alberni for consideration towards a 5-Year Operating Agreement.
2. Work continues at the APR Roundhouse, on the Mosher Passenger Coach, Shop Lead Tie Replacement, #11 Locomotive Brake Replacement and getting the CN Caboose prepped for service.
3. We are currently running fundraisers to help with the above projects which combined see a total expense of just over \$30,000, and we are planning some additional fundraising programs in the near future.
4. We are getting many inquiries already regarding 2025 Operations and hope to have an agreement in place with the City as soon as possible to be able to promote our future operations and begin selling tickets for the 2025 Season. To help with this, we have started a email list for interested parties to subscribe to be kept up to date with operations, promotions, announcement, and to get advance notice of ticket sales, including for the Santa Train.

3. Industrial Heritage Centre – David Hooper, Bob East & Paul Blake

a. Pop Up Gift Store -

The store opened for the "Family Day" Event stocked with WVHHS souvenirs (pins, mugs, hats & t-shirts) and will be open at future Special I.H.C. Events & will sell items by request.

b. Visits & Events in March: We are experiencing an 'uptick' in the number of visitors.

1. Big start to Spring Children's Programmes at the IHC:
 - 3 Daycare groups hosted –
 - AV Saplings (2 groups)
 - Stepping Stones (Alberni Elementary) (1 group)
 - 2 Spring Break groups from AV Museum
2. Adult groups--
 - 1 group from PA Community Living
 - 1 busload of Seniors from Fir Park Village -
 - could drive right inside our building, to make visit easier.
3. March 29 - "Block Party / Family Day" - in conjunction with the Curling Club was a big success, with more than 100 visitors, with many young children.



Heritage Commission Meeting
April 2nd, 2025
Minutes

c. Upcoming Events in April:

1. April 8 - Social

Hosting Retired Forestry Workers Social 1-3 p.m. at the IHC

Will be extra displays for visitors –

Don Watt Franklin River logging albums

Fred Boyko 'Old-time logging' photo display

Hank Bakken's Logging models

2. April 13 – Parade

Will be taking part in 'Vaisakhi Parade' from Guru Nanak Temple - bringing vintage trucks

d. Industrial Heritage Centre – Shop:

- Pedenault 1947 Hayes truck - engine now running with some body work still outstanding
- 1958 Hayes - still chasing down another generator or repair parts
- Main parts room - reorganizing, cleanup continues.
- RR caboose - continue fabricating parts as needed for braking system
- Large pallet boxes -collection of parts stored on North wall - starting on sorting out and "thinning out" - looking and hoping to find local networks that would allow us to post these surplus items so others may enjoy vs going into the scrap bin.

4. McLean Mill Logging Show – Ron Corbeil & David Hooper

- a. The WVIIHS President, Ron Corbeil made a presentation to Mayor & Council on the history of the Steam Logging Demonstration and what the Society needs from the City in order to present in 2025. (COW March 11, 2025)

Update: At this time, there will not be an Old-Time Logging Show at McLean Mill.

5. WVIIHS Memberships

- * Memberships are now available for 2025.

Anyone wanting to renew a membership or become a member of the WVIIHS can do so by visiting the Industrial Heritage Center during open hours or going online to www.ihsportalberni.ca/membership.

Respectfully Submitted by,

Leslie Walerius

Western Vancouver Island Industrial Heritage Society



Heritage Commission Meeting
April 2nd, 2025
Minutes

H. City Council

City Council Meeting Summary

March 24, 2025

*An information report summarizing the regular meeting of Council
held on March 24, 2025.*

These are not the official minutes.

*For more information, please contact the Corporate Services department
at 250.723.2146 or email: corp_serv@portalberni.ca.*

BYLAWS

Solid Waste Collection and Disposal Bylaw No. 5120, 2025 was introduced and given three readings. Upon adoption of the amended bylaw will establish the cost of the service and equity; and design rates to meet objectives of conservation and associated billings.

Business License Regulation Bylaw No. 4951-03 was introduced and given three readings. Upon adoption this bylaw will have a clear definition of a special event licenses and charges for non-profit organizations and community events.

"Official Community Plan Amendment Bylaw No. 5118" and "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119" were introduced, given first and second reading, and advanced to a Public Hearing to be held Monday, April 28, 2025 at 6:00 pm in City Hall Council Chambers. These bylaws, upon adoption would create a new institutional "P3 Care Campus" zone for care facilities with accessory rental housing, and limited services to support their residents.

CORRESPONDENCE

Council received their correspondence summary which included letters from:

- a. Union of British Columbia Municipalities | 2024 Resolution Deferment
- b. Honourable MP Gord Johns | Federal Capital Investments
- c. Alberni-Clayoquot Regional District | Keeping you Connected January/February 2025
- d. Trans Mountain Pipeline | Expansion Project Progress Report
- e. British Columbia Lottery Corporation | 2024 Community Impact Report
- f. Alberni Valley Museum and Heritage Commission | February 5, 2025 Minutes



Heritage Commission Meeting
April 2nd, 2025
Minutes

PROCLAMATIONS

On behalf of Victoria and Vancouver Island Greek Community Society, Council proclaimed March 25, 2025 as 'Greek Heritage Day' in Port Alberni.

REPORT FROM IN CAMERA

Council released for public consumption the appointment of A. Woods and C. Schult to the Advisory Planning Commission for a for a two-year term commencing March 10, 2025-December 31, 2026.

Council released for public consumption Notice of its Intent to lease Unit #9 to F. Cienfuegos for the operation of a shop serving snacks and basic apparel and Unit #13 to L. Harrison for the operation of Blue Fish Gallery at the Alberni Harbour Quay for two-year terms.

Council released for public consumption support of the Collaborative Community Economic Development Agreement between the Hupačasath First Nation, City of Port Alberni, and Tseshah First Nation to work together on collaborative community economic development defined as: community development that integrates economic, cultural, social, and environmental objectives that benefit members of all three communities, building stronger, and more sustainable communities and a broader regional economy.

NEW BUSINESS

Municipal Alcohol Policy

Council directed Administration to work with Island Health to develop a draft Municipal Alcohol Policy.

Alberni Clayoquot Health Network | Living Wage Calculation

Council supported in principle completion of the Living Wage calculation for Port Alberni by the Alberni Clayoquot Health Network.



Heritage Commission Meeting
April 2nd, 2025
Minutes

QUESTION PERIOD

B. Caughton

Commented on community policing.

T. Dunn

Inquired about budget cuts and service level adjustments.

B. Kanngiesser

Inquired about the council correspondence process and the City's tariff response.

L. Walerius

Inquired about seniors housing developments and property assessments.

J. Leskosek

Inquired about the City's ability to determine service level changes with BC Transit and the public notice process for public hearings.



Heritage Commission Meeting
April 2nd, 2025
Minutes

I. Regional District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - January/February 2025

JANUARY 15 & 29 AND FEBRUARY 12 & 26

DELEGATIONS & PRESENTATIONS

- Joanne Sales, executive director of Broom Busters Invasive Plant Society made a presentation to the Board updating them on the successes and challenges faced by volunteers. Their goal is to recruit more volunteers so they can make a larger difference when it comes to dealing with the problem Scottish Broom creates.
- Will King, president of Waymark Architecture presented the Needs and Opportunities Assessment for the ACRD Office Building to the Board.
- Reana Miller, communications and community development for Community Futures Alberni-Clayoquot, and Christopher Hall, president of the Riders of the Alberni Valley, offered an introduction to the Adventure Sport Park Project.
- Acting Chair for the Sproat Lake Property Owners Association Ross Curtis spoke to the Board about some of the concerns they have for the Sproat Lake area and a request for increased communication from the board, staff and their electoral area director.
- The ACRD's Chief Financial Officer made a presentation of the Draft 2025-2029 Financial Plan for the public consultation part of the budget process. There were no questions from the public attending in person or through Zoom or email.
- Colin Robinson, program coordinator for the Clayoquot Biosphere Trust made a presentation to the Board about the West Coast Regional Climate Planning Project. Later in the meeting, the Board passed a motion to direct staff to work with the Clayoquot Biosphere Trust to apply for grant funding to support Community Climate Action plan development, which will set targets for both mitigation and adaptation actions for the Alberni-Clayoquot Regional District, and to offer collaboration on areas of mutual alignment with all member municipalities and interested First Nations.



Team ACRD raised \$2,280 for the 2025 Coldest Night of the Year. Thanks to all the generous people who supported us.

CORRESPONDENCE FOR ACTION & INFORMATION

- The Board of Directors received an invitation to join the next planning meeting regarding the FIFA 2026 World Cup. Alternative Director Harley Wylie was appointed to the planning committee for the Port Alberni friendly soccer matches during the FIFA 2026 World Cup.
- The Board of Directors passed a motion to provide a letter to the Canadian Union of Postal Workers to highlight the importance of mail delivery service in the rural communities in the Alberni-Clayoquot region.
- The Board supported sending Beaver Creek Alternate Director Harley Wylie to attend the 2025 LGLA Leadership Forum in Richmond on March 12-14, 2025.



Heritage Commission Meeting
April 2nd, 2025
Minutes

**Highlights from the Alberni-Clayoquot Regional District (ACRD)
Board of Directors Meetings - January/February 2025**

JANUARY 15 & 29 AND FEBRUARY 12 & 26



The ACRD staff also took part in Pink Shirt Day on February 26.

CONTRACTS & AGREEMENTS

- The Board awarded the Long Beach Fire Flow Pump Station Generator to Ridgeline Mechanical Ltd. In the amount of \$325,160.92 (excluding GST).
- The Board approved entering a five-year lease agreement with Pacific Rim National Park Reserve, to lease building and land at the Long Beach Airport, effective April 1, 2024.
- The Solid Waste, Recycling, and Reduction Education and Outreach Consultant contract was awarded by the board to Let's Talk Trash for \$75,400 on a one-year term.
- Marcie DeWitt was awarded the three-year contract to be the coordinator of the Alberni-Clayoquot Health Network by the Board in the amount of \$321,337.50 (excluding GST).
- The Board awarded the Kitsuksis Watermain Replacement contract to Bowerman Construction Ltd. in the amount of \$514,070 (excluding GST) plus a 10% project contingency.
- The Board award the Alberni-Emergency Communication & Public Notification Plan contract to Adriane Brown Group Inc. in the amount of \$60,700.00 (excluding GST).

PLANNING DECISIONS

Development Variance Applications

Issued:

- DVB24011 - Beaufort
- DVE24014 - Beaver Creek

Rezoning and Bylaws

Considered a first time and proceeding to public input:

- RE24012 - Beaver Creek
- RF24015 - Cherry Creek

Approved:

- RE24010 - Beaver Creek
- RD24005 - Sproat Lake

STAFF & MEMBER REPORTS

- Following the presentation of the Needs and Opportunities Assessment for the ACRD Office Building by Waymark Architecture the board discussed it and then passed a motion to direct staff to advance with the development of a detailed business case for constructing a new building on a new site, that includes confirmed collaboration opportunities with other partners and vetted revenue sources. The funding for the plan was allocated in 2024 and does not require additional funding for 2025.
- **ACRD Procedures Bylaw Review** - The Board of Directors will be reviewing and updating Bylaw No. A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, in 2025. This review will include the requirements as set out in the Local Government Act and other content that will establish overall effective and efficient governing procedures.
- **Agricultural Water Plan Project Background Report** - Upland Agricultural Consulting and ACRD staff have developed a Background Research Report for the Agricultural Water Plan Project. This report provides a foundation for the Agricultural Water Plan, outlining key information on previous agricultural water work that will inform ongoing engagement and the final report.
- **Food Security Emergency Planning Project Background Report** - Upland Agricultural Consulting and ACRD staff developed a Background Research Report for the Food Security Emergency Planning project which outlines key information on both emergency planning and agricultural food production, it will inform ongoing engagement and the final report.



Heritage Commission Meeting
April 2nd, 2025
Minutes

**Highlights from the Alberni-Clayoquot Regional District (ACRD)
Board of Directors Meetings - January/February 2025**

JANUARY 15 & 29 AND FEBRUARY 12 & 26

REQUEST FOR DECISIONS

- The Board adopted Bylaw A1088 'A Bylaw to Establish a Standing Committee Known as the Salmon Beach Committee as this bylaw is not required by legislation. The Board amended the Salmon Beach Committee Terms of Reference extending the member terms from one year to three years to be consistent with other committees.
- The Board approved a Contribution Agreement for \$600,000 with the Cherry Creek Waterworks District to provide the organization Community Works Funding for construction of Phase one of the new Cherry Creek Fire Hall.
- The Board set the date for the Parcel Tax Roll Review Panel sitting for February 26, 2025 at 12:30 pm. They appointed Directors Haggard, Sparrow, and Roth to the Panel, with Director Beckett as an alternate. ACRD Chief Financial Officer Teri Fong will be the Collector for 2025.
- The Board endorsed submitting an Island Rail Corridor-related resolution to the 2025 Association of Vancouver Island and Coastal Communities (AVICC) Convention. The resolution is that the Association of Vancouver Island Coastal Communities request that the Province of British Columbia prioritize funding the minimum required upgrades to the west to east section of the Island Rail corridor to allow for its use in the event of a wildfire or highway closure.
- Board supported applying for a grant to the British Columbia Water Meter Pilot Project for the ACRD Water Meter Installation and Replacement Project and directed staff, if successful, to commit the ACRD to the completion of this infrastructure project by March 31, 2027.
- The motion to amend the Alberni Valley Regional Airport Advisory Committee Terms of Reference to add an additional Alberni Valley Director for a total of two Alberni Valley Directors was approved and Director Sparrow was appointed to the Committee.



The ACRD Board of Directors wore their pink shirts on February 26. They joined individuals and other organizations and businesses in marking Pink Shirt Day. This day was created to raise awareness of bullying and to help stop it.

- The motion to amend the Alberni Valley Regional Airport Advisory Committee Terms of Reference to add an additional Alberni Valley Director for a total of two Alberni Valley Directors was approved and Director Sparrow was appointed to the Committee.
- The Board adopted "Bylaw E1052-7, Beaver Creek Fire Protection Service Amendment, 2024." This expanded the boundaries of the Beaver Creek Fire Department service area to include the geographically adjacent service areas of Granville Road Fire Protection and Mountain Ranch Road Fire Protection to simplify the governance structure and eliminate the redundant services.
- West Coast Transit Fees and Charges Bylaw Amendment, Bylaw No. F1166-2 passed. This amended the West Coast Transit Fees and Charges Bylaw to incorporate BC Transit fares effective March 1, 2025.
- The Board adopted Bylaw No. F1148-4, Beaver Creek Local Service Area Rates and Regulations, Amendment Bylaw, 2025. This approves an increase of the quarterly water rates by \$7.38 for Single Family Residential and \$9.01 per quarter for secondary services on the same lot and commercial connections, effective April 1, 2025.

The next Board of Director meetings take place on March 12 and 26.



Heritage Commission Meeting
April 2nd, 2025
Minutes

FOR IMMEDIATE RELEASE

March 26, 2025

Alberni-Clayoquot Regional District adopts 2025-2029 Financial Plan

ALBERNI-CLAYOQUOT REGIONAL DISTRICT – The Alberni-Clayoquot Regional District (ACRD) Board of Directors adopted the 2025-2029 Financial Plan Bylaw, at the regular meeting on March 26, 2025.

The plan is the result of significant discussion and includes financial increases targeted to address the evolving needs of our region while ensuring fiscal responsibility and sustainability. The newly adopted plan outlines a strategic approach to managing operational cost increases on key services including transit and water, maintaining current levels for most ACRD services, while also responding to updated legislation and regulation requirements through grants and partnerships. The development of this plan included multiple community meetings across the region to gather community feedback. The insights gained from these engagement sessions assist in better understanding the priorities of our residents and we appreciate all those that took time to attend.

The 2025 budget is approximately \$31 million. The financial plan includes a tax increase of 7.11 per cent, including the Regional Hospital District Annual Budget. Approximately \$11 million is budgeted for capital projects, and the ACRD anticipates 61 per cent of the funds for these projects will come from grant funding.

"The ACRD recognizes the challenging economic times we are facing and has developed this plan to ensure we can continue to provide essential services without compromising our financial stability," explains ACRD Board Chair John Jack.

Some of the key drivers that been included in this five-year financial plan include:

- First full year of the West Coast Transit service including a transition to a BC Transit led service on March 1, 2025
- Expansion of Alberni Valley Custom Transit service by 1,300 hours per year to support additional peak weekday trips and the introduction of Saturday service
- Strengthening the Emergency Planning network in the region, including the development of an Emergency Cultural Awareness and Safety Plan, as well as a Communication and Public Notification Plan
- Official Community Plan engagement and updates for Electoral Area "C" - Long Beach and "D" - Sproat Lake
- Completion of the feasibility study regarding an alternate water supply for Beaver Creek
- Bamfield Water System replacement of the submarine line connecting East and West Bamfield
- Agricultural Water Plan Project to explore supply and distribution options in the Alberni Valley
- Continue discussions regarding governance models for the proposed Alberni Valley Aquatics Facility and a feasibility study of a renovation of the existing Echo Aquatic Centre
- Expansion of Sproat Lake Fire Hall #3 – Harold Bishop to address safety and space concerns
- Continued advocacy for a secondary route into the Alberni Valley

The Financial Plan document summarizes each area, including potential increases in costs and taxation. The summary identifies the cost to each jurisdiction according to the services provided and the total overall requisition changes from the prior year. It also includes details on each of the service budgets. You can view this at: [2025-2029 Financial Plan](#). If you have any questions, please email budget@acrd.bc.ca.

-30-



Heritage Commission Meeting
April 2nd, 2025
Minutes

K. Community at Large – NO REPORT FOR APRIL

L. Museum

AVM | MARCH AT A GLANCE

GENERAL ATTENDANCE:	1422
PROGRAMS:	23
INSTRUCTIONAL HOURS	208
(STRUCTURED LEARNING):	1300
HOURS OPEN TO PUBLIC:	142
OBJECT CARED FOR:	~5,400
REPOSITORY AGREEMENTS:	7

EXHIBITIONS |

Best love, Bob: 1908 Postcards from New Alberni is on exhibition from February 11 to March 8, 2025.

Robert (Bob) Blandy would become Port Alberni's first city clerk. In 1908, as a young man newly arrived in the emerging settlement of New Alberni, he used postcards to show his family in Ontario, the development of his new home. The postcards provide contemporary comments on early images of the settler community in the Alberni Valley.

Resist (18 March – 12 July, 2025)

Resist is an exhibition featuring artworks by members of the Fibre Art Network, a cooperative based in Western Canada dedicated to advancing fibre as an art form. In this context, the double entendre of *Resist* refers both to the techniques employed in fabric manipulation and to methods of social activism. Visitors are encouraged to explore the diverse techniques applied to fabric while also reflecting on contemporary issues concerning the human condition.

PROGRAMS | FAMILY/CHILDRENS PROGRAMS: 16 TOTAL

- Two weeks of Spring Break Camps (5-12)
- Birthday Parties (Ages 5-10 years)
- Museum Minis – Pre-K
- SD 70 – School Tours
- PAACL (girls group)

ADULT PROGRAMS: 7 TOTAL

- Fibre Guild Mending Event
- Spinners & Weavers | Knitters
- TIFF Film Series



Heritage Commission Meeting
April 2nd, 2025
Minutes

M. Hupačasath First Nation – no report

N. čišaaʔath (Tseshaht) First Nation – no report

7. Next Meeting

A. May 7th, 7pm (McLean Mill)

8. Moved by Pam Craig to adjourn at 9:30 pm.



COUNCILLOR REPORT MAY 26, 2025 REGULAR COUNCIL MEETING

COUNCILLOR MEALEY

May 2025 – Alberni Valley Chamber of Commerce AGM

- Councillor Mealey attended the Chamber of Commerce meeting where they released their 2024 Financial Statements.

May 17, 2025 – Tseshaht Lightning Basketball Tournament Opening Ceremony

- Councillor Mealey and Councillor Solda attended the Tseshaht Lightning Basketball Tournament.

COUNCILLOR SOLDA

APRIL 29TH, 2025 – Strategic Planning

- All of Council meet to revisit the strategic priorities set out in the *Corporate Strategic Plan 2023-2027*, review which goals have been completed and refine the goals for 2025.

May 5th, 2025 – Pre-Audit Committee Meeting

- Councillors Solda, Dame and Patola met with administration ahead of the Audit Committee to discuss the future of the Audit Committee.

May 12-15TH, 2025 – BCEDA Conference

- Councillor Solda, along with Councillor Patola, attending the BC Economic Development Association (BCEDA) Convention in Penticton, BC.
- They participated in a panel on “Building a New Coastal Economy, Together”
- The CEDI collaborative project at Clutesi Haven Marina received the Economic Reconciliation Award (for communities in the 10,000-25,000 population) as well as the People’s Choice award.
- Other communities experiencing and addressing the same issues as Port Alberni: housing, homelessness, affordability, drug crisis, tariffs, etc.
- Exciting to see other economic projects at various stages of completion.
- These conferences are crucial for networking and tours
- Small communities with such small tax bases that they cannot afford to maintain or upgrade their aging infrastructure now that major industry has left.

May 17th, 2025 – Tseshaht Lightning Basketball Tournament

- Second annual tournament.
- All hotels were full as well as huge influx of campers.
- Illustrates the need for more
- Community collaborative effort: Tseshaht, City of Port Alberni, School District 70 and the Port Alberni Port Authority
- Klecko to Nasimus Ross and his team, trainers, volunteers, referees and players who made this tournament happen.

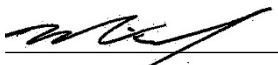
COUNCILLOR PATOLA

May 12-15TH, 2025 – BCEDA Conference

- Councillor Patola, along with Councillor Solda, attending the BC Economic Development Association (BCEDA) Convention in Penticton, BC.
- They participated in a panel on “Building a New Coastal Economy, Together”

- The CEDI collaborative project at Clutesi Haven received the Economic Reconciliation Award (for communities in the 10,000-25,000 population) as well as the People's Choice award.

Date: May 15, 2025
File No: 0640-30-May 26, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: Master Planning Update

Prepared by: DAVE ARSENAULT PROJECT MANAGER	Supervisor: JIM MACDONALD DIR. INFRASTRUCTURE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

1. THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" for the purpose of Capital Plan changes for Master Planning projects as follows:
 - a) Reallocate \$26,000 from project #24004, "Fire Services Master Plan", to project #24001, "Parks, Recreation & Culture Master Plan";
 - b) Reallocate \$124,000 from project #24004, "Fire Services Master Plan", to proposed 2026 capital project "Development Cost Charges Update".

PURPOSE

To adjust the distribution of allocated funds between several existing projects, to better match budgets needs and fulfil the intent of past Council resolutions. To provide Council with an update on Master Planning progress and budgets.

BACKGROUND

Council Resolution 23-216 directed staff to allocate 20% of the *Growing Communities Fund* (GCF) grant towards Master Planning projects, to address information gaps in populating long-term financial planning for community growth and the City's major assets. It was proposed by staff to divide the funds between Master Plan projects for three departments and a *Development Cost Charges* update project, intended to be undertaken upon completion of the *Official Community Plan*.

The approved *Financial Plan 2024-2028* allocated 20% of the GCF to five master planning projects, and allocated money from the *Water Fund* and *Sewer Fund* for two additional master planning projects. No funds were allocated to the *Development Cost Charges* update project.

Staff provided updates on the Master Plan program at:

- Committee of the Whole Meeting of February 20, 2024
- Regular Council Meeting of September 3, 2024
- Regular Council Meeting of February 24, 2025.

Table 1 presents the approved (2024-2025) and proposed budget allocations from the *Growing Communities Fund* for the Master Planning projects, by department. Table 2 summarizes the progress and spending to date for each master planning project.

Development Cost Charges Update

A staff report to Committee of the Whole on June 19, 2023, recommended \$150,000 of the GCF be allocated to this project.

The Development Cost Charges Update project has no budget allocated in the *2025-29 Financial Plan*. It is recommended that this project be funded this year, so that staff can proceed with procurement of consulting services immediately upon completion of the *Official Community Plan*.

Fire Services

A staff report to Committee of the Whole on June 19, 2023, recommended \$100,000 of the GCF be allocated to the Fire Services Master Plan project. However, the approved financial plans for 2024 and 2025 allocate \$250,000 to this project.

The Fire Services Master Plan project is expected to be completed within a \$70,000 budget permitting additional funds to be allocated to other Master Planning projects or retained for future Master Planning related work.

Parks, Recreation & Culture Master Plan

The Parks, Recreation & Culture Master Plan has approved funding totaling \$300,000 in 2024-25. Through competitive procurement processes to retain a Facilities Condition Assessment consultant and a Master Planning consultant, a total project cost of close to \$350,000 was determined. Staff negotiated reduced scope and price for both projects, such that the awarded contracts were within the \$300,000 allocation.

This included elimination of the following from the project scope:

- Condition assessments for a number of City buildings,
- Consultant presentations to Council,
- Development of a public-friendly summary Master Plan report, in addition to the staff-oriented main Master Plan report, and
- A portion of the public and interest group engagement materials development (shifted to staff responsibility).

The increased workload on staff for public and interest group engagement, complicated by a vacancy in the Manager of Communications position during the Round 1 Engagement phase of the project, was impacting the project schedule. It was also found that more meetings and communications with interest groups were needed, compared to our consultant's (Lanarc's) contracted scope.

Consequently, staff directed our consultant Lanarc to undertake some of the public engagement activities that were originally the responsibility of City staff, and carry out additional consultation and communications with interest groups. This was done with the understanding that either an equivalent value of scope would need to be removed later in the project to balance the budget, or Council would need to allocate additional funds.

Staff recommend that an additional \$26,000 be allocated to the project, for the purposes of:

- Avoiding the need for reductions in project scope during the critical stages of Master Plan development,
- Development of a public-friendly summary Master Plan report, in addition to the staff-oriented main Master Plan report, and
- A consultant presentation to Council upon completion of the draft Master Plan report.

A draft report assessing the existing state of Parks, Recreation and Culture’s assets, services, and programs has been prepared, and will be shared publicly once finalized.

The Parks, Recreation and Master Plan team is currently in Phase 2 of the project, and preparing draft recommendations for presentation to the public in Round 2 of public engagement. Ideally, publication of draft recommendations and Round 2 engagement activities would not take place until council and the public have an opportunity to comment on the draft *Official Community Plan* policies. However, to avoid further schedule delays, it is proposed that draft recommendations will be issued this summer, and Round 2 engagement will proceed in September-October.

Additionally, an interim capital project plan for 2026-27 priority projects will be developed, for incorporation into the *Financial Plan* process later this year.

Mobility (Transportation) Master Plan

The Mobility (Transportation) Master Plan, including the Road Network Analysis (a supporting project) has approved funding totaling \$250,000 from GCF, plus \$150,000 from the *General Fund*. It is anticipated that these projects will be completed within budget. The City has retained Bunt & Associates for traffic analysis and modelling, and Master Plan development.

A City-wide Pavement Condition Assessment project has been awarded to Tetra Tech, and will be completed prior to the annual *Financial Plan* process.

The Mobility Master Plan is nearing the end of Phase 1. Round 1 engagement was completed in April, and both an engagement summary report and a background study of existing road and active transportation systems will be completed in the next month. In Phase 2, the team will develop future growth needs, policy and bylaw recommendations, as well as an interim capital project plan for 2026-27 priority projects.

Stormwater & Combined Sewer Overflows Master Plan

The Stormwater & Combined Sewer Overflows Master Plan has approved GCF funding of \$200,000 in 2024-25, plus \$70,000 for combined sewer flow monitoring from the *Sewer Fund*. This project is expected to be completed within budget. The project was awarded to Koers & Associates.

This project is now in Phase 2, with draft recommendations and capital projects being developed. Public release of draft recommendations is anticipated for late summer/early autumn.

Additionally, and an interim capital project plan for 2026-27 priority projects will be developed over the summer, for incorporation into the *Financial Plan* process later this year.

Wastewater (Sanitary) Master Plan

The Wastewater Master Plan has approved GCF funding of \$200,000 in 2024-25 from the *Sewer Fund*. This project is expected to be completed within budget. This project was recently awarded to Koers & Associates, and is in the early stages of background review.

Water Master Plan

The Water Master Plan has an approved budget of \$150,000 in 2024-25 from the *Water Fund*. Additionally, Council Resolution 24-301 directed staff to allocate an additional \$100,000 from the *Water Fund*. This amendment will be reflected in the end of year 2025 Financial Plan amendment.

The successful candidate from the Request for Expressions of Interest competition, Koers & Associates, has recently been invited to submit a proposal to develop the Water Master Plan. The project is expected to be awarded and initiated in June, with an expected project completion in Q2 of 2026.

Watershed Protection Plan

The Watershed Master Plan has \$50,000 budgeted from GCF, and \$50,000 from the *Water Fund*.

An attempt to retain a consultant for this work through a competitive procurement process in 2024 was unsuccessful. Staff capacity has prevented re-initiation of this project to date, however it is anticipated that a second attempt to procure a consulting team for this project will begin in the next month.

Greenhouse Gas Management Plan

This proposed project is not currently funded. Staff plan to bring a recommendation report to Council for approval of this project, once the position of Sustainability and Climate Change Advisor has been filled.

ALTERNATIVES/OPTIONS

1. *THAT Council amend “City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025” for the purpose of capital plan changes for Master Planning projects as follows:*
 - a) *Reallocate \$26,000 from project #24004, “Fire Services Master Plan”, to project #24001, “Parks, Recreation & Culture Master Plan”*
 - b) *Reallocate \$124,000 from project #24004, “Fire Services Master Plan”, to proposed 2026 capital project “Development Cost Charges Update”*

ANALYSIS

The recommendations have no net impact to the *Growing Communities Fund*, City tax or utility rate budgets and are consistent with past Council resolutions 23-216 and 24-301. Staff consider these to be administrative changes, necessary to fulfil the past directions from Council.

IMPLICATIONS

The recommended budget allocation changes do not result in a net change to expenditures from the *Growing Communities Fund*.

The 2025 budgeted expenditure from the *Water Fund* will increase by \$100,000 relative to the approved 2025-2029 *Financial Plan*, however this allocation was already approved by Council in 2024 (Res. No. 24-301).

COMMUNICATIONS

The project teams, in collaboration with the City’s Manager of Communications have continued to carry out community and agency engagement activities for the Master Plan projects, including, most recently:

- Launch of Transportation Master Plan project page (<http://www.letsconnectpa.ca/transportation-master-plan>)
- Transportation Master Plan media release and social media posts,
- Presentation to ACRD Accessibility Committee,
- Public release of the Fire Services Master Plan, the Parks Recreation & Culture Engagement Summary Report, and the Facilities Condition Assessment reports,
- Transportation MP online workshop with interest group representatives,
- Advertisements inviting participation in the eLeisure Guide and Valley Vibe,

- Article in City Connect newsletter,
- Master Plans Open House / Ideas Fair (all Master Plans),
- Transportation MP public online survey; close to 400 submissions received,
- Parks Recreation and Culture MP presentation to the Heritage Commission,
- Transportation MP questionnaire/invitation for input sent to Traffic Advisory Committee members, emergency services representatives, transit authorities and the Ministry of Transportation & Transit.

The project web page for the Stormwater & CSO Master Plan will be launched shortly on

<http://www.letsconnectpa.ca>.

BYLAWS/PLANS/POLICIES

- *City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*

The development of the Master Plans aligns with these strategies from the 2023-2027 *Corporate Strategic Plan*:

- 1.4.1 Review existing plans and guiding documents. Develop new plans for current and future use that reflect current values.
- 3.1.1 Identify opportunities, establish priorities, engage the public and stakeholders, and move with purpose on the right projects.
- 3.3.1 Port Alberni is a preferred place to live, work, and play.
- 5.3.2 Improve connectivity of existing City pathways and trails.

SUMMARY

It is recommended that some of the approved *Financial Plan* allocation for the Fire Services Master Plan be re-allocated to the Development Cost Charges update project, and to the Parks, Recreation & Culture Master Plan project. This will allow staff to proceed with the planned Development Cost Charges update in 2026, and provide the funds for the Parks, Recreation & Culture Master Plan deficit between approved budget and anticipated actual project cost (approximately 10% higher than original budget).

It is also recommended that the approved *Financial Plan* allocation for the Water Master Plan be increased to match the allocation approved by Council in Res. No. 24-301.

ATTACHMENTS/REFERENCE MATERIALS

Table 1: Growing Community Fund Allocations for Master Planning, by Department

Table 2: Master Plan Projects – Project Status

c: W. Thorpe, Director of Parks, Recreation, and Culture

M. Owens, Fire Chief

A. McGifford, Director of Finance

Table 1: Growing Community Fund Allocations for Master Planning, by Department

Department	Growing Communities Fund Allocation		
	RTC June 2023 Proposed	Approved Capital Plan	Recommended
Parks, Recreation & Culture	\$ 300,000	\$ 300,000	\$ 326,000
Fire Department	\$ 100,000	\$ 250,000	\$ 100,000
Infrastructure Services	\$ 500,000	\$ 500,000	\$ 500,000
Development Services (Development Cost Charges Study, 2026)	\$ 150,000	\$ -	\$ 124,000
Total Allocation	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000

Table 2: Master Plan Projects - Project Status


Master Plan Projects	Budget	Approx. Expended to Date (to April 2025)	Lead Consultant	Approx. Project % Complete	Scope Dev. & Consultant Procurement	Round 1 Community Engagement	Existing Conditions Study	Needs Assessment	Draft Master Plan	Round 2 Community Engagement	Final Master Plan & Capital Plan
Fire Services Master Plan	\$ 100,000	\$ 45,000	Behr	80%							Starting
Parks, Recreation & Culture Master Plan (incl. Facilities Condition Assessments)	\$ 326,000	\$ 201,000	Lanarc	60%				In progress	Summer 2025	Fall 2025	End of 2025
Stormwater & Combined Sewer Overflow Master Plan (incl. Sewer Flow Monitoring)	\$ 270,000	\$ 150,000	Koers	60%				In progress	Summer 2025	Fall 2025	End of 2025
Transportation Master Plan (incl. Road Network Analysis)	\$ 400,000	\$ 100,000	Bunt	30%				Starting	Summer 2025	Fall 2025	Early 2026
Wastewater (Sanitary) Master Plan	\$ 200,000	\$ -	Koers	10%		Starting	Starting	Summer 2025	Fall 2025	Fall 2025	Early 2026
Drinking Water Master Plan	\$ 250,000	\$ -	Koers	8%	In progress	Fall 2025	Summer 2025	Summer 2025	Fall 2025	End of 2025	Early 2026

Projects not started

Watershed Protection Plan (planned for Fall 2025)

Development Cost Charges Study (planned for early 2026)

Date: May 8, 2025
File No: 0640-30-May 26, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: 2025 UBCM Resolutions

Prepared by: S. DARLING DIRECTOR OF CORPORATE SERVICES	Supervisor: M. FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

That Council receive the report 'UBCM 2025 Resolutions' dated May 8, 2025 as information.

PURPOSE

To inform Council of the resolutions previously submitted to Association of Vancouver Island and Coastal Communities [AVICC] that were submitted to the 2025 Union of BC Municipalities [UBCM] Convention, and to seek input for additional resolutions Council may wish to submit.

BACKGROUND

Council submitted two resolutions to the AVICC 2025 Convention which were endorsed to UBCM for consideration at its 2025 Convention.

The first resolution addressed fibre decline and the need for accelerated efforts on behalf of the Provincial government to make more fibre available to mills and reduce the cost of fibre.

The second resolution addressed the need for sustainable fibre in addition to investing in appropriate technologies to maximize value of sustainable fibre and worker retraining.

A third resolution regarded establishing a framework for intergovernmental relations with First Nations was submitted as a late resolution and was not considered at AVICC but has since been submitted directly to UBCM.

ALTERNATIVES/OPTIONS

1. That Council receive the report 'UBCM 2025 Resolutions' dated May 8, 2025.
2. That Council provide additional topics for resolution submission to UBCM in advance of the June 15th deadline.

ANALYSIS

The 2025 UBCM Convention will take place September 22 – 26 in Victoria, BC.

The main forum for UBCM policy-making is the annual resolutions cycle. It provides an opportunity for local governments of all sizes and from all areas of the province to express concerns, share their experiences and take a united position.

Members are urged to submit resolutions first to Area Associations [AVICC] for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration. If necessary, local governments may submit council- or board-endorsed resolutions directly to UBCM prior to June 15, each year.

IMPLICATIONS

Implications include staff time to research and prepare resolutions for submission to UBCM. In considering resolutions submissions to UBCM, Council should consider those that align with Council's strategic priorities.

COMMUNICATIONS

None at this time.

BYLAWS/PLANS/POLICIES

Each of these resolutions aligns with Council's *Corporate Strategic Plan*.

The Fibre Decline and Sustainable Fibre resolutions align with the goal of "planning and encouraging development to ensure a thriving economy and strong diverse tax base" and "responding to demographic change."

The Inclusive Governance resolution aligns with the priority that "The City continue on a thoughtful and sustainable path of reconciliation with First Nations and First Nation citizens," and "be guided by principles included in UNDRIP."

SUMMARY

Council will have three resolutions considered at the 2025 UBCM Convention related to sustainable fibre and inclusive governance. Should Council wish to submit additional resolutions for consideration, direction is required in advance of the June 15th submission deadline.

ATTACHMENTS/REFERENCE MATERIALS

- *Fibre Decline Resolution and Background*
- *Sustainable Fibre Resolution and Background*
- *Inclusive Governance Resolution and Background*
- [UBCM Resolutions Process](#)



Date: January 31, 2025
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2025 AGM & Convention
Forestry Industry | Fibre Decline

In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goals of "Planning and encouraging development to ensure a thriving economy and strong diverse tax base" and "responding to demographic change," Council for the City of Port Alberni is submitting the attached resolution for consideration.

The forestry industry is a cornerstone of British Columbia's economy, historically providing thousands of jobs, contributing significantly to local and provincial revenues, and serving as a vital source of raw materials for a variety of sectors. However, in 2025 the industry is facing an unprecedented crisis characterized by substantial job losses, a decline in fibre availability, and rising operational costs. This backgrounder outlines the current challenges, implications for communities, and the necessity for proactive measures from the provincial government.

Reports indicate that hundreds of jobs have already been lost in the forestry sector in British Columbia in 2024, with many more positions at risk. This trend is attributed to a combination of factors, including reduced access to fibre, rising operational costs, and increased competition from alternative materials and industries.

The availability of timber and fibre has become increasingly limited due to various factors including regulatory changes, environmental considerations, and competition with other industries for land use. According to COFI, "access to economic fibre has fallen from 60 million cubic metres in 2018 to 35 million cubic metres of actual harvest in 2024...42% below the allowable annual cut." As a result of wildfires and pine beetle infestations there is additional pressure placed on the already tightened supply.

In 2024, the closure of Western Forest Products' Alberni Pacific Division sawmill and the San Group request for creditor protection for its assets has impacted hundreds of jobs in Port Alberni. As jobs are lost, local businesses suffer from decreased spending leading to a ripple effect throughout the economy. The potential decline in industrial property tax revenues could result in reduced funding for essential services impacting public infrastructure, education, and healthcare.

The job losses and economic instability may lead to population declines in rural and resource-dependent communities as families move elsewhere in search of employment opportunities. This demographic shift can create long-term challenges for community sustainability and vitality.

Accelerating efforts to ensure the availability of fibre is critical for the survival of mills at risk. By collaborating with the forestry industry and other stakeholders, the provincial government can identify and implement strategies to increase fibre supply and stabilize operations.

The forestry industry in British Columbia is at a critical juncture, facing significant challenges that threaten its viability and the livelihoods of countless individuals. The proposed motion seeks to urge the provincial government to take immediate and decisive action to address the decline in fibre availability and support the sustainability of the industry. Through collaborative efforts, it is possible to revitalize the forestry sector, preserve jobs, and ensure the long-term prosperity of communities throughout British Columbia.

The decline in available or cost-effective fibre affects not only Port Alberni but many other communities across Vancouver Island and British Columbia as well.

Yours truly,
CITY OF PORT ALBERNI



Sharie Minions
Mayor

c: City Council
M. Fox, CAO
S. Darling, Director of Corporate Services
UBCM Member Municipalities

Date: January 31, 2025

File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2025 AGM & Convention

Forestry Industry and Fibre Decline

City of Port Alberni

WHEREAS, hundreds of jobs have been lost in the forest industry in BC in 2024, and hundreds more are at risk due to the increasing cost and difficulty of accessing fibre and multiple other reasons; and

WHEREAS, this forest industry crisis has the potential for declines in population as well as declines in industrial property tax revenues in dozens of communities throughout British Columbia; now

THEREFORE, BE IT RESOLVED that AVICC and UBCM call on the provincial government to accelerate efforts to make more fibre available to mills at risk and work with industry as well as other stakeholders to find ways to reduce the cost of fibre delivered to the mills.



Date: January 31, 2025
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2025 AGM & Convention
Forestry Industry | Sustainable Fibre

In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goals of "Planning and encouraging development to ensure a thriving economy and strong diverse tax base", Council for the City of Port Alberni is submitting the attached resolution for consideration.

The forestry industry is a cornerstone of British Columbia's economy, historically providing thousands of jobs, contributing significantly to local and provincial revenues, and serving as a vital source of raw materials for a variety of sectors. However, in 2025 the industry is facing an unprecedented crisis characterized by substantial job losses, a decline in fibre availability, and rising operational costs. This backgrounder outlines the current challenges, implications for communities, and the necessity for proactive measures from the provincial government.

In 2024, the forestry sector has seen hundreds of jobs lost with many more at risk. The decline has had a cascading effect on local economies, impacting businesses that rely on forestry operations and leading to reduced consumer spending. The potential loss of population in rural areas can further exacerbate economic challenges, diminishing the tax base that supports community services.

The escalating costs associated with accessing fibre have created significant hurdles for the forestry industry. These challenges stem from regulatory complexities, environmental considerations, and competition for land use.

The need for investment in appropriate technologies is paramount to maximize the value of available fibre. There are a number of different approaches to addressing the shortage. Quesnel has established their Future of Forestry Think Tank. The Ministry of Forests is developing a Forest Landscape Plan. Advances in processing methods, waste utilization, and product innovation can help the industry transform challenges into opportunities. However, without financial support and targeted investment many mills may struggle to adapt.

As the industry evolves towards a more sustainable model, retraining and upskilling existing workers will be essential. A workforce equipped with the necessary skills to engage with new technologies and sustainable practices will be critical to the industry's resilience and growth.

The forestry industry in British Columbia is at a critical juncture, facing significant challenges that threaten its sustainability and the livelihoods of those who depend on it. The proposed motion emphasizes the need for a collaborative approach involving the provincial government and local stakeholders to assess sustainable fibre availability, invest in technology, and retrain workers. By taking these steps, we can revitalize the forestry sector, secure jobs, and build resilient communities for the future.

Yours truly,
CITY OF PORT ALBERNI

A handwritten signature in blue ink, appearing to read 'Sharie Minions', with a long horizontal stroke extending to the right.

Sharie Minions
Mayor

c: City Council
M. Fox, CAO
S., Director of Corporate Services
UBCM Member Municipalities



Date: January 31, 2025

File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2025 AGM & Convention

Forestry Industry and Sustainable Fibre

City of Port Alberni

WHEREAS, hundreds of jobs have been lost in the forest industry in BC in 2024 and hundreds more are at risk due to the increasing cost of accessing fibre and multiple other reasons; and

WHEREAS, the forest industry crisis has the potential for population declines as well as declines in industrial property tax revenues many communities throughout British Columbia; now

THEREFORE, BE IT RESOLVED that AVICC and UBCM call on the provincial government to partner financially in localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.

Date: February 19, 2025
File No: 0390-20-UBCM

RESOLUTION for Consideration by Delegates at the UBCM 2025 Convention

Request for Advocacy for the Establishment of a Framework for Intergovernmental Relations with First Nations

City of Port Alberni

The relationship between municipal governments and First Nations in British Columbia is crucial for fostering sustainable communities, promoting economic development, and addressing social and environmental challenges. Despite the recognition of Indigenous rights at both the federal and provincial levels, there exists a significant gap in formalized intergovernmental relations that can facilitate effective collaboration and mutual understanding. This backgrounder outlines the need for a structured framework to enhance these relationships, the benefits of such a framework, and the steps that can be taken to implement it.

The Constitution Act of 1982 acknowledges the rights of Indigenous Peoples in Canada. Moreover, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) sets international standards for the treatment of Indigenous communities, emphasizing the importance of free, prior, and informed consent in decision-making processes.

Many municipalities and First Nations face challenges related to:

- **Lack of Communication:** Insufficient dialogue can lead to misunderstandings and missed opportunities for collaboration.
- **Resource Allocation:** Disparities in funding and resources hinder the ability of both municipal governments and First Nations to deliver essential services effectively.
- **Cultural Misunderstandings:** Differences in governance structures, values, and traditions can create barriers to effective partnerships.
- **Conflict Resolution:** The absence of established processes for addressing disputes can escalate tensions and hinder progress.

Benefits of a Framework for Intergovernmental Relations

1. **Enhanced Collaboration:** A formalized framework would promote ongoing dialogue and cooperation, leading to more effective governance and service delivery.
2. **Equitable Resource Distribution:** Clearly defined resource-sharing models would ensure that both municipalities and First Nations can access the funding and support they need to thrive.
3. **Capacity Building:** Training initiatives and capacity-building programs would empower both parties to engage effectively in intergovernmental relations.

4. **Conflict Resolution Mechanisms:** Established processes for resolving disputes would foster trust and respect, enabling a more collaborative approach to governance.
5. **Improved Community Outcomes:** By working together, municipalities and First Nations can better address local issues, promote economic development, and enhance the quality of life for all residents.

Proposed framework components to include but not be limited to:

1. **Guidelines for Engagement:** Establish clear protocols for consultation and collaboration, ensuring all parties are engaged in relevant decision-making processes.
2. **Resource Sharing Models:** Develop equitable mechanisms for distributing resources and funding to support shared objectives.
3. **Capacity Building Initiatives:** Implement training programs to enhance the skills and knowledge of municipal and First Nations leaders and staff.
4. **Conflict Resolution Processes:** Create established pathways for addressing disputes that may arise in intergovernmental engagements.
5. **Monitoring and Evaluation:** Implement a system to assess the framework's effectiveness and adapt it based on community needs and feedback.

The establishment of a comprehensive framework for intergovernmental relations with First Nations is essential for fostering meaningful partnerships and ensuring that the rights and interests of Indigenous communities are respected and upheld. By advocating for this framework through AVICC and the Union of B.C. Municipalities, we can work towards a more collaborative future that benefits all residents of British Columbia.

Yours truly,
CITY OF PORT ALBERNI



Sharie Minions
Mayor

c: City Council
M. Fox, CAO
S., Director of Corporate Services
UBCM Member Municipalities

Date: February 19, 2025
File No: 0390-20-UBCM

RESOLUTION for Consideration by Delegates at the UBCM 2025 Convention

Request for Advocacy for the Establishment of a Framework for Intergovernmental Relations with First Nations

City of Port Alberni

WHEREAS the Province of British Columbia recognizes the inherent rights of Indigenous Peoples, as outlined in the Constitution Act of 1982, and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP);

AND WHEREAS meaningful collaboration and engagement between municipal governments and First Nations are essential for fostering mutual respect, understanding, and shared decision-making in matters affecting local communities;


AND WHEREAS the lack of a consistent and formalized framework for intergovernmental relations has led to challenges in communication, resource sharing, and coordinated service delivery between First Nations and local governments;

THEREFORE, BE IT RESOLVED that Council for the City of Port Alberni hereby requests the AVICC & Union of B.C. Municipalities advocate to the provincial and federal governments for the establishment of a comprehensive framework for intergovernmental relations with First Nations;

AND BE IT FURTHER RESOLVED that this framework should include:

- 1. Guidelines for Engagement: Clear protocols for consultation and collaboration between municipalities and First Nations, ensuring that all parties are involved in decision-making processes that affect their communities.*
- 2. Resource Sharing Models: Mechanisms to facilitate the equitable distribution of resources, funding, and support to First Nations and municipal governments to advance shared goals and objectives.*
- 3. Capacity Building Initiatives: Programs to enhance the capacity of both First Nations and local governments to engage in effective intergovernmental relations, including training and development opportunities.*
- 4. Conflict Resolution Processes: Established pathways for addressing disputes or challenges that arise in intergovernmental engagements, fostering a culture of cooperation and mutual respect.*
- 5. Monitoring and Evaluation: A system for assessing the effectiveness of the framework and its implementation, allowing for continuous improvement and adaptation based on the needs of the communities involved.*

Date: May 13, 2025
File No: 0640-30-May 26, 2026
To: Mayor & Council
From: M. Fox, CAO
Subject: Community Heritage Commission | 2025 Alberni District Fall Fair

Prepared by: <i>S. PERRY</i> Mgr. of Culture	Supervisor: <i>W. THORPE</i> DIRECTOR OF PARKS, RECREATION & CULTURE	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council authorize the Community Heritage Commission to participate in the 2025 Alberni District Fall Fair to host an information and engagement booth, and to conduct a short community survey regarding cultural and heritage awareness, interests, and future initiatives.

PURPOSE

To seek Council authorization for the Community Heritage Commission (the “Commission”) to participate in the 2025 Alberni District Fall Fair for the purposes of increasing public awareness of cultural and heritage matters, and to conduct a short community survey to support future planning and engagement strategies.

BACKGROUND

The Alberni District Fall Fair is scheduled to take place September 4–7, 2025, at 4090 Hollywood Street, Port Alberni, BC. As a longstanding event with high levels of community attendance, it provides an ideal venue for outreach and engagement.

The Community Heritage Commission was established under Bylaw No. 4959 as an advisory body to City Council with a mandate to advise on heritage matters, coordinate and support heritage interests, and liaise with relevant organizations. The Commission meets monthly and supports City Council in the advancement of local heritage policy and planning initiatives.

At its May 2025 meeting, the Commission recommended to Council that it be authorized to participate in the Alberni District Fall Fair for the purpose of hosting an information booth and to conduct a survey.

ALTERNATIVES/OPTIONS

1. *THAT the Council of the City of Port Alberni authorizes the Community Heritage Commission to participate in the 2025 Alberni District Fall Fair, to host an information and engagement booth, and to conduct a public survey in support of cultural and heritage awareness, public consultation, and future planning initiatives.*
2. That Council refer the matter back to staff or the Commission for further development.
3. That Council decline the request for participation at this time.

ANALYSIS

Option One: THAT the Council of the City of Port Alberni authorizes the Community Heritage Commission to participate in the 2025 Alberni District Fall Fair, to host an information and engagement booth, and to conduct a short community survey regarding cultural and heritage awareness, interests, and future initiatives.

The Commission proposes to host an information and engagement booth at the Fall Fair to achieve the following objectives:

- Promote awareness of the Commission’s mandate and heritage initiatives in Port Alberni.
- Share information with the public about local heritage sites, programs, and cultural assets.
- Conduct a brief, voluntary public survey to gather input related to:
 - Public awareness and perception of cultural and heritage offerings;
 - Barriers to participation in heritage-related activities;
 - Community interests and ideas for cultural programming and future initiatives.

IMPLICATIONS

There are no additional financial implications anticipated at this time, as participation will be managed by Commission members and volunteers, with materials developed in-kind and in collaboration with City staff where appropriate. While there is a cost of \$400 to rent a booth at the Fall Fair, staff are working with the Fall Fair association for donation or reduction in fees with offers of donation from the Commissioners if there is a cost.

COMMUNICATIONS

The event will be marketed via the Play in PA accounts for the City of Port Alberni.

BYLAWS/PLANS/POLICIES

The Community Heritage Commission was established under Bylaw No. 4959 as an advisory body to City Council with a mandate to advise on heritage matters, coordinate and support heritage interests, and liaise with relevant organizations.

Duties outlined include:

- Advise on policies and objectives relating to operations of the Alberni Valley Museum, the McLean Mill National Historic Site and other community heritage resources;
- Advise Council with respect to any and all heritage issues, on behalf of heritage groups in the community and advise on specific heritage issues that may be referred to them by Council;
- Act in an advisory capacity to coordinate and support the interests of heritage groups in the Alberni Valley and liaise with these groups in forming recommendations to Council.

Strategic Alignment - This initiative aligns with:

- City Council’s goals to strengthen civic identity and promote inclusive community development;
- Broader municipal objectives relating to community engagement, reconciliation, and cultural diversity.

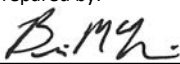
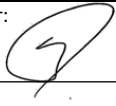
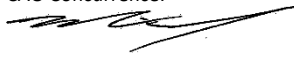
SUMMARY

The Community Heritage Commission's presence at the 2025 Alberni District Fall Fair represents a timely and strategic opportunity to promote Port Alberni's heritage values and gather meaningful community input. Council's support of this initiative will empower the Commission to fulfill its mandate more effectively while building stronger community connections.

ATTACHMENTS/REFERENCE MATERIALS

c: W. Thorpe, Director of Parks, Recreation and Culture

Date: May 15, 2025
File No: 3090-20-DVP125
To: Mayor & Council
From: M. Fox, CAO
Subject: DEVELOPMENT APPLICATION – Development Variance Permit (DVP 125)
4691 Gertrude Street, Port Alberni
PARCEL C (BEING A CONSOLIDATION OF LOTS 1, 2 AND 3 SEE CB1406263) BLOCK 7 DISTRICT
LOT 1 ALBERNI DISTRICT PLAN 197
PID: 032-272-774
Applicant: Brent Wilson dba Seebros Holdings Ltd.

Prepared by:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT Council authorize the issuance of Development Variance Permit No. 125 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw with conditions at 4691 Gertrude Street:

- Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.

PURPOSE

To consider Development Variance Permit No. 125 to vary the maximum permitted fence height at 4691 Gertrude Street, which is part of the Beaver Creek Home Center.

BACKGROUND

Subject Property and Site Context

4691 Gertrude Street forms part of the Beaver Creek Home Center (BCHC) near the intersection with Burke Road (see Figure 1). It is located on the edge of the Northport commercial area where land use transitions to lower intensity commercial and residential. The northwest portion of the property was recently rezoned to C7 Core Business, and consolidated into the adjacent BCHC lands.

The applicant has applied for a variance that would permit construction of an 8-foot fence to enclose the property. Much of the property is already enclosed by an 8-foot fence, but this would extend the fence to the remainder of the property. The existing 8-foot fence is topped with barbed wire. This was installed prior to 2023 when the Zoning Bylaw was updated to limit fence height and prohibit barbed wire.

Location	Southeast corner of Gertrude Street and Burke Road intersection.
Current Land Use	<i>General Commercial</i>
Current Zoning	<i>C7 Core Business</i>
Total Area	2,432 m ² (0.6 acres)

Figure 1 -Subject Property Map



ALTERNATIVES/OPTIONS

1. *THAT Council authorize the issuance of Development Variance Permit No. 125 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw with conditions at 4691 Gertrude Street:*
 - i. *Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.*
2. Council may pass a resolution to decline issuance of Development Variance Permit No. 125.
3. Council may direct staff to provide additional information.

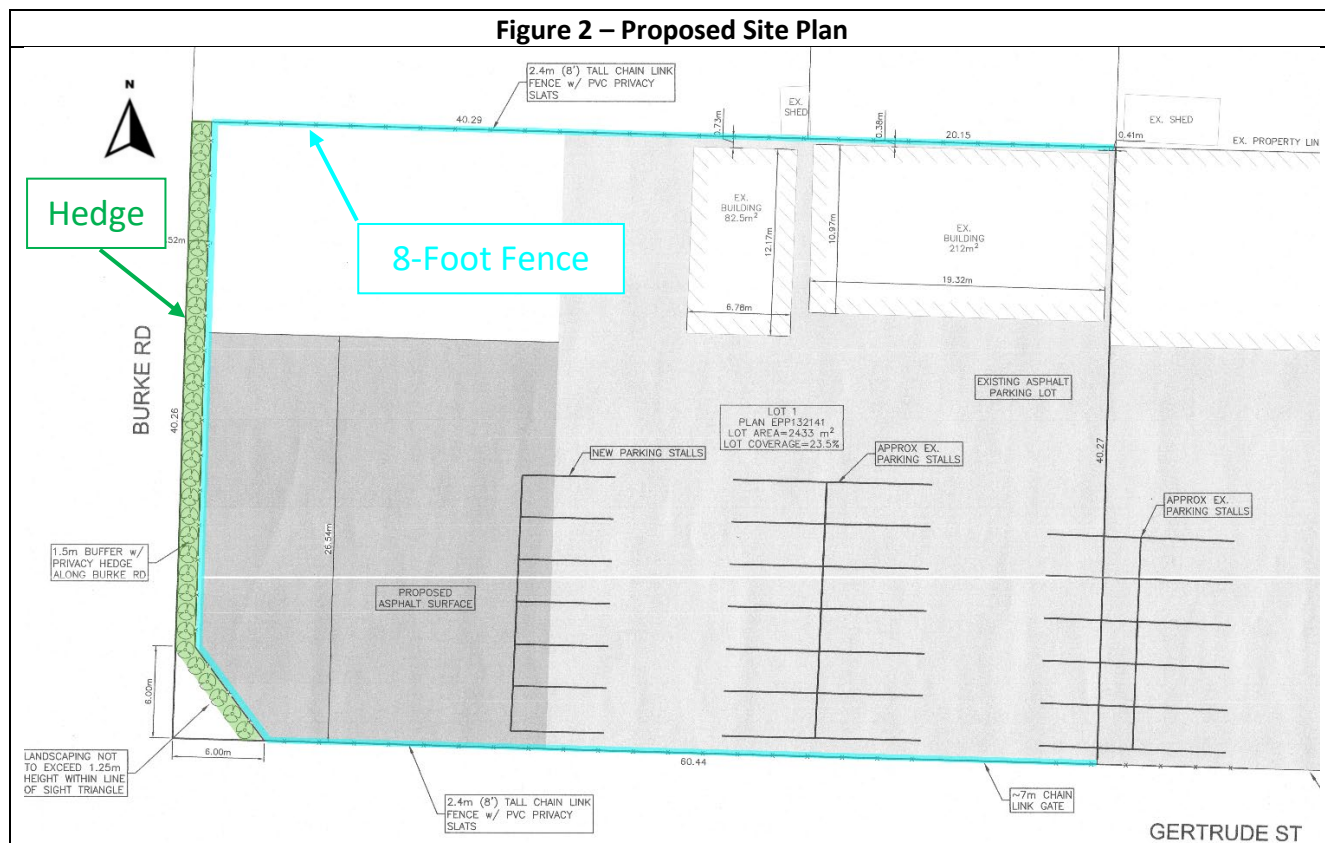
Administration recommends option 1.

ANALYSIS

The applicant is seeking to vary section 6.7 of the Zoning Bylaw that controls maximum fence height. Table 1 outlines the requested variance:

Table 1 – Text of Proposed Variance to Zoning Bylaw No. 5105

		Permitted	Proposed
6.7.4 Fences and Hedges	Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.	1.8 m (6.0 ft)	2.44 m (8.0 ft)



The DVP is not considered minor under *Development Procedures Bylaw No. 5076, 2023*, therefore it must be approved by Council. Under *Schedule D* of the bylaw, approval of variances must include consideration for the following:

- 1) The impact of the proposed variance on adjacent properties or the surrounding neighbourhood and how those impacts may be mitigated;
- 2) Whether there is a community or environmental benefit to the larger community in granting the variance; and
- 3) Whether there is hardship other than the business aspects of the development, such as location, size, site configuration, or topography or other natural attribute of the land.

Table 2 – Variance Analysis	
1. Impact(s)	<ul style="list-style-type: none"> If approved, the applicant will be permitted to construct an 8-foot fence around the subject property. The commercially-zoned (C5) properties at 4690, 4676, and 4660 Elizabeth Street may be impacted by a future 8-foot fence on their rear property line. Staff do not anticipate significant negative impacts to surrounding properties from approving the variance. The proposed chain-link fence will include privacy slats that will improve screening of existing Beaver Creek Home Center operations.
2. Community Benefit	<ul style="list-style-type: none"> Additional landscaping required as a condition of the variance permit will help reduce potential impacts from business operations on the residential properties across Burke Street.
3. Hardship	<ul style="list-style-type: none"> There is no evidence of hardship resulting from site conditions.

Figure 3 – Property to be Enclosed by Fencing (view from Burke Road)



Referrals

The application was referred to the City's internal departments. No comments or concerns were received in response.

IMPLICATIONS

Approving DVP 125 would enable an 8-foot fence to be constructed around the perimeter of the subject property. This would allow the property to be more fully utilized by Beaver Creek Home Centre for their business operation.

Much of the property is already enclosed by a tall fence topped with barbed wire. The new portion of fence will be 8-feet with privacy slats and no barbed wire. There will also be privacy hedge along Burke Street to screen the fencing from nearby residential properties. Staff do not anticipate significant negative impacts to surrounding properties from approving the variance.

COMMUNICATIONS

All required notifications were completed in accordance with *Local Government Act* section 499 and *Development Procedures Bylaw No 5076, 2023*. Notices were mailed to all owners and occupants of property within 100 metres of the subject property. A total of 137 letters were mailed. As of the date of this report no responses were received.

BYLAWS/PLANS/POLICIES

Zoning Bylaw No. 5105, 2024:

The application has been reviewed for compliance with *Zoning Bylaw No. 5105, 2024*. A variance to sections 6.7.3 and 6.7.4 (*Fences and Hedges*) is required to increase the maximum permitted fence height.

SUMMARY

The City has received an application to vary section 6.7 *Fences and Hedges of the Zoning Bylaw* to increase the maximum permitted fence height to 2.44 metres (8.0 ft) at 4691 Gertrude Street. The owners intend to enclose the property with an 8-foot fence to support operation of the Beaver Creek Home Center. Staff do not anticipate significant negative impacts to the surrounding neighbourhood as a result of approving the variance and recommend issuance of DVP 125.

ATTACHMENTS/REFERENCE MATERIALS

1. Public Notice
2. Development Variance Permit (DVP 125)
 - Schedule A – Location Map
 - Schedule B – Site Plan and Landscaping



WE WANT TO HEAR FROM YOU

DEVELOPMENT VARIANCE PERMIT

DVP No. 125

Notice of Application to Vary Zoning Bylaw No. 5105

The applicant is requesting to vary the maximum fence height to enable an eight (8) foot perimeter fence to be installed at the property.

SUBJECT PROPERTIES:

1. **4691 Gertrude Street** - Parcel C (Being a Consolidation of Lots 1, 2, and 3 see CB1406263) Block 7, District Lot 1, Alberni District, Plan VIP197 (PID: 032-272-774)

DETAILS:

1. Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.

TO PROVIDE FEEDBACK:

All comments to City Council **must be received before May 26, 2025 at 12:00 p.m.**

- Address correspondence to 'Mayor and Council' c/o 4850 Argyle St., Port Alberni, BC V9Y 1V8
- Include in the subject line: **"DVP 125"**
- Include the **name and address** of the person making the submission
- Email correspondence may be sent to: corp_serv@portalberni.ca
- Correspondence may also be hand delivered to the drop box located left of the main entrance to City Hall.

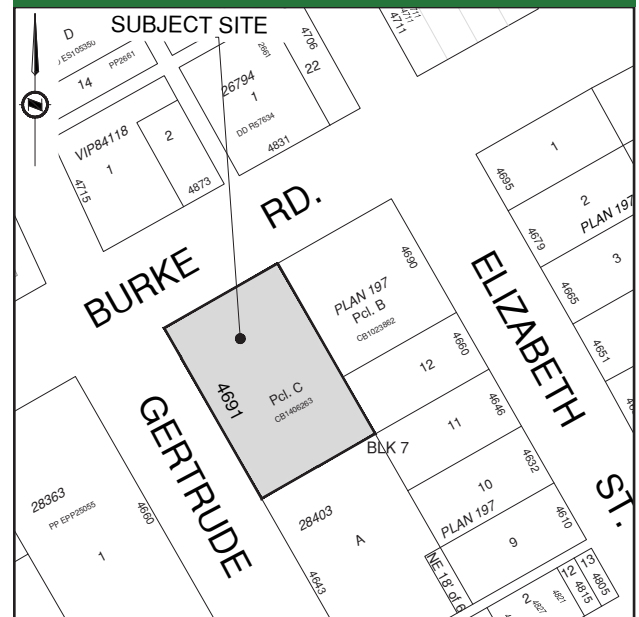
TO SPEAK AT THE COUNCIL MEETING:

- Attend the meeting in person at the date and time of the meeting in City Hall Council Chambers.
- Any person who wishes to speak to this application will be afforded an opportunity during the meeting.

COUNCIL MEETING

May 26, 2025 2:00 PM

City Hall, Council Chambers
4850 Argyle Street
Port Alberni



LOOKING FOR MORE INFORMATION?

TO VIEW DOCUMENTS

Copies of the Permit as well as relevant reports, plans, and documents are available for inspection at the Development Services Department, located upstairs at 4835 Argyle Street (above Salvation Army), from 8:30 A.M.- 4:00 P.M. Monday through Friday (except Statutory Holidays).

QUESTIONS?

REGULAR COUNCIL AGENDA - MAY 26, 2025

Call the Development Services Department at 250-728-0435, or Email corp_serv@portalberni.ca



4850 Argyle Street | Port Alberni BC
V9Y 1V8 Canada
www.portalberni.ca
T. 250-720-2830
F. 250-723-3402

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit No: 125

Registered Owner(s): SEEBROS HOLDINGS LTD., INC.NO. BC0812664
2555 Port Alberni Highway, Port Alberni, BC, V9Y 8P2

Applicant: Brent Wilson

Subject Property: 4691 Gertrude Street, Port Alberni BC

Legal Description: PARCEL C (BEING A CONSOLIDATION OF LOTS 1, 2 AND 3 SEE CB1406263) BLOCK 7 DISTRICT LOT 1 ALBERNI DISTRICT PLAN 197

Parcel Identifier: 032-272-774

Purpose: Increase maximum permitted height of a fence on a commercial property.

WHEREAS, pursuant to Section 498 of the *Local Government Act, RSBC 2015*, on application of an owner of land, a local government may, by resolution, issue a Development Variance Permit that varies, in respect to the land covered in the Permit, the provisions of a Zoning Bylaw adopted under Part 14 of the *Local Government Act*. Authorization is hereby granted to:

SEEBROS HOLDINGS LTD., INC.NO. BC0812664
2555 Port Alberni Highway, BC, V9Y 8P2

to:

- a) Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.

for development on the lands legally described as *PARCEL C (BEING A CONSOLIDATION OF LOTS 1, 2 AND 3 SEE CB1406263) BLOCK 7 DISTRICT LOT 1 ALBERNI DISTRICT PLAN 197* and located at **4691 Gertrude Street**, as shown on the Schedule A map attached.

Conditions of Permit:

1. Landscaping must be installed in accordance with the site plan attached as Schedule B to Development Variance Permit 125.

Pursuant to section 504(1) of the *Local Government Act*, this permit lapses two years from date of issue if the holder of the permit does not substantially start any construction with respect to which this permit is issued.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Variance Permit No. 125.

Authorized by

Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, 2025.

SUBJECT SITE

BURKE RD.

GERTRUDE ST.

ELIZABETH ST.

JOHNSTON RD. (HWY. 4)

BLK 7

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CB1023862

Pct. C
CB1406263

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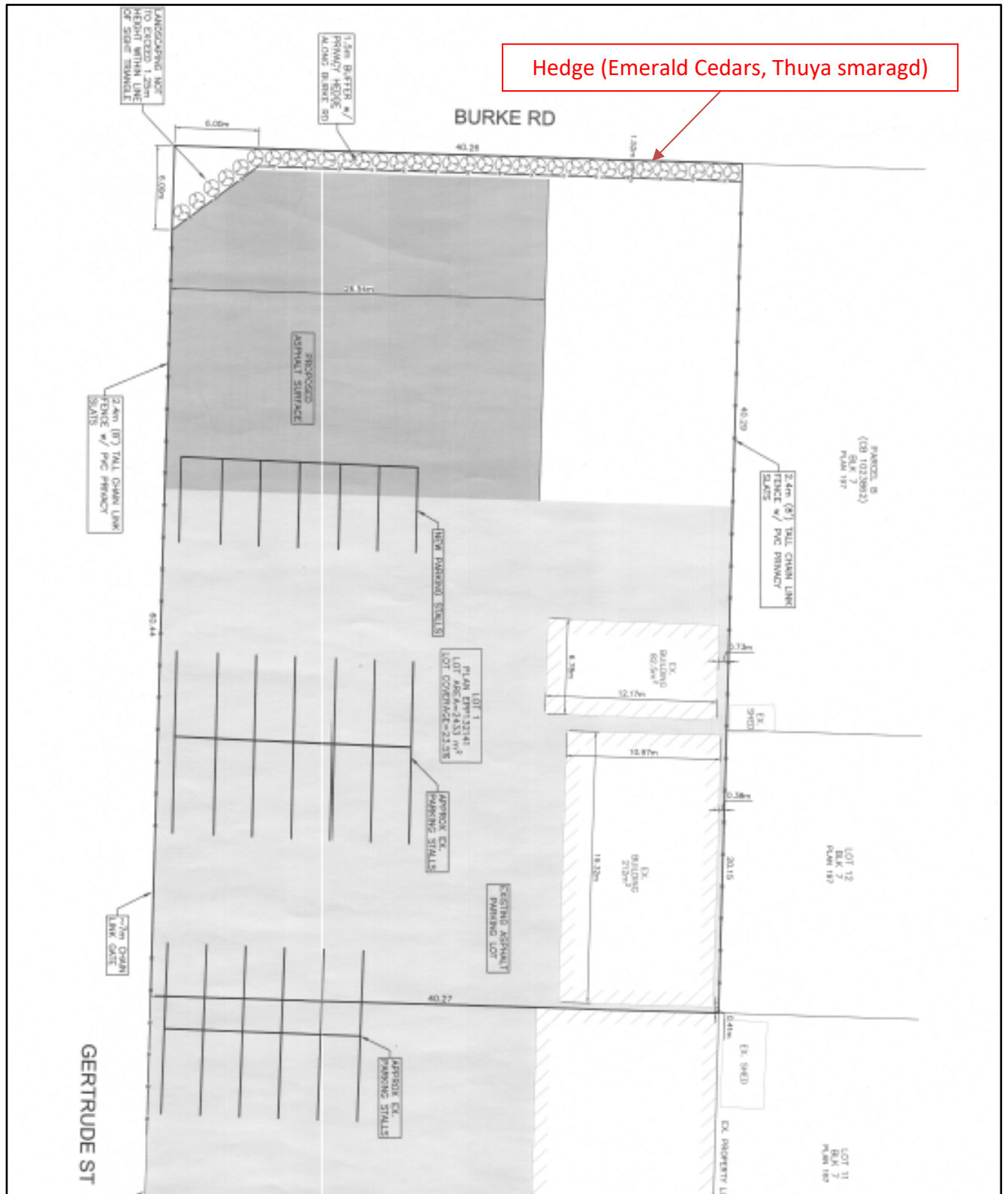
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SCHEDULE B – Site Plan and Landscaping





4691 Gertrude St.

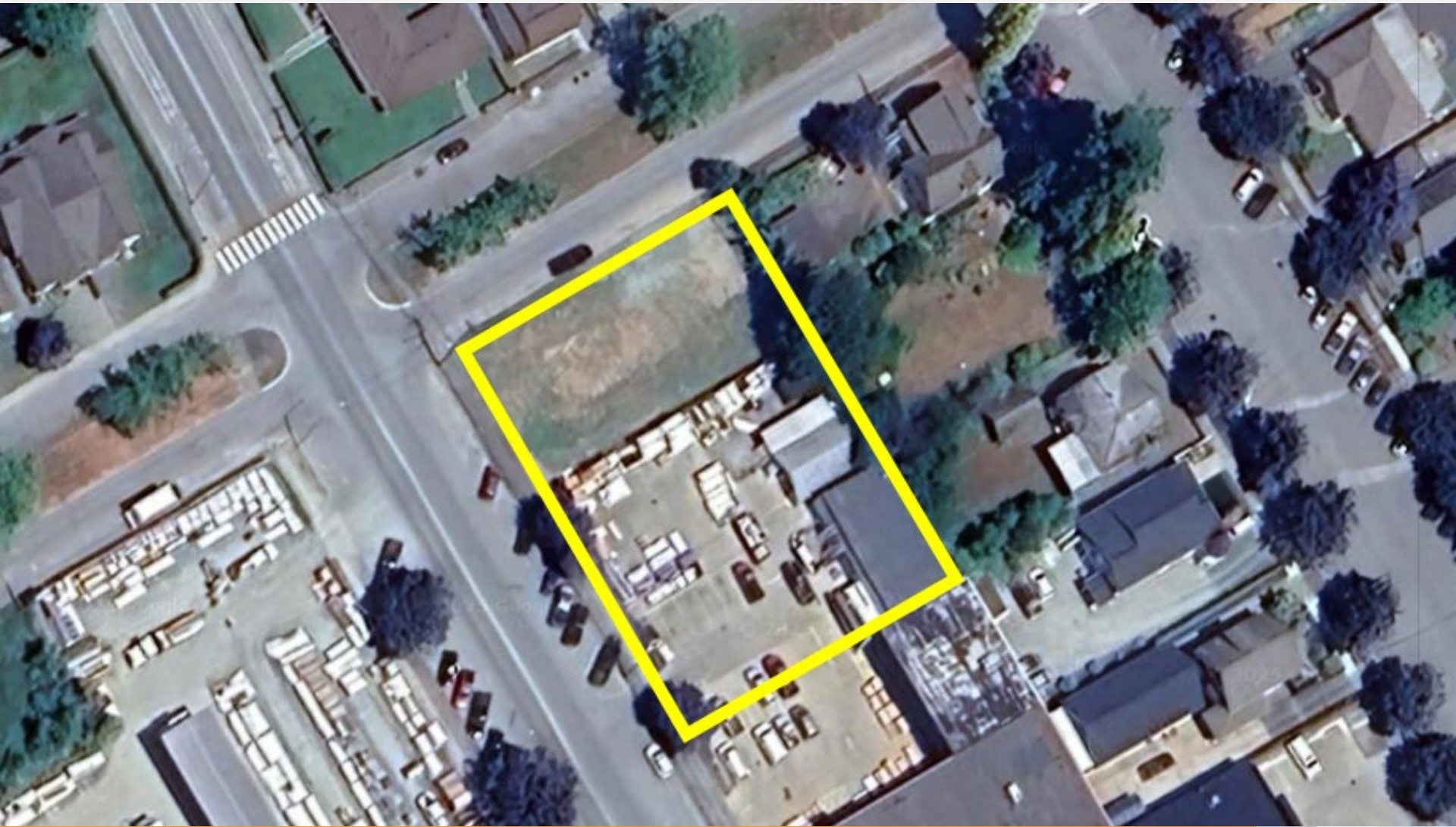
**Development Variance
Permit (DVP 125)**

Applicant B. Wilson



portalberni.ca

Development Variance



Development Variance

Application Intent:

- To increase the maximum permitted fence height at 4691 Gertrude Street from 1.8 m (6 ft.) to 2.44 m (8 ft.).

Permitted fence height from the rear of the front yard setback to rear of the property	1.8 m (6 ft)
Proposed fence height	2.44 m (8 ft)

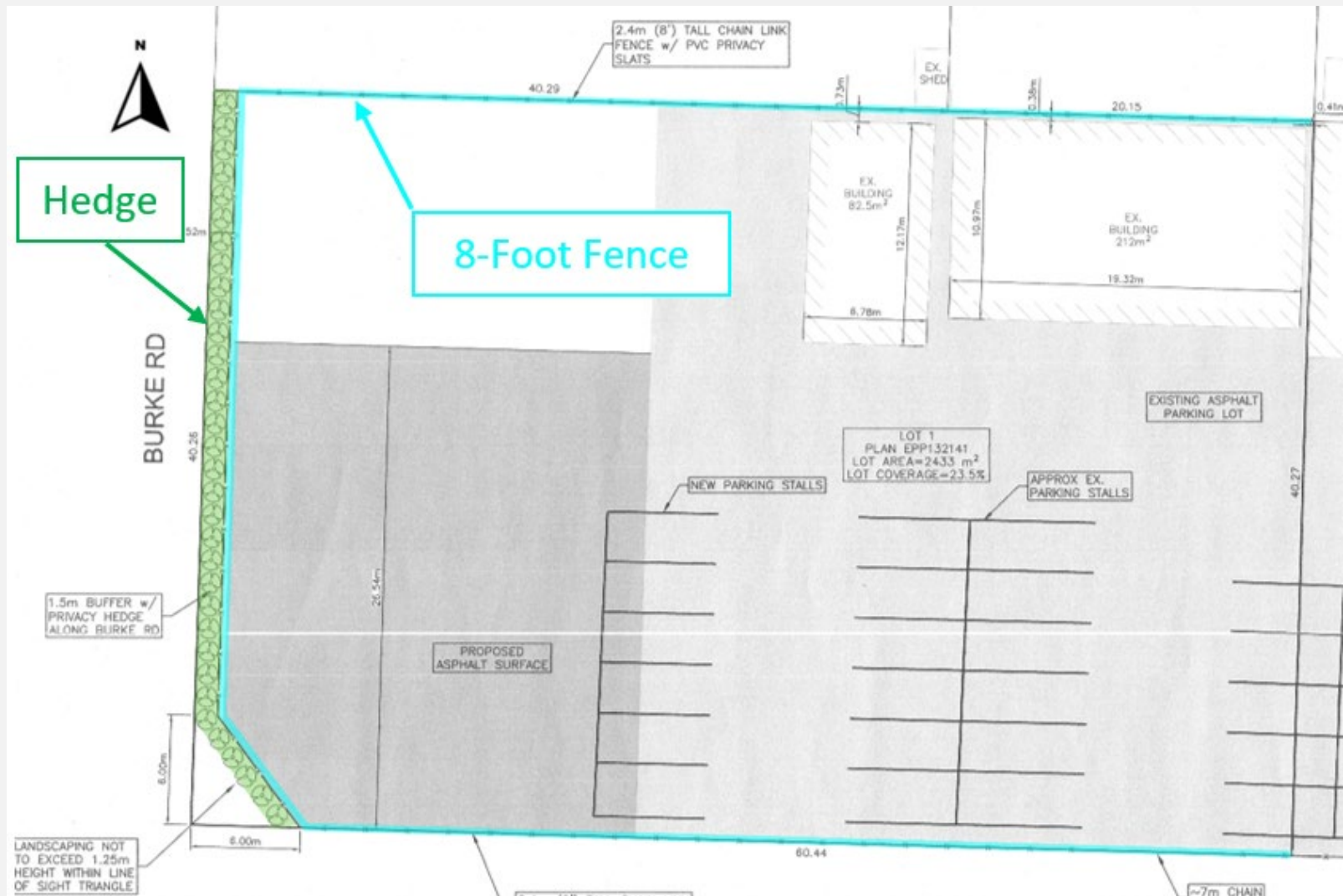


Background

- Variance that would allow Beaver Creek Home Center to enclose the property with an 8-foot fence.
- Would be used for storage and parking.



Site Plan



Staff Notes

- Staff do not anticipate significant negative impacts to surrounding properties.
- Commercially properties at 4690, 4676, and 4660 Elizabeth Street would have an 8-foot fence on their rear property line.
- Chain-link fence will have privacy slats. Will improve screening of Beaver Creek Home Centre.



Staff Notes

- Barbed wire is not permitted as per the Zoning Bylaw.
- Landscaping (cedar hedge) is required as a condition of the variance. Will help reduce potential impacts on the residential properties across Burke Street.



Options

1. THAT Council authorize the issuance of Development Variance Permit No. 125 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw with conditions at 4691 Gertrude Street:
 - i. Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.
2. Council may pass a resolution to decline issuance of Development Variance Permit No. 125.
3. Council may direct staff to provide additional information.



Recommendation

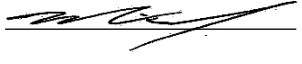
THAT Council authorize the issuance of Development Variance Permit No. 125 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw with conditions at 4691 Gertrude Street:

- i. Vary Section 6.7.4 to increase the permitted height of a fence from the rear of the required front yard setback to the rear of the property to 2.44 metres for a variance of 0.64 metres.*





Date: May 22, 2025
File No: 0640-30-May 26, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: Paper Mill Dam Park Maintenance

Prepared by: <i>B. DEMPSEY</i> EXECUTIVE ASSISTANT	Supervisor: <i>S. DARLING</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT Council receive the report 'Paper Mill Dam Park Maintenance' dated May 22, 2025 as information.

PURPOSE

To inform Council about the maintenance operations at Paper Mill Dam Park during the summer months, particularly in light of the recent reduction in the maintenance budget.

BACKGROUND

During the Regular Council meeting on January 27, 2025, Council passed the following resolution:

Resolution No. 25-57: "That Council amend the 'City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025' by reducing Line item 27215 'Parks Maintenance' by \$50,000 for three parks outside City limits: Seaton Park, Somass Park, and Paper Mill Dam Park."

ALTERNATIVES/OPTIONS

1. That Council receive the report 'Paper Mill Dam Park Maintenance' dated May 22, 2025 as information.
2. That Council direct staff to take alternative actions concerning park maintenance.

ANALYSIS

The maintenance budget for three parks outside of city limits has been reduced as per the above resolution. Notably, Paper Mill Dam Park is distinct due to the presence of a caretaker residence and an existing service agreement with the Canadian Mental Health Association (CMHA).

Within the agreement the caretaker is entrusted with the following responsibilities:

SCHEDULE 1 – Tenant Duties and Responsibilities

Section A – General

1. To serve as the City's "ambassador" by being courteous and friendly to park users and by reflecting a positive attitude at all times.
2. To remove/repair any graffiti or vandalism immediately from all facilities and equipment.
3. To record and report all incidents of damage to the Supervisor of Facility Operations.
4. To advise the Supervisor of Facility Operations of any public complaints about the facilities and/or procedures in place within the park areas.
5. To maintain the residence and grounds immediately adjacent thereto in a neat and orderly condition.
6. To collect garbage from the public bins throughout the park and set out canisters for City pickup as part of the regular City garbage collection schedule.
7. General garbage cleanup throughout parks.

Section B – Washrooms/Change Rooms

1. To unlock public washrooms and change rooms on a schedule determined by the Landlord.
2. To keep washrooms and change rooms clean and tidy at all times and open for the convenience of park users according to seasonal and daily use patterns.
3. To sweep floors and to wash floors, sinks and toilets, using disinfectant, during the peak public use season (usually April – September) and as required during the off season.
4. To check sinks, toilets, dispensers, garbage cans and floors periodically during the day and to clean as required.
5. To replenish supplies as required.
6. To clean windows, window sills, partitions and walls as required.
7. To replace any broken or non-functioning light bulbs immediately.

IMPLICATIONS

With the approaching summer season, an increase in park activities including swimming and water recreation is anticipated. Concerns regarding reduced maintenance levels have been raised; however, administration believes that through resource reallocation, minimal maintenance can be sustained at Paper Mill Dam Park without exceeding the current budget. The caretaker will continue to perform primary maintenance responsibilities.

Reallocation of resources will be reflected in the Parks quarterly report for Q2.

COMMUNICATIONS

Efforts are underway to communicate the service reduction in maintenance to residents and visitors of the affected parks.

BYLAWS/PLANS/POLICIES

- [*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*](#)

SUMMARY

Administration confirms that minimal maintenance at Paper Mill Dam Park can be upheld without an increase in budget, ensuring continued park accessibility and safety for the community.

ATTACHMENTS/REFERENCE MATERIALS

- Committee of the Whole January 20, 2025 Staff Report: [Parks, Recreation and Culture Service Levels | Response to Financial Plan Motions](#)