
AGENDA - REGULAR MEETING OF COUNCIL
Monday, June 9, 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

Register to participate via webinar at: <https://portalberni.ca/council-agendas-minutes>

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. *THAT the Minutes of the Special and Regular meetings of Council on May 26, 2025 be adopted, as presented.*

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

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. **2024 Development Cost Charges - Page 9**
Report from the Deputy Director of Finance dated June 2, 2025 providing information related to the City's Development Cost Charges (DCC) accounts.

THAT Council receive the "2024 Development Cost Charges" report dated June 2, 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. **Council Remuneration and Expenses Bylaw Amendment - Page 13**
Report from the Director of Corporate Services dated May 6, 2025 proposing an amendment to the Council Remuneration and Expenses Bylaw.
 - a. *THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be now introduced and read a first time.*
 - b. *THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a second time.*
 - c. *THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a third time.*

G. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. 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. **Tsuma-as Housing Society - Page 16**
Letter dated May 26, 2025 from the Tsuma-as Housing Society requesting Council provide a letter of support to BC Housing for their affordable housing projects.
THAT Council direct Administration to provide a letter of support to the Tsuma-as Housing Society for their funding application to BC Housing's Community Housing Fund for their affordable housing projects.
2. **Western Vancouver Island Industrial Heritage Society (WVIHS) | Annual Antique Truck & Machinery Show - Page 17**
Letter dated May 19, 2025 requesting Council authorization for the Antique Truck & Machinery Show on August 30-31, 2025.
THAT Council authorize WVIHS access to City streets from 5:00 p.m. on Friday, August 29, 2025 to 5:00 p.m. on Sunday, August 31, 2025 on Dunbar Street, from the corner of 7th Avenue to 9th Avenue for the purpose of an antique trucks and machinery show subject to:
 - *the notification of emergency services and BC Transit;*
 - *consultation with all affected businesses/residents;*
 - *provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;*
 - *provision of standard liability insurance in the amount of \$5M [minimum].*

H. PROCLAMATIONS

1. **Lifesaving Society Canada | National Drowning Prevention Week** - Page 18
Email dated May 30, 2025 requesting July 20-26, 2025 be proclaimed National Drowning Prevention Week in the City of Port Alberni.

THAT Council on behalf of Lifesaving Society Canada proclaim July 20-26, 2025 as National Drowning Prevention Week in Port Alberni.

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 20
 - a. Ministry of Housing and Municipal Affairs | Small-Scale Multi-Unit Housing Requirements
 - b. Ministry of Housing and Municipal Affairs | Miscellaneous Statutes Amendments Act [Bill 13]
 - c. Ombudsperson British Columbia | Quarterly Reports April 1 – September 30, 2024
 - d. Mosaic | Watersheds, Wildfire Protection and April 2025 Newsletter

J. REPORT FROM IN-CAMERA

1. Council released for public consumption approval of the draft 2024 Annual Municipal Report as presented including proceeding with the public inspection period as per legislative requirements.

K. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 47
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. **Infrastructure Planning Grant Application** - Page 50
Report from the Manager of Engineering dated June 2, 2025 requesting Council endorsement of application to the BC Local Government Infrastructure Planning Grant Program (LGIP).
THAT Council endorse application to the BC Local Government Infrastructure Planning Grant Program (LGIP) for the following projects, in order of preference:
 - i. *Watershed Protection Plan*
 - ii. *Drinking Water Master Plan*
 - iii. *Condition Assessment of Wastewater Pumping Stations*

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 26, 2025 @ 12:30 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey [Chair]
Councillor T. Patola
Councillor C. Solda

Regrets: Mayor S. Minions
Councillor T. Verbrugge

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
S. Darling, Director of Corporate Services

Call to order: @ 12:30 p.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)(g)** litigation or potential litigation affecting the municipality;
- 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 1:20 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE 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

Present: Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Regrets: Mayor S. Minions
Councillor T. Verbrugge

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services, Deputy CAO
S. Darling, Director of Corporate Services
M. Owens, Fire Chief
D. Arsenault, Manager of Engineering
S. Perry, Manager of Culture
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]
J. Pelech, Information Services Manager

Gallery: 3

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 May 12, 2025 be adopted, as presented.
CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. **Quarterly Departmental Report**

MOVED AND SECONDED, THAT Council receive the Quarterly Report from the Fire department for the period January 1, 2025 – March 31, 2025 as information.
CARRIED | Res. No.25-249

F. BYLAWS

1. **Bylaw 5129 | Respectful Behaviour**

MOVED AND SECONDED, THAT “Respectful Behaviour Bylaw No. 5129, 2025” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5129.
CARRIED | Res. No.25-250

G. CORRESPONDENCE FOR ACTION

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- 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

MOVED AND SECONDED, THAT Council receive the May 26, 2025 correspondence summary as information.

CARRIED | Res. No.25-251

J. REPORT FROM IN-CAMERA

1. Council released 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. Council released 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**
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.25-252

L. NEW BUSINESS

1. **Master Planning Update**
MOVED AND SECONDED, 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”.**CARRIED | Res. No.25-253**

2. **2025 UBCM Resolutions**

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

CARRIED | Res. No.25-254

3. **Community Heritage Commission | 2025 Alberni District Fall Fair**

MOVED AND SECONDED, 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.

CARRIED | Res. No.25-255

4. **Development Variance Permit (DVP 125) | 4691 Gertrude Street**

MOVED AND SECONDED, 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.*

CARRIED | Res. No.25-256

5. **Paper Mill Dam Maintenance**

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

CARRIED | Res. No.25-257

M. QUESTION PERIOD

R. Smith

Inquired about changes to Council dependant benefits.

N. ADJOURNMENT

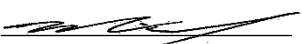
MOVED AND SECONDED, THAT the meeting adjourn at 3:01 p.m.

CARRIED

Mayor

Corporate Officer

Date: June 2, 2025
File No: 0640-30-June 9, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: **2024 Development Cost Charges**

Prepared by: R, MACAULEY <i>Deputy Director of Finance</i>	Supervisor: A, MCGIFFORD <i>Director of Finance</i>	CAO Concurrence:  MIKE FOX, CHIEF ADMINISTRATION OFFICER
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RECOMMENDATION

THAT Council receive the "2024 Development Cost Charges" report dated June 2, 2025 as information.

PURPOSE

Provide information about the annual collection, expenditures, reserve balances, and reductions related to the City's Development Cost Charges (DCC) accounts.

BACKGROUND

DCC's are charges levied on new development to assist local governments in financing the costs of growth-related infrastructure. The use of DCC's, in combination with other funding sources, is needed to fund the construction of new or expanded infrastructure that supports population growth in the City. DCC's provide funding for transportation improvements, parkland acquisition, development of certain park improvements, as well as utility infrastructure including water, sewer and drainage projects that are identified within the bylaw.

DCC's collected in 2024 were based on the rates established by the City's "Development Cost Charges, 2009 Bylaw No. 4713", "Development Cost Charge Amendment (Grace Period Extension), Bylaw No. 4766" and "Development Cost Charges Reduction Bylaw No. 4947". Funds collected through the DCC bylaws must be deposited in a separate account and may only be used to pay for the capital costs of the works that are identified in the corresponding DCC program upon which the rates are based. The purpose of the bylaw is to impose development cost charges to assist the City in paying the capital costs of providing, constructing, altering or expanding water, sewage, drainage, highway facilities and improving park land in order to serve, directly or indirectly, the development for which the charge was imposed.

As per Section 569 of the *Local Government Act*, the City of Port Alberni is required to report annually on the DCC's received and expended during the year. The attached schedule reflects DCC accounts as of December 31, 2024, and includes the following information:

- a) Amount of Development Cost Charges received during the year;
- b) Expenditures from the Development Cost Charges accounts during the year including interest being paid;
- c) Balance in the Development Cost Charges accounts at the start and the end of the applicable year; and;
- d) Any waivers and reduction under Section 563(2) of the Local Government Act.

As per Section 188 (2)(a) of the *Community Charter*, the money received from the imposition of a development cost charge must be placed to the credit of a reserve fund in accordance with section 566 [use of development cost charges] of the *Local Government Act*. All Funds collected have been accounted for under the Development Cost Charges Reserve Fund (Bylaw No. 5102).

ALTERNATIVES/OPTIONS

That Council receive the “2024 Development Cost Charges” report dated June 2, 2025 as information.

ANALYSIS

The current balance in the City of Port Alberni’s combined DCC account is \$3,635,898, currently all funds remain unallocated to projects as of December 31, 2024.

Appendix A provides a detailed summary of the individual DCC balances at year end December 31, 2024.

In 2024, The City did not grant any fee reduction for development costs.

IMPLICATIONS

This report provides financial information regarding the Development Cost Charge accounts for 2024 and potential funding for eligible projects in future years. The current DCC bylaw (2009) will be updated once the master planning is complete. Once the new growth projects are identified the funding could be allocated towards these new projects.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

- “Development Cost Charges, 2009 Bylaw No. 4713
- “Development Cost Charge Amendment (Grace Period Extension), Bylaw No. 4766”
- “Development Cost Charges Reduction, Bylaw No. 4947”
- “Development Cost Charges Reserve Fund Establishment Bylaw, Bylaw No. 5102”

SUMMARY

DCC’s are charges levied on new development to assist local governments in financing the costs of growth-related infrastructure. This report provides information on Development charges collected in the 2024 financial year and fulfills the statutory requirement to report information regarding the collection of DCC levies and any expenditures completed.


ATTACHMENTS/REFERENCE/MATERIALS & LINKS

- *Appendix A - Development Cost Charge Accounts as of December 31, 2024*
- ["Development Cost Charges, Bylaw No. 4713"](#)
- ["Development Cost Charge Amendment \(Grace Period Extension\), Bylaw No. 4766"](#)
- ["Development Cost Charges Reserve Fund Establishment Bylaw, 2024"](#)
- ["Development Cost Charges Reduction, Bylaw No. 4947"](#)

**Appendix A
City of Port Alberni
Development Cost Charges
December 31st, 2024**

	Water	Sewer	Storm	Roads	Parkland	Total DCC
Opening Balance at January 1, 2024	1,209,531	685,976	319,472	779,335	252,282	3,246,595
Receipts:						
2024 Gross DCC Contributions	125,225	91,208	24,423	53,183	28,468	322,507
Credit and Reductions:	-	-	-	-	-	-
Expenditures:	-	-	-	-	-	-
Balance before interest earned in 2024	1,334,756	777,184	343,895	832,518	280,750	3,569,102
Interest earned in 2024						
Interest earned	26,707	3,760	8,993	20,832	6,504	66,796
Funding Available January 1, 2025	1,361,463	780,944	352,888	853,349	287,254	3,635,898

Date: May 6, 2025
File No: 0640-30-June 9, 2025
To: Mayor & Council
From: Mike Fox, CAO
Subject: Council Remuneration and Expenses Bylaw Amendment

Prepared by: <i>S. DARLING</i> Director of Corporate Services	Supervisor: <i>M. Fox</i> M. Fox, CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox, CAO
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RECOMMENDATION

- THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be now introduced and read a first time.
- THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a second time.
- THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a third time.

PURPOSE

To propose an amendment to the existing Council Remuneration and Expenses Bylaw aimed at extending benefit coverage to the dependents of Council members, thereby enhancing their overall compensation package.

BACKGROUND

The City of Port Alberni currently provides benefit coverage to the Mayor and Council under the following provision:

10. Benefits Coverage

Benefits, including insurance policies and policies for medical and dental services, similar to those provided to employees of the City, shall be available to Council members, the costs of which shall be paid by the City. Provision of the benefits shall be at the option of each Council member. Council members shall have the option to purchase additional medical and dental coverage for the member's dependants at their own expense. In the event that a Council member does not choose to be covered by this insurance, the savings in premiums accruing to the City shall not be payable to the Council member as additional remuneration.

At its May 26, 2025 Regular meeting, Council released a resolution from its Special In-Camera meeting as follows:

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.

ALTERNATIVES/OPTIONS

1. That Council provide introduction and three readings to “*Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025*”.
2. That Council request additional information prior to considering the proposed amendment.
3. That Council take no action.

ANALYSIS

The proposed amendment reflects an update to the benefits structure, extending health and dental coverage to the dependents of the Mayor and Council members. This change not only aligns with contemporary practices in municipal governance, but it also acknowledges the importance of family support for elected officials, thereby promoting their well-being and productivity.

Many municipalities of similar size already offer dependent coverage, establishing a benchmark for competitive remuneration practices. This amendment positions Port Alberni as a progressive employer, capable of attracting and retaining talented individuals in public service roles.

The anticipated maximum cost for extending full coverage to all dependents for the remainder of 2025, assuming coverage starts on July 1, 2025, is estimated at \$7,009. Annualized, this figure represents an estimate of \$14,019, provided that benefit costs remain consistent. Should the demographic landscape of the Council change, resulting in full participation in the extended benefits, the costs could rise to approximately \$22,919 annually.

IMPLICATIONS

With the current budgetary provisions, additional costs will be managed within the Financial Plan. The proposed reallocation of \$7,000 from existing lines designated for receptions and services will accommodate the short-term costs. However, future budgets must account for an estimated increase of \$14,000 in 2026 and adjustments for potential future cost escalations. In 2027, the Financial Plan would reflect the potential cost should all of Council participate at the fullest available coverage, then adjusted as the results would be known.

COMMUNICATIONS

Should the amending Bylaw be adopted, an updated version will be made available on the City website.

BYLAWS/PLANS/POLICIES

- [*Council Remuneration and Expenses Bylaw, 2014, Bylaw No. 4835*](#)

SUMMARY

The proposed amendment to the Council Remuneration and Expenses Bylaw is an essential step towards modernizing the benefits offered to Council members, specifically by extending coverage to their dependents. This change not only aligns with practices observed in comparable municipalities but also acknowledges the importance of supporting the well-being of elected officials and their families.

ATTACHMENTS/REFERENCE MATERIALS

- [*Council Remuneration and Expenses Bylaw, 2014, Bylaw No. 4835*](#)

Copy: A. McGifford, Director of Finance

CITY OF PORT ALBERNI

BYLAW NO. 4835-5

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 "**Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025**"

2. Amendment

"Council Remuneration and Expenses Bylaw, 2014, Bylaw No. 4835" is hereby amended as follows:

(a) By deleting Section 10 and replacing it with the following:

10. Benefits Coverage

Benefits, including insurance policies and policies for medical and dental services, similar to those provided to Supervisory [exempt staff] of the City, shall be available to Council members and their dependents, the costs of which shall be paid by the City. Provision of the benefits shall be at the option of each Council member. In the event that a Council member does not choose to be covered by this insurance, the savings in premiums accruing to the City shall not be payable to the Council member as additional remuneration.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

ADOPTED this day of , 2025.

Mayor

Corporate Officer

RECEIVED

MAY 26 2025

CITY OF PORT ALBERNI

TSUMA-AS HOUSING SOCIETY

Dear City of Port Alberni City Council,

May 26, 2025

I am writing to you today to request a letter of support for our funding application to BC Housing's Community Housing Fund. As you know, Tseshaht First Nation purchased an 8 acre parcel of land located between 2nd and 3rd Ave that formerly was a part of the APD mill site. Our mission is to build approximately 125 units of affordable housing for members of Tseshaht, Nuu-chah-nulth people and community members of the Alberni Valley. Your letter of support would go a long way in showing BC Housing that the City of Port Alberni supports our vision and will work collaboratively in ensuring that the project is a success.

Thank you for your consideration,

<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 checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	<u>RCM June 9</u>
	<u>0230-20</u>

Colin Minions

Executive Director

Tsuma-as Housing Society



WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY

RECEIVED

MAY 20 2025

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other EA
 File # RCM June 9
0230-20-WIHS
May 19, 2025

Mr. Mike Fox,

CAO – City of Port Alberni.

Dear Sir,

Re. 2025 "Antique Trucks & Machinery Show, August 30-31, 2025"

We wish to inform Council, through you, of our annual Truck Show to be held at the Industrial Heritage Centre (IHC) on the Labour Day weekend. As we have requested in previous years, we would like to block off Dunbar Street between 7th and 9th Avenue, for Safety reasons. We would keep the road clear for the passage of Emergency vehicles, of course, but do not want the General Public driving through the site during Set-up, the Show and Take-down.

We would like to close off the street from 5 p.m., Friday, August 29 to 5 p.m., Sunday, Oct. 31st.

We will inform our neighbours on 7th and 9th Avenue of the temporary closure. We will be working with 'ACE Flagging' to block both ends of that section of Dunbar Street. We will have a 'Traffic Safety Plan' prepared for your perusal.

There will be Security on site overnight during the Show.

The local Emergency services are being informed of this Event. (See below.)

If you have any concerns or suggestions, please let us know. You are of course invited to come to the Show, as it is part of your bailiwick in any case!

Yours sincerely,

David Hooper, Event Organizer

Tel. 250-724-5509

E-mail: dshooper@telus.net

Copies to: RCMP, P.A. Fire Dept., BC Ambulance Service, BC Transit, Ron Corbeil

RECEIVED

MAY 30 2025

CITY OF PORT ALBERNI

From: Dany Rubbo <danyr@lifesaving.bc.ca>

Sent: May 30, 2025 12:21 PM

Subject: Proclamation Request - National Drowning Prevention Week

<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 checked="" type="checkbox"/> Parks, Rec. & Heritage <i>Shaun.</i>
<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 # <u>RCM June 9.</u> <u>0630-01-2025</u>	

Hello,

Canada faces a major problem – and a preventable one: over 450 people die every year from drowning. In fact, the drowning burden is so great around the world that the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25th of each year as World Drowning Prevention Day. On behalf of the Lifesaving Society - British Columbia & Yukon Branch, I am writing to ask that you proclaim July 20th - 26th, 2025 as **NATIONAL DROWNING PREVENTION WEEK** in your municipality. Please see a proclamation template attached.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, WaterSmart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from drinking alcoholic beverages while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from your office would give greater exposure to our lifesaving efforts to residents of British Columbia and Yukon. I hope you will consider our request.

If you have any questions, please do not hesitate to reach out.

Sincerely,

DANY RUBBO

Manager, Communications and Events

Lifesaving Society - BC & Yukon Branch
#112-3989 Henning Drive, Burnaby, BC V5C 6N5
604.299.5450 | @LifesavingBCYK
lifesaving.bc.ca

I respectfully acknowledge that I work on the unceded, traditional and ancestral territory of the Musqueam, Squamish and Tsleil-Waututh nations.

NATIONAL DROWNING PREVENTION WEEK PROCLAMATION 2025

WHEREAS the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in [province/territory] is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and

WHEREAS the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25th of each year as World Drowning Prevention Day; and

WHEREAS Lifesaving Society Canada has declared July 20th-26th, 2025 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 20th-26th, 2025 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].

RECEIVED

MAY 29 2025

CITY OF PORT ALBERNI



☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☒ Development Services
☐ Community Safety
☐ Other
File # Rem June 9/25
0400-20-Molt

May 29, 2025

Reference: 186562

Dear Mayors and Board Chairs:

On June 30, 2025, we will pass the one-year anniversary when most local governments implemented the Small-Scale Multi-Unit Housing (SSMUH) requirements. As I reflect on this historic change, I want to thank you and your staff for the hard work you have undertaken to achieve this important zoning reform. We are now starting to see a range of housing types in the planning and building stages advance across the province to deliver diverse options in what were traditionally restrictive single-family neighbourhoods.

We have been monitoring progress on implementation and are seeing many local governments championing SSMUH by speeding up or waiving unnecessary processes and requirements and creating or adopting standardized housing designs. In these communities, we are starting to see strong uptake of SSMUH.

However, monitoring has also identified ongoing barriers to building SSMUH, including inconsistency in how some local governments have applied the requirements and site-level conditions. In places, restrictive and excessive site standard requirements are adding additional costs, time, and uncertainty to SSMUH development. Areas that did not fully adopt SSMUH as intended and communities with onerous, ambiguous, or subjective form and character development permit requirements are reducing the viability of building new small-scale multi-unit housing. As a result of these barriers, it is still easier to build single-family homes in many communities, and the diversity of housing needed by people in our communities is still not being met.

I am writing today to encourage you to review your bylaws and requirements for alignment with the guidelines in the SSMUH Provincial Policy Manual and Site Standards. Specifically, please ensure you have progressive site standards for three-to-six-unit developments by allowing building heights of 3 storeys and 11 metres, aligning with the policy manual site standards packages for lot coverage.

Page 1 of 2

Office of the
Minister of Housing
and Municipal Affairs

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HMA.Minister@gov.bc.ca

Communities should also enable all housing configurations and types and should not use form and character development permit area requirements for small-scale multi-unit housing, as they can cause delays that interfere with the viability of projects. For three-to-four-unit projects, you should consider aligning with the recommended one parking space per unit in your parking minimums, leaving it to home builders to determine if more parking is appropriate for the location. And for those of you that have areas in your community that don't yet comprehensively allow for it, I ask that you ensure that your zoning allows SSMUH on all lots that allow single family residential, duplexes, and houses with a secondary suite and accessory dwelling unit.

People in our province need the greater diversity of housing that these changes are designed to unlock, and our government has a responsibility to act where these needs remain unmet. If all local governments do not align with the guidelines and intent of the legislation, it is my intention to continue to strengthen the legislated requirements to ensure more consistent standards are established across the province. Greater alignment with the requirements and guidelines will help encourage SSMUH development and increase the supply of the homes that people in our communities need, and moving forward in earnest now will minimize your future work to align with any forthcoming legislative changes.

I recognize that the vast majority of communities have been taking action and are seeing the benefits of their action in new housing coming forward in their communities. To those who continue to demonstrate leadership by enabling the conditions for these homes to be built, I offer my sincere appreciation for the work that you and your staff are undertaking.

Sincerely,



Ravi Kahlon

Minister of Housing and Municipal Affairs

Link: Small-Scale Multi-Unit Housing Provincial Policy Manual and Site Standards:
https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh_provincial_policy_manual.pdf

CC: Teri Collins, Deputy Minister, Ministry of Housing and Municipal Affairs

MAY 30 2025

CITY OF PORT ALBERNI

CIRCULAR



Ministry of Housing and
Municipal Affairs

Local Government Division
PO Box 9838 Stn Prov Govt
800 Johnson St, 6th Floor
Victoria BC V8W 9T1

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
 File # 0400-20-NMA

May 30, 2025

CLIFF: 186662

To: All Local Government Chief Administrative Officers and Corporate Officers

Re: Miscellaneous Statutes Amendments Act (Bill 13)

As you may be aware, on May 13, 2025, Bill 13 was passed in the Legislature. The Bill amends various sections in the *Local Government Act*, *Vancouver Charter*, and *Local Elections Campaign Financing Act*, with consequential amendments to the *Islands Trust Act* and *School Act*, as those acts relate to local elections. The Bill also amends the *Wildfire Act*, *Greater Vancouver Sewerage and Drainage District Act*, *Housing Supply Act*, *Professional Governance Act*, and the *Wildlife Act*.

The purpose of this circular is to provide an overview of the changes made to legislation regarding local government elections. **These amendments will not come into effect until the 2026 general local elections.** This means any by-elections or assent votes that occur prior to the 2026 general local elections will not be affected.

We encourage local governments to review the amendments and consider how they will incorporate the changes into local government business and general local election planning for 2026.

Submitting Nomination Documents

Candidates will now be allowed to submit their nomination documents to the Chief Election Officer in-person, by mail, by fax, or by email, as long as it is received by the end of the nomination period. As part of this amendment, the requirement for an "original" copy is repealed.

Candidate Endorsement Documents

As a means to streamline the candidate endorsement process, elector organizations will no longer be required to submit separate candidate endorsement documents. Instead, candidate endorsement will be included with the candidate nomination documents and will require signed consent statements for the endorsement by the candidate and the authorized principal officer on behalf of the elector organization.

Endorsement documents received by local governments from elector organizations and candidates prior to the 2026 general local elections must be retained by the local government for five years. For example, endorsement documents received in the 2022 general local elections must still be retained until 2027.

Name of Elector Organization on the Ballot

Prior to changing an elector organization's name on a ballot to a shorter name, abbreviation or acronym than what is on register of elector organizations, the Chief Election Officer must first consult with both the authorized principal official of the elector organization and the BC chief electoral officer (Elections BC).

The elector organization must also file a notice of the Chief Election Officer's use of the shorter name, abbreviation, or acronym with Elections BC as soon as practicable. If an elector organization fails to provide this notice to Elections BC within 60 days of the change, the elector organization may be suspended as per the rules under the *Local Elections Campaign Financing Act*.

Candidate Privacy

Several changes have been made to election publishing requirements to better protect candidates' personal information, such as their telephone number or address, including a requirement to redact this information in public notices and nomination documents published online. The name of the jurisdiction where the candidate resides will be included in public notices and in online nomination documents.

As a result of changes to the *Local Elections Campaign Financing Act*, Elections BC will also be required to redact or delete candidate personal information when making candidate financial disclosure statements and related supplementary reports available to the public both online and in person. The personal telephone numbers, mailing addresses, and residential addresses of candidates will no longer be publicly disclosed by Elections BC.

Electors may view unredacted nomination documents at the local government office, however, an elector must sign a declaration that they will not use the information included in them except for purposes of the *Local Government Act*, *Vancouver Charter*, or *Local Elections Campaign Financing Act*.

Mail Ballot Voting

There have been several amendments to the rules regarding mail ballot voting, including:

- Mail ballot voting packages can now include secrecy sleeves or other types of secrecy enclosures, rather than just secrecy envelopes, for more efficient processing and counting after the close of voting. The type of secrecy enclosure is at the discretion of the Chief Election Officer.
- Chief Election Officers may now specify authorized drop-off locations where electors may return mail ballots, as another option to having an elector return the ballot via mail to the Chief Election Officer at the local government office. If a Chief Election Officer decides to use this authority, they must include the location and office hours for each authorized drop-off location in the notice of an opportunity to vote by mail.
- An outdated reference to “entitled to vote by mail” was removed as it is no longer applicable as a result of legislative changes made in 2021.

Marking the Ballot

Electors can now mark the ballot to clearly indicate the candidate or candidates for whom they wish to vote for, in accordance with the instructions provided for the voting opportunity. This means election officials will no longer be required to evaluate whether the mark used to indicate the voter’s choice is a “cross” or a “tick” and placed in a particular location on the ballot when assessing the ballot for acceptance. Ballots that clearly indicate a choice for a candidate or candidates must now be accepted.

Municipal Appointments Due to Insufficient Candidates

Amendments to section 100 of the *Local Government Act* have clarified that appointments made due to insufficient candidates only apply to municipal councils and neighbourhood constituencies. The requirement that an appointee must be a resident of the municipality or neighbourhood constituency has also been expanded to include neighbouring jurisdictions (i.e., jurisdictions that border the municipality, including electoral areas, other municipalities, treaty lands, or other neighbourhood constituencies within a municipality, as applicable).

As was already set out in legislation, where there are insufficient candidates for a regional district electoral area or Islands Trust local trust area, the term of office of the incumbent continues. The incumbent may resign if they do not want to continue holding office, which would trigger a by-election.

Representation Continuity for Electoral Areas and Local Trust Areas After an Invalid Election

New sections have been added to the *Local Government Act* that will provide regional district boards the authority to temporarily appoint an acting electoral area director in the event that:

- the court declares an office vacant due to an invalid election or because the elected candidate is not qualified to hold office; or
- the elected candidate affected by an application to challenge the validity of the election or their qualifications to hold office renounces their claim to the office.

The declaration of vacancy triggers a by-election under section 54 of the *Local Government Act*. The temporary appointment option allows for continued representation of an electoral area from the time when the vacancy occurs until the successor takes office following the by-election.

As part of these new provisions, an acting electoral area director will also be required to appoint an acting alternate director within 50 days, who will hold the office of the alternate director until the electoral area director successor takes office.

This amendment also applies to the *Islands Trust Act* and provides the Islands Trust Council with the same power to temporarily appoint up to two acting local trustees. For clarity, these new provisions do not create an alternate local trustee office.

Other administrative changes

- Boards of education will be required to pass a bylaw to identify the places that are to be public notice posting places. This ensures they can fulfill the applicable public notice requirements for trustee elections.
- More explicit language was added to the Minister's order- and regulation-making authority to clarify that the Minister may make orders related to an irregularity or procedural error in the administration or conduct of an election or assent voting, and that both orders and regulations can have retroactive effect.
- The status of an elected candidate impacted by a court application regarding the validity of the person's election has been clarified under section 157 of the *Local Government Act* and section 119 of the *Vancouver Charter*.
- It has been clarified that an alternate director ceases to hold office if their appointing electoral area director ceases to hold office due to a court declaration of an invalid election or that the candidate was not qualified to hold office, another candidate is declared elected, or the electoral area director renounces their claim to office under section 153 of the *Local Government Act*.

If you have questions regarding the amendments related to local elections legislation, please contact our Governance and Structure Branch by phone at: 250-387-4020 or by email at: LGGovernance@gov.bc.ca.

This circular is provided for information only and should not be considered legal advice or a substitute for legal advice.

Updated resources will be available on our [website](#) closer to the 2026 general local elections.

Yours truly,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Housing and Municipal Affairs



OMBUDSPERSON
BRITISH COLUMBIA

The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

RECEIVED

MAY 30 2025

November 6, 2024

Mayor Sharie Minions

CITY OF PORT ALBERNI

City of Port Alberni
4850 Argyle St.
PORT ALBERNI BC V9Y1V8

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

File # 0584-01 *Rec'd June 9/25*

Dear Mayor Sharie Minions:

Re: Office of the Ombudsperson Quarterly Report: April 1 - June 30, 2024

This package of documents details the complaint files the Office of the Ombudsperson closed for City of Port Alberni between April 1 and June 30, 2024. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.



- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.
- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our office's Policy, Research and Continuous Improvement team can provide further details upon request. Please contact the PRCI team at PRCI@bcombudsperson.ca or by phone at 250-953-4171.

To learn more about educational opportunities on administrative fairness provided by our office, or if you wish to consult with our office to enhance fairness within your organization's policies or procedures, our Public Authority Consultation and Training (PACT) Team can assist you. Please contact the PACT Team at consult@bcombudsperson.ca or 250-508-2950.

If you wish to update your organization's contact information, or if you notice any inaccuracies in the data provided, please contact us at info@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Our office is located on the traditional lands of the Ləkʷəŋən (Lekwungen) people and ancestors, and our work extends across the traditional territories of the First Nations peoples within what we now call British Columbia. We honour the many territorial keepers of the lands and waters where we work.

Enclosures



Type of complaint closure for Authority: City of Port Alberni	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0



Complaint withdrawn	0
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Complaint settled in consultation with the authority – When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
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Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
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Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
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Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0
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The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics – All Local Government

Business Licensing	3	2%
Bylaw Enforcement	47	35%
Council Member Conduct (incl. Conflict of Interest)	10	7%
Fees/Charges (incl. Taxes)	9	7%
Official Community Plan/Zoning/Development	31	23%
Open Meetings	3	2%
Other	21	16%
Procurement	1	1%
Response to Damages Claim	3	2%
Services (incl. Garbage, Sewer, Water)	7	5%

General Complaint Topics – All Local Government

Accessibility	12	6%
Administrative Error	8	4%
Communication	24	11%
Delay	13	6%
Disagreement with Decision or Outcome	66	30%
Discrimination	5	2%
Employment or Labour Relations	1	0%



Other	3	1%
Process or Procedure	50	23%
Review or Appeal Process	9	4%
Treatment by Staff	26	12%



OMBUDSPERSON
BRITISH COLUMBIA

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November 7, 2024

Mayor Sharie Minions

City of Port Alberni
4850 Argyle St.
PORT ALBERNI BC V9Y1V8

Dear Mayor Sharie Minions:

Re: Office of the Ombudsperson Quarterly Report: July 1 - September 30, 2024

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Reason for closing an Investigation	
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More than one year between event and complaint	0
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Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0



Complaint withdrawn	0
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Sector-Specific Complaint Topics – All Local Government

Business Licensing	6	3%
Bylaw Enforcement	55	27%
Council Member Conduct (incl. Conflict of Interest)	30	15%
Fees/Charges (incl. Taxes)	15	7%
Official Community Plan/Zoning/Development	33	16%
Open Meetings	8	4%
Other	36	18%
Procurement	2	1%
Response to Damages Claim	3	1%
Services (incl. Garbage, Sewer, Water)	15	7%

General Complaint Topics – All Local Government

Accessibility	9	3%
Administrative Error	8	3%
Communication	57	19%
Delay	18	6%
Disagreement with Decision or Outcome	75	25%
Discrimination	2	1%
Employment or Labour Relations	5	2%



Other	11	4%
Process or Procedure	65	22%
Review or Appeal Process	9	3%
Treatment by Staff	36	12%

PART OF YOUR COMMUNITY

Mid-Island and Sunshine Coast

Mosaic Forest Management is a 100% Canadian-owned timberlands manager. We are committed to forest practices and land use that prioritize environmental stewardship, create value, and enhance the lives of British Columbians.

Indigenous partnerships

At Mosaic, we work to understand the unique interests and priorities of Indigenous peoples across the coast to co-create customized opportunities for today and future generations. We engage in a diverse range of partnerships with First Nations, spanning commercial timberlands, real estate projects, Indigenous talent initiatives, as well as recreation, cultural and community well-being opportunities.

Mosaic is the first and only timberland owner in Canada to achieve gold-level Partnership Accreditation in Indigenous Relations certification from the Canadian Council for Indigenous Business. The recognition confirms our steadfast commitment to partnering with Indigenous peoples to achieve a vibrant Indigenous economy, greater access to opportunities, and long-term success.

→ Established a collaborative partnership with Tseshaht First Nation for contracting and timber harvesting services, supported by Nashuk LP. The partnership supports sustainable forest management, economic growth for the Nation, and a long-term investment in Indigenous youth.

REGIONAL COMMUNITIES

- Bamfield
- Black Creek
- Courtenay/Comox
- Cumberland
- Fanny Bay
- Merville
- Parksville
- Port Alberni
- Qualicum
- Sunshine Coast
- Tofino
- Ucluelet

FIRST NATIONS COMMUNITIES

- ʕaahʕuʕaʔaʔh (Ahousaht) First Nation
- Čiʕaaʔaʔh (Tseshaht) First Nation
- Ditidaht First Nation
- Hesquiaht
- Hupačasath First Nation
- Huu-ay-aht First Nations
- K'ómoks First Nation
- Qualicum First Nation
- Shíshálh Nation
- Tla'amin Nation
- Tla-o-qui-aht First Nation
- ʔukʕaaʔaʔh (Toquaht) Nation
- Uchucklesaht Tribe
- Yuuʔuʔiʔaʔh (Ucluelet) Government



Mosaic's ʕaʔuk ʔaama kanis (Loon Lake) campground also celebrates the rich culture of the Hupačasath First Nation.



From all parts of Vancouver Island to Northern and Interior B.C. and the Lower Mainland, Mosaic supplies more than 50 mills in the province, including 8 in the region.

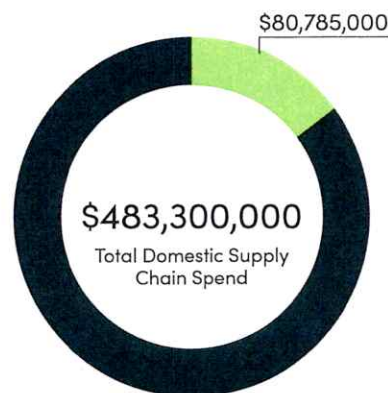
Critical to local mills

As a key supplier to more than 50 mills across BC, including 8 mills across the 5 mid-Island communities, Mosaic plays an important role in supporting regional manufacturing.

Supporting local supply chain

A key part of our success are the relationships we have built with local suppliers. Today we work with a network of 700 vendors across BC, including 300 companies in the mid-Island region. From logging contractors to silviculture specialists and environmental consultants, their skills and expertise are essential in helping us meet customer needs and community expectations.

MOSAIC'S SPEND IN THE MID ISLAND: \$80 MILLION.



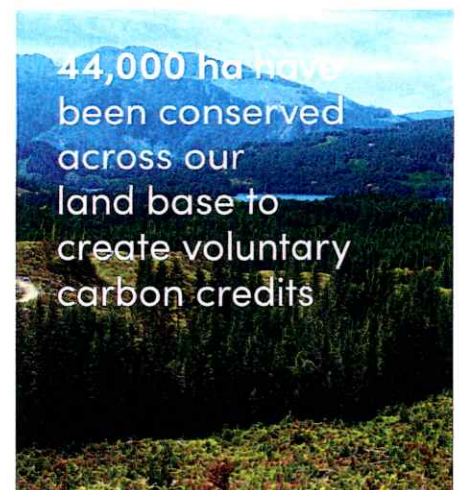
Based on 2022 data.

Higher and better value

With more than 500,000 hectares of land across B.C.'s coast, Mosaic is uniquely positioned to advance solutions to some of society's most pressing challenges.

We are actively pursuing new opportunities in carbon solutions, renewable energy, and commercial and residential real estate to deliver lasting benefits for British Columbians.

- To support housing needs, **Couverdon**, Mosaic's real estate arm, works to unlock both residential and commercial real estate opportunities in the region.
- Through Mosaic's **BigCoast Forest Climate Initiative**, 13,414 hectares of our private land in the region are conserved, creating voluntary carbon credits with partial revenue supporting stewardship non-profits.



Community Partnerships

Community collaboration is key to our long-term success. We actively engage with community groups and First Nations to support local social, environmental and educational initiatives.

Contributed
nearly \$1 million to
local community
initiatives in 2024.

Recreational Opportunities

Mosaic's working forests support safe and responsible outdoor adventure such as hiking, biking, ATV riding, camping, hunting and fishing. Opportunities are also available through the access partnerships we've set with recreational groups like the United Riders of Cumberland (UROC).



Working with the Oyster River Enhancement Society on salmon protection efforts.



Found on a popular bike trail in Cumberland, the Mosaic Hut makes a great rest stop for recreationalists.

"This project was brought together with the unwavering support of Mosaic and collaboration of our local community, sponsors and membership. The structure seeks to provide a means of a weather shelter and information kiosk to the trail-using community and has been received by all as a fantastic addition to our world-class trail network."

— Dougla Browne, Executive Director, UROC

Supported over
100 community groups
in 2024, including
27 in the region.

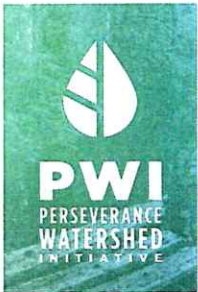


Discover all 14 of
Mosaic's family-
friendly campsites
located across
Vancouver Island

Watersheds

Protecting water quality is a top priority for Mosaic. We take a collaborative approach to managing critical watersheds and community drinking water. Mosaic employs experts with specialized watershed training who use scientific analysis, high-resolution laser imaging, and continuous water quality monitoring to inform decision-making. Harvest areas are carefully designed based on watershed and terrain assessments to ensure forestry operations safeguard water quality.

We actively engage with community water providers, sharing information proactively and incorporating feedback to refine our plans. This commitment to collaboration and adaptive management ensures responsible, sustainable watershed stewardship.



Crossing Mosaic's land, the Perseverance watershed supplies parts of the Comox Valley with drinking water. Along with others, including

conservation leaders and local government, Mosaic participates in its management through the Perseverance Watershed Initiative. Our contributions include:

- Sharing **Light Detection and Ranging (LiDAR) data**, advanced technology that maps the flow of water with incredible precision to help make informed land use decisions.
- Launching a comprehensive **soil study and mapping** to better understand and mitigate potential risks to water quality.



Wildfire

Every year, the risk of wildfire impacts our communities and operations. In the face of climate change, that risk is growing more severe and occurring more often.

Rapid response is the most critical element in controlling a wildfire. Through our own wildfire management capabilities, we help ensure resources and water get to the fire before it spreads.

- Collaborated with transportation authorities to support evacuation routes via Mosaic's private roads and provided resources for emergency and firefighting efforts during 2023's Cameron Bluffs wildfire, a human-caused fire that began on Mosaic land during a campfire ban



If you see wildfire, report it.

Call 1-800-663-5555 or text *5555 on your cell phone.

Download the BC Wildfire Service app to view the interactive wildfire map, incident information, or to report a wildfire.



Know before you go

Scan to view gate status for public openings in our working forest, **updated every Thursday** for the weekend ahead.

Protecting Our Forests and Communities from Wildfire

NOVEMBER 2024

Wildfire prevention and mitigation is a shared responsibility. All partners and stakeholders, including Mosaic Forest Management, have a role to play. Mosaic shares in BC Wildfire Service's goal of reducing the negative impacts of wildfire. The following demonstrates our supporting actions.

When Wildfire Risk is High

Did you know that on Mosaic's private managed forest lands, on average more than 70% of wildfires are human caused? Restricting public access to our working forest when wildfire risk is high is one of the ways Mosaic protects our forestland assets, the safety of our neighbours, and the values our communities rely on. When wildfire risk increases, we also modify our operations—altering work schedules to run equipment at night when the wildfire risk is lower or ceasing operations altogether when necessary.

Reducing Wildfire Risk

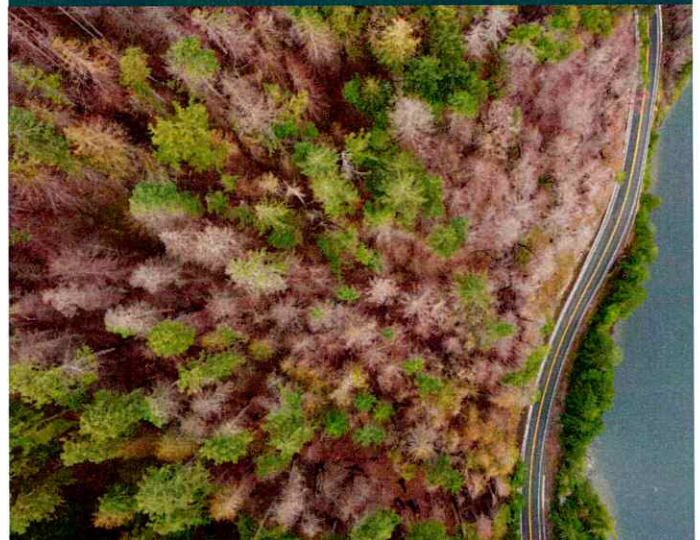
In BC, anyone conducting forestry activities is required to conduct fire hazard assessments and abate the hazard. This helps avoid the potential threat of wildfires arising from fuels following those activities. The Wildfire Act requires qualified professionals to conduct these assessments and complete associated activities within a required time period.

DID YOU KNOW?

People start wildfires in several ways including:

- Open burning (including campfires)
- Discarding burning items (including cigarettes)
- Motorized vehicles (including ORVs or Off Road Vehicles)
- Industrial activity
- Firearms (including target practice, especially when using binary products)

In 2023, the human-caused Cameron bluffs wildfire burnt 229 hectares (pictured below) and was the result of an abandoned campfire during a fire ban.



DID YOU KNOW?

Mosaic frequently works closely with local, regional and provincial governments (i.e. Village of Cumberland, Comox Valley Regional District, Alberni Clayoquot Regional District, Ministry of Forests) when weather creates high and extreme wildfire risk and during fire bans. Mosaic also has a long-standing collaborative agreement with the BC Wildfire Service which relates to fire prevention, communications, fire patrols, wildfire initial attack (serving as a critical first line of defence), along with all the other wildfire suppression activities.



Mosaic's private managed forest lands adjacent to the Village of Cumberland

Mosaic's **fuel management program** is an important strategy in preventing wildfire. We manage fuels (potentially combustible material in the forest such as woody debris) in various ways, including salvage activities such as chipping and grinding, public and commercial firewood opportunities, and lastly on-site burning as required. Fuel management cannot eliminate wildfire risk, but it can reduce the probability of intense wildfires and, in many cases, make it easier to suppress a fire that has ignited.

The benefits of fuel management include:

- Increases public safety by removing debris and reducing wildfire risk
- Prepares the site to allow for optimal reforestation conditions
- Supports air quality and climate action targets by reducing the risk of large, intense wildfires

Forest Professionals are involved with Mosaic's fuel management program and overseeing associated activities. They have extensive training and experience with fighting wildland fires, managing fuel types, fire ecology, prescribed burning, fire behaviour modeling, fire weather, ecology, silvics, silviculture, forest health and reforestation activities. Mosaic also works in collaboration with staff at the BC Wildfire Service throughout the year and especially during the wildfire and pile burning seasons to ensure firefighting and fire prevention is done to the highest standard.

In addition, Mosaic's private managed forest lands contain diverse age classes, species types, stand types,

tree retention areas (riparian, wildlife, carbon, other), to help manage wildfire risks. We also actively manage our access program to ensure that the risk of public fires is reduced. Should they occur, our road networks provide access for rapid initial attack response.

FireSmart

Living in populated, forested communities where wildfires can occur has a certain amount of risk for homeowners. However, it is possible to live safely and resiliently near forested areas if homeowners conduct FireSmart activities on their properties. The choices homeowners make about FireSmarting properties can greatly reduce vulnerability to wildfire. To learn more, visit British Columbia FireSmart at: firesmartbc.ca.

We encourage interested readers to review additional information. Specifically:

- Mosaic's wildfire prevention and response programs: [MosaicForests.com/Wildfire](https://mosaicforests.com/Wildfire)
- BC Wildfire Service Wildfire Prevention: www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention
- FireSmart BC: <https://begins-at-home-guide.firesmartbc.ca/>

For more information, please contact

Mosaic Forest Management:
mosaicforests.com/Contact

BC Wildfire Service:
fireinfo@gov.bc.ca

Community Drinking Watersheds

JANUARY 2024

Mosaic Forest Management identifies protecting water quality as a top priority in our management practices and sustainability commitments across our forest lands. In particular, several communities on Vancouver Island have licences to draw water from sources within our private managed forests, and protecting drinking water sources is a key shared accountability between Mosaic and community water managers.

WHAT IS A WATERSHED?

A watershed is any area of land that catches rain or snow and drains into a body of water. In this document, we are speaking specifically about community drinking watersheds, which are defined as the specific drainages that feed community water sources.

HOW IS DRINKING WATER REGULATED?

Drinking water in British Columbia is heavily regulated along the whole supply chain from source to tap. Water purveyors are responsible for delivering safe drinking water that meets the standards prescribed in the Drinking Water Protection Act and the Drinking Water Protection Regulation, as well as conditions of their operating permits. Regional Health Authorities are responsible for oversight to ensure compliance, and both the Health Authority and the water purveyors undertake extensive, mandated water testing and monitoring.

As a managed forest owner, Mosaic is prohibited from negatively impacting drinking water quality by the provisions of the Private Managed Forest Land Act. We also maintain formal relationships with licensed

DID YOU KNOW?



Management of drinking water quality and sources is **heavily regulated** in British Columbia.

Community drinking sources can be located within **public** or **private** lands in B.C.



Mosaic maintains **collaborative relationships** with water purveyors with licences to draw water from within our lands. We partner and modify plans and practices based on risks and consultation with community water managers.

water purveyors, and share information on our planned activities. We are responsible for ensuring forest practices do not negatively impact water quality in the drainages associated with a water licence, and make any necessary amendments to planned activities based on our consultation work with relevant authorities and communities.

PRIVATE MANAGED FOREST LAND ACT:

"...a primary forest activity must not cause a material adverse effect on the quality of drinking water that may affect human health at the point of diversion of a drinking water intake."

DID YOU KNOW?

As part of our collaboration with community water purveyors, **Mosaic provides a suite of services and benefits to water managers free of charge**, including fire protection, access and road maintenance, and security.



Mosaic's watershed management programs are **designed and implemented by qualified, registered professionals**, including hydrologists, biologists and foresters.



TOGETHER WITH COMMUNITY WATER MANAGERS, Mosaic hosts dozens of watershed tours each year, where members of the public can learn about management of water resources and sustainable forestry.



MOSAIC AND THE REGIONAL DISTRICT OF NANAIMO worked together to produce a video that details our collaborative partnership on water management, which can be viewed at www.MosaicForests.com/watersheds.

COMMUNITY BENEFITS

When managed appropriately and to high standards, locating community drinking watersheds within managed forest lands creates cost savings and management benefits for communities.

Mosaic's work with drinking water managers allows:

- Communities to benefit from our forest professionals' expertise in managing the resource and providing important watershed data through partnerships with indigenous, local and provincial governments.
- In addition, water resource managers from the community have both road infrastructure and access provided and maintained through our operations, yielding significant annual cost savings to taxpayers.
- We also employ access control and security throughout our private managed forest lands, which greatly reduces the risk of human-caused wildfire or unwanted and unmonitored access to water intakes and other sensitive areas.
- Our extensive resources in wildfire response provide a rapid, first-line of defense against wildfire, the impacts of which can be catastrophic for surface water resources.

Mosaic is proud of the collaborative management programs we deliver with our community partners. More information on watershed management, including links to relevant regulations and information on water purveyors and their management plans and testing, can be found at www.MosaicForests.com/watersheds.

SUSTAINABLE FOREST MANAGEMENT IN WATERSHEDS

- » **MOSAIC EMPLOYS SPECIALIZED, MODIFIED MANAGEMENT PRACTICES** within drinking watersheds, informed by detailed scientific analysis and monitoring.
- » **WE HAVE CONDUCTED** high resolution laser imaging across our land base that allows us to generate detailed geo-referenced topographical maps, surface water flows, geological features, and forest canopy definition down to the single tree.
- » **WE UNDERTAKE WATERSHED AND TERRAIN ASSESSMENTS** and deploy a continual water quality monitoring program.
- » **ANY HARVEST AREAS ARE CAREFULLY DESIGNED** based on detailed technical data and reviewed with community water purveyors in advance.



COUNCILLOR REPORT JUNE 9, 2025 REGULAR COUNCIL MEETING

MAYOR MINIONS

JUNE 3, 2025 – Matthews West

- Council met with the development team from Matthews West to have initial conversations around the development of the Somass Lands.

COUNCILLOR DAME

MAY 28-JUNE 1 – Federation of Canadian Municipalities (FCM) Conference

- Councillors Dame, Haggard and Patola attended the FCM Conference in Ottawa, ON.
- They met with staff from the Ministry of Transport and the Secretary of State for Sport.

JUNE 3, 2025 – Matthews West

- Council met with the development team from Matthews West to have initial conversations around the development of the Somass Lands.

COUNCILLOR HAGGARD

MAY 28-JUNE 1 – Federation of Canadian Municipalities (FCM) Conference

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JUNE 3, 2025 – Matthews West

- Council met with the development team from Matthews West to have initial conversations around the development of the Somass Lands.

JUNE 4, 2025 – Black Ty Gala Fundraiser

- Councillor Solda and Councillor Haggard attended the Black Ty Gala fundraiser for the Ty Watson House.
- Ty Watson provides quality end of life care for the Alberni Valley.
- They are always looking for donations to assist with building upgrades and asset management.

COUNCILLOR MEALEY

MAY 2025 – Deputy Mayor

- Councillor Mealey was Deputy Mayor for the month of May.

MAY 15, 2025 – Emergency Executive Committee

- Councillor Mealey attended the Emergency Executive as an alternate for Councillor Solda

May 26, 2025 – Alberni Valley Drag Racing Association

- Councillor Mealey met with AVDRA and City Staff regarding the upcoming drag racing event in August.

MAY 27, 2025 – SD 70 Board Meeting

MAY 28, 2025 – ACRD Board of Directors (Alternate)

- Councillor Mealey attended the ACRD Board of Directors meeting as an alternate for Mayor Minions.

- The Board of Directors meeting took place in Anacla and included a tour of Bamfield and the House of Huu-ay-aht

MAY 30, 2025 – Ministry of Emergency Management and Climate Readiness

- As Deputy Mayor, Councillor Mealey sat in on a technical webinar updating elected officials of current efforts.

JUNE 1, 2026 – Pride Flag Raising

- Councillor Solda and Councillor Mealey were joined by City staff, staff from the ACRD and members of Alberni Pride to see the Pride Flag raised at City Hall.

JUNE 3, 2025 – Matthews West

- Council met with the development team from Matthews West to have initial conversations around the development of the Somass Lands.

JUNE 4, 2025 – Mosaic Forest Management Field Tour

- Following a presentation to Council in April, Colin Koszman extended an invitation to Council to tour their operations in the Alberni Valley.
- Councillor Mealey and Verbrugge attended.

JUNE 4, 2025 – Alberni Valley Heritage Commission

- Councillor Mealey attended the Heritage Commission meeting where the Commission saw the resignation of the Chair, Gareth Flostrand.

COUNCILLOR PATOLA

MAY 28-JUNE 1 – Federation of Canadian Municipalities (FCM) Conference

- Councillors Dame, Haggard and Patola attended the FCM Conference in Ottawa, ON.
- They met with staff from the Ministry of Transport and the Secretary of State for Sport.

COUNCILLOR SOLDA

MAY 28, 2025 – ACRD Board of Directors (alternate)

- Councillor Solda attended the Board of Directors as an alternate for Councillor Haggard.
- The Board of Directors meeting took place in Anacla and included a tour of Bamfield and the House of Huu-ay-aht

MAY 29, 2025 – Alberni valley Chamber of commerce Board meeting

- Visitors Centre open now through September. Monday to Friday (hours?)
- Always looking for Volunteers. Can contact the Chamber of Commerce to volunteer.

JUNE 1, 2026 – Pride Flag Raising

- Councillor Solda and Councillor Mealey were joined by City staff, staff from the ACRD and members of Alberni Pride to see the Pride Flag raised at City Hall.
- Need to be inclusive and diversified.
- Everyone is deserving of respect.

JUNE 3, 2025 – Matthews West

- Council met with the development team from Matthews West to have initial conversations around the development of the Somass Lands.

JUNE 4, 2025 – Black Ty Gala Fundraiser

- Councillor Solda and Councillor Haggard attended the Black Ty Gala fundraiser for the Ty Watson House
- Ty Watson provides quality end of life care for the Alberni Valley.
- They are always looking for donations to assist with building upgrades and asset management.

COUNCILLOR VERBRUGGE

MAY 26-28, 2025 – BC Community Forests Association (BCCFA) Conference and AGM

- Councillor Verbrugge attended the BCCFA Conference in Nanaimo, BC.
- Councillor Verbrugge represents the City of Port Alberni as a liaison on the AV Community Forest Corporation

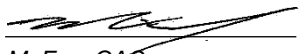
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- Councillor Mealey and Verbrugge attended.

Date: June 2, 2025
File No: 0640-30-June 9, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: Infrastructure Planning Grant Application

Prepared by: <i>D. ARSENAULT</i> MANAGER OF ENGINEERING	Supervisor: <i>J. MACDONALD</i> DIR. OF INFRASTRUCTURE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATIONS

THAT Council endorse application to the BC Local Government Infrastructure Planning Grant Program (LGIP) for the following projects, in order of preference:

- i. Watershed Protection Plan
- ii. Drinking Water Master Plan
- iii. Condition Assessment of Wastewater Pumping Stations

PURPOSE

The purpose of this report is to request Council endorsement of application to the BC Local Government Infrastructure Planning Grant Program (LGIP). Awarded funds would be applied towards costs of planned Infrastructure Services projects. Council approval of the grant application is a program requirement.

BACKGROUND

The BC Ministry of Municipal Affairs administers the Local Government Infrastructure Planning Grant Program (LGIP). LGIP offers grants to support local government in projects related to the development of sustainable community infrastructure. The program is open for applications year-round, and has regular processing deadlines. The next application deadline is June 11, 2025.

Grants of up to \$10,000 are available to help local governments develop or improve long-term comprehensive infrastructure plans, including:

- Watershed management plans
- Water master plans
- Infrastructure condition assessments
- Asset management plans
- Integrated stormwater management plans
- Natural asset management plans
- Water audits and development of water demand management strategies
- Liquid waste management plans.

Grants can be used for a range of activities related to assessing the technical, environmental and/or economic feasibility of local government infrastructure projects.

Project selection criteria are focused on the principles of sustainability and resilience. Those applications that will lead to a capital project and effectively demonstrate long-term planning that supports ecological delivery, climate change adaptation, and community wellness will have the greatest opportunity in being considered for approval. Applicants may receive grants for multiple projects in a single application round, at the discretion of the Ministry.

The following types of projects are *ineligible* for a grant:

- Projects already in progress at the time of application
- Routine maintenance or repair
- Modelling.

ALTERNATIVES/OPTIONS

1. *THAT Council endorse application to the BC Local Government Infrastructure Planning Grant Program (LGIP) for the following projects, in order of preference:*
 - i. *Watershed Protection Plan*
 - ii. *Drinking Water Master Plan*
 - iii. *Condition Assessment of Wastewater Pumping Stations*
2. THAT Council endorse a grant application for other projects, or a different order of preference,
3. THAT Council take no action.

ANALYSIS

The grant funds, if received, will offset a portion of project expenses that would otherwise require City funds.

The recommended preferred projects for grant application, and the rationale for their selection, is provided in Table 1 (*attached, page 4*).

IMPLICATIONS

Endorsement of the application, if successful, will financially benefit the City by offsetting a portion of necessary project costs. Previously allocated unspent funds would be returned at the end of the projects, by amendment to the *Financial Plan*.

The proposed Condition Assessment projects would only proceed following Council amendment to the *Financial Plan*. A staff report with recommendations will be presented to Council at a later date.

COMMUNICATIONS

None.

BYLAWS/PLANS/POLICIES

The LGIP grants will aid the City in developing comprehensive *Master Plans* for drinking water and wastewater infrastructure.

SUMMARY

The City may be eligible to receive up to \$30,000 in grants from the BC LGIP program to offset a portion of costs from planned projects. Endorsement by Council of the projects selected for grants is one of the required elements of the application. A resolution by Council will enable staff to submit an LGIP application by June 11th, the deadline for the current round of application review. Another round of applications is expected to be accepted later this year.

ATTACHMENTS/REFERENCE MATERIALS

Table 1: Recommended Projects for LGIP Grant Application

[Infrastructure planning grant program - Province of British Columbia](#) (web link)

CC: *Director of Infrastructure Services*
 Director of Finance
 Director of Corporate Services

Table 1: Recommended Projects for LGIP Grant Application

Project	Financial Plan Status	LGIP Criteria met
Watershed Protection Plan Development of a plan to maintain adequate water quality at our supply sources - China Creek and Bainbridge Lake.	\$50,000 (Growing Communities Fund)	Collaboration with First Nations and ACRD; Environmental enhancement; Improved water quality
Drinking Water Master Plan Development of a long-term plan for drinking water treatment and distribution infrastructure needs.	\$250,000 (Water Fund)	Increases the quality of drinking water services; supports asset management; increases efficient use of water infrastructure
Condition Assessment of Wastewater Pumping Stations Professional assessment of the condition and expected remaining life of equipment and building systems at our five wastewater pumping stations (Argyle, 4th Ave, Wallace, Margaret, Josephine)	Not funded, est. cost \$35,000	Supports asset management; optimizes levels of service