
AGENDA - COMMITTEE OF THE WHOLE
Monday, July 21, 2025 @ 6:00 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 MS Teams webinar at: <https://portalberni.ca/council-agendas-minutes>

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. The Committee 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 Committee members.
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 3

1. Minutes of the meeting held at 6:00 pm on June 16, 2025, as presented.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address the Committee. A maximum of six [6] speakers for no more than five [5] minutes each will be accommodated. For those participating electronically, please use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

D. DELEGATIONS

1. **Port Alberni River Float Co.** - Page 10
Kaysha Lee in attendance to present a company proposal for a seasonal river tubing and shuttle service.
2. **University of British Columbia** - Page 14
Dr. Bryn Crawford and Dr. Sepideh Pakpour from the University of British Columbia to provide a presentation of the impacts of airborne microplastics from waste water treatment plant biosolids.

E. UNFINISHED BUSINESS

1. **McLean Mill Elevator Decommissioning** - Page 21
Report dated July 11, 2025 from the Manager of Facilities regarding elevator decommissioning at McLean Mill.

THAT the Committee of the Whole recommend that Council direct Administration to decommission the elevator located at the McLean Mill National Historic site.

F. STAFF REPORTS

G. CORRESPONDENCE

H. NEW BUSINESS

1. **Financial Planning Policy** - Page 23
Report dated July 13, 2025 from the Director of Finance providing a Financial Planning Policy.
THAT the Committee of the Whole recommend Council approve 'Financial Planning Policy' No. 3002-10.
2. **Alberni Valley Continuum of Care Coalition** - Page 29
M. Massicotte, Manager of Community Safety and Social Development and Marcie DeWitt, Alberni-Clayoquot Health Network presenting on the Alberni Valley Continuum of Care Coalition.

I. QUESTION PERIOD

An opportunity for the public to ask questions of the Committee. For those participating electronically, please use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

J. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Monday, June 16, 2025 @ 6:00 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
R. Macauley, Deputy Director of Finance
J. MacDonald, Director of Infrastructure Services
K. Orchiston, Asset Management Initiatives Manager
R. Kraneveldt, Manager of Facilities
S. Perry, Manager of Culture
M.C. Massicotte, Manager of Community Safety and Social Development
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]
P. Datta, PC Support/LAN Technician

Gallery: 4

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:00 PM.

MOVED AND SECONDED, THAT the agenda be adopted as circulated.

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held on April 22, 2025 be adopted as presented.

CARRIED

C. PUBLIC INPUT PERIOD

1. **M. Stabler**

Spoke to concerns regarding the closure of gates to the public at Somass Park.

2. **N. Anderson**

Expressed concerns about the financial burden of annual tax increases.

D. DELEGATIONS

1. **BC Transit**

Seth Wright, Senior Manager, Government Relations and Jacob Burnley, Transit Planner, provided an update on the Port Alberni/Alberni Valley Transit Future Service Plan.

Councillor Dame left the meeting at 6:55 p.m. and returned to the meeting at 6:58 p.m.

Councillor Mealey recused himself from the Alberni Valley Bulldogs presentation due to his personal involvement with the organization.

2. **Alberni Valley Bulldogs | Multiplex Feature Wall**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council approve in principle the proposed artwork for a feature wall at the multiplex and direct Administration to develop an agreement with the Alberni Valley Bulldogs regarding its ownership, installation and maintenance.

CARRIED | Res No. 25-68

Councillor Mealey returned to the meeting at 7:22 p.m.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

G. CORRESPONDENCE

H. NEW BUSINESS

1. **Reserve Fund Establishment Bylaw | Amendment**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council provide introduction and three readings to amend the "Reserve Fund Establishment Bylaw No. 5086, 2023" for the purpose of adding the following reserves:

- *Establishment of Asset Management – Lease Revenue Reserve*
- *Establishment of Transit – Local Transit Fund Reserve*
- *Amendment to purpose – McLean Mill Reserve*

CARRIED | Res No. 25-69

2. **Argyle 1st Avenue to 3rd Avenue Redevelopment Project**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$6,375,000 towards redevelopment of Argyle Street between 1st and 3rd Avenue with funding from the General Fund, Water Infrastructure Capital Reserve and Sewer Infrastructure Capital Reserve in the amount of \$2,125,000 each in the 2026 Capital Plan.

CARRIED | Res No. 25-70

3. **Franklin River Road Watermain Replacement Project**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$4,033,000 towards the Franklin River Road Watermain Replacement Phase 1 with funding from the Water Infrastructure Capital Reserve in the amount of \$4,033,000 for completion in 2026;

AND FURTHER, THAT the Committee of the Whole recommend Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$4,444,000 towards the Franklin River Road Watermain Replacement Phase 2 with funding from the Water Infrastructure Capital Reserve in the amount of \$4,444,000 for completion in 2029.

CARRIED | Res No. 25-71

Councillor Haggard left the meeting at 8:06 p.m. and returned to the meeting at 8:08 p.m.

4. 2025 UBCM Strategic Priorities Fund

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to apply for the 2025 UBCM Strategic Priorities Fund - Capital Infrastructure Stream for the Argyle 1st to 3rd Avenue Redevelopment Project and, therefore commits to the City of Port Alberni providing overall grant management and supporting any potential cost overruns associated with the project.

CARRIED | Res No. 25-72

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to apply for the 2025 UBCM Strategic Priorities Fund - Capacity Building Stream for the development of a Community Safety and Well-Being Strategy and therefore commits to the City of Port Alberni providing overall grant management and supporting any potential cost overruns associated with the project.

CARRIED | Res No. 25-73

5. 2025 – 2029 Financial Plan | Amendment

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend "[City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025](#)" as follows:

- i. Decrease line 19114 - Operating Funds from Prior Years \$650,000*
- ii. Increase line 21190 - Receptions and Other Services - \$195*
- iii. Decrease line 21212 - Corporate Services - \$49,500*
- iv. Increase line 21216 - Bylaw Enforcement - \$10,905*
- v. Increase line 21217 - Bylaw Enforcement Vehicles - \$130*
- vi. Increase line 21218 - Public Safety Building - \$640*
- vii. Increase line 21221 - Financial Management Administration - \$92,275*
- viii. Increase line 21226 - Purchasing Administration - \$6,250*
- ix. Increase line 21252 - City Hall - \$3,680*
- x. Increase line 21254 - Planning & Engineering Building - \$915*
- xi. Increase line 21259 - Other Common Services - \$365*
- xii. Increase line 21261 - Information Services - \$15,785*
- xiii. Increase line 22122 - Police Services Administration - \$60,090*
- xiv. Increase line 22160 - Police Building Maintenance - \$3,920*
- xv. Increase line 22180 - Detention & Custody of Prisoners - \$27,280*
- xvi. Increase line 22471 - Fire Building Maintenance - \$285*
- xvii. Increase line 22480 - Vehicle Repair & Maintenance - \$545*

- xviii. *Increase line 22921 - Building & Plumbing Inspection - \$11,260*
- xix. *Increase line 23110 - Engineering Administration - \$21,060*
- xx. *Increase line 23129 - Clerical & Reception-Operation - \$5,490*
- xxi. *Increase line 23134 - Small Tools/Equipment/Supplies - \$160*
- xxii. *Increase line 23136 - Works Yard Maintenance - \$3,555*
- xxiii. *Increase line 23137 - Main Building Maintenance - \$2,235*
- xxiv. *Increase line 23138 - Shop Overhead - \$2,630*
- xxv. *Increase line 23160 - General Equipment Maintenance - \$9,930*
- xxvi. *Increase line 23161 - Vehicle Maintenance & Replacement - \$290*
- xxvii. *Increase line 23205 – Supv. Vehicle Mtce. & Replacement - \$3,215*
- xxviii. *Increase line 23220 - Streets Inspections - \$2,495*
- xxix. *Increase line 23231 - Roadway Surfaces Maintenance - \$13,345*
- xxx. *Increase line 23233 - Road Allowance Maintenance - \$12,885*
- xxxi. *Increase line 23236 - Street Sweeping - \$3,450*
- xxxii. *Increase line 23237 - Snow & Ice Removal - \$3,610*
- xxxiii. *Increase line 23241 - Bridges & Engineered Structures - \$120*
- xxxiv. *Increase line 23250 - Overhead & Decorative Lighting - \$930*
- xxxv. *Increase line 23261 - Signs & Traffic Marking - \$4,795*
- xxxvi. *Increase line 23272 - Off-Street Parking - \$320*
- xxxvii. *Increase line 23291 - Gravel - \$1,235*
- xxxviii. *Increase line 23311 - Ditch, Creek & Dyke Maintenance - \$4,095*
- xxxix. *Increase line 23331 - Storm Sewer Maintenance - \$4,940*
- xl. *Increase line 23333 - Storm Sewer Lift Station - \$780*
- xli. *Increase line 23335 - Storm Sewer Connections - \$1,985*
- xl. *Increase line 23881 - Training Program - \$2,220*
- xl. *Increase line 23882 - Safety - \$1,825*
- xl. *Increase line 23884 - Special Streets Work Orders \$355*
- xl. *Increase line 24320 - Residential Waste Collection - \$17,030*
- xlvi. *Increase line 24322 - Solid Waste Containers Purchase & Mtce. - \$1,975*
- xl. *Increase line 25161 - Cemetery Maintenance - \$525*
- xl. *Increase line 25162 – Interments - \$1,645*
- xl. *Increase line 25163 - Memorial Marker Installation - \$905*
- l. *Increase line 26129 - Planning Administration - \$15,085*
- li. *Increase line 26235 - Economic Development - \$285*
- lii. *Increase line 26770 - Harbour Quay - Buildings Maintenance - \$2,765*
- liii. *Increase line 27110 - Parks, Recreation & Heritage Mgmt. Serv. - \$13,935*
- liv. *Increase line 27120 - Gyro Youth Centre Maintenance - \$1,510*
- lv. *Increase line 27128 - Glenwood Centre Maintenance - \$1,680*
- lvi. *Increase line 27129 - Bob Dailey Stadium - \$205*
- lvii. *Increase line 27130 - Echo Activity Centre Maintenance - \$11,285*
- lviii. *Increase line 27134 - Echo Aquatic Maintenance - \$15,365*

- lix. Increase line 27140 - AV Multiplex Concessions - \$6,590*
- lx. Increase line 27142 - AV Multiplex Skate Shop - \$1,270*
- lxi. Increase line 27144 - AV Multiplex Maintenance - \$33,225*
- lxii. Increase line 27146 - Parks Building & Fieldhouses - \$2,545*
- lxiii. Increase line 27148 - Echo Park Field House - \$2,030*
- lxiv. Increase line 27156 - Glenwood Centre Programs - \$3,150*
- lxv. Increase line 27160 - Echo Aquatic Programs - \$38,065*
- lxvi. Increase line 27163 - AV Multiplex Programs - \$6,970*
- lxvii. Increase line 27166 - Leisure Service Programs - \$11,985*
- lxviii. Increase line 27173 - Children's Programs - \$11,490*
- lxix. Increase line 27180 - Adult Programs - \$1,440*
- lxx. Increase line 27190 - Special Events - \$785*
- lxxi. Increase line 27198 - Vehicle Maintenance & Repair - \$320*
- lxxii. Increase line 27210 - Parks & Facility Management Services - \$235*
- lxxiii. Increase line 27215 - Parks Maintenance - \$33,545*
- lxxiv. Increase line 27220 - Horticultural Services - \$10,930*
- lxxv. Increase line 27225 - Vehicles & Equipment Mtce. & Repair - \$3,195*
- lxxvi. Increase line 27530 - Parks Upgrading - \$250*
- lxxvii. Increase line 27510 - Museum Services - \$5,310*
- lxxviii. Increase line 27515 - Museum Programs - Curatorial - \$6,340*
- lxxix. Increase line 27530 - Industrial Collections - \$215*
- lxxx. Increase line 27550 - Museum Maintenance - \$2,205*
- lxxx. Increase line 27710 - McLean Mill City Operations - \$390*
- lxxxii. Decrease line 28211 - Transfers to Reserve - Asset Management - \$1,100,000*
- lxxxiii. Decrease line 29911 - Contingency Funds - \$110,000*
- lxxxiv. Increase line 64110 - Water Administration & Other - \$10,400*
- lxxxv. Increase line 64141 - Supply Inspection & Operation - \$4,385*
- lxxxvi. Increase line 64161 - Pumping Inspection & Operation - \$5,240*
- lxxxvii. Increase line 64181 - Transmission/Distribution System - \$9,750*
- lxxxviii. Increase line 64185 - Meters - \$6,090*
- lxxxix. Increase line 64187 - Hydrants - \$1,745*
- xc. Decrease line 68220 - Transfers to Water Capital Fund - \$37,610*
- xc. Increase line 104210 - Sewer Administration & Other - \$6,085*
- xcii. Increase line 104240 - Sewage Collection System Main - \$3,210*
- xciii. Increase line 104241 - Sewer Service Connections - \$5,270*
- xciv. Increase line 104260 - Sewage Lift Stations - \$4,935*
- xcv. Increase line 104280 - Sewage Treatment - \$4,820*
- xcvi. Decrease line 108220 - Transfer to Sewer Capital Fund - \$24,320*
- xcvii. Move line '21226 - Purchasing Administration' from 'Financial Management' to 'Public Works Administration'.*

- xcviii. *Add 'Multiplex Chiller Rental and Installation' to the 2025 Capital Plan with funding sourced from the Parks and Recreation Reserve in the amount of \$285,000.*
- xcix. *Consolidate the Burde Street Renewal under one project totalling \$2,481,700 under Paving & Road Construction.*
 - c. *Add \$3,000 to 'Welcome Sign' to have the total of \$40,000 for the project as previously directed by Council.*
 - ci. *Amend the Master Plan allocations for Growing Communities Fund (previously directed by Council);*
 - a. *Fire Services Master Plan - \$100,000;*
 - b. *Parks, Recreation & Culture Master Plan (incl. Facilities Condition Assessments) - \$326,000;*
 - c. *Stormwater & Combined Sewer Overflow Master Plan - \$200,000;*
 - d. *Transportation Master Plan - \$250,000;*
 - e. *Watershed Protection Plan - \$50,000;*
 - f. *Development Cost Charges - \$124,000*
 - cii. *Add the annual budget for Amortization in a schedule within the 'Financial Plan'.*
 - ciii. *Capital Plan - Remove 23055 - 'Burde Street - 11th Ave to Estevan 650m - Development related' - \$160,000.*
 - civ. *Capital Plan - Remove 'Replace 2005 VOLVO TANDEM GRAVEL TRUCK #264' from ERRF in 2028.*
 - cv. *Capital Plan - Remove project 24102 - 'CSO - 3rd Avenue Storm' - \$72,311.*
 - cvi. *Capital Plan - Remove project 24103 - CSO - Burde St - 9th to North Park - \$1,242,000.*
 - cvii. *Capital Plan - Reduce 'McLean Mill Capital Projects - John Dam Priority report' by \$60,000 in 2025 and in future years.*
 - cviii. *Add 'Train Station Ventilation - \$50,000' to the Capital listing in the 2025 Capital Plan.*
 - cix. *Increase line 22121 - Police Contract Services:*
 - *add \$271,093 (0.75%) in 2026;*
 - *add \$299,071 in 2027;*
 - *Add \$260,332 in 2028; and*
 - *Add \$116,423 in 2029.*
 - cx. *Add new line to "TRANSFERS TO RESERVE ALLOWANCES" - 28211 – To Water Infrastructure Reserve (PW roof) – add \$241,000.*

CARRIED | Res No. 25-74

6. **McLean Mill | Historic Zone**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council not expend any more tax dollars in capital investments or repairs to the historic areas of McLean Mill, and for the purposes of safety fence the historic area.

DEFEATED

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to complete safety upgrades to the McLean Mill National Historic Site for \$50,000 with funding from the McLean Mill Reserve.

CARRIED | Res No. 25-75

MOVED AND SECONDED, THAT the Committee of the Whole defer discussion of the development a five-year strategy for restoration and remediation upgrades to McLean Mill National Historic Site until a conversation has been had with the Alberni Valley Chamber of Commerce.

CARRIED | Res No. 25-76

Councillor Mealey left the meeting at 9:39 p.m. and returned to the meeting at 9:40 p.m.

7. **Council Procedures Bylaw Amendment**

MOVED AND SECONDED, THAT the Committee of the Whole defer discussion on the Council Procedures Bylaw Amendment to a future Committee of the Whole meeting.

CARRIED | Res No. 25-77

8. **Municipal Alcohol Policy (MAP)**

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council approve Municipal Alcohol Policy No. 3002-9.

CARRIED | Res No. 25-78

I. **QUESTION PERIOD**

J. Leskosek

Inquired about In Camera meeting procedures, current status of the Rollins Building.

J. **ADJOURNMENT**

MOVED AND SECONDED, THAT the meeting adjourn at 9:49 p.m.

CARRIED

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Kaysha Lee

Organization (if applicable):

Street Address: [REDACTED]

Phone: [REDACTED]

Mailing Address: [REDACTED]

Email: [REDACTED]

No. of Additional Participants:

[Name/Contact Information] Daniel Ruigomez

MEETING DATE REQUESTED: July 21, 2025

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

To present a proposal for seasonal river tubing and shuttle service pilot (summer 2027) and seek city support for the use of designated launch/shuttle sites and alignment with community tourism and recreation goals.

Requested Action by Council (if applicable):

That council approve the use of proposed launch and shuttle sites for the 2027 summer pilot season and provide letter of support to aid in insurance and permitting processes.

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature: [REDACTED]

Date: July 14, 2025

OFFICE USE ONLY:

Approved: (Deputy Director of Corporate Services)

Scheduled Meeting Date:

Date Approved:

Applicant Advised:

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.

Proposal: Port Alberni River Float Co. – Seasonal Tubing & Shuttle Service (Summer 2027 Pilot)

Operating Period

Late June through August: Weekends and select weekdays

Daily Capacity: 4–6 float launches per day, capped by group size

Float Route & Launch Sites

- Primary Route: Leisurely tubing between a launch point and Paper Mill Dam Park (take-out)
 - Two Proposed Launch Sites (pending approval):
 - Port Alberni Fish & Game Club
 - Clutesi Haven Marina
 - Optional shuttle pick-up/drop-off in Downtown Port Alberni
-

Booking Includes

- Tube Rental plus Shuttle, or
 - Bring Your Own Tube (BYOT) plus Shuttle Pass
 - Online waiver and safety information provided at time of booking
-

Safety & Compliance

- Certified Personal Flotation Devices (PFDs) included with all rentals
 - Staff trained in basic water rescue and first aid
 - Daily river condition checks and contingency plans for high water or fire risk
 - Commercial insurance coverage will be obtained prior to launch
-

Community Impact & Benefits

- Adds a family-friendly tourism offering to Port Alberni's summer economy
 - Encourages eco-friendly, non-motorized outdoor recreation
 - Supports local businesses with increased seasonal traffic
 - Fosters river appreciation and environmental responsibility
 - Provides seasonal jobs for local youth, students, and residents
 - Offers opportunities for youth leadership, tourism training, and entrepreneurship
-

Economic & Tourism Impact

Port Alberni is often viewed as a travel corridor — a place visitors pass through on their way to Ucluelet or Tofino. This project creates a compelling reason for both Vancouver Island residents and off-island tourists to stop, stay, and explore the region.

Tubing is an accessible, affordable activity that:

- Could attract 500 to 1,000+ additional visits in its first season
- Encourages spending at local cafes, markets, gas stations, and lodging
- Offers easy cross-promotion with accommodations, campsites, and events

This initiative aligns with community goals to increase overnight stays and strengthen Port Alberni's reputation as an outdoor recreation destination in its own right.

Sustainability Commitments

We are committed to ensuring this project has a low ecological footprint and a positive environmental impact:

- All participants receive Leave-No-Trace guidelines and litter bags
 - Zero-alcohol policy enforced on the river
 - Seasonal river cleanup events planned in collaboration with youth and local groups
 - No single-use plastics in rental kits or shuttle offerings
 - Route monitoring for wildlife and habitat protection during float season
-

Long-Term Vision

- Expand shuttle routes to local accommodations, campgrounds, and trailheads
- Develop recurring community float days, river cleanups, and water stewardship programs
- Build strong partnerships with Hupacasath and Tseshah First Nations, respecting their lands and knowledge

- Collaborate with tourism organizations, outfitters, and local event planners
 - Maintain a small, sustainable operational footprint with measurable community and environmental benefits
-

Additional Notes

- Market demand: Similar tubing/shuttle operations in Penticton, BC and Leavenworth, WA bring in thousands of visitors per summer.
 - City alignment:
This project supports several key goals in the City of Port Alberni's Official Community Plan and tourism development strategy, including:
"Enhancing outdoor recreation opportunities" and "increasing visitor spending and seasonal employment through sustainable tourism development."
-

Disclaimer

This proposal, including the outlined business model, operational design, and brand concept for Port Alberni River Float Co., is the intellectual property of the project owner and is shared for stakeholder engagement and discussion purposes only. It may not be reproduced, implemented, or forwarded without written consent.



RECEIVED

MAY 26 2025

CITY OF PORT ALBERNI

DELEGATION APPLICATION

☒ Council
☒ Mayor
☒ Finance
☒ Corporate Services
☒ Agenda
☒ Economic Development
☐ Engineering/PW
☐ Parks & Recreation
☐ Development Services
☐ Community Safety
☐ Other
File # 0550-300

CONTACT INFORMATION: (please print)

Full Name: Bryn Crawford Organization (if applicable): University of British Columbia
Street Address: EME 2131 - 1137 Alumni Avenue, Kelowna BC, V1V 1V7 Phone: (250) 306-9557
Mailing Address: (Same as above) Email: bryn.crawford@ubc.ca
No. of Additional Participants:
[Name/Contact Information] Sepideh Pakpour (sepideh.pakpour@ubc.ca; (250) 807-9013; EME 3217-same address as Bryn)

MEETING DATE REQUESTED: 21 July 2025

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:
The University of British Columbia (UBC) is seeking to apply for federal funding towards studying airborne microplastics possibly resulting from Waste Water Treatment Plant (WWTP) biosolids, in partnership with various Canadian municipalities. The research team would like to partner with Port Alberni and be granted access to the specially-designed landfill for the region's disposal of such biosolids, as an investigation and demonstration of best practices to UBC's wider stakeholder network.

Requested Action by Council (if applicable):

1) Approval of access to the specially-designed landfill for collecting samples of biosolids, and surrounding air; 2) Approval for one City staff member to dedicate ~8hrs/yr over 3yrs. No cash is requested from the City, as the federal funding will cover all costs.

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Bryn Crawford Digitally signed by Bryn Crawford
Date: 2025.05.26 13:07:19 -07'00'

26 May 2025

Signature:

Date:

OFFICE USE ONLY:

Approved: (Deputy Director of Corporate Services)

Scheduled Meeting Date: July 21/25

Date Approved: May 26/25

Applicant Advised: May 26/25

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act [FOIPPA]* and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.

NSERC Alliance Society project on plastics recycling

Monday, 21 July 2025

Presentation overview

- The Materials and Manufacturing Research Institute (MMRI) at UBC
- Background and Motivation
- Project Overview and Intended Outcomes
- The Ask
 - Site access
 - Staff time
 - Support in knowledge dissemination



THE UNIVERSITY OF BRITISH COLUMBIA



Materials and Manufacturing Research Institute (MMRI)

A multi-disciplinary, multi-campus research hub

- Developing a high-impact cluster of research excellence in different sub-areas of materials and manufacturing.
- Expanding collaboration with other UBC Institutes/Centres, and a number of leading national and international research networks and industrial sectors.
- Ultimate vision: Be a role model in Canada to link basic and applied research on materials and manufacturing.



Background and Motivation

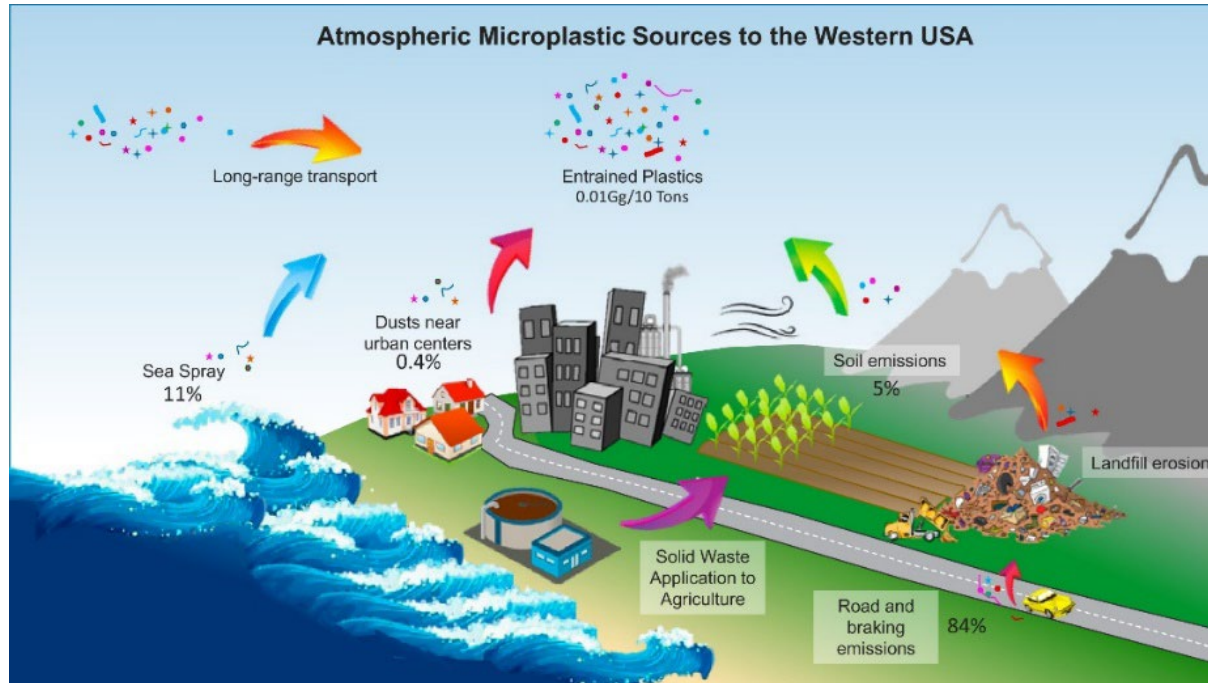


Figure: Graphical depiction of the proposed atmospheric plastics cycle identified in Western USA, including sources and transportation mechanisms, leading to unique, local MP distributions, (Brahney et al., 2021)

[Canada-wide Strategy on](#)

[Zero Plastic Waste.](#)

_____ in providing a specially-designed landfill to isolate biosolids from the environment, ideal for isolating noisy effects typical in environmental studies.

Project Overview and Intended Outcomes

Port Alberni Wastewater Treatment Plant (WWTP) and specially-designed biosolids landfill

Generate biosolids



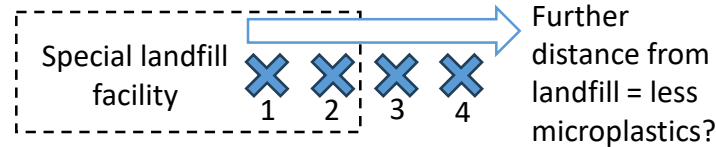
Collect and transport biosolids



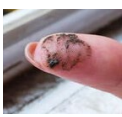
Store biosolids in specially-designed landfill



UBC collecting biosolids and air samples in and around the specially-designed biosolids landfill

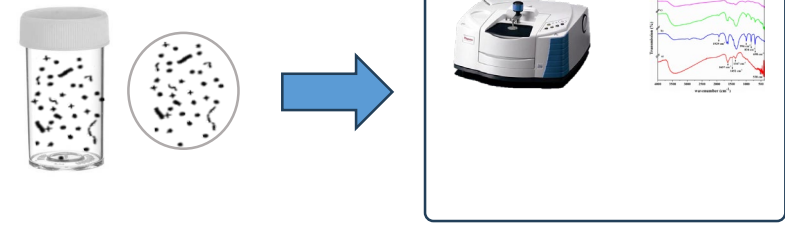
Samples taken at **different locations and times** towards drawing correlations between microplastics in the biosolids, and those detected in the air



Sampling location	Description	Purpose
Landfill site	 Biosolids sample from landfill	Capture source characteristics
Landfill site	 Air samples from landfill site and nearby areas	Capture airborne microplastics for correlation to source profile
Near landfill (~100m)		
Far from landfill (~1000m)	 Dust from e.g. windowsills	Capture microplastics settled far from source via air transport

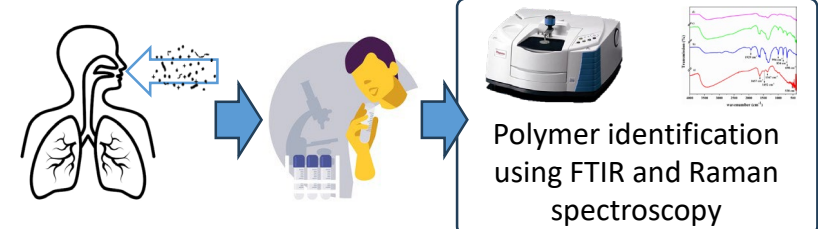
Outcome: Samples containing microplastics for

Microplastic isolation and characterization from samples (count, shape, size, polymer type)



Outcome: Data to correlate biosolid microplastics to those detected in the environment




Volunteer exposure to same microplastics profile, secretion collection and characterization



Outcome: Determining the tissue(s) in which the detected microplastics tend to settle and reside

Outcome: Conclusions regarding propensity for microplastics from biosolids to enter environment and settle in human tissues; best practices for municipalities.

The Ask - Scope of Port Alberni's Involvement

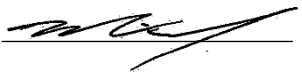
Sampling location	Collection	Timeframe
Landfill site	 Biosolids sample from landfill	Instantaneous collection
Landfill site	 Air samples from landfill site and nearby areas	Samples to be collected using 2 samplers (AirChek Touch, SKC Inc.) deployed for 3 hours at a flow rate of 5L/min (total of 1.8 m ³ per sample)
Near (~100m) to landfill		
Far (~1000m) from landfill	 Dust from e.g. windowsills	Instantaneous collection

General Manager of Community Services) to attend annual steering committee meetings (5-8hrs/year)

Thank you!



Date: July 11, 2025
File No: 0640-30-July 21, 2025
To: Mayor and Council
From: M. Fox, CAO
Subject: McLean Mill Elevator Decommissioning

Prepared by: <u>R. KRANEVELDT</u> MANAGER OF FACILITIES	Supervisor: <u>M. Fox</u> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
-------------------------------------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------

RECOMMENDATIONS

1. That the Committee of the Whole recommend that Council direct Administration to decommission the elevator located at the McLean Mill National Historic site.

PURPOSE

To request that Council give direction to staff to decommission the elevator at the McLean Mill National Historic Site.

BACKGROUND

On June 23, 2025 Council approved the allocation of \$50,000 from the McLean Mill Reserve for immediate site safety improvements at the McLean Mill National Historic Site.

This funding supports the following work:

- Making safety improvements to the viewing deck of the sawmill for continued, safe access
- Demolition and removal of the train platform
- Installation of fencing around the sawmill and green chain
- Upgrading locks across the historic site to limit unauthorized access
- General site cleanup and safety-related repairs

These improvements are aimed at reducing public safety risks and liability concerns, without undertaking any restoration or interpretive upgrades at this time.

On July 9, 2025, members of Council and City administration conducted an on-site tour of the McLean Mill Historic Zone to directly observe safety concerns and validate the scope of the approved improvements. This tour included an overview of the train station platform, sawmill, green chain and other accessory buildings with considerations for safety.

ALTERNATIVES/OPTIONS

1. That the Committee of the Whole recommend that Council direct Administration to decommission the elevator located at the McLean Mill National Historic Site.
2. That the Committee of the Whole recommend Council provide alternate direction to staff.

ANALYSIS

Located along the northwest rear side of the sawmill, the elevator was installed over ten (10) years ago. However, due to the deterioration of the sawmill and the infrequency with which the elevator is utilized, it is staff's recommendation that the elevator be decommissioned. The elevator will be inaccessible following the fencing safety upgrades planned for the sawmill to prevent public access to unsafe areas.

IMPLICATIONS

At the June 23, 2025 Regular Council Meeting, Council approved the allocation of \$50,000 from the McLean Mill Reserve in order to complete the safety upgrades.

The elevator is serviced monthly at a cost of \$147.58 per visit. By not operating the elevator, the City would save approximately \$1,770.96 per year in maintenance costs and \$200 in elevator permit fees.

COMMUNICATIONS

Staff will communicate Council's directives to the public and site operators. Communications will be drafted for the City's website, the McLean Mill National Historic Site's website and the Chamber of Commerce.

BYLAWS/PLANS/POLICIES

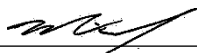
Determining long-term plans for the McLean Mill National Historic Site aligns with Council's 2023 – 2027 *Corporate Strategic Plan*:

- 3.1 The highest and best use is made of City-owned assets.
- 3.3 The City provides quality services to residents.

ATTACHMENTS:

- Appendix B: Alberni Valley Chamber of Commerce Upgrade Recommendations
- [July 22, 2019 Regular Meeting of Council | Staff Report | Log Pond Dam Project](#)
- [July 22, 2019 Regular Meeting of Council | Staff Report | McLean Mill Contingency Fund](#)
- June 16, 2025 Committee of the Whole Meeting | Staff Report | [McLean Mill Historic Zone](#)

Date: July 13, 2025
File No: 0640-30-July 21, 2025
To: Committee of the Whole
From: Mike Fox, CAO
Subject: Draft Financial Planning Policy

Prepared by: A. MCGIFFORD DIRECTOR OF FINANCE	Supervisor: M. FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox, CAO
------------------------------------------------------------	-----------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

RECOMMENDATION

THAT the Committee of the Whole recommend that Council approve 'Financial Planning Policy' No. 3002-10.

PURPOSE

To provide the Committee with a proposed 'Financial Planning Policy' and receive input or requests for follow up before providing recommendation to Council.

BACKGROUND

Local governments benefit from having a financial planning policy to ensure responsible, transparent, and sustainable management of public funds. This report outlines the rationale and benefits of adopting such a policy within the framework of British Columbia's *Community Charter*. Under *Section 165* of the *Community Charter*, all municipalities in British Columbia must adopt a five-year financial plan by bylaw each year before May 15th, and before passing their annual property tax bylaw.

ALTERNATIVES/OPTIONS

That the Committee of the Whole recommend that Council approve 'Financial Planning Policy' No. 3002-10.
That the Committee request further information, suggest amendments to the proposed policy prior to Council considering approval.

ANALYSIS

Currently the City does not have a formal financial planning policy and relies on the *Community Charter* for its structure which is a common practice.

The proposed policy exceeds current provincial requirements by setting clear and defined expectations for our organization supporting fiscal discipline and sustainability in decision-making. The Policy would set clear guidelines for budgeting (cost escalation, class of estimate, etc.) seeking full cost implications of the recommendations to Council. This provides the support for long-term projects and level of service planning by setting the expectations for five-year forecasting, aligning short-term decisions with long-term goals (e.g., infrastructure renewal, climate adaptation, etc.).

Addressing the potential for risk in our financial plans should be considered, providing contingency planning decision-making processes. This would assist in helping the City prepare for uncertainties, build and manage reserves, and utilize debt for emergencies, changes in the tax base, or economic downturns.

Every four-years, Council has set strategic priorities for the upcoming years. To effectively implement these priorities a financial planning policy should integrate and align with planned projects and the City's vision. Financial planning policies link budgeting with strategic, capital, and asset management plans, ultimately enabling evidence-based decision making and encouraging data-driven prioritization of services and investments.

IMPLICATIONS

Implementing the financial planning policy will support the all parties both internal and external to address:

- Timing of the financial planning process;
- Components included in the financial planning process;
 - Full cost implications
 - Timeline for amendments
 - Timeline to adopt
 - Financial Plan Details
- Information sharing and communication strategies
- Opportunities for public engagement

The required information will follow the previous years plan details, incorporating the budgeted amortization schedules and unfunded items (master plan items). The effort to achieve policy compliance for upcoming year should be straight forward for presentation, however changes may not be fully implemented in the current year due to timeline provisions. Administration is currently working within these expectations for the 2026-2030 Financial Plan.

COMMUNICATIONS

Communications for all parties would provide transparency and public confidence in process by setting the standard for our public engagements. A policy would state the forms of public consultation and engagement, enhancing transparency and accountability in our processes. Clear communications provide a framework for explaining financial decisions to residents, reducing confusion and improving confidence in the City's financial planning processes.

The *Community Charter - Section 166*, requires public consultation. The policy will ensure that residents have a voice in how their tax dollars are spent to builds trust and promote civic engagement n the process.

BYLAWS/PLANS/POLICIES

- *Community Charter – Sections 165 & 166*

SUMMARY

A financial planning policy that goes beyond the legislative requirements serves as a foundational tool for good governance, fiscal health, and community resilience. It enables local governments to meet today's needs while preparing for tomorrow's financial challenges. The intent of the policy is to establish a clear process that all parties - administration, elected officials and the community - can understand and follow. A formal policy helps local governments prepare for economic fluctuations, maintain adequate reserves, and manage debt responsibly.

ATTACHMENTS/REFERENCE MATERIALS

- Draft Financial Planning Policy No. 3002-10

C: *S. Darling, Director of Corporate Services*
 R. Macauley, Deputy Director of Finance

POLICY No. 3002-10 | FINANCIAL PLANNING

Approved: (Date)

Resolution No.:

Date of Last Review: New



1. PURPOSE

This policy establishes a structured five-year financial planning process that outlines service levels for operating and capital programs, ensuring sustainability and accountability in managing public funds. It provides guidance for the development, approval, and updates to financial plans, responding effectively to budgetary changes, provincial legislation, and strategic priorities of Council.

2. POLICY STATEMENT

The City is committed to executing a five-year financial plan that aligns with the Council-approved service levels for its operating and capital programs, unless otherwise directed by Council.

3. SCOPE AND APPLICATION

The City's service delivery framework has evolved since its incorporation in 1912 with public expectations focused on maintaining and enhancing service quality.

To support this, annual budgets must remain balanced while maintaining tax rates and property tax ratios. The City will actively seek new revenue sources and control expenditures, ensuring efficient, responsible use of financial resources.

This policy aims to develop guiding principles and strategies, allowing the City to operate within its fiscal means, ensuring stable, equitable property taxation while delivering high-quality services.

Key objectives include:

- Establishing a long-term funding plan to achieve strategic goals.
- Facilitating efficient decision-making for operational and capital service delivery, enhancing transparency regarding finances and rate levels.

The City will adhere to all relevant legislation, including the provisions set forth in the *Community Charter*, which mandates the preparation and adoption of balanced financial plans. Planned expenditures will be evaluated based on activity-based costing and future service cost escalations.

4. BUDGET PREPARATION AND ADOPTION

The five-year planning process shall encompass identification and explanation of amendments from previous financial plans.

Recommendations for service level changes must account for:

- i. Whether changes are one-time or ongoing.
- ii. Full cost analysis, including:
 - Annual asset or service costs, considering inflation.
 - Required staff management and associated costs for additional personnel.
 - Renewal and asset management costs for requested changes.

Timeline for Recommendations:

- i. Operational Level of Service Changes: By end of October each year.
- ii. Capital Expenditure Changes: By end of September each year.
- iii. Operational Level of Service Changes for Years 2-5: By end of December each year.
- iv. Capital Expenditure Changes for Years 2-5: By end of December each year.

5. FINANCIAL PLAN COMPONENTS

The Financial Plan will include:

- i. A consolidated summary and a detailed listing of revenue and expenditures for the General, Sewer, and Water Funds.
- ii. A five-year amortization budget and status of capital projects, including budgets and remaining allocations.
- iii. Summary and detailed information on service levels, unfunded items with cost escalation estimates, and identification of reserve fund projects.

6. COMMUNICATIONS

A dedicated webpage will provide communication regarding the financial planning process, including timelines, reports, and FAQs. Ensuring transparency in budget allocations allows for effective financial management before the fiscal year commences.

7. LONG-RANGE FINANCIAL PLAN

The City will establish a ten-year Long-Range Financial Plan (LRFP) for capital expenditures. This framework will be reviewed annually and will inform more detailed five-year plans, allowing necessary adjustments based on updated assessments.

8. DEFINITIONS

Activity-Based Costing: A costing methodology that assigns costs to services based on actual utilization.

Capital Expenditure: Non-operating expenditures exceeding \$10,000 for assets such as equipment or infrastructure.

Cost Centre: A service function tracking actual expenses against the budget.

Debt Servicing: Financial obligations for outstanding debt principal and interest.

Infrastructure: Facilities including buildings, roads, and utilities.

Level of Service: The standards and objectives for public service delivery.

Life Cycle Costs: Total costs over the lifespan of an asset, encompassing design, construction, operation, and maintenance.

Reserves: Designated funds aimed at reducing debt, managing cash flows, or serving as contingencies.

9. POLICY REQUIREMENTS

In compliance with the *Community Charter* (Section 165), the City must adopt an annual financial plan prior to the property tax bylaw. This plan must reflect:

- i. Proposed expenditures for debt servicing, capital projects, and operating costs.
- ii. Funding sources, including taxes, fees, and grants.
- iii. Transfers to and from reserve funds.

The financial strategy must maintain a balanced approach, integrating community consultation as mandated by the *Community Charter* (Section 166).

10. AUTHORITY TO ACT

This policy is applicable organization-wide. The Finance Department oversees financial administration and is accountable for the operational and capital budgets across all departments, ensuring compliance with approved funding levels.

11. REVIEW PROCEDURES

This policy will be reviewed upon Council direction or changes in provincial legislation.

Sharie Minions
Mayor

Sara Darling
Corporate Officer



Alberni Valley Continuum of Care Coalition

Shared Priorities Across the spectrum of
Health Services



A large orange circle is positioned on the left side of the slide, partially overlapping the text.

Continuum of Care Coalition

Winter/Spring 2024

City, ACHN, IH Partnership

Spring 2024

Gap Analysis Workshop

June 2024 – Present

Continuum of Care Coalition
Meetings

Gap Analysis – Participant Feedback

Current Landscape – What we Heard

Current Pressures

- Housing
- Mental health and addictions
- Demographics
- Health Care
- Poverty

Current Landscape – What we Heard

What is Working:

1. **Partnerships and Collaboration:** There are strong partnerships within the community, and many underserved individuals feel safe seeking help from community resources.
2. **Innovative Solutions:** Initiatives like tiny homes and different shelter approaches show a commitment to finding innovative solutions to homelessness.
3. **Passionate Individuals:** There are dedicated healthcare providers and passionate people working to make a difference in the community.
4. **Community Engagement:** There are efforts to increase community engagement through events and programs, with a focus on youth and tourism infrastructure.

Challenges:

1. **Housing Shortage:** Despite efforts, there is a lack of available housing, particularly for marginalized individuals identified by the BC Housing selection committee.
2. **Healthcare Access:** Long wait times and limited resources in healthcare, including a lack of GPs, medical detox facilities, and specialists like psychiatrists and addiction medicine physicians.
3. **Coordination Issues:** There is a lack of coordination between service providers, resulting in overlap and gaps in service delivery.
4. **Social Divisions:** Divisions within the community based on socioeconomic status, race, and geography hinder efforts to create a culture of pride and togetherness.
5. **Resource Limitations:** Many organizations are doing their best with limited funding and resources, leading to challenges in providing adequate support to those in need.

Continuum of Care - Gap Analysis Workshop

8

Continuum of Care – What we Heard

Barriers:

1. Privacy concerns preventing information sharing between service providers.
2. Funding limitations and competition for resources.
3. Caregiver burnout and vicarious trauma due to increased deaths and challenges.
4. Siloed care provision models and lack of cooperation between agencies.
5. Entrenched ideas and existing systems of care delivery hindering innovation.
6. Stigma and complacency around issues such as substance abuse.
7. Lack of detox, treatment, and post-treatment services.
8. Staffing shortages and limited human resources.
9. Lack of affordable housing and childcare options.

Opportunities:

1. Increased collaboration and cooperation between agencies.
2. Broadening thinking to find more effective ways of working with limited resources.
3. Creating partnerships and aligning efforts to minimize duplication and better serve the community.
4. Empowering individuals to effect change and find strength in numbers.
5. Strengthening relationships and improving information sharing among service providers.
6. Further partnerships with educational institutions and healthcare organizations.
7. Increasing transportation options for accessing healthcare services.
8. Expanding programs and services to meet the diverse needs of the community.
9. Providing incentives for healthcare professionals to relocate to the area.

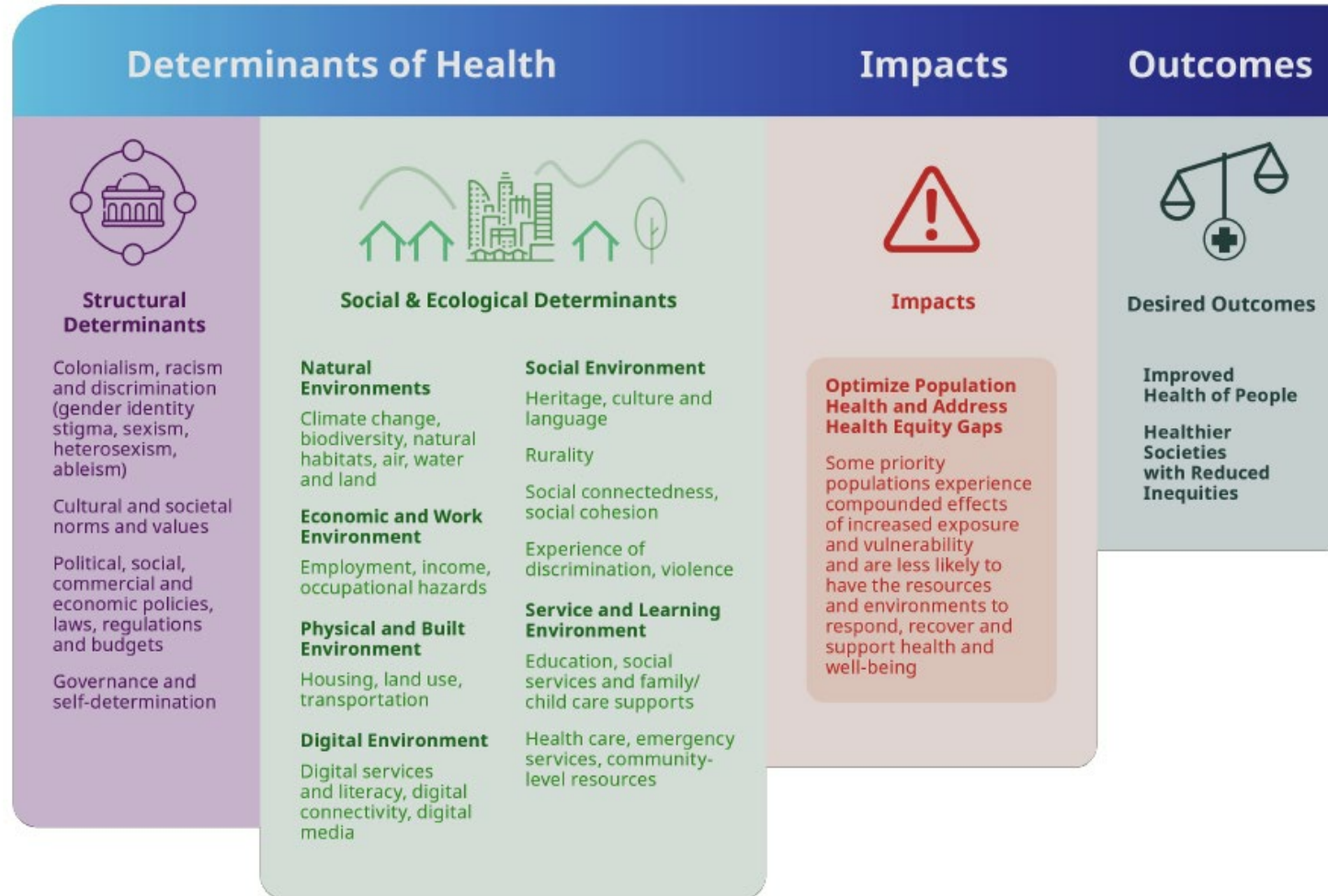
Continuum of Care Concept

YOU defined a continuum of care as a comprehensive and seamless system of services that address individuals' needs throughout their health journey. It involves integrated case management across programs, ensuring individuals receive a full wrap-around service with easy access to initial problems, treatment, and follow-up care, ideally accessed locally whenever possible.

Some indicators of a continuum of care mentioned include:

1. **Accessibility:** Ensuring accessible resources to support the personal health of all community members, regardless of socioeconomic status or other factors.
2. **Support Throughout Lifespan:** Providing support from initial interfacing with patients until they are functioning in good health, including support for pregnant mothers through end of life.
3. **Integration and Collaboration:** Having integrated services working together with individuals around their identified values of wellness, preventing gaps within care/treatment that may cause relapse.
4. **Timely Access to Care:** Timely access to primary care providers, testing/diagnostics, home and community resources, mental health services, and supportive housing options.
5. **Monitoring and Evaluation:** Regular monitoring and evaluation of service delivery and outcomes to identify areas for improvement and ensure individuals receive the entirety of the care and supports they need.

Determinants of Health Model

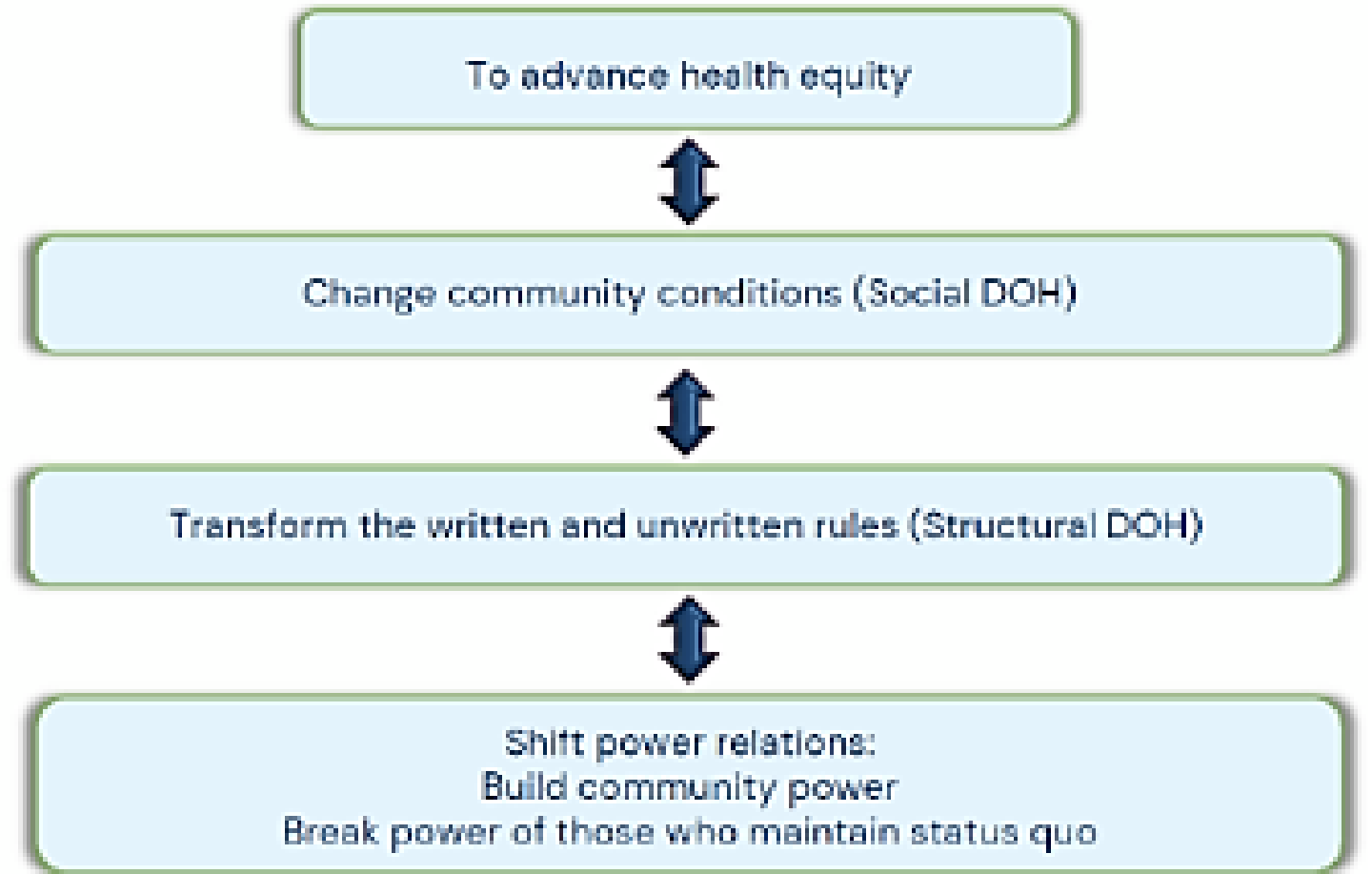


Social and Structural Determinants of Health

Structural Determinants of Health

1. The written and unwritten rules that create, maintain, or eliminate durable and hierarchical patterns of advantage between socially constructed groups in the conditions that affect health.
2. The manifestation of power relations in that people and groups with more power based on current social structures work to maintain their advantage by reinforcing or modifying these rules.

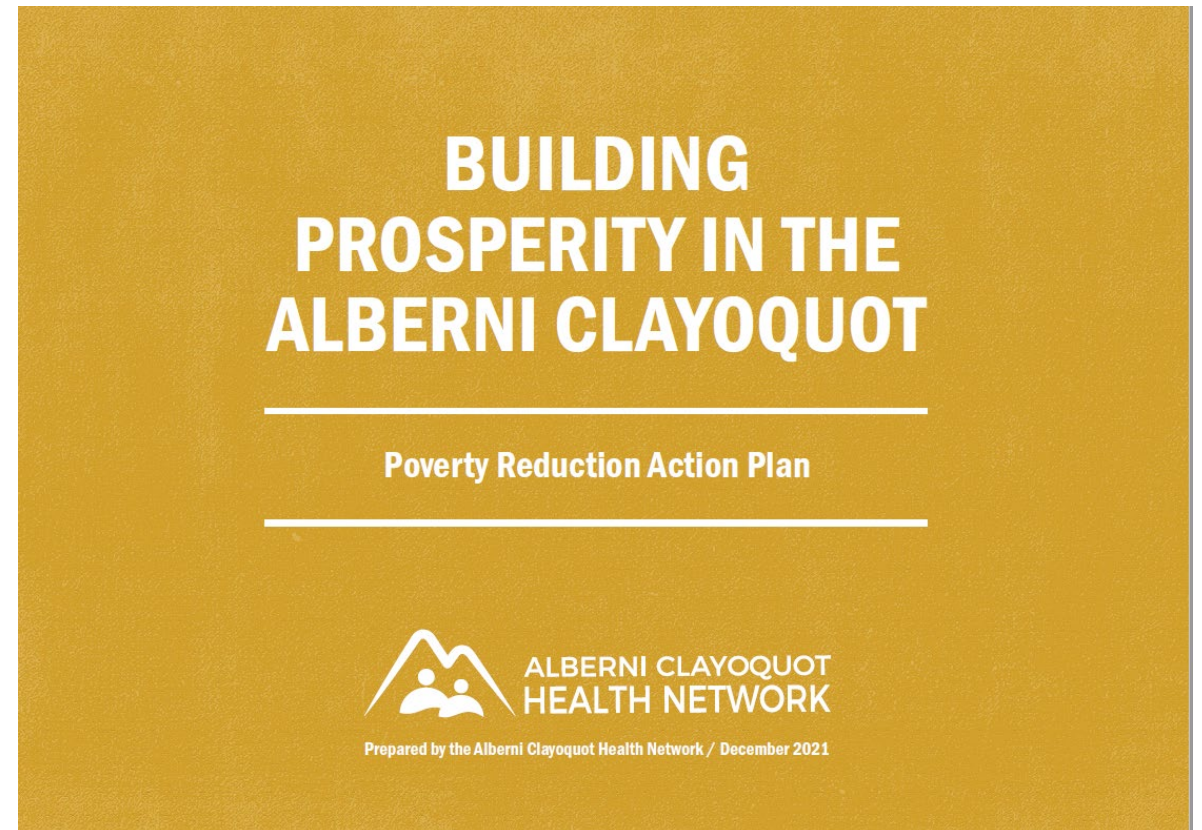
Why the SDoH and StDoH Matter



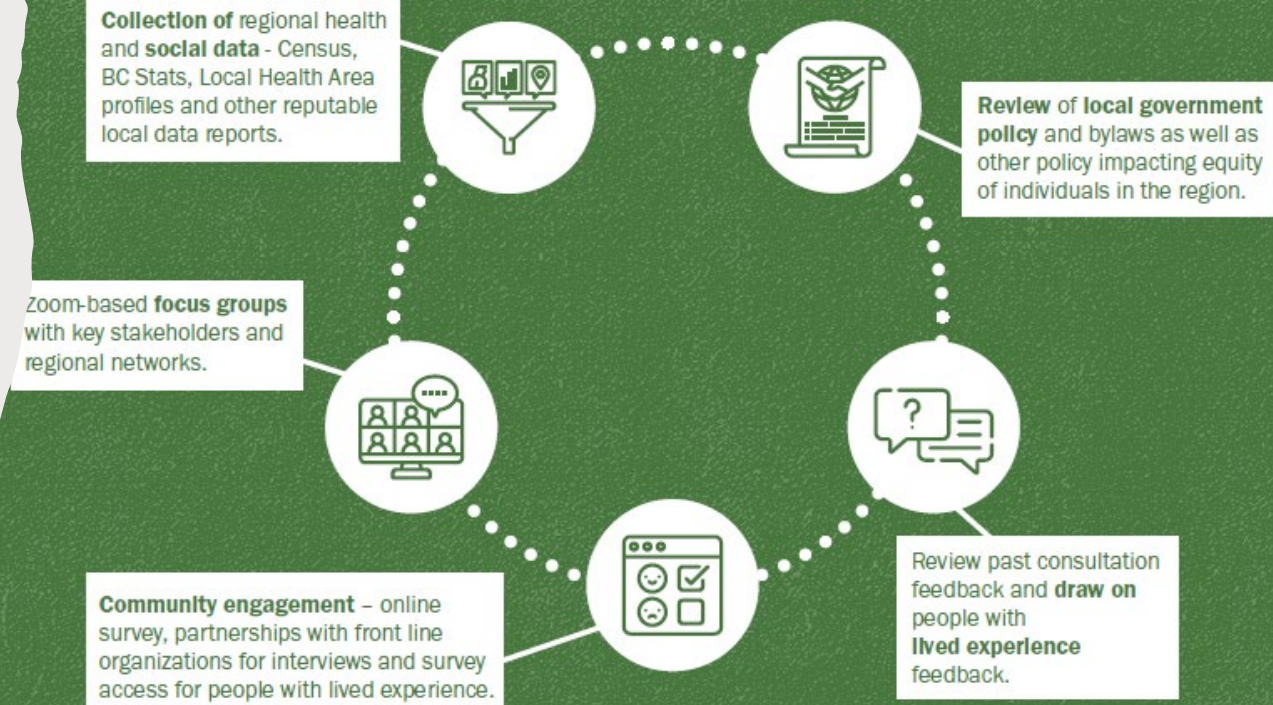
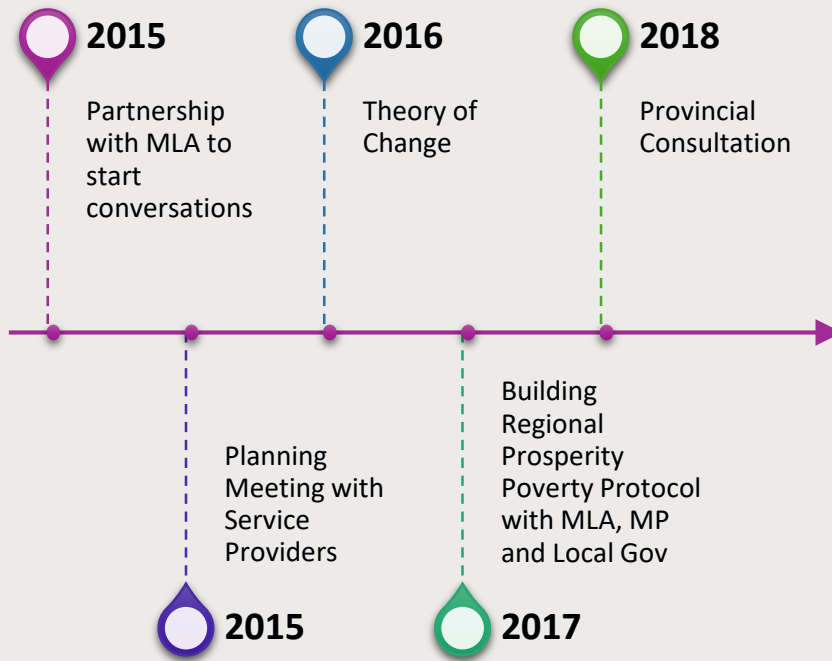
How We Work to Implement the Concepts and Priorities



How We Integrate of Needs Identified throughout the Community



Poverty Reduction



BUILDING PROSPERITY IN THE ALBERNI CLAYOQUOT

Poverty Reduction Action Plan

Recruitment Barriers

- Housing and accommodation were identified as the top recruitment challenge across health disciplines.
- Family supports, most notably spousal employment opportunities were mentioned throughout the consultation, as was education, family recreation and childcare.
- Community amenities and community promotion/advertising were highlighted especially in comparison to communities with active tourism agencies and regions with more urban access.
- Physicians face a unique challenge in practice structure, shared practice is more attractive and more effective with the new billing model. Available practices in the Alberni Valley are not set up to implement this easily. Capital space for shared practice was a high priority for physician recruitment as was shifting to newer models within the Alberni Valley and across the region.

Retention Barriers

- Housing ranked high in retention challenges for many health professionals especially those in mid to lower wage brackets.
- Burn out was noted regularly and compounded due to staffing shortages.
- Lack of overall supports in health system due to staffing and other issues was mentioned as a frustration and driver of low job satisfaction when professionals were trying to assist a patient in need.
- Spousal employment and community amenities were another shared challenge for the recruitment and retention of health professionals.

Impacts

- Underserved populations and delayed care were impacts most noted during the consultation.
- Residents have been seeking care in other centres, in turn increasing pressures elsewhere.
- Stressors associated with short staffing models reinforced burn out and increased workload on existing staff.



HEALTH PROFESSIONAL RECRUITMENT AND RETENTION IN THE ALBERNI CLAYOQUOT

Prepared for the Alberni Clayoquot Regional District

Marcie DeWitt Consulting

February 2024

Health Professional Recruitment and Retention

Building Healthy Communities

RECOMMENDATIONS

Summary of recommendations for Prosperity
Building in the Alberni Clayoquot Regional District:



INCOME	HOUSING	HEALTH, MENTAL HEALTH AND ADDICTIONS	BUILDING EQUITY
<ul style="list-style-type: none">• Advocate for the adoption and implementation of systemic reforms outlined in the Guaranteed Basic Income Panel findings• Advocate for adoption of Living Wage• Advocate for the continuation and implementation of childcare supporting funds and initiatives• Advocate for Provincial and Federal interventions to decrease the financial burden of advanced education• Increase access to technology• Increase access to basic needs and ensure availability of necessities• Support initiatives which increase access to healthy foods	<ul style="list-style-type: none">• Joint regional advocacy to Provincial and Federal governments to align housing strategy, policy and resources to meet actual community need.• Implement a regional or sub regional housing authority• Implement a person-centered approach to support individuals in need of housing supports	<ul style="list-style-type: none">• Support local partners such as the Divisions of Family Practice and Community Action Tables to advocate and support patient centered care and harm reduction programs• Advocate and support funding mechanisms which will enhance individuals access to treatment and care	<ul style="list-style-type: none">• Adopt an equity lens for planning, engaging and prioritizing the needs of those most effected in decisions• Increase community education and action around the Truth and Reconciliation Calls to Action and United Nations Declaration of Indigenous People• Support training and interventions in health, social and mental health supports which address stigma• Support interventions and solutions which ensure protective factors such as shelter, basic needs, and income are accessible.• Creation of a regional Poverty Reduction Table which promotes education and stigma reduction, advocates for actions outline in the Action Plan

Health Professional Recruitment and Retention Priorities

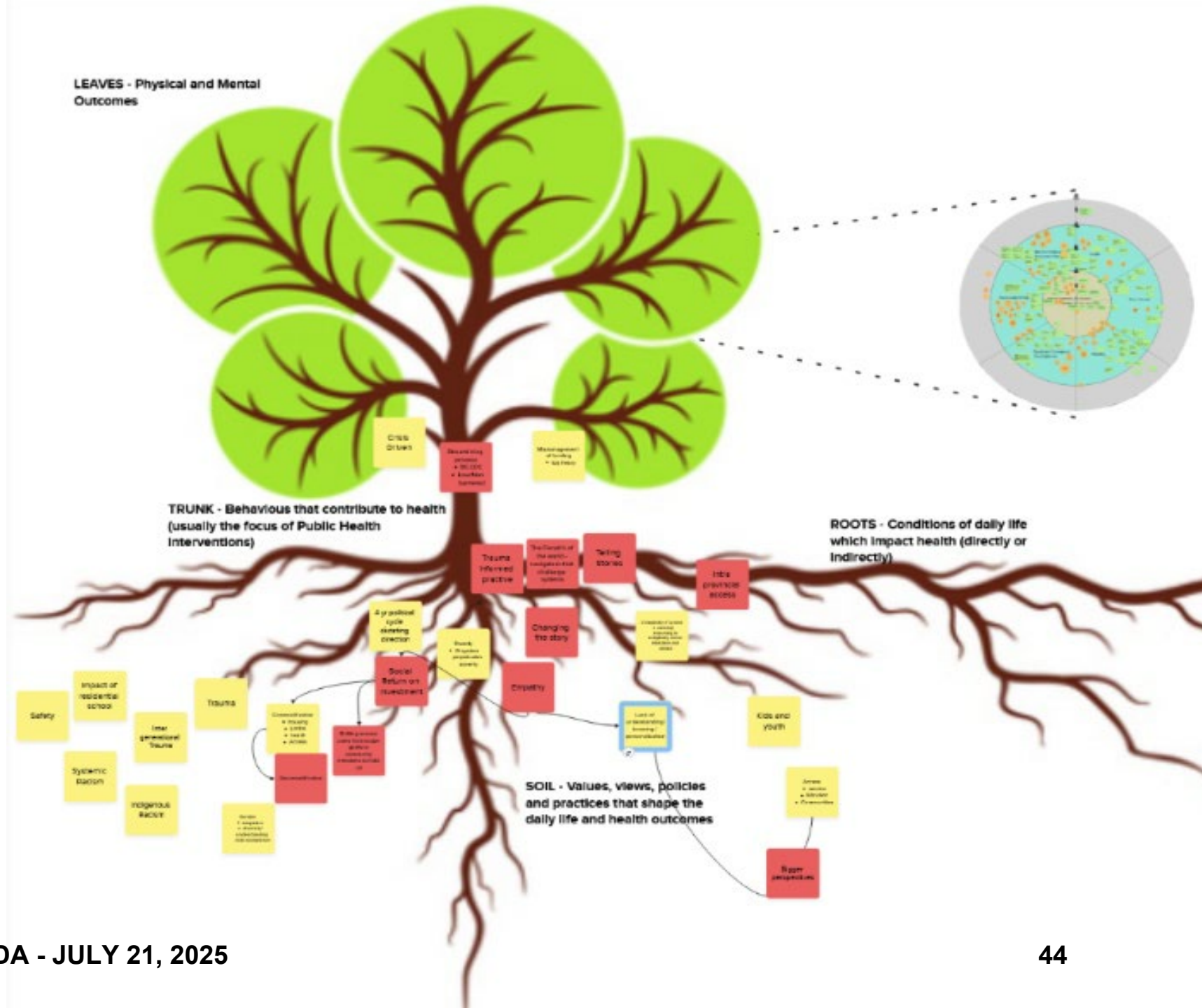
- **Building Healthy Communities.** Maintaining the long-term goal and vision of planning, building, and maintaining community amenities and infrastructure contributing toward increase affordability and attractiveness of communities within the region. This includes utilizing local government tools to stimulate or incentivize recreation, economic development/tourism, active transportation, well maintained and/or new amenities) which promote and build healthy communities This also includes the exploration of methods for supporting and diversifying housing options (e.g., a Regional Housing Authority or similar support service/partnership).
- **Partnerships.** Streamlining partnership and collaboration opportunities to better support health professionals in the community while ensuring that the appropriate infrastructure and support is available in community to support these professionals within their profession.
- **Advocacy.** Ensuring access to funding, maintenance or growth of programs, and consistent representation for our regions health system requires advocacy in key political arenas (provincial, federal, or commercial). This also includes generating opportunities for support through both public and private sector partnerships, and/or the creation of systemic incentives (e.g., pre-zoning, or revitalization tax incentives for new areas of investment) geared toward the health care system and community. Advocacy remains one of the most effective levers available to local government.

Priorities

- Housing across the spectrum
- Childcare and quality education
- Community amenities
 - Transportation
 - Recreation
 - Parks and infrastructure
- Culture and diversity



Alberni Valley Continuum of Care Mural Board



STATUS OF ACTION ITEMS – 2024-TO DATE							
SHORT-TERM ACTION ITEMS	STATUS	MEDIUM-TERM ACTION ITEMS	STATUS	MEDIUM -LONG TERM ACTION ITEMS	STATUS	LONG-TERM ACTION ITEM	STATUS
Launch the Continuum of Care Coalition table - Complete	Complete	Develop a visual map for the Continuum of Care Services – Outline existing services and gaps in services	Complete	Advocate for integrated case management between services -	Ongoing	Create system navigators/navigation	
Conduct an agency tour – treasure hunt with a passport and stamps	Complete	Update BC211 quarterly	Agencies to complete	Advocate for multi-year funding not annual grants	Ongoing	Work together on funding opportunities Create a co-op for administration (i.e. grants) with a common person doing the administration, grant research, and grant writing	
Formalize networking – to learn about who does what	Complete	Develop an engagement strategy to include peers in work, apply for funding to have standardized peer training and support	Ongoing				

Basic Needs - Existing Services	Basic Needs – Gaps in Services
<ul style="list-style-type: none"> • ACRD - Basic supports during emergency (food, clothing, lodging) • ADAPS - youth food bags, hygiene, youth enhancement funding • Community Health Services (CHS) - Resource advocacy Psychosocial support • CMHA Outreach - Support to youth aging out of MCFD services, 14,000 meals out of clubhouse and frozen meals, welcome home kits, hygiene, advocacy for finances, 109 housing units • Kuu-Us – emergency hampers, clothing, hygiene, furniture, gift cards etc. • MSDPR - Underage application for Disability and social assistance, Income/Disability assistance, crisis \$\$ for food/shelter/clothing / furniture/utilities • PAFD – Public Safety • Port Alberni Backpack program - program operates from the United Church on Church Street to provide nutritious food on weekends for families living on or below the poverty line who reside in the Dunn and Maquinna School catchment area(s) • Sage Haven Society – Drop in center personal care needs, clothing, basic necessities • The Salvation Army - Milk for Kids Program. Families can register their children in this program, which provides one litre of milk per week, per child. They also have a Baby Formula program for newborns and infants. Food hampers, food bank, shelter, meals, kitchen, clothing, hygiene, showers, etc. 	<ul style="list-style-type: none"> • Youth and young adults shelter & housing, student & young adult housing with or without supports • Transitional Protocols • Sustainable funding to access basic needs • Ongoing secured funding • Housing First • Zero barrier supported housing
Community Safety - Existing Services	Community Safety – Gaps in Services
<ul style="list-style-type: none"> • ACRD – Disaster Risk, Emergency Response, and EM Preparedness • ADAPS – Youth safe space, and safety pop ups • Alberni Valley Hospice Society – Child and Youth Grief Counselling • Bylaw Services – bylaws, safety issues in the city • Community Corrections – Supervision of individual subject to a court or police order. Provide Cognitive Behaviour Therapy (CBT) to medium and high-risk offenders, Programs for misuse, intimate partner violence, sexually motivated offenders and women. Referrals to other agencies for counselling housing, and other supports. • CPA Community Safety & Social Development – convene, facilitate, coordinator and advocate, leverage council support, advocate to other levels of government • CPA –Community Policing – Crime Watch, Block Watch, CPTED • PAFD – Medical & 1st response, inspections, assisting Bylaw • RCMP – Policing services to ACRD and CPA, assisting with mental health calls, substance use, child and youth, etc. 	<ul style="list-style-type: none"> • Critical Incident Response • Ease of access and application referrals • Integrated Response team • Lack of follow-up in legal system (police, courts, etc.) • Access to 24/7 services • Peer support workers – education and support • Navigators • Lack of timely detox services • CAR 54 Mental Health partners with police • Accessible Employment (low level skills, lack of higher education) • Supportive housing • Transportation for people in need • Shared phone for outreach 24/7

Community Safety - Existing Services Continued	Community Safety – Gaps in Services
<ul style="list-style-type: none"> • Restorative Justice - Referrals from criminal justice organizations for Alternative Criminal Justice facilitation; circle education to teachers, administrators and classrooms via the schools and the Teacher's Union; alternative approaches to student and teacher disciplinary matters; recovery process through support agencies to address outstanding legal issues; support for victims of crime and conflict in a way that helps to resolve/improve their anxiety/fear/trepidation that is often a result of crime.Repeat Violent Offending Intervention Initiative (ReVOII) - through Legal Aid • Sage Haven Society – Victim Services, drop-in centre, sexual assault response services, safe homes • The Salvation Army – Shelter, Safe space 24/7 	
Education - Existing Services	Education – Gaps in Services
<ul style="list-style-type: none"> • Island Health - Public Health - Strong Start for caregivers and for 0-5 years of age • Island Health - Outreach Therapy - focus is on providing developmental pediatric health care services, core services include Physiotherapy, Occupational Therapy and Early Childhood Mental Health 	<ul style="list-style-type: none"> • Education to community about services available • Transitional Protocols • Access to supports/screening
Health - Existing Services	Health– Gaps in Services
<ul style="list-style-type: none"> • Alberni-Clayoquot Continuing Care Society - Echo Village, Fir Park Village, Recreation activities • Alberni Natural Health Group - physio, RMT, naturopath, counselling, fee-for service, team-based approach to care • BC Emergency Health Services (BCEHS) - Medical emergency intervention, care, transportation, 1st Responder, overlaps with Mental Health and Substance Use - child and youth • Community Health Services - Home Support Services (CHW's), Allied Health (Rehab/Social Work), Home Care Nursing, Rapid Access Home Care Nursing, Case management, Adult Guardianship Investigations • IH Public Health - HOP Team - Communicable disease testing, treatment and support, health accessing health care, health doctor clinic • Island Health – Walk-In Clinic - Provides non-urgent medical care for people on a walk-in basis to get advice, assessment and treatment for minor illness and injuries, no appointment required • PAFD – BCEHS assistance • The Salvation Army – meals, hampers, showers, shelter, and necessities 	<ul style="list-style-type: none"> • More availability for walk-in clinics • More long-term care beds • More primary care for vulnerable population • Quicker triage/processing for mental health • More Drs for Opioid Agonist Therapy (OAT) therapy
Health and Mental Health - Existing Services	Health and Mental Health– Gaps in Services
<ul style="list-style-type: none"> • ADAPS – Substance Use Counselor, Prevention Counselor, Harm Reduction, Shift Happens supportive recovery group, prevention learning events, naloxone distribution, groups, gender journeys, girls (sisters, no Cis-terns), peer support, Youth Advisory, Take a Hike, Counselling Child and Youth: 3 - 18 - Sexual Abuse, 12-21 - Youth and family, 10 - 22 Youth wellness; Youth Support, Peer support (5hrs/week), 12-19 Intensive Support, 12_19 – Prevention, 10 - 13 - Younger youth, Drop In's, Pop UP (Gyro) Fri 6 – 10, Safe Space (Echo) • Alberni Hospice Society – Child and Youth Grief Counselling 	<ul style="list-style-type: none"> • Fetal Alcohol Spectrum Disorders (FASD) Diagnosis • Drop in with the programs • Low barrier wellness counselling • Lack of peer outreach for youth in transition • Youth related detox and treatment • Youth detox and treatment local

Health and Mental Health - Existing Services Continued	Health and Mental Health– Gaps in Services
<ul style="list-style-type: none"> • CPA Community Safety & Social Development – convene, facilitate, coordinator and advocate, leverage council support, advocate to other levels of government • KUU-US – Provincial Indigenous Youth Crisis Line • Sage Haven Society – Youth Outreach Coordinator, PEACH program for kids that witness abuse • The Salvation Army – Youth and Child Programs, Camps, Family Supports 	<ul style="list-style-type: none"> •
Housing - Existing Services	Housing – Gaps in Services
<ul style="list-style-type: none"> • BC Housing - Supportive housing, Supported Rent Supplement Program (SRSP), Coordinated Access and Assessment (CAA) placement meeting, Vulnerability Assessment Tool (VAT) Training: • Community Health Services (CHS) - Assisted Living and Long-term Care assessments/placement • CMHA Port Alberni - Rogers St Apartments - intake and outreach, Port House – Island Health funding 24/7 funding King George – caretaker, Kendall Apartments - staffed 7 hrs/day 7days/week, Park houses - staffed X6 Housing OR and support programs • CPA Community Safety & Social Development – convene, facilitate, coordinator and advocate, leverage council support, advocate to other levels of government • Island Health - Public Health – Home Oxygen Program (HOP) Team - Vulnerability Assessment Tool (VAT) assessments • Kuu-Us – Indigenous specific – Four-unit transitional housing, housing placement, rental supports, housing loss prevention, housing set up. Housing First Program - offers outreach services to individuals who are homeless or are at risk of being homeless. Services include life skills and care plan development, and help with accessing basic needs, income assistance, housing, health services, and community-based services. • Ministry of Social Development and Poverty Reduction (MSDPR) - Income and disability assistance crisis \$ for shelter security and pet deposits • Port Alberni Fire Department (PAFD) - inspections, enforcement, orders • Port Alberni Shelter Society - food, housing, clothing, recovery programs and employment opportunities to individuals experiencing homelessness • Sage Haven Society - Transition House 2nd Stage Housing • The Salvation Army - Intake and support workers, shelter 	<ul style="list-style-type: none"> • Housing First • More affordable housing • Family units at shelter • Youth shelter beds • Student housing • Youth, student, young adult housing • Zero barrier supported housing • Discrimination in housing market • Supportive housing for people under adult guardianship • Coordination of service/housing providers to transition people through the housing spectrum • Long term care

Mental Health and Substance Use - Existing Services	Mental Health and Substance Use – Gaps in Services
<ul style="list-style-type: none"> • ADAPS – Substance Use Counselor, Prevention Counselor, Harm Reduction, Shift Happens supportive recovery group, prevention learning events, naloxone distribution, Foundry Centre • Alberni Hospice Society – Grief Counselling • British Columbia Emergency Health Services (BCEHS) – Service call response, overdose reversal, ally ship, meetings, medical emergency intervention, care, transportation, 1st responder • CMHA PA - Open door and referrals, anti-stigma work, advocacy – systems, peer support, and harm reduction. Harm Reduction and Housing OR, Harm reduction supplies with OR Housing advocacy and navigation is substance use is affecting housing • Community Health Services – Client support, interagency support for clients, assisting in goal planning/overcoming barriers • CPA Community Safety & Social Development – convene, facilitate, coordinator and advocate, leverage council support, advocate to other levels of government • INEO Employment Services – Employment services for youth and adults • Island Health – MHSU – Redford Street – Assertive Community Treatment (ACT) – nurses, social work, support workers, clients typically concurrent disorders (SU/mental health), medication management and other health and social supports, some clients under MHA, referrals through intake at Rogers St, some direct from psychiatry and hospital • Island Health – MHSU – Redford Street – Adult Community Support Services (ACSS) - Nurses and support workers, case management, some clients under mental health act, serious and persistent mental health issues, outreach, Psycho-social rehab, referrals from intake at Rogers street, MHSU and hospital, medication management • Island Health – MHSU – Intensive Outreach and Response Team (IORT) – work with unhoused and precariously housed, unconnected to other services, referrals from any source including self-referrals • Island Health – Mental Health and Substance Use (Rogers Street) – Intake for substance use counselling • Outreach - incl nurse prescribers for Opioid Agonist Therapy (OAT), adult short-term assessment and TX, nurses, Self-Inflicted Violence (SIV), therapists, support workers, referrals through intake, psychiatry services through community access – intake, SU Counselling and Groups through intake and therapeutic referrals, family education and support, nurses, social workers, support workers, nurse prescribers for Opioid Agonist Therapy (OAT), support for medication management, Dr appointment, medical deliveries, medical starts, case management. • Island Health Public Health - Harm Reduction, connecting with Dr for OAT Therapy, Naloxone education, • KUU-US – Wellbriety – Red Road to Recovery weekly meetings 	<ul style="list-style-type: none"> • Detox and treatment • Youth Detox and treatment locally • Youth related detox and treatment • Community stabilization beds • Rapid access • Psychiatrists and addictions doctors • In home supports for isolating (agoraphobic) and the symptoms • Accessible counselling • Clean up service after blatant use of substance use (foils, sharps, bodily excretions) • Treatment (inpatient and day programs) for people with personality disorders • Deconstruct stigma

Mental Health and Substance Use - Existing Services (Continue)	Mental Health and Substance Use – Gaps in Services
<ul style="list-style-type: none"> • PAFD – often the first point of contact, using discretion, ties to marginalized people (substance use and homelessness) meetings • Ministry of Social Development and Poverty Reduction - \$ for Income/disability clients for transportation to treatment, connection to services and providers • Sage Haven Society – referral services, counselling, psycho educational programs • The Salvation Army – Bread of Life, safe place, and friends, AA meetings, and referrals 	
Recreation - Existing Services	Recreation – Gaps in Services
<ul style="list-style-type: none"> • Alberni Valley Community Foundation – grants, Vital Signs • CPA - Parks, Recreation and Culture - aquatic centre, fitness, kids’ programs, adult programs • Pacific Rim Children & Families - pop up and plays, early years supports, family events • Port Alberni Family Directory - (recreation, activities, family assets) https://www.chooseportalberni.ca/children 	<ul style="list-style-type: none"> • Lack of community spaces for youth in housing developments
Social and Community Development - Existing Services	Social and Community Development – Gaps in Services
<ul style="list-style-type: none"> • ADAPS – Peer Support • Alberni Hospice Society – Grief Counselling • Community Health Services – Client support, interagency support for clients, assisting in goal planning/overcoming barriers • CPA Community Safety & Social Development – convene, facilitate, coordinator and advocate • INEO Employment Services – Employment services for youth and adults • KUU-US – ASIST, SAFETALK, Naloxone training and distribution, community outreach • PAFD – youth duty to report, first point of contact • Ministry of Social Development and Poverty Reduction - Outreach worker, connections to community service providers • Sage Haven Society – Community Support Services • The Salvation Army – food hamper, soup kitchen, shelter, clothing, laundry, showers, 24/7 space 	<ul style="list-style-type: none"> • lack of subsidized childcare • Low cost clinical counselling • Navigator for newcomers to Canada • Active gang activity prevents social engagement • Accessible transportation - low barrier