



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held August 11, 2025.
These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

STAFF REPORTS

R.C.M.P. Quarterly Report

Council received the R.C.M.P. Quarterly Report for the period April 1, 2025 – June 30, 2025.

Quarterly Departmental Reports

Council received the Q2 Quarterly Reports from Development Services and Corporate Services departments for the period April 1, 2025 – June 30, 2025.

BYLAWS

"Fees and Charges Amendment Bylaw No. 5125-1, 2025" was adopted. This bylaw reflects the revision of existing fees and inclusion of additional fees.

Development Application | OCP and Zoning Bylaw Amendments – 6123 & 6151 Russell Place

Council directed staff to proceed with the required OCP and Zoning Bylaw amendments as per the revised development plans submitted for 6151 Russell Place, Tsawaayuus (Rainbow Gardens).

CORRESPONDENCE

Alberni District Fall Fair Association | Annual Fall Fair & Parade

Council authorized the Alberni District Fall Fair Association access to City streets on Saturday, September 6, 2025 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 12th Avenue along Burde Street and along 10th Avenue to Alderwood Street, subject to a number of conditions.

Royal Canadian Legion Alberni Valley Branch 293 | 100th Anniversary

Council authorized the Royal Canadian Legion Alberni Valley Branch 293 access to City streets on Saturday, May 30, 2026 for the 100th Anniversary parade from 10th Avenue and Roger Street, through Gertrude Street to Burke Street, ending at the Royal Canadian Legion hall, subject to a number of conditions.

Alberni Valley Community Forest Corporation | Community Donation

Council supported the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Black Lambs Rugby organization in the amount of \$5,000 towards the purchase of equipment, a donation to the 8th Avenue Learning Centre and USMA Child and Family Services in the amount of \$2,500 to support the food sustainability and summer garden program, and a donation to the PA Picklers together with the Sunshine Club in the amount of \$2,500 to support pickle ball facilities and equipment.

Uptown Merchant's Association

Council authorized the Uptown Merchants Association access to City streets on Wednesday, August 27, 2025 from 3rd Avenue between Argyle Street and Mar Street from 4:00 to 9:00 p.m. for the purpose of the Uptown Market, subject to a number of conditions.

Comox Valley Airport Commission

Council directed staff to prepare a letter of support for the Comox Valley Airport Commission for their submission to Canada Border Services Agency for a change in their Airport of Entry designation of AOE 160 to AOE 220 for winter charter operations.

Council received their correspondence summary which included letters from:

- Ministry of Forests | *Heritage Conservation Act* Transformation Project
- Josie Osborne, MLA | BC Community Housing Fund
- City of Langley | Police Services Funding Model
- Tseshah First Nation | Orange Shirt Day – National Day for Truth & Reconciliation
- Tseshah First Nation | Somass Hall Media Release
- Island Coastal Economic Trust | 2025 Impact Report

PROCLAMATIONS

On behalf of Port Alberni Toy Run, Council proclaimed September 8-14, 2025 as **'Port Alberni Toy Run Week'** in Port Alberni.

REPORT FROM IN-CAMERA

Council released the following for public consumption:

- Notice of its Intent to lease a portion of City owned property situated at Echo '67 Community Centre, 4255 Wallace Street to the Vancouver Island Regional Library for the operation of a public library at a rate of \$202,933.83 plus GST for 2025, and a yearly CPI increase thereafter, for a term of three (3) years.
- Notice of its Intent to extend the Railway Operation and Maintenance Agreement with the Western Vancouver Island Industrial Heritage Society for a period of 5 years to include an annual City grant of \$60,000 + CPI for the duration of the agreement for the cost of operating insurance and miscellaneous operating expenses.
- Notice of its intent to enter into a licence of occupation agreement with the Alberni Valley Drag Racing Association for the Somass Lands for a three-day drag racing event (August 8-10, 2025) at fair market value of \$821 per day totalling \$2,465.75.
- Notice of its Intent to enter into a lease agreement with M. Driver for Unit #17 in Spirit Square at the Alberni Harbour Quay for up to a five-year term for 'West Coast Kids Re-use-it', a nature-Inspired Kids' Boutique.

NEW BUSINESS

McLean Mill Elevator Decommissioning

Council directed Administration to decommission the elevator located at the McLean Mill National Historic site.

Financial Planning Policy

Council approved 'Financial Planning Policy' No. 3002-10.

Temporary Use Permit – 5104 River Road

Council authorized the Director of Corporate Services to sign the three (3) year Temporary Use Permit No. 25-01 to enable up to four (4) shipping containers to be used as commercial buildings on the property at 5104 River Road.

Fees and Charges Bylaw Amendment | Commercial/For-profit Rental Rates

Council directed administration to bring forward an amendment to the "Fees and Charges Bylaw No. 5125, 2025" to reflect amendments as noted in the staff report dated July 14, 2025, and outlined in Table 1 | Schedule "K" Proposed Revisions.

Parks Caretaker Residences Infrastructure Upgrades

Council amended the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$8,700 in the 2026 capital budget for the replacement of the hot water tank (\$2,200) and oil tank (\$6,500) at the Paper Mill Dam Park caretaker residence.

Council amended the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$6,500 in the 2026 capital budget for the replacement of the oil tank at the Blair Park caretaker residence.

Council amended the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$2,200 in the 2027, 2028 and 2029 capital budget for the replacement of hot water tanks at the caretaker residences in Klitsa Park, Williamson Park, and Russell Field.

Johnston Road – Pedestrian Safety Light

Council directed administration to send a letter to the Ministry of Transportation and Transit requesting an update to their pedestrian activated flashing safety light installation standards, and request the installation of a pedestrian activated flashing safety light on Johnston/Adelaide.

BC Ferries reducing space announcement

Council directed administration to send a letter to BC Ferries expressing concerns regarding the booking changes from Vancouver (Horseshoe Bay) to Nanaimo (Departure Bay) beginning October 1, 2025, and that a copy of the letter be sent to MLA Osbourne, UBCM, and AVICC.

QUESTION PERIOD

R. Kanngiesser

Inquired about information in staff reports, and post construction review reports.

N. Anderson

Inquired about expansion of public input at meetings of Council, and assistance from the Province during major crime investigations with in the City.

J. Leskosek

Inquired about OCP and Zoning amendments at Russell Place, the temporary use permit application for Clutesi Marina, and an understanding of why Council members recuse themselves from discussions/voting.

COUNCIL MEETINGS

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

MEETINGS AT A GLANCE

Wednesday, September 3rd

7:00 p.m. | Heritage Commission
Alberni Valley Museum

Monday, September 8th

2:00 pm – Regular Council
Council Chambers

Monday, September 15th

6:00 p.m. | Committee of the Whole
Council Chambers