



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held October 1, 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

Building Bylaw No. 5077, 2023

Council received a verbal report from the Director of Development Services/Deputy CAO regarding the Building Bylaw as it pertains to the specifications required for building relocation.

BYLAWS

Council gave three readings to "**Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5091-2, 2025.**" Once adopted, this bylaw will provide permissive tax exemptions under the *Community Charter* for qualifying charitable and not-for-profit organizations.

CORRESPONDENCE

Alberni Valley Transition Town Society

Council will provide a letter of support to the Alberni Valley Transition Town Society for improved intercity bus service to Nanaimo.

Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising

Council authorized the raising of the Poppy Flag at City Hall on November 3, 2025 in support of the Royal Canadian Legion 2025 Remembrance Day Poppy Campaign.

Council received their correspondence summary which included letters from:

- District of West Vancouver | Copy of letter re: Provincial Housing Directives
- Ombudsperson British Columbia | Quarterly Reports April 1 – June 30, 2025
- Vancouver Island Regional Library | Change in Operating Hours

PROCLAMATIONS

October 2025 was proclaimed '**Foster Family Month**' in Port Alberni on behalf of the Ministry of Children and Family Development.

REPORT FROM IN-CAMERA

Council released the following decisions:

- Execution of a Fire Protection Agreement with Fraserview Cedar Products Ltd. (1-year term)

- Letter of thanks to C. Schult for service on the Heritage Commission; vacancy to be advertised
- Execution of the Interim Beaver Creek Bulk Water Supply Agreement with ACRD
- An amendment to the 2025–2029 Financial Plan: \$140,400 allocated to Hwy 4 Roundabout Project (funded from Water & Sewer Reserves)
- Execution of the Highway 4/Beaver Creek Road Intersection Improvement Project agreement with the Ministry of Transportation and Transit (MoTT)
- Execution of the Licence of Occupation agreement with MoTT for construction access related to the above project.

NEW BUSINESS

Park Improvements

Council directed staff to assess feasibility and costs of minor improvements at parks on 10th Avenue, 16th Avenue, and River Road prior to the completion of the Parks, Recreation, and Culture Master Plan.

2026-2030 Draft Financial Plan

Council approved multiple amendments to the 2026–2030 Draft Financial Plan:

Facilities Operations

- Council reduced budgets as follows:
- Public Safety Building – \$9,819
- City Hall – \$10,048
- Other City Buildings – \$236
- Police Building Maintenance – \$27,686
- Fire Building Maintenance – \$10,446
- Works Yard Maintenance – \$32,048
- Parks Building & Fieldhouses – \$11,741
- Harbour Quay Building Maintenance – \$30,150
- Gyro Youth Centre – \$6,678
- Glenwood Centre – \$18,648
- Echo Activity Centre – \$8,150
- Echo Aquatic Centre – \$11,975
- AV Multiplex – \$9,304
- Echo Park Field House – \$15,684
- Industrial Heritage Centre – \$4,796
- Roundhouse Building – \$7,046
- Museum Maintenance – \$24,120
- McLean Mill City Operations – \$29,018

Facilities Capital

Adjustments included a \$1.835M reduction to Parks/Rec & Culture facilities; RCMP office renovations (-\$17,000) and cabinet replacement (-\$16,000); increases to Aquatic Centre (+\$12,000); and Multiplex upgrades (+\$28,000 total).

Multiplex

Dehumidifier replacement increased to \$1.64M; chiller upgrades approved at \$365,800. Council granted early project approval and directed staff to pursue FCM Green Municipal Fund support.

Wildfire Equipment

Council allocated \$15,000 for Wildfire Equipment.

BarWatch Program Policy 3008-4

Council approved BarWatch Program Policy 3008-4.

Short-Term Rentals Background Report

Council directed Administration to prepare bylaw updates to match BC short-term rental legislation, and provide clarity on the City's regulations.

Write-off for Uncollectible Receivables

Council requested Ministerial approval to write off \$56,334 in uncollectible property taxes and adopted Policy 3009-8 (Write-off for Uncollectible Receivables).

Lagoon Upgrades and Wallace Sanitary Pump Station Repairs

Council amended the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to add:

- Lagoon monitoring and control system upgrades: \$425,000
- Wallace Sanitary Pump Station repairs: \$175,000

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

Tuesday, October 7th

9:30 am | Audit Committee
Council Chambers

Tuesday, October 14th

2:00 pm | Regular Council
Council Chambers

Wednesday, October 15th

10:00 p.m. | Traffic Advisory Committee
Council Chambers