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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Tuesday, October 14, 2025 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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*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](http://portalberni.ca) or contact Corporate Services at 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)*

*Watch the meeting live at [www.portalberni.ca](http://www.portalberni.ca)*

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

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**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

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

*THAT the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 5**

1. *THAT the Minutes of the Special and Regular meetings of Council on October 1, 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. Quarterly Departmental Reports - Page 12**

Quarterly reports from the Corporate Services, Development Services and Human Resources departments providing a summary of department activities from July through to September 2025.

*THAT Council receive the Q3 Quarterly Reports from the Corporate Services, Development Services and Human Resources departments for the period July 1 – September 30, 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. **Permissive Tax Exemption Bylaw 5090-2, 2025** - Page 79  
*THAT "Permissive Tax Exemption Bylaw 5090-2, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5090-2.*
2. **Animal Control and Pound Bylaw | Amendment** - Page 91  
Report dated October 7, 2025 from the Manager of Community Safety and Social Development requesting Council consideration for three readings of the proposed bylaw.
  - a. *THAT "Animal Control and Pound Bylaw No. 5126-1, 2025" be now introduced and read a first time.*
  - b. *THAT "Animal Control and Pound Bylaw No. 5126-1, 2025" be read a second time.*
  - c. *THAT "Animal Control and Pound Bylaw No. No. 5126-1, 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. **ACRD | UBCM Community Emergency Preparedness Fund ESS Equipment & Training Grant** - Page 95  
Letter received October 8, 2025 from the ACRD offering partnership in their grant application to the Union of BC Municipalities Community Emergency Preparedness Fund.  
  
*THAT Council provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.*
2. **Coastline Endurance Running | Vancouver Island Trail Running Series** - Page 97  
Letter received September 26, 2025 from Coastline Endurance Running requesting Council authorization for access to City streets/trails for a trail running event.  
  
*THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, June 6, 2026 from 8:00 am to 4:00 pm for the purpose of a trail running event starting at the EJ Dunn Elementary School and following the route as outlined in the attached map 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]*

- review by event organizers of the [Report of the Study Commission of Inquiry into Community Events Safety](#) dated June 26, 2025.
- event organizers responsible for removal of all flagging tape and stakes
- event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly
- event organizers acknowledge trails will be enjoyed as-is
- event organizers acknowledge that authorization for route sections on non-City property requires separate approval from corresponding property owners/agencies

## **H. PROCLAMATIONS**

## **I. CORRESPONDENCE FOR INFORMATION**

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

1. **Correspondence Summary - Page 103**
  - a. Youth Parliament of British Columbia Alumni Society | 97<sup>th</sup> Parliamentary Session Open for Application
  - b. Ministry of Forests Heritage Conservation Act Transformation Project Team | Update on Phase 3 Engagement Timelines
  - c. Forest Enhancement Society of BC & BC First Nations Forestry Council | Special Report 2025
  - d. Ministry of Housing and Municipal Affairs | 2025 Point in Time (Pit) Homeless Count Final Results for Port Alberni
  - e. Vancouver Island Regional Library | [2026-2030 Financial Plan](#)
  - f. ACRD Board Highlights | August & September 2025
  - g. AV Museum and Heritage Commission Minutes | June 6, 2025

## **J. REPORT FROM IN-CAMERA**

1. That Council release for public consumption execution of a rental agreement with the Sunshine Club for a five-year term.

## **K. COUNCIL REPORTS**

1. **Council and Regional District Reports - Page 168**

*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. Alberni Harbour Quay | Port Building Roof Replacement - Page 174**

Report dated October 8, 2025 from the Facilities Manager seeking approval for roof replacement on the Port building at Alberni Harbour Quay.

*THAT Council amend the 'Draft 2026-2030 Financial Plan' as follows:*

- i. Allocate funding from 'Asset Renewal - Leased Facilities Reserve' - \$100,000.*
- ii. Add Capital Plan - 2026 Facilities – Alberni Harbour Quay – Port Building - \$100,000 for the replacement of the metal roof of the Port Building at Harbour Quay in 2026.*

**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 SPECIAL IN-CAMERA MEETING OF COUNCIL**  
**Monday, October 1, 2025 @ 10:00 a.m.**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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**PRESENT:**

Council: Mayor S. Minions (10:03 a.m.)  
Councillor D. Dame  
Councillor D. Haggard  
Councillor C. Mealey (11:53 a.m.)  
Councillor T. Patola  
Councillor C. Solda  
Councillor T. Verbrugge

Staff: M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services/Deputy CAO  
R. Macauley, Deputy Director of Finance  
J. MacDonald, Director of Infrastructure Services  
K. Bodin, Director of Human Resources  
W. Mihalicz, Parks Manager  
S. Perry, Manager of Culture  
K. Motiuk, Deputy Director of Corporate Services

The meeting was called to order at 10:00 a.m.

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

- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(d)** the security of the property of the municipality;
- 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.

**CARRIED**

The meeting adjourned at 1:43 p.m.

CERTIFIED CORRECT

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Mayor

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Corporate Officer

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Wednesday, October 1, 2025 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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**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  
K. Motiuk, Deputy Director of Corporate Services  
S. Smith, Director of Development Services, Deputy CAO  
R. Macauley, Deputy Director of Finance  
J. MacDonald, Director of Infrastructure Services  
B. McLoughlin, Manager of Planning  
J. Pelech, Manager of Information Services

Gallery: 4

**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

The meeting was called to order at 2:00 PM.

*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 September 8, 2025 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. Building Bylaw 5077, 2023**

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

**F. BYLAWS**

**1. Permissive Tax Exemption Bylaw 5090-2, 2025**

*MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be now introduced and read a first time.*

**CARRIED | Res. No. 25-367**

*MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be read a second time.*

**CARRIED | Res. No. 25-368**

*MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be read a third time.*

**CARRIED | Res. No. 25-369**

**G. CORRESPONDENCE FOR ACTION**

**1. Alberni Valley Transition Town Society**

*MOVED AND SECONDED, THAT Council provide a letter of support to the Alberni Valley Transition Town Society in their campaign for more frequent and affordable intercity bus service to Nanaimo.*

**CARRIED | Res. No. 25-370**

**2. Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising**

*MOVED AND SECONDED, THAT Council authorize raising of the Poppy Flag at City Hall on November 3, 2025 in support of the Royal Canadian Legion 2025 Remembrance Day Poppy Campaign.*

**CARRIED | Res. No. 25-371**

**H. PROCLAMATIONS**

**1. Ministry of Children & Family Development – Foster Family Month**

*MOVED AND SECONDED, THAT Council, on behalf of the Ministry of Children & Family Development, proclaim October 2025 as 'Foster Family Month' in Port Alberni.*

**CARRIED | Res. No. 25-372**

**I. CORRESPONDENCE FOR INFORMATION**

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

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

*MOVED AND SECONDED, THAT Council receive the Council Correspondence Summary as information.*

**CARRIED | Res. No. 25-373**

**J. REPORT FROM IN-CAMERA**

1. That Council release for public consumption notice of entry into a fire protection agreement between the City of Port Alberni and Fraserview Cedar Products Ltd. for a one-year term.
2. That Council release for public consumption direction to prepare a letter of thanks to C. Schult for his service on the Alberni Valley Heritage Commission and further, that staff proceed with advertising the vacancy.
3. That Council release for public consumption the execution of an interim Beaver Creek Bulk Water Supply Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District.
4. That Council release for public consumption amendment of the “*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*” by allocating \$140,400 towards the Highway #4 Roundabout Project for costs associated with utilities and surveying requirements with funding from the Water Infrastructure and Sewer Infrastructure Reserve in the amount of \$70,200 each in 2025.
5. That Council release for public consumption execution of the Highway 4 and Beaver Creek Road Intersection Improvement Project agreement between the Ministry of Transportation and Transit (MoTT) and the City of Port Alberni.
6. That Council release for public consumption execution of the Licence of Occupation agreement between the Ministry of Transportation and Transit (MoTT) and the City of Port Alberni to permit construction access to the licenced area, legally described as Lot 1, District Lot 11, Alberni District, Plan 24655, to complete the Highway 4 and Beaver Creek Road Intersection Improvement Project.

**K. COUNCIL REPORTS**

**L. NEW BUSINESS**

1. **Park Improvements**

*MOVED AND SECONDED, THAT Council direct staff to assess the costs and feasibility of making minor improvements to the park areas at 2549 10<sup>th</sup> Avenue, 3627 16<sup>th</sup> Avenue, and 6038 River Road prior to the completion of the Parks, Recreation, and Culture Master Plan.*

**CARRIED | Res. No. 25-374**

**2. 2026-2030 Draft Financial Plan | Facilities Operations Amendments**

*MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:*

- i. Line 21218 - Public Safety Building – reduce \$9,819*
- ii. Line 21252 - City Hall – reduce \$10,048*
- iii. Line 21253 – Other City Buildings – reduce \$236*
- iv. Line 22160 - Police Building Maintenance – reduce \$27,686*
- v. Line 22471 - Fire Building Maintenance – reduce \$10,446*
- vi. Line 23136 - Works Yard Maintenance – reduce \$32,048*
- vii. Line 27146 - Parks Building and Fieldhouses – reduce \$11,741*
- viii. Line 26770 - Harbour Quay – Building Maintenance – reduce \$30,150*
- ix. Line 27120 – Gyro Youth Centre Maintenance – reduce - \$6,678*
- x. Line 27128 – Glenwood Centre Maintenance - reduce - \$18,648*
- xi. Line 27130 - Echo Activity Centre Maintenance – reduce \$8,150*
- xii. Line 27134 - Echo Aquatic Maintenance – reduce \$11,975*
- xiii. Line 27144 – AV Multiplex Maintenance – reduce \$9,304*
- xiv. Line 27148 - Echo Park Field House – reduce \$15,684*
- xv. Line 27531 - Industrial Heritage Centre Building – reduce \$4,796*
- xvi. Line 27532 – Roundhouse Building – reduce \$7,046*
- xvii. Line 27550 – Museum Maintenance – reduce \$24,120*
- xviii. Line 27710 - McLean Mill City Operations – reduce \$29,018*

**CARRIED | Res. No. 25-375**

**3. 2026 – 2030 Draft Financial Plan | Facilities Capital Amendments**

*MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:*

- i. Capital Plan 2026 – Parks, Rec & Culture Facilities - reduce \$1,835,000*
- ii. Capital Plan 2026 – RCMP Boardroom Office Reno - reduce \$17,000*
- iii. Capital Plan 2026 – RCMP - Cabinets Facilities - reduce \$16,000*
- iv. Capital Plan 2026 – Aquatic Centre – Whirlpool - increase \$12,000*
- v. Capital Plan 2026 – Multiplex – Automatic Door upgrades - increase \$10,000*
- vi. Capital Plan 2026 – Multiplex – Structural Inspection - increase \$18,000*
- vii. General Fund - Decrease General Capital from Taxation - \$1,812,800*

**CARRIED | Res. No. 25-376**

4. **2026 – 2030 Draft Financial Plan | Multiplex Chiller Upgrades and Dehumidifier Installation**

*MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:*

- i. Dehumidifier replacement increased from \$899,000 to \$1,639,921;*
- ii. Chiller purchase and upgrade \$365,800;*

*AND FURTHER, THAT Council provide early approval to proceed with the Multiplex Chiller Upgrades and Dehumidifier Installation.*

**CARRIED | Res. No. 25-377**

*MOVED AND SECONDED, THAT Council direct Administration seek Federal FCM – Green Municipal Fund grants and loans to lower the project cost for the installation of the dehumidifier and energy recovery system and chiller upgrades, with work to be completed during the 2026 Multiplex off-season.*

**CARRIED | Res. No. 25-378**

*MOVED AND SECONDED, THAT Council authorize submission of three letters required as part of the Federal FCM - Green Municipal Fund grant application, as attached, and outlining the following:*

- Council resolution*
- Confirmed source of funding*
- Approval for consultation with Provincial Government*

**CARRIED | Res. No. 25-379**

5. **2026 – 2030 Draft Financial Plan | Wildfire Equipment**

*MOVED AND SECONDED, THAT Council amend the 'Draft 2026–2030 Financial Plan to reflect the following:*

- i. Capital Plan 2026 – Fire Department - Wildfire Equipment – increase \$15,000*
- ii. General Fund - Increase General Capital from Taxation - \$15,000*

**CARRIED | Res. No. 25-380**

6. **BarWatch Program Policy 3008-4**

*MOVED AND SECONDED, THAT Council approve BarWatch Program Policy 3008-4.*

**CARRIED | Res. No. 25-381**

7. **Short-Term Rentals Background Report**

*MOVED AND SECONDED, THAT Council direct Administration to prepare bylaw updates to match BC short-term rental legislation, and to provide clarity on the City's regulations.*

**CARRIED | Res. No. 25-382**

8. **Write-off for Uncollectible Receivables**

*MOVED AND SECONDED, THAT Council authorize Administration to prepare an order to the Minister of Housing and Municipal Affairs pursuant to Section 781 of the Local Government Act requesting authority to write off uncollectable property taxes in the amount of \$56,334.*

**CARRIED | Res. No. 25-383**

*MOVED AND SECONDED, THAT Council approve Policy No. 3009-8 "Write-off for Uncollectible Receivables".*

**CARRIED | Res. No. 25-384**

9. **Lagoon Upgrade Requirements**

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:*

- i. Add – Capital Plan - 2025 - Lagoon flow monitoring and control systems upgrades - \$425,000*
- ii. Add – Sewer Infrastructure Reserve Fund allocation for project - \$425,000*
- iii. Transfer – Water Infrastructure Reserve Fund - \$425,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.*

**CARRIED | Res. No. 25-385**

10. **Wallace Sanitary Pump Station Repairs**

*MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:*

- i. Add – Capital Plan - 2025 - Wallace Sanitary Pump Station - \$175,000*
- ii. Add - Sewer Infrastructure Reserve Fund allocation for project - \$175,000*
- iii. Transfer - Water Infrastructure Reserve Fund - \$175,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.*

**CARRIED | Res. No. 25-386**

**M. QUESTION PERIOD**

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 2:52 P.M.*

**CARRIED**

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Mayor

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Corporate Officer

## CORPORATE SERVICES

### PURPOSE

The purpose of this report is to provide an overview of the Corporate Services Department's key activities, initiatives, and accomplishments for the third quarter of 2025, as well as to highlight priorities for the upcoming quarter.

### OVERVIEW

During Q3, Corporate Services continued to provide essential administrative, legislative, and communications support to Council and the organization. Corporate Services also supported departmental policy development and maintained compliance with statutory obligations under the *Community Charter* and *Local Government Act*.

Key focus areas included preparation for the fall Council schedule, development of several records management privacy impact assessments and improvements to public engagement and corporate communication processes.

#### Administration

Corporate Services has facilitated in the preparation of three Regular meetings of Council, two Committee of the Whole meetings, one Committee meeting and no Public Hearings.

The 2025 Summary of Council resolutions captures 59 directives of Council during the third quarterly period of July 1<sup>st</sup> – September 30<sup>th</sup>. Of the 366 resolutions for 2025, 18 resolutions are in progress or remain outstanding. Additionally, there are 10 unresolved resolutions from the years 2023 to 2024. Staff have provided additional comment in the status column speaking to new dates and/or steps to be taken to complete the directives.

Harmonia film permits for production taking place on City property brought in \$41,945.50 in revenue. Two operational charge invoices and 8 filming permits were issued. Shooting took place at various locations over a period from July 23-Aug 20, with reshoots required due to the wildfire.

#### Key Activities

- Eight Bylaws were adopted.
- Four new administrative policies were approved [attached].
- 11 agreements were executed

### LINKAGE TO CORPORATE STRATEGIC PLAN

The activities of the Corporate Services Department this quarter aligned with Council Strategic Priority 3: Provision and Maintenance of Quality Services with the following focus:

- **Organizational Excellence:** Continued refinement of internal processes, and Council procedure improvements.
- **Community Connections:** Strengthened communication channels and transparency between Council, staff, and the public.





- **Good Governance:** Maintained legislative compliance, improved procedural efficiency, and supported informed decision-making by Council through timely and accurate reports.
- **Operational Resilience:** Advanced cross-departmental collaboration on document management and policy review initiatives.

## BUDGET OVERVIEW

### Overview:

Corporate Services expenditures remain below budget overall, with year-to-date spending at \$793,786 compared to a budget of \$1,103,891, representing a 28% favorable variance.

The department remains within budget on a year-to-date basis. Overall fiscal performance is strong heading into Q4.

### CAO & COPORATE SERVICES

#### 2025-2029 Financial Plan - 2025 YTD - Quarter 3

ACCOUNT	DESCRIPTION	2025 BUDGET	2025 ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
<b>Revenues</b>					
	<i>Total Revenues</i>	-	-	-	

ACCOUNT	DESCRIPTION	2025 BUDGET	2025 ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
<b>Expenditures</b>					
21211 & 21212	Advertising	5,517	3,833	1,684	30.52%
21211 & 21212	Contract Services	60,300	(5,575)	65,875	109.25%
21215	Legal Fees	25,000	32,458	(7,458)	-29.83%
21211 & 21212	Memberships & Subscriptions	1,572	357	1,215	77.32%
21211 & 21212	Mileage	412	1,342	(930)	-225.69%
21211 & 21212	Software licencing	23,678	22,925	753	3.18%
21211 & 21212	Supplies	1,225	4,552	(3,327)	-271.58%
21212 & 21212	Wages & Benefits	986,187	733,895	252,292	25.58%
	<i>Total Expenditures</i>	<b>1,103,891</b>	<b>793,786</b>	<b>310,105</b>	<b>28.09%</b>

## SUMMARY

Q3 was marked by steady progress in improving organizational transparency and operational efficiency. Corporate Services continued to ensure accurate and timely Council agendas and minutes, policy reviews, and responses to information requests under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.



## LOOKING FORWARD

Q4 Priorities include:

- Development of a revised Council Procedure Bylaw for consideration in early 2026.
- Support for 2026 budget planning and public engagement activities.

## ATTACHMENTS

- *Council Resolution Tracker 2025*
- *Council Resolution Tracker | Outstanding 2023-2024*
- *Policy No. 3002-10 | Financial Planning*
- *Policy No. 3008-4 | BarWatch Policy*
- *Policy No. 3009-8 | Write-off for Uncollectable Receivables*
- *Policy No. 3004-4 | Office Renovations*

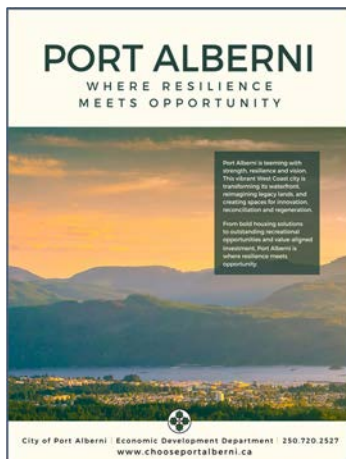


## Communications

Communications continues to lead the delivery of timely, transparent and accessible information that supports public engagement and enhances trust in local government. Between April 1 and June 30, 2025, the department supported major corporate priorities, informed residents on emerging issues, and helped tell the story of Port Alberni's progress.

### Print and Promotional Campaigns

- **City Connect Ads:** Six bi-weekly ads were published in the *Alberni Valley News*, highlighting how to FireSmart your property, being BearSmart and preparing for the gleaning season, water metre readings around town, water restrictions in various stages and work along Kitsuksis Dyke.
- **City Connect Newsletter:** Delivered to more than 7,000 households and businesses, the fall 2025 newsletter included a dedicated article giving thanks to those involved in the Mount Underwood wildfire response. On the reverse side, the City featured information on the importance of registering for Voyent Alert!, knowing the rules on street storage, the benefits of registering for e-billing through MyCity and being BearSmart in Port Alberni.
- **Valley Vibe Magazine:** two-page spread featuring an exciting partnership between the City, Tseshaht First Nation and Hupacasath First Nation upgrading Clutesi Haven Marina with a sea can vendor village. The back page of the magazine was also populated with City content promoting the *Let's Connect Port Alberni* engagement platform.
- **Douglas Magazine:** a full-page ad placement promoting Port Alberni as the place "where resilience meets opportunity," showcasing our natural beauty and positioning Port Alberni as the place to invest. This ad directed interested parties to the [www.chooseportalberni.ca](http://www.chooseportalberni.ca) investment attraction hub.



Douglas Magazine – full page



Valley Vibe Magazine – 2-page spread



### Media Relations and Public Information

For media, much of this quarter focused on the response to the Mount Underwood wildfire. The event began August 11, 2025, with the Alberni-Clayoquot Regional District (ACRD) standing up the joint Emergency Operations Centre (EOC) in the early evening hours. The wildfire grew rapidly and quickly became the priority for both the City and ACRD.

In response to the event, secondment of the City's communications manager to the EOC was required to act as an Information Officer (IO). In the weeks that followed, countless media interviews and media scrums were coordinated by the IO's. Information was shared multiple times daily, including shares from the EOC Facebook page to the City's Facebook. As a matter of protocol, only emergency response information was shared on the City's Facebook page at the height of emergency response.

A full report from the ACRD's Emergency Response Program will be shared as they continue to move through the recovery phase and into the evaluation process.

Beyond the emergency response, the City's communications team issued four official news releases:

- the return of ice to the Alberni Valley Multiplex
- opening of the Cecil Dawson: Worlds Colliding art exhibit at the Alberni Valley Museum
- moving into stage 3 water restrictions in response to the Mount Underwood wildfire
- returning to stage 1 water restrictions following the Mount Underwood wildfire

The City also partnered with *The Scoop* to produce several short videos that highlighted civic initiatives and events, including Council highlights, the Celebrate PA! community event, revitalization of the Victoria Quay Whaling Sculpture building and the importance of understanding City bylaws as they relate to street storage.

### Digital Engagement and Social Media

Social media remains a key pillar of the City's communications strategy. From July 1 to September 30, 2025, the following was seen on social media:

- 144 Facebook posts were published, featuring updates on the Mount Underwood wildfire, water restrictions, projects around town, City-led community events through the museum and the summer recreation team, campfire prohibitions, tsunami alerts, traffic, findings from the Transportation Master Plan engagement, supporting Orange Shirt Day and much, much more.
- Facebook total organic views sat at 598.9k, with content interactions holding steady at 4.1K.
- The City welcomed 392 new Facebook Followers, bringing the total number to 6,887.
- Instagram had a total of 84K view with a total of 794 content interactions.
- The City welcomed 117 new Instagram Followers, bringing the total number to 2,419.
- Due to evolving platform dynamics and audience engagement patterns, the City has temporarily eased the use of Twitter (X) and is focusing communications efforts on channels that better serve our community, including Facebook, Instagram, *Lets Connect Port Alberni* and the City website.



### Community Engagement

The City's *Let's Connect Port Alberni* platform remains a key engagement tool:

- Nine active project pages attracted close to 2000 visits this quarter.
- No new project pages have been stood up this quarter, but future master planning engagement will help promote the page and attract new subscribers to the platform.

### Civic Recognition and Community Moments

In addition to major campaigns, Communications supported several moments of local recognition and civic pride:

- A community-wide event was held at Harbour Quay on July 1, 2025, to celebrate Port Alberni on Canada Day. This event saw excellent attendance and good times for all who participated.
- The [Transportation Master Plan 'What we Heard' Summary](#) Report was made public on July 16, 2025. This important report captured the voices, ideas, and priorities of our community. With over 300 survey responses and valuable input from events and online tools, this snapshot tells the story of how our residents, business owners, and visitors envision a safer, more connected, and accessible transportation network.
- On September 30, 2025, a community-wide event, held by Tseshaht First Nation, saw a crowd of over 1000 walking side by side in recognition of Truth and Reconciliation. The City assisted in helping make this event a success through the Community Investment Program.
- On September 25<sup>th</sup> the City, alongside Tseshaht First Nation and Hupacasath First Nation raised the flag for Truth and Reconciliation at City Hall.
- The City hosted Port Alberni's Special Olympians with members of City Council in attendance to honour and recognize their achievements at the 2025 BC Special Olympics Summer Games.
- The City of Port Alberni, Tseshaht First Nation and Hupacasath First Nation won two 2025 B.C. Economic Development Awards for their collaboration on the Clutesi Haven Marina revitalization project. The local partnership won the community 10,000 to 25,000 population category, as well as the People's Choice award!

### Looking Ahead

Communications remains focused on supporting transparency, strengthening community connection and delivering information in a way that is accessible, timely and responsive to residents' needs. As the City continues to implement its strategic priorities, communications will play a critical role in telling our story, celebrating progress, and inviting people into the process of shaping Port Alberni's future.



## Community Safety & Social Development

The Community Safety & Social Development (CSSD) department works on converging and ongoing issues such as unaffordable housing, homelessness, mental health and substance use and social disorder. The priority is to address safety and social issues, promote inclusivity, and implement programs and policies that contribute to the community's overall social progress.

### Bylaw Services

#### Overview:

Enforcement for Q3 was primarily focused at level one, as per Council's direction on the priorities:

- Priority 1: Violations affecting public health and safety- identified by a valid complaint and/or proactive enforcement.
- Priority 2: Proactive enforcement of bylaws identified as Council priorities within this policy.
- Priority 3: Level ii and iii Valid Complaints as staff resources allow.

#### Key Activities in Q3:

- Resolved a zoning/property maintenance violation that was ongoing since 2022 – with the help of Island Health
- Participated in two (2) Nuisance Abatement Working Group meetings, resulting in Bylaw Violation Notices for nuisance properties issued in Q2 and Q3.
- Managed 23 encampments in collaboration with outreach teams.
- Managed 52 property maintenance files.
- Managed 100 traffic violation files, some of which could only be resolved through impoundment.

Bylaw Department	Q3 2024	Q3 2025	Q1 to Q3 totals 2025
# of Complaint Calls Received	274	288	690
Active/Open Files	97	69	191
Completed Files	177	219	490
# of Tickets Issued	80	121	418
Fine amounts:	\$14,196.50	\$20,592.50	\$57,991.50
Outstanding fines:	\$12,201.00	\$15,075.50	\$44,124.00
Dog Licenses issued	70	18	595
PSB - Public Restroom usage		211	533
PSB - Meeting Room usage		45	155

Bylaw Debt Collections Services will be implemented in Q3. The Community Charter allows for two years of unpaid debts to be collected the amounts are reflected below:





Outstanding fines April-Dec 2023	Outstanding fines April-June 2024	Outstanding fines April-June 2025	Total fines for collections
\$31,175.50	\$35,416.00	\$21,699.00	\$88,290.00

## Community Policing

### Overview

The Community Policing program reports directly to the Manager of Community Safety & Social Development.

### Key Activities in Q3:

- Community Policing has twenty (20) active volunteers.
- CP volunteers contributed 536.35 hours for July and August (September stats to be included with the Q4 report).

The following Community Policing activities occurred in Q3:

<b>Community Events/Volunteer Appreciation/Meetings</b>	Volunteers participated at the Canada Day event in the Harbour Quay, and attended a summer volunteer appreciation lunch.
<b>Crime Watch</b>	Conducted 18 deployments and contributed 72 hours conducting crime watch. Each deployment has a team of two people, with, two to three teams conducting crime watch.
<b>Distracted Driving</b>	Conducted 53 deployments, tracking 19,269 vehicles for distracted driving and noted 61 drivers using a cell phone while driving.
<b>Speed Watch</b>	Conducted 28 deployments, and contributed 75.05 hours. 10,775 vehicles were tracked, including vehicles' in school zones and high crash areas, and reported drivers to the RCMP who were driving over the speed limit.



## Social Development

### Overview

Social Development was created to focus on an administrative role of convening, facilitating, and coordinating community social services.

### Key activities for Q3 2025:

#### Collaborate and engage with community partners through:

- Convened the Community of Care Coalition quarterly meeting on September 24, 2025.
- Facilitated the coordination and distribution of the Community Mapping project (Appendix A).
- Participated at two (2) Port Alberni Community Action Team monthly meetings/events.

#### Promote health & well-being through:

- Facilitated thirteen (13) Situation Table (ST) meetings, resulting in two (2) with two risk levels reduced as a result of offers of service.

#### Social inclusion/housing & homelessness through:

- Started drafting the Neighbourhood Mitigation Plan for social hotspots.

#### Monitor and evaluate through:

- Met the following key performance indicators (KPI) for the short, medium, and long-term action items to measure the success and effectiveness of the Continuum of Care Coalition table.

SHORT-TERM	
Launch the Continuum of Care Coalition table	Complete
Conduct an agency tour – treasure hunt with a passport and stamps	Complete
Formalize networking – to learn about who does what?	Complete
MEDIUM-TERM	
Develop a visual map for the Continuum of Care - Services	Complete
Update BC211 quarterly	Agencies to complete
Develop an engagement strategy to include peers in work, apply for funding to have standardized peer training and support	Ongoing
MEDIUM -LONG TERM	
Advocate for integrated case management between services	Ongoing
Advocate for multi-year funding not annual grants	Ongoing
LONG-TERM	
Create system navigators/navigation	
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	





**CSSD Budget:**

- The Bylaw Enforcement annual budget (021216) for 2025 is \$401,022 with expenditures presently at \$779,424, which includes contract services in the amount of \$404,399 in fees to be transferred to property taxes.
- The Bylaw Enforcement Vehicles annual budget (021217) is \$23,831 with Q3 expenditures at \$13,691.
- The Public Safety Building annual budget (021218) is \$44,240 with Q3 expenditures at \$26,372.
- The Community Policing (022130) annual budget for 2025 is \$139,896 with Q3 expenditures at \$82,362.



**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
<b>January 13, 2025</b>					
25-01	THAT Council receive the Quarterly Reports from the Fire Department for the period of October 1, 2024 to December 31, 2024 as information.	n/a	n/a	n/a	n/a
25-02	THAT Council receive the Quarterly Reports from the Infrastructure Services Department for the period of October 1, 2024 – December 31, 2024 as information.	n/a	n/a	n/a	n/a
25-03	THAT Council authorize Ridge View Health & Performance access to McLean Mill National Historic Site on Sunday, April 6, 2025 from 8:00 am to 5:00 pm for the purpose of a 10K running event starting at the McLean Mill and following the route as outlined in the attached map subject to: <ul style="list-style-type: none"> <li>• the notification of emergency services and BC Transit;</li> <li>• consultation with all affected businesses/residents;</li> <li>• provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control personnel as required; and</li> <li>• provision of standard liability insurance in the amount of \$5M.</li> </ul>	Corp Serv/Eng/PW	Corporate Services to prepare letter and distribute	14-Jan-25	Complete
25-04	THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, February 27, 2025 for the purpose of a Wounded Warrior Run from Hwy 4 [Johnston Rd.] to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293 subject to: <ul style="list-style-type: none"> <li>• the notification of emergency services and BC Transit;</li> <li>• consultation with all affected businesses/residents;</li> <li>• provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control personnel as required; and</li> <li>• provision of standard liability insurance in the amount of \$5M.</li> </ul>	Corp Serv/Eng/PW	Corporate Services to prepare letter and distribute	14-Jan-25	Complete
25-05	THAT Council receive the correspondence from AVICC regarding the 2025 AGM and Convention call for Resolutions as information.	n/a	n/a		n/a
25-06	THAT Council on behalf of the BC Epilepsy Society proclaim March 26, 2025 as 'International Purple Day®' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	14-Jan-25	Complete
25-07	THAT Council direct Administration to draft a letter to the Honourable Gord Johns, M.P. in support of waste forestry biomass conversion.	Corp Serv	Corporate Services to prepare letter and distribute	14-Jan-25	Complete
25-08	THAT Council receive the Council Correspondence Summary as information.	n/a	n/a	n/a	n/a
25-09	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-10	THAT Council direct Administration to reduce the Medical First Responder level of service to only respond to calls coded 'Red' or 'Purple', or where British Columbia Emergency Health Services (BCEHS) requires assistance with rescue, access or lifting a patient.	Fire Dept	Chief Owens to advise relevant agencies	14-Jan-25	Complete
25-11	THAT Council direct Administration to add \$54,600 in 2025 from taxation to the \$65,000 allocated from ERFF to purchase one set of PFAS-free Turnout Gear for each PAFD employee.	Fire Dept/Finance	Finance to allocate in FP	14-Jan-25	Complete
25-12	THAT Council amend the motion to remove the addition of \$350,000 for the replacement of the 2006 Ford F550 Rescue Truck #8 in the 2025 Capital Project plan.	n/a	n/a	n/a	n/a

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-13	THAT Council direct Administration to defer \$42,000 allocated in the 2025 Capital Project plan to 2029 for the Fuelling Station, and defer \$128,961 allocated in the 2025 Capital Project plan to 2026.	Fire Dept/Finance	Finance to allocate in FP	14-Jan-25	Complete
25-14	THAT Council defer discussion regarding an additional \$350,000 for the replacement of the 2006 Ford F550 Rescue Truck #8 to a future meeting of Council with supplementary information provided by Administration.	Fire Dept/Finance/Corp Serv	Prepare report with additional information	Q4 2025	Now
25-15	THAT Council direct Administration to refer discussion on the purchase and subscription of two Star link satellite systems to the Alberni-Clayoquot Regional District Emergency Program Executive Committee.	Corp Serv	Corporate Services to forward to ACRD for consideration	14-Jan-25	Letter sent January 22, 2025
25-16	THAT Council direct Administration to include the following in the 2025-2029 Financial Plan: Line 22122 - operational service level increase for the purpose of a new position (RCMP Electronic Disclosure Clerk): •2025 - \$96,803 •2026 - \$101,905 •2027 - \$102,085 •2028 - \$104,846 •2029 - \$107,698	Finance/HR (RCMP)	Finance to allocate in FP	14-Jan-25	Complete
25-17	THAT Council direct Administration to include a 2025 general capital expenditure in the amount of \$150,000 for the purpose of a secure police equipment room renovation in the 2025-2029 Financial Plan.	Finance/HR (RCMP)	Finance to allocate in FP	14-Jan-25	Complete
25-18	THAT Council amend the motion to add 'and cabinets in the amount of \$16,000'.	n/a	n/a	n/a	n/a
25-19	THAT Council defer funding RCMP Boardroom upgrades in the amount of \$17,000 and cabinets in the amount of \$16,000 included in the 2025 Financial Plan to support funding the secure police equipment room renovation.		Finance to allocate in FP	14-Jan-25	Complete
25-20	THAT Council authorize renewal of the lease agreement between the City of Port Alberni and the Canadian Mental Health Association – Port Alberni for a six-year term of City parks caretaker residences located at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and Paper Mill Dam Park.	PRC/Corp Serv	PRC to coordinate	Q3 2025	Now
25-21	THAT Council amend the motion to include 'routine maintenance on the buildings is carried out, and that any requests for improvements are brought to Council for approval'.	n/a	n/a	n/a	n/a
25-22	THAT Council direct Administration that no further investments be made to the caretaker residences at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and Paper Mill Dam Park; while ensuring that the washrooms continue to be maintained, routine maintenance on the buildings is carried out, and that any requests for improvements are brought to Council for approval.	PRC/Corp Serv	PRC to monitor	14-Jan-25	Complete
DEFEATED	THAT Council direct Administration to not extend the Railway Operation and Maintenance Agreement with the Western Vancouver Island Industrial Heritage Society until an environmental insurance policy can be obtained.	n/a	n/a	n/a	n/a
25-23	THAT Council amend the motion to add 'and further, to research insurance coverage options available through the Island Corridor Foundation'.	n/a	n/a	n/a	n/a
25-24	THAT Council direct Administration to develop a risk mitigation plan for the Alberni Pacific Railway operations for consideration at a future meeting of Council and further, to research insurance coverage options through the Island Corridor Foundation.	PRC/Finance	PRC to prepare plan	Spring 2025	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-25	THAT Council receive the report '2024 Councillor By-Election Results' dated December 24, 2024 as information.	n/a	n/a	n/a	n/a
25-26	THAT Council direct Administration to amend the "McLean Mill National Historic Site Non-Historic Zone Operation and Management Agreement" with the Alberni Valley Chamber of Commerce to include requiring written approval of the City prior to the Chamber closing the site to the public for longer than 1 day.	PRC/Corp Serv	Managed via administration. No amendment to agreement required	2025	Complete
25-27	THAT Council direct Administration to amend the "McLean Mill National Historic Site Non-Historic Zone Operation and Management Agreement" with the Alberni Valley Chamber of Commerce to include an increase from 15% to 50% of net revenues for any site closure longer than 4 consecutive days.	PRC/Corp Serv	Amending agreement not executed. Managed through current operating agreement	2025	Complete
25-28	THAT Council direct Administration to amend the "McLean Mill National Historic Site Non-Historic Zone Operation and Management Agreement" with the Alberni Valley Chamber of Commerce to charge an entry fee to the site.	PRC/Corp Serv	Amending agreement not executed. Managed through current operating agreement	2025	Complete
25-29	THAT Council approve a new grant application to the Forest Impact Transition stream of funding of the Rural Economic Diversification and Infrastructure Program.	Corp Serv/Econ Dev	Economic Development Mgr. to prepare grant application. Corporate Services to prepare certified resolution	2025	Complete
25-30	THAT Council authorize two of the following three members of Council to participate in the annual BC Council of Forest Industries 2025 Convention, taking place April 2-4, 2025 in Prince George, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2: <ul style="list-style-type: none"> <li>• Mayor Minions, Councillor Dame, Councillor Verbrugge</li> </ul>	Corp Serv/EA	EA to coordinate	14-Jan-25	Complete
25-31	THAT Council authorize Mayor Minions and Councillor Solda to participate in the annual Housing Central Conference, taking place November 17-19, 2025 in Vancouver, BC.	Corp Serv/EA	EA to coordinate	14-Jan-25	Complete
25-32	THAT Council direct staff to submit the following resolution for consideration at the 2024 Association of Vancouver Island and Coastal Communities [AVICC] AGM & Convention: WHEREAS, hundreds of jobs have been lost in the forest industry in BC in 2024, and hundreds more are at risk due to the increasing cost and difficulty of accessing fibre and multiple other reasons; and WHEREAS, this forest industry crisis has the potential for declines in population as well as declines in industrial property tax revenues in dozens of communities throughout British Columbia; now THEREFORE, be it resolved that AVICC and UBCM call on the provincial government to accelerate efforts to make more fibre available to mills at risk and work with industry as well as other stakeholders to find ways to reduce the cost of fibre delivered to the mills.	Corp Serv/EA	Corporate Services to prepare resolution and submit to AVICC. Submitted January 31, 2025	14-Jan-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-33	THAT Council direct staff to submit the following resolution for consideration at the 2024 AVICC AGM & Convention: <i>WHEREAS, hundreds of jobs have been lost in the forest industry in BC in 2024 and hundreds more are at risk due to the increasing cost of accessing fibre and multiple other reasons; and</i> <i>WHEREAS, the forest industry crisis has the potential for population declines as well as declines in industrial property tax revenues many communities throughout British Columbia; now</i> <i>THEREFORE, BE IT RESOLVED that AVICC and UBCM call on the provincial government to partner financially in localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.</i>	Corp Serv/EA	Corporate Services to prepare resolution and submit to AVICC. Submitted January 31, 2025	14-Jan-25	Complete
25-34	THAT Council receive the report 'City of Port Alberni WWTP Compliance Inspection' dated January 7, 2025 as information.	n/a	n/a	n/a	n/a
<b>January 27, 2025</b>					
25-35	THAT Council receive the Q4 Quarterly Department Reports from the Parks, Recreation & Culture, Human Resources, Corporate Services, and Development Services Departments for the period October 1, 2024 – December 31, 2024 as information.	n/a	n/a	n/a	n/a
25-36	THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' for the period October 1, 2024 – December 31, 2024 as information.	n/a	n/a	n/a	n/a
25-37	THAT "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4705-3.	n/a	n/a	n/a	n/a
25-38	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by deleting line 22140 Parking Enforcement in the amount of \$25,000 in 2025-2029	Finance	Finance to allocate in FP	28-Jan-25	Complete
25-39	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to reflect the average annual cost of the snow and ice removal budget in the amount of \$200,000 for 2025-2029.	Finance/Infr Serv	Finance to allocate in FP	28-Jan-25	Complete
25-40	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to reduce any loss allocated in the budget related to the Multiplex Concession.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-41	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by moving the 'Fire Hall Shower Safety Improvements Upgrade TBD' to the 2027 budget.	Finance/Fire	Finance to allocate in FP	28-Jan-25	Complete
25-42	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by moving the Fire Hall front parking lot paving renewal in the amount of \$110,000 from 2026 to 2029.	Finance/Fire	Finance to allocate in FP	28-Jan-25	Complete
25-43	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by moving \$50,000 for 'Traffic Updates Intersection Safety' from 2025 to 2026.	Finance/Infr Serv	Finance to allocate in FP	28-Jan-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-44	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by drawing \$25,000 for [McLean Mill] John Dam operations from the Heritage Fee Reserve instead of taxation.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-45	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by reducing the engineering consulting services budget by \$45,000 in 2025.	Finance/Infr Serv	Finance to allocate in FP	28-Jan-25	Complete
25-46	THAT Council refer discussion on the reduction of annual street sweeping operations in the City to the Committee of the Whole.	Corp Serv/Infrastructure	Refer to CoW	18-Feb-25	Complete
25-47	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to reflect a \$56,000 budget reduction for placemaking initiatives in the 2025 budget, to be reviewed once a formal policy is developed.	Finance/Infr Serv	Finance to allocate in FP	28-Jan-25	Complete
25-48	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by adding uncommitted Community Investment Program funds, as per the previous year-end deadline, to the Parks, Recreation & Culture Reserve.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-49	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by reducing the size of the City's moss hanging baskets from 16" to 12", reflecting a reduction in the amount of \$4,500 .	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-50	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" so that seasonal bulb planting be eliminated and the 9 irrigated beds be planted with perennials in place of annuals.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-51	THAT Council postpone discussion on the pesticide spraying contract pending further information from Administration.	Finance/PRC/Corp Serv	Parks department to gather further information to present to Council	Q1 2026	Next
25-52	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by deferring the painting of Bob Dailey Stadium in the amount of \$21,850 from 2025 to 2027.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-53	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by eliminating the annual tree planting project as follows: \$79,590 in 2025, \$81,182 in 2026, \$81,182 in 2027, \$81,182 in 2028, and \$82,806 in 2029.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-54	THAT Council refer discussion on the placement of the Multiplex handrail in the amount of \$50,000 to the Committee of the Whole.	Corp Serv	Refer to CoW	3-Feb-25	Complete
25-55	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by deferring the painting of caretaker facility public washrooms in the amount of \$10,000 from 2025 to 2027.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-56	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by reducing the Future Capital Project Design budget under Road and Paving Design from \$250,000 to \$150,000 in 2025.	Finance/Infr Serv	Finance to allocate in FP	28-Jan-25	Complete
25-57	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by reducing Line item 27215 'Parks Maintenance' in the amount of \$50,000 for the three parks outside of City limits [Seaton Park, Somass Park and Paper Mill Dam Park].	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-58	THAT Council refer discussion on reduction of daily facility maintenance to an In Camera meeting of Council.	Finance/Corp Serv/PRC	Refer to In-Camera	10-Feb-25	Complete
25-59	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by reducing the 2025 museum budget by \$31,500, reducing museum operating hours by one hour a day and maintaining the current five days a week schedule.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-60	THAT Council amend the motion to remove the Councillor individual spending cap.	n/a	n/a	n/a	n/a
25-61	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by changing line item 21295 'Council Conferences Training Travel' to \$60,000 in 2025, increasing by \$2,500 annually in subsequent years.	Finance/EA	Finance to allocate in FP	28-Jan-25	Complete
25-62	THAT Council provide first reading to "City of Port Alberni 2025 - 2029 Financial Plan Bylaw No. 5123, 2025" as amended.	Finance/Corp Serv	Corporate Services to apply reading and distribute to Finance	28-Jan-25	Complete
25-63	THAT Council postpone discussion on directing Administration to research alternatives for museum operations.	n/a	n/a	n/a	n/a
25-64	THAT Council authorize Guru Nanak Sikh Society access to City streets on Sunday, April 13, 2025 for the purpose of the Vaisakhi Parade from the Guru Nanak Sikh Temple at 4144 8th Avenue to Roger Street, along 10th Avenue and Redford Street returning back to the Guru Nanak Sikh Temple 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; and •provision of standard liability insurance in the amount of \$5M.	Corp Serv/Infr Serv	Corporate Services to prepare letter and distribute	28-Jan-25	Complete
25-65	THAT the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.	Corp Serv/Finance	Corporate Services to send certified resolutions to the ACRD	28-Jan-25	Complete
25-66	THAT Council, on behalf of Alberni Valley Chapter Canadian Council of the Blind, proclaim the week of February 3 - 10, 2025 as 'White Cane Week' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	28-Jan-25	Complete
25-67	THAT Council accept the Council correspondence summary as information.	n/a	n/a	n/a	n/a
25-68	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-69	THAT Council receive 'Release of In Camera Resolutions   2024 Annual Disclosure' dated January 20, 2025.	n/a	n/a	n/a	n/a
25-70	THAT Council receive the '2025 Council Appointments - Internal and External Committees & Commissions' dated January 23, 2025 as information.	n/a	n/a	n/a	n/a

**City of Port Alberni  
2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-71	<p>THAT Council direct Administration to report on the costs related to each of the following Fire Department services, including:</p> <p>1.Equipment costs on an annualized basis (purchase and maintenance).  2.Specific equipment used in relation to the service.  3.Training costs on an annualized basis.  4.Specific certification required in relation to providing the service.  5.Hours of person time required in the training and upkeep of equipment, on an annualized basis.  6.Number of call outs for each service, on an annualized basis.  7.Availability of alternate service providers on a contractual, or call out basis, including other emergency response agencies.  8.Value of each service if provided on a contractual basis for full cost recovery.  9.All above values to be on the basis of full cost accounting including shared associated costs for management fees, overhead, etc.  10.The affect, if any, on the areas of jurisdiction as set out in schedule B to the Consolidated Fire Control Bylaw 4876 (4906).</p> <p>For the current services identified as:</p> <p>A.Marine Fire Suppression land-based and/or fire boat-based marine firefighting.  B.Marine Rescue land-based and/or fire boat-based marine rescue provided in support of Royal Canadian Marine Search and Rescue, and/or Port Alberni Port Authority.  C.Shipboard Firefighting land-based, shipboard above deck and/or fire boat-based shipboard firefighting under direction of Port Alberni Port Authority Harbour Master.</p>	Fire Dept/Corp Serv/Finance	Fire Dept to prepare report	Prior to Q4 2025	Now



**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
	<p>D.Confined Space Rescue services within City of Port Alberni and contract service areas.</p> <p>E.Technical Rope Rescue services within City of Port Alberni and contract service areas.</p> <p>F.Slope Rescue services within City of Port Alberni and contract service areas, in support of Alberni Valley Rescue Squad.</p> <p>G.Hazardous Materials Mitigation Response to and mitigation of incidents, in support of responsible party.</p> <p>H.Swift Water Rescue services conducted from near, over, but not in moving water.</p> <p>I.Open Water Rescue services conducted from near, over, but not in standing water.</p> <p>J.Public Assistance Providing aid to members of the public where that aid is not inconsistent with the purpose of the fire department, and where that aid does not fall within another category of service.</p> <p>And for possible additional services of:</p> <p>K.Broom busting within Port Alberni and permitted interface areas surrounding Port Alberni.</p> <p>L.Wild fire fuel clearance within Port Alberni and permitted interface areas surrounding Port Alberni.</p> <p>M.Providing Fire Smart Program reviews to every address in Port Alberni.</p> <p>NOTE, THE FOLLOWING CURRENT SERVICES ARE NOT REQUIRED TO BE INCLUDED IN THIS REVIEW:</p> <p>N.Fire Prevention Regular system of inspections (utilizing a Chief Fire Prevention Officer, fire company inspections, third party inspectors), support the City's Planning Department in plan review, public fire safety education</p> <p>O.Structural Fire Suppression - The Department is authorized to provide fire suppression activities with and subject to the limitations set out in the Full-Service Level as defined in the British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook (September 2014), set under paragraph 3(3)(b) of the Fire Services Act (B.C.).</p> <p>P.Automobile Extrication Rescue - Rescue extrication services where victims may be trapped in or under an automobile or other vehicle, or entrapped by machinery, or another similar situation.</p> <p>Q.Wildland Fire Suppression Control and response of fire involving organic material, grass, brush, or forest.</p> <p>R.Medical First Responder Emergency medical services in partnership with BC Emergency Health Services (BCEHS) and in support of BC Ambulance Service.</p> <p>S.Other emergency or non-emergency public service(s) as authorized by the Fire Chief.</p>				
25-72	THAT Council direct Administration to reduce the capacity at all Everyone Welcome public swimming sessions by 1 Lifeguard (40 participants) as indicated by usage resulting in a savings of \$13,500.	PRC/Corp Serv	PRC to coordinate	28-Jan-25	Completed
25-73	THAT Council direct Administration to close Echo Aquatic Centre on Monday afternoons from 3:30 p.m. to 8:00 p.m. for an annual budget cost savings of \$47,450.	Rescinded	Rescinded	Rescinded	Rescinded

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-74	THAT Council rescind Resolution No. 25-73.	n/a	n/a	n/a	n/a
25-75	THAT Council direct Administration to close Echo Aquatic Centre on Mondays from 5:00 p.m. to 8:00 p.m. resulting in a savings of \$7,500.	PRC/Corp Serv	PRC to coordinate/Finance to allocate in FP	28-Jan-25	Completed
25-76	THAT Council direct Administration to add \$60,000 to the Echo Aquatic Centre budget to accommodate the addition of Saturday and Sunday hours and swim lessons.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-77	THAT Council direct Administration to update the 2025-2029 Five Year Financial Capital Plan to replace Echo Aquatic Centre main pool circulating pump in 2025 in the amount of \$19,200.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-78	THAT Council direct Administration to update the 2025-2029 Five Year Financial Capital Plan to replace the Echo Aquatic Centre corroded filter room piping in 2025 in the amount of \$24,000.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-79	THAT Council amend the motion to move the proposed structural review of Echo Aquatic Centre from 2026 to 2027.	n/a	n/a	n/a	n/a
25-80	THAT Council direct Administration to update the 2025-2029 Five Year Financial Capital Plan to conduct a structural review of the Echo Aquatic Centre in 2027 in the amount of \$24,912.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-81	THAT Council direct Administration to update the 2025-2029 Five Year Financial Capital Plan to replace the Echo Aquatic Centre tot's pool UV filter system in 2027 in the amount of \$49,500.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-82	THAT Council direct Administration to update the 2025-2029 Five Year Financial Capital Plan to replace the Echo Aquatic Centre south roof in 2027 in the amount of \$113,132.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-83	THAT Council direct Administration to update the 2025-2029 Five Year Financial Capital Plan to replace the Echo Aquatic Centre hydronic system equipment in 2027 in the amount of \$27,126.	Finance/PRC	Finance to allocate in FP	28-Jan-25	Complete
25-84	THAT Council direct Administration to work with the HFN Group of Businesses to draft a letter of support for the Microtel Project.	Corp Serv	Corporate Services to prepare letter and distribute	28-Jan-25	Complete
25-85	THAT Council direct Administration to work with the existing tenants of the Industrial Heritage Centre located at 3250 9 <sup>th</sup> Avenue to address current 2025 budget items and find options to address all issues identified in the Facilities Condition Assessment Report.	Corp Serv/PRC	PRC meeting with IHS on May 15 to discuss; PRC then to loop in Finance and Corporate Services to confirm next steps	Q4 2025	Now
25-86	THAT Council amend the motion to include the option to sell the property "as is".	n/a	n/a	n/a	n/a
25-87	THAT Council direct Administration to explore the process, timeline and related costs of demolishing all structures at the Industrial Heritage Centre located at 3250 9 <sup>th</sup> Avenue, leaving the property build ready, transferring ownership of the property, leasing the property at current market rates, or selling the property "as is".	PRC/Finance	Finance/Facilities to develop report to Council	Q4 2025	Now
25-88	THAT Council postpone discussion on artifacts located in the Industrial Heritage Centre to January 2026.	Corp Serv	Culture department to lead discussion on IHC artefacts with IHS and Council	1-Jan-26	Next
25-89	THAT Council direct Administration to reduce the current Economic Development and Business Development allocation by a total of \$64,196.	Finance/Econ Dev	Finance to allocate in FP	28-Jan-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-90	THAT Council direct Administration to prepare information on cancellation terms of the BCSPCA contract for service, as well as examine alternative options for animal control.	Finance/Corp Serv	Agreement related. Falls within Section 90 of CC	Spring 2025	Completed
25-91	THAT Council direct Administration to remove the Fire Department rear parking lot paving financial allocation from the 2025-2029 Financial Plan in the amount of \$92,000.	Finance/Fire Dept	Finance to allocate in FP	28-Jan-25	Complete
25-92	THAT Council direct Administration to reduce the street cleaning budget by \$30,000 in 2025 and going forward.	Finance/Infr Serv	Finance to allocate in FP	28-Jan-25	Complete
25-93	THAT Council direct Administration to reduce the 2025-2029 Financial Plan, Development Services budget allocation by a total of \$136,218 by deferring consulting work from 2025 to 2026.	Finance/Planning	Finance to allocate in FP	28-Jan-25	Complete
25-94	THAT Council direct Administration to include \$50,000 in 2026 from taxation for a Functional Study and Design to renovate the Fire Hall to address daily operations, growth, health and safety, gender requirements, and equipment storage in the 2025-2029 Financial Plan.	Finance/Fire Dept	Finance to allocate in FP	28-Jan-25	Complete
25-95	THAT Council direct Administration to allocate \$49,436 in 2025 from the Local Government Climate Action Program funding to the existing \$60,564 from ERRF to purchase and equip an electric or hybrid vehicle to replace the 2011 Chev Silverado 4x4 in the 2025-2029 Financial Plan.	Finance/Fire Dept	Finance to allocate in FP	28-Jan-25	Complete
25-96	THAT Council direct Administration to work together with the Alberni Clayoquot Regional District to investigate a regional fire services model.	Finance/Fire Dept	Departments to coordinate	Ongoing	Now
<b>February 10, 2025</b>					
25-97	THAT Council receive the Five Year Financial Plan Q&A Summary as information.	n/a	n/a	n/a	n/a
25-98	THAT Council receive the Q4 Quarterly Department Reports from the Finance Department and Economic Development for the period October 1, 2024 – December 31, 2024 as information.	n/a	n/a	n/a	n/a
25-99	THAT Council receive the '4 <sup>th</sup> Quarter – 2024 Procurement Summary' dated February 5, 2025 as information.	n/a	n/a	n/a	n/a
25-100	THAT "City of Port Alberni 2025 - 2029 Financial Plan Bylaw No. 5123, 2025" be read a second time.	Finance/Corp Serv	Corporate Services to apply reading and distribute to Finance	11-Feb-25	Complete
25-101	THAT third reading of "Fire Control Bylaw No. 5122, 2024" be rescinded.	n/a	n/a	n/a	n/a
25-102	THAT "Fire Control Bylaw No. 5122, 2024" be read a third time, as amended.	Fire Dept/Corp Serv	Corporate Services to update bylaw, apply reading	11-Feb-25	Complete
25-103	THAT Council approve Policy No. 7000-1 'Port Alberni Fire Department Levels of Service'.	Fire Dept/Corp Serv	Corporate Services to distribute for signing and distribution	11-Feb-25	Complete
25-104	THAT "Parks and Public Places Bylaw No. 5121, 2024", be now introduced and read a first time.	PRC/Corp Serv	Corporate Services to apply reading	11-Feb-25	Complete
25-105	THAT "Parks and Public Places Bylaw No. 5121, 2024", be read a second time.	PRC/Corp Serv	Corporate Services to apply reading	11-Feb-25	Complete
25-106	THAT "Parks and Public Places Bylaw No. 5121, 2024", be read a third time.	PRC/Corp Serv	Corporate Services to apply reading	11-Feb-25	Complete
25-107	THAT Council on behalf of the Kinsmen Club of Port Alberni proclaim February 17-21, 2025 as Kinsmen and Kinette Week in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	11-Feb-25	Complete
25-108	THAT Council, on behalf of Heritage BC, proclaim the week of February 17 – 23, 2025 as 'Heritage Week' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	11-Feb-25	Complete
25-109	THAT Council on behalf of Vancouver Island Down Syndrome Society, proclaim March 21, 2025 as 'World Down Syndrome Day' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	11-Feb-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-110	THAT Council on behalf of GBS/CIDP Foundation of Canada, proclaim May 2025 as 'GBS/CIDP Awareness Month' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	11-Feb-25	Complete
25-111	THAT Council receive the Council Correspondence Report as information.	n/a	n/a	n/a	n/a
25-112	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-113	THAT Council authorize the issuance of Development Variance Permit No. 116 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 3325 Johnston Road: i. Vary section 5.18.2 C4 Site Development Regulations, 'Maximum Height, Principal Building' from 9 meters to 14.1 meters, for a variance of 5.1 meters.	Planning/Corp Serv	Corporate Services to prepare for signatures and submission	11-Feb-25	Complete
25-114	THAT Council authorize the issuance of Development Permit No. 22-07 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Ti Studios Architecture Inc. and dated January 15, 2025.	Planning/Corp Serv	Corporate Services to prepare for signatures and submission	11-Feb-25	Complete
25-115	THAT Council direct Administration to provide a letter of support in principle for the FIFA 2026 Friendly Matches and Cultural Celebration.	Corp Serv	Corporate Services to prepare letter and distribute	11-Feb-25	Complete
25-116	THAT Council direct Administration to amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows: a) Defer the following equipment from the Equipment Replacement Reserve Fund in 2025 to 2026: • Replace 2008 Dodge Ram 3500 Flat deck (shop) #150 - \$46,182 • Replace 2011 Freightliner Asphalt Patch Truck #266 - \$415,000 • Replace 2013 Volvo Dump Tandem Axle #267 - \$194,386 • Replace 2005 John Deere Loader #350 - \$288,285 • Replace 2005 Volvo Grader #355 - \$306,818 • Replace 1990 Britco Office Trailer #369 - \$26,258 • Replace 1995 BOMAG ROLLER #395 - \$60,696 • Replace 2004 CHEV 3500 CUBE VAN (used) #616 - \$51,724 • Replace 2006 FORD E350 15 PASSENGER VAN #619 - \$62,016 • Replace 2012 Chev 3500 Service Truck #521 - \$77,681	Finance/Corp Serv	Finance to allocate in FP	11-Feb-25	Complete
25-117	THAT Council direct Administration to amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows: a) Add funding from Equipment Replacement Reserve Fund in 2025 for the following: • Replace 2014 Toyota Tacoma #522 - \$50,470 – additional funding of \$24,830 for a new allocation of \$75,300 • Replace 2015 Ventrac Mower #609 - \$41,184 - additional funding of \$29,616 for a new allocation of \$70,800	Finance/Corp Serv	Finance to allocate in FP	11-Feb-25	Complete
25-118	THAT Council direct Administration to amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows: • Utilize Equipment Replacement Reserve Fund to fund solid waste trucks in 2025 rather than taxation for \$290,880.	Finance/Corp Serv	Finance to allocate in FP	11-Feb-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-119	THAT Council direct Administration to amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows: •Utilize the lease asset management allocation in 2025 for the RCMP storage upgrades for \$150,000 rather than taxation.	Finance/Corp Serv	Finance to allocate in FP	11-Feb-25	Complete
25-120	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to include \$79,590 in 2025 for the annual tree planting project from the Community Forest Reserve fund.	Finance/Corp Serv	Finance to allocate in FP	11-Feb-25	Complete
25-121	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to include fifty percent of the cost of replacing the Multiplex rink boards in 2025 from the Community Forest Reserve fund.	Finance/Corp Serv	Finance to allocate in FP	11-Feb-25	Complete
25-122	THAT Council direct Administration to reallocate \$20,000 within the RCMP 2025 budget to the Alberni Valley Restorative Justice Society as a one-time grant.	Finance/Corp Serv	Finance to allocate in FP	11-Feb-25	Complete
25-123	THAT Council direct Administration to assist the Alberni Valley Restorative Justice Society in locating suitable office space within City facilities at no cost up to and including December 31, 2025, and that the organization be required to apply for the Community Investment Program for the year 2026 onward for continued use of City office spaces.	Finance/Corp Serv	Space offered to Society	Spring 2025	Completed
25-124	THAT Council direct Administration to accommodate the Alberni Valley Restorative Justice Society access to the Echo Park Fieldhouse up to a maximum of 3 times per month to use as circle space [scheduled around other facility bookings] at no cost up to and including December 31, 2025; AND FURTHER, THAT Council direct Administration that the Alberni Valley Restorative Justice Society be required to apply for the Community Investment Program for the year 2026 onward for continued use of City facility meeting spaces.	Finance/Corp Serv/PRC	PRC to communicate to booking clerk	11-Feb-25	Complete
<b>February 24, 2025</b>					
25-125	THAT Council receive the report 'Quay to Quay Pathway Completion' dated February 19, 2025 as information.	n/a	n/a	n/a	n/a
25-126	THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by directing a contribution of \$364,883 to the Asset Management Reserve, reflecting the projected 2025 value of non-market change within the tax roll; AND FURTHER, THAT this amount be adjusted based on the revised tax roll for non-market change and amended Financial Plan to accurately reflect any updates when the Tax Rate bylaw is brought forward.	Finance/Corp Serv	Finance to allocate in FP	25-Feb-25	Complete
25-127	THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by allocating \$200,000 from the Quay to Quay Pathway Funding for Wayfinding signage in collaboration with the Tseshaht [čišaaʔath] and Hupačasath First Nations, and that the remaining funds be allocated to the Growing Communities fund.	Finance/Corp Serv	Finance to allocate in FP	25-Feb-25	Complete
25-128	THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by allocating \$103,000 from the Asset Renewal Lease Facilities Fund to fund the overspend on the Train Station Phase II project.	Finance/Corp Serv	Finance to allocate in FP	25-Feb-25	Complete
25-129	THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by allocating \$487,300 for the additional costs incurred on the construction of the Childcare Centre from the Growing Communities Fund.	Finance/Corp Serv	Finance to allocate in FP	25-Feb-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-130	THAT Council amend the motion by adding the phrase 'in congregate' to the end of the motion.	n/a	n/a	n/a	n/a
25-131	THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by reducing street sweeping to only six months of the year in congregate.	Finance/Corp Serv	Finance to allocate in FP	25-Feb-25	Complete
25-132	THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by directing funding related to RCMP contract services as follows: •RCMP contract commitment of 34 officers; •Fund 32 of 34 RCMP officers as per the contract commitment and based on actual utilization; •Confirm taxation for Community Policing Service in 2025 and future years.	Finance/Corp Serv	Finance to allocate in FP	25-Feb-25	Complete
25-133	THAT "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" be read a third time, as amended.	Finance/Corp Serv	Corporate Services to apply reading and distribute to Finance	25-Feb-25	Complete
25-134	THAT Council amend the draft "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" Schedule A 'Section 1.2 Age Classifications' to reflect the difference between adults and seniors being at 60 years of age (adults 19-59, seniors 60+).	PRC/Corp Serv	PRC to apply amendments prior to next reading	25-Feb-25	Complete
25-135	THAT Council amend the draft "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" by changing admission rates for seniors including general admission, 10 punch pass, monthly and annual passes, to be set to the same rate as the children/teen rate.	PRC/Corp Serv	PRC to apply amendments prior to next reading	25-Feb-25	Complete
25-136	THAT Council direct Administration to develop a policy on reducing or waiving admission or rental fees for any particular participant demographic or event type.	PRC/Corp Serv	PRC to prepare	Q4 2025	Next
25-137	THAT Council amend the draft "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" by removing the special exception for the Sunshine Club in City of Port Alberni rental rates.	PRC/Corp Serv	PRC to apply amendments prior to next reading	25-Feb-25	Complete
25-138	THAT Council direct Administration to explore development of a lease agreement with the Sunshine Club.	PRC/Corp Serv	PRC to work with Sunshine Club	Q3 2025	Complete
25-139	THAT Council refer discussion on development of a recreational facility lease policy to a future Committee of the Whole meeting.	PRC/Corp Serv	Addressed by Fees and Charges Amendment Bylaw No. 5125-1.	Q3 2025	Complete
25-140	THAT "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" be now introduced and read a first time.	PRC/Corp Serv	Corporate Services to apply reading	25-Feb-25	Complete
25-141	THAT "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" be read a second time.	PRC/Corp Serv	Corporate Services to apply reading	25-Feb-25	Complete
25-142	THAT "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" be read a third time.	PRC/Corp Serv	Corporate Services to apply reading	25-Feb-25	Complete
25-143	THAT "Parks and Public Places Bylaw No. 5121, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5121.	PRC/Corp Serv	Corporate Services to apply reading and distribute	25-Feb-25	Complete
25-144	THAT "Fire Control Bylaw No. 5122, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5122.	Fire Dept/Corp Serv	Corporate Services to apply reading and distribute	25-Feb-25	Complete
25-145	THAT Council direct Administration to draft a letter of support to the Island Health Rural Coordination Centre for BC (RCCBC) for a site visit to the City of Port Alberni.	Corp Serv	Corporate Services to prepare and distribute letter	25-Feb-25	Complete



**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-146	THAT Council receive the certificate of congratulations from Cando and the Federation of Canadian Municipalities for the City's contribution to joint collaboration with the Tseshah and Hupacasath First Nations through the First Nations – Municipal Community Economic Development Initiative.	n/a	n/a	n/a	n/a
25-147	THAT Council authorize the request from the Conseil scolaire francophone de la Colombie-Britannique to raise the Francophone flag in front of City Hall from March 1-31 in support of the francophone community in Port Alberni.	Corp Serv	Corporate Services to arrange flag raising with maintenance and prepare letter and distribute	25-Feb-25	Complete
25-148	THAT Council receive the February 24, 2025 Correspondence Summary as information.	n/a	n/a	n/a	n/a
25-149	THAT Council direct Administration to provide a report to the Committee of the Whole prior to Q4, 2025 giving more detail on the levels of service provided as outlined in the Port Alberni Fire Department Levels of Service Policy No. 7000-1.	Fire Dept/Corp Serv	Fire Dept to prepare report	Prior to Q4 2025	Now
25-150	THAT Council receive the report 'Transportation Master Plan, Phase 1 Engagement' dated February 13, 2025 as information.	n/a	n/a	n/a	n/a
25-151	THAT Council receive the report 'Parks, Recreation & Culture Master Plan: Round 1 Engagement Summary, Winter 2025' dated February 12, 2025 as information.	n/a	n/a	n/a	n/a
25-152	THAT Council receive the report 'Results of Facility Condition Assessments' dated February 6, 2025 as information.	n/a	n/a	n/a	n/a
25-153	THAT Council direct Administration to prepare changes to "Business Licence Regulation Bylaw No. 4951, 2017" related to special events as follows: •Have a clear definition of a special event in the bylaw; •The current fee of \$220 per day be charged on "for-profit" events not related to a non-profit or charity; •Introduce a new lower fee for non-profit and charitable events and/or introduce exemptions language for non-profit and charitable events; •AND FURTHER, THAT Council direct Administration to not charge the Special Event fee for non-profit or charitable events until the above amendments to Bylaw No. 4951 have been adopted by Council.	Dev Serv/Corp Serv/Finance	Development Services to prepare amending bylaw	March 24 RCM	Completed
25-154	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by allocating \$3,000 from the Reconciliation operating budget to complete the Welcome to Port Alberni Sign project.	Finance/Corp Serv/Infr Serv	Financial Plan Bylaw Amendment 1 adopted July 14/25	25-Feb-25	Complete
25-155	THAT Council direct Administration to engage with neighbouring governments such as the Regional District and First Nations and/or relevant service groups to inquire if they are interested in receiving the Robo Washrooms and providing this service.	Corp Serv/Infr Serv	Offer made to Nations and ACRD. Hupacasath taking ownership of one at Victoria Quay. Other remains in City possession at this time	2025	Complete
25-156	THAT Council direct Administration to coordinate acceptance of the (2) Robo Washrooms offered by donation from the Calgary Municipal Land Corporation (CMLC).	Infr Serv/Ops	To be delivered in May 2025	Spring 2025	Complete
<b>March 10, 2025</b>					
25-157	THAT "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5123.	Finance/Corp Serv	Corporate Services to apply reading and distribute	11-Mar-25	Complete
25-158	THAT "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5106.	PRC/Corp Serv/Finance	Corporate Services to apply reading and distribute	11-Mar-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-159	THAT "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" come into effect on September 1, 2025.	PRC/Corp Serv/Finance	PRC to coordinate	11-Mar-25	Complete
25-160	THAT Council direct staff to prepare a letter of thanks to the Honourable Josie Osborne, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.	Corp Serv	Corporate Services to prepare letter and distribute	11-Mar-25	Complete
25-161	THAT Council on behalf of Walk for Values, proclaim April 24, 2025 as 'Human Values Day' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	11-Mar-25	Complete
25-162	THAT Council receive the March 10, 2025 Correspondence Summary as information.	n/a	n/a	n/a	n/a
25-163	THAT Council receive reports outlining recent meetings and events related to the City's business as information.	n/a	n/a	n/a	n/a
25-164	THAT Council authorize the issuance of Development Variance Permit No. 124 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 4609 10th Avenue: i. Vary Section 5.10.2 R Primary Residential Site Development Regulations, 'Minimum Setback, Rear Yard' from 5 metres to 2.41 metres, for a variance of 2.59 metres for the existing single-detached dwelling.	Dev Serv/Corp Serv	Corporate Services to prepare for signatures and submission	11-Mar-25	Complete
25-165	THAT Council receive the report titled "2025 Tax Rate Review" dated March 4, 2025 as information.	n/a	n/a	n/a	n/a
25-166	THAT Council indicate support for tax share splits consistent with 2024, with the shifts based on Non-Market Change in the 2025 revised assessment roll.	Finance/Corp Serv	Finance to apply in Tax Rate Bylaw	11-Mar-25	Complete
25-167	THAT Council direct staff to proceed with exterior modification to the Train Station to improve access to a commercial kitchen on-site as per the Waymark Architect, Drawings of Proposed Modifications included in the report to Council dated March 6, 2025.	PRC/Finance/Corp Serv	PRC to communicate with Tenant	11-Mar-25	Complete
<b>March 24, 2025</b>					
25-168	THAT "Solid Waste Collection and Disposal Bylaw No. 5120, 2025" be now introduced and read a first time.	Finance/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-169	THAT "Solid Waste Collection and Disposal Bylaw No. 5120, 2025" be read a second time.	Finance/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-170	THAT "Solid Waste Collection and Disposal Bylaw No. 5120, 2025" be read a third time.	Finance/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-171	THAT "Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-03" be now introduced and read a first time.	Dev Serv/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-172	THAT "Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-03" be read a second time.	Dev Serv/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-173	THAT "Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-03" be read a third time.	Dev Serv/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-174	THAT "Official Community Plan Amendment Bylaw No. 5118" be now introduced and read a first time.	Dev Serv/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-175	THAT "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119" be now introduced and read a first time.	Dev Serv/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-176	THAT "Official Community Plan Amendment Bylaw No. 5118" be now read a second time.	Dev Serv/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete



**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-177	THAT "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119" be now read a second time.	Dev Serv/Corp Serv	Corporate Services to apply to Bylaw	25-Mar-25	Complete
25-178	THAT amending Bylaws No. 5118 and 5119 be advanced to a Public Hearing on Monday, May 14, 2025 at 6:00 pm in City Hall, Council Chambers.	Dev Serv/Corp Serv	Corporate Services to schedule Public Hearing	14-May-25	Complete
25-179	THAT Council on behalf of Victoria and Vancouver Island Greek Community Society proclaim March 25, 2025 as 'Greek Heritage Day' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	25-Mar-25	Complete
25-180	THAT Council receive the March 24, 2025 Correspondence Summary as information.	n/a	n/a	n/a	n/a
25-181	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-182	THAT Council direct Administration to work with Island Health to develop a draft Municipal Alcohol Policy.	Corp Serv	Corporate Services to prepare policy	Spring/Summer 2025	Complete
25-183	THAT Council support in principle completion of the Living Wage calculation for Port Alberni by the Alberni Clayoquot Health Network.	Corp Serv	Corporate Services to prepare certified resolution and distribute	25-Mar-25	Complete
<b>April 14, 2025</b>					
25-184	THAT Council receive the R.C.M.P. Quarterly report for the period January 1, 2025 – March 31, 2025 as information.	n/a	n/a	n/a	n/a
25-185	THAT Council receive the Quarterly Reports from the Infrastructure Services and Corporate Services departments for the period January 1, 2025 – March 31, 2025 as information.	n/a	n/a	n/a	n/a
25-186	THAT Council receive the report '1 <sup>st</sup> Quarter - 2025 Procurement Summary' dated March 31, 2025 as information.	n/a	n/a	n/a	n/a
25-187	THAT Council direct Administration to amend the "City of Port Alberni 2025 – 2029 Financial Plan Bylaw No. 5123, 2025" as follows: •Lower line 11111 - General Purpose – Taxes – from \$35,744,832 to \$35,619,845. •Lower line 28211 - Transfers to Reserve – Asset Management from \$ 1,522,784 to \$1,397,797.	Corp Serv/Finance	Financial Plan Bylaw Amendment 1 adopted July 14/25	15-Apr-25	Complete
25-188	THAT "City of Port Alberni Tax Rates Bylaw No. 5124, 2025" be now introduced and read for a first time.	Corp Serv/Finance	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-189	THAT "City of Port Alberni Tax Rates Bylaw No. 5124, 2025" be read a second time.	Corp Serv/Finance	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-190	THAT "City of Port Alberni Tax Rates Bylaw No. 5124, 2025" be read a third time.	Corp Serv/Finance	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-191	THAT "Fees and Charges Bylaw No. 5125, 2025" be now introduced and read a first time.	Corp Serv/Finance	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-192	THAT "Fees and Charges Bylaw No. 5125, 2025" be read a second time.	Corp Serv/Finance	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-193	THAT "Fees and Charges Bylaw No. 5125, 2025" be read a third time.	Corp Serv/Finance	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-194	THAT "Animal Control and Pound Bylaw No. 5126, 2025" be now introduced and read a first time.	Corp Serv/Bylaw	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-195	THAT "Animal Control and Pound Bylaw No. 5126, 2025" be read a second time.	Corp Serv/Bylaw	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-196	THAT "Animal Control and Pound Bylaw No. No. 5126, 2025" be read a third time.	Corp Serv/Bylaw	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-197	THAT "City of Port Alberni Cemetery Management Bylaw No. 5127, 2025" be now introduced and read a first time.	Corp Serv/Eng/PW	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-198	THAT "City of Port Alberni Cemetery Management Bylaw No. 5127, 2025" be read a second time.	Corp Serv/Eng/PW	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-199	THAT "City of Port Alberni Cemetery Management Bylaw No. 5127, 2025" be read a third time.	Corp Serv/Eng/PW	Corporate Services to apply reading to Bylaw	15-Apr-25	Complete
25-200	THAT "Solid Waste Collection and Disposal Bylaw No. 5120, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5120.	Corp Serv/Finance/Eng/PW	Corporate Services to apply signatures to Bylaw and distribute	15-Apr-25	Complete
25-201	THAT "Business License Regulation Bylaw No. 4951-3, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4951-3.	Corp Serv/Dev Serv/Finance	Corporate Services to apply signatures to Bylaw and distribute	15-Apr-25	Complete
25-202	THAT Council authorize the Alberni-Clayoquot Regional District request to conduct a feasibility study for renovations to the existing Echo Aquatic Centre.	Corp Serv/PRC	Corporate Services to prepare letter and distribute	15-Apr-25	Letter emailed April 17, 2025
25-203	THAT Council on behalf of United Steelworkers Local 1-1937 declare April 28, 2025 as Day of Mourning in recognition of workers either injured or killed on the job, and fly the National Day of Mourning Flag at City Hall at half-mast on April 28th.	Corp Serv	Corporate Services to prepare letter and distribute and arrange for flag raising with maintenance	15-Apr-25	Complete
25-204	THAT Council on behalf of Save Your Skin Foundation proclaim May 1-31, 2025 as 'Melanoma and Skin Cancer Awareness Month' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	15-Apr-25	Letter emailed April 23, 2025
25-205	THAT Council on behalf of Alberni Valley Hospice Society declare May 2025 as 'National Hospice Palliative Care Month' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute and arrange for photo op with Mayor	15-Apr-25	Letter emailed April 23, 2025
25-206	THAT Council on behalf of Prostate Cancer Foundation Canada proclaim September 2025 as 'Prostate Cancer Awareness Month' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	15-Apr-25	Letter emailed April 23, 2025
25-207	THAT Council direct Administration to participate in the Ministry of Health Workplace Nasal Naloxone Project initiative for publicly funded organizations to receive a one time no cost distribution of nasal naloxone kits and further, that staff be equipped with the associated training to recognize and respond to suspected drug poisoning.	Corp Serv/HR	HR to complete application forms and distribute and arrange training to staff at applicable City facilities	15-Apr-25	Complete
25-208	THAT Council receive the April 14, 2025 correspondence summary as information.	n/a	n/a	n/a	n/a
25-209	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-210	THAT Council receive the 'Police Services Update - Police Resources in BC, 2023' report dated April 4, 2025 as information.	n/a	n/a	n/a	n/a
<b>April 28, 2025</b>					
25-211	THAT Council receive the Quarterly Reports from the Development Services, Economic Development, Finance, Human Resources, and Parks, Recreation and Culture departments for the period January 1, 2025 – March 31, 2025 as information.	n/a	n/a	n/a	n/a
25-212	THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' for the period January 1, 2025 – March 31, 2025 as information.	n/a	n/a	n/a	n/a
25-213	THAT "Animal Control and Pound Bylaw No. 5126, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5126.	Corp Serv	Corporate Services to apply signatures to Bylaw and distribute	29-Apr-25	Completed
25-214	THAT "Cemetery Management Bylaw No. 5127, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5127.	Corp Serv	Corporate Services to apply signatures to Bylaw and distribute	29-Apr-25	Completed
25-215	THAT "Fees & Charges Bylaw No. 5125, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5125.	Corp Serv	Corporate Services to apply signatures to Bylaw and distribute	29-Apr-25	Completed

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-216	THAT "Tax Rates Bylaw No. 5124, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5124.	Corp Serv	Corporate Services to apply signatures to Bylaw and distribute	29-Apr-25	Completed
25-217	THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	29-Apr-25	Completed
25-218	THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	29-Apr-25	Completed
25-219	THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	29-Apr-25	Completed
25-220	THAT Council authorize the 2025 ADSS Prom Committee access to City streets on Saturday, June 21, 2025 from 5:15 to 6:45 pm for the purpose of a prom parade from Burde St. to 10th Ave. through to Roger St., ending at the Athletic Hall [3727 Roger St.] 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].	Corp Serv	Corporate Services to prepare letter and distribute	29-Apr-25	Completed
25-221	THAT Council on behalf of MS Canada declare the month of May 2025 as 'MS Awareness Month' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	29-Apr-25	Completed
25-222	THAT Council receive the letter from the Falun Dafa Association of Canada as information.	Corp Serv	Corporate Services to prepare letter and distribute	29-Apr-25	Completed
25-223	THAT Council on behalf of the Vancouver Island Economic Alliance proclaim May 30, 2025 to June 6, 2025 as 'Island Good Days' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	29-Apr-25	Completed
25-224	THAT Council on behalf of the Pacific Salmon Foundation proclaim June 1, 2025 as 'Wild Salmon Day' in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	29-Apr-25	Completed
25-225	THAT Council receive the Council Correspondence Summary as information.	n/a	n/a	n/a	n/a
25-226	THAT the Council reports outlining recent meetings and events related to the City's business, be received as information.	n/a	n/a	n/a	n/a
25-227	THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in writing as presented.	Corp Serv			Completed
25-228	THAT Council direct Administration to proceed with renting a plate and frame chiller and installing ice at the Multiplex for the period of June 2025 – May 2026 at the cost of \$285,000.	Finance/PRC	Finance to reflect in FP and PRC to coordinate rental and installation	1-Jul-25	Complete
25-229	THAT Council direct Administration to begin the process of replacing the current shell and tube chiller with a plate and frame chiller, with installation of the unit to occur in spring 2026 in time for summer 2026 ice operations.	Finance/PRC	PRC and Finance to coordinate	Spring 2026	Complete
25-230	THAT Council authorize Councillor Verbrugge to participate in the BC Community Forest Association (BCCFA) 2025 Conference and AGM, taking place May 26-28, 2025 in Nanaimo, BC, with authorization to include reimbursement of travel and accommodation expenses incurred as per Travel Policy No. 3009-2.	Corp Serv/EA	EA to coordinate attendance	29-Apr-25	Completed
25-231	THAT Council contribute a combination of \$5,000 in kind or in cash from the Reconciliation Fund to the 2025 Tseshaht Lightning Open Basketball Tournament taking place May 16 – 19, 2025, and direct Administration to work with Tseshaht Lightning representatives to determine the best use of funds.	Finance/PRC	Finance to distribute. Administration to meet with representatives	1-May-25	Complete
25-232	THAT Council direct Administration to provide an overview of short-term rental requirements in the City.	Dev Serv	Development Services to prepare report	Oct 1 RCM	Completed

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-233	THAT Council direct Administration to research, draft and introduce a Tree Protection and Regulation Bylaw.	PRC/Corp Serv	PRC to prepare report	2026	Later
25-234	THAT Council approve Volunteer Policy No. 3002-8 and the associated Volunteer Handbook.	Corp Serv	Corporate Services to prepare policy for signature and distribution	29-Apr-25	Completed
25-235	THAT Council direct Administration to prepare a letter to the Ministry of Transportation and Transit requesting their attendance at a Regular meeting to provide a delegation regarding traffic safety plans in Cathedral Grove.	Corp Serv	Corporate Services to prepare letter and distribute. Letter sent. Request deferred to DM office May 15. Follow up email sent July 22 and October 9.	29-Apr-25	Now
25-236	THAT Council direct Administration to prepare a letter to the City of Vancouver offering condolences regarding the recent tragedy in the Vancouver Filipino community.	Corp Serv	Corporate services to prepare letter and distribute	29-Apr-25	Completed
<b>May 12, 2025</b>					
25-237	THAT the Auditor's Report and the 2024 Audited Financial Statements prepared by MNP Chartered Accountants be received and approved as presented.	n/a	n/a	n/a	n/a
25-238	THAT "Bylaw Notice Enforcement Bylaw No. 5128, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5128.	Corp Serv	Corporate Services to apply signatures to Bylaw and distribute	13-May-25	Complete
25-239	THAT "Respectful Behaviour Bylaw No. 5129, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	13-May-25	Complete
25-240	THAT "Respectful Behaviour Bylaw No. 5129, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	13-May-25	Complete
25-241	THAT "Respectful Behaviour Bylaw No. 5129, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	13-May-25	Complete
25-242	THAT Council direct Administration to provide a letter to the Port Alberni Pickleball Association in support of the proposed upgrades to existing City facilities, to assist with their grant funding applications.	Corp Serv	Corporate Services to prepare letter and distribute	13-May-25	Complete
25-243	THAT Council direct Administration to work with the Port Alberni Picklers Association on proposed upgrades to existing City facilities, including design development and cost estimates, for Council consideration.	PRC/Corp Serv	Memorandum of Understanding Executed	Ongoing	Complete
25-244	THAT Council direct Administration to collaborate with the Royal Canadian Legion, Alberni Valley Branch 293 to identify a potential location for installation of a commemorative crosswalk to provide for Council consideration with estimated costs.	Corp Serv/ Infr Serv	Corporate Services sent letter. Infrastructure Services has engaged in initial discussions with the Legion.	Ongoing	Now
25-245	THAT Council receive the May 12, 2025 correspondence summary as information.	n/a	n/a	n/a	n/a
25-246	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-247	THAT Council receive the report 'Corporate Strategic Plan Review' dated May 2, 2025 as information.	n/a	n/a	n/a	n/a
25-248	THAT the Mayor and Corporate Officer be authorized to execute the BC Transit 2025 - 2026 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit effective April 1, 2025 to March 31, 2026.	Corp Serv	Corporate Services to apply signatures and distribute	13-May-25	Complete
<b>May 26, 2025</b>					
25-249	THAT Council receive the Quarterly Report from the Fire department for the period January 1, 2025 – March 31, 2025 as information.	n/a	n/a	n/a	n/a
25-250	THAT "Respectful Behaviour Bylaw No. 5129, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5129.	Corp Serv	Corporate Services to apply signatures to Bylaw and distribute	27-May-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-251	THAT Council receive the May 26, 2025 correspondence summary as information.	n/a	n/a	n/a	n/a
25-252	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-253	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".	Finance/Corp Serv	Financial Plan Bylaw Amendment 1 adopted July 14/25	Fall 2025	Complete
25-254	THAT Council receive the report 'UBCM 2025 Resolutions' dated May 26, 2025 as information.	n/a	n/a	n/a	n/a
25-255	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.	PRC	Manager of Culture to coordinate	Fall 2025	Complete
25-256	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.	Dev Serv/Corp Serv	Corporate Services to prepare for signatures and submission	27-May-25	Complete
25-257	THAT Council receive the report 'Paper Mill Dam Park Maintenance' dated May 22, 2025 as information.	n/a	n/a	n/a	n/a
<b>June 9, 2025</b>					
25-258	THAT Council receive the "2024 Development Cost Charges" report dated June 2, 2025 as information.	n/a	n/a	n/a	n/a
25-259	THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be amended to reflect the addition "with the changes set to take effect in 2026, following the next election".	Corp Serv	Corporate Services to amend Bylaw	10-Jun-25	Complete
25-260	THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be now introduced and read a first time, as amended.	Corp Serv	Corporate Services to apply reading to Bylaw	10-Jun-25	Complete
25-261	THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	10-Jun-25	Complete
25-262	THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	10-Jun-25	Complete
25-263	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.	Corp Serv	Corporate Services to prepare letter and distribute	10-Jun-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-264	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: <ul style="list-style-type: none"> <li>•the notification of emergency services and BC Transit;</li> <li>•consultation with all affected businesses/residents;</li> <li>•provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;</li> <li>•provision of standard liability insurance in the amount of \$5M [minimum].</li> </ul>	Corp Serv	Corporate Services to coordinate with WVIHS	10-Jun-25	Complete
25-265	THAT Council on behalf of Lifesaving Society Canada proclaim July 20-26, 2025 as National Drowning Prevention Week in Port Alberni.	Corp Serv	Corporate Services to prepare letter and distribute	10-Jun-25	Complete
25-266	THAT Council receive the June 9, 2025 correspondence summary as information.	n/a	n/a	n/a	n/a
25-267	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-268	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	Infr Serv/Corp Serv	Corporate Services to prepare certified resolution and distribute	10-Jun-25	Complete
<b>June 23, 2025</b>					
25-269	THAT the minutes of the Public Hearing on May 12, 2025 regarding Official Community Plan Amendment Bylaw No. 6123 and Zoning Amendment Bylaw No. 6151, be adopted as presented.	Corp Serv	Corporate Services to prep for signature and file	24-Jun-25	Complete
25-270	THAT Council direct Administration to work with the applicant to determine lower density options for the Rainbow Gardens development application at 6123 & 6151 Russell Place.	Dev Serv	Development Services to engage with Applicant	11-Aug-25	Complete
25-271	THAT "Waterworks Bylaw No. 5131, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-272	THAT "Waterworks Bylaw No. 5131, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-273	THAT "Waterworks Bylaw No. 5131, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-274	THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-275	THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-276	THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-277	THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-278	THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-279	THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete



**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-280	THAT "Fees and Charges Bylaw No. 5125-1, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-281	THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-282	THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-283	THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$175,000 towards repairs of the Kitsuksis Dike with funding from the Line 29911 - Contingency Funds and create the capital project, "Kitsuksis Dike Repair" with a budget of \$175,000.	Finance	Financial Plan Bylaw Amendment 1 adopted July 14/25	Fall 2025	Complete
25-284	THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-285	THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-286	THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-287	THAT 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.	Finance/Corp Serv	Financial Plan Bylaw Amendment 1 adopted July 14/25	Fall 2025	Complete
25-288	THAT 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 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.	Finance/Corp Serv	Financial Plan Bylaw Amendment 1 adopted July 14/25	Fall 2025	Complete

**City of Port Alberni  
2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-289	<p><i>THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:</i></p> <p><i>i. Decrease line 19114 - Operating Funds from Prior Years \$650,000</i></p> <p><i>ii. Increase line 21190 - Receptions and Other Services - \$195</i></p> <p><i>iii. Decrease line 21212 - Corporate Services - \$49,500</i></p> <p><i>iv. Increase line 21216 - Bylaw Enforcement - \$10,905</i></p> <p><i>v. Increase line 21217 - Bylaw Enforcement Vehicles - \$130</i></p> <p><i>vi. Increase line 21218 - Public Safety Building - \$640</i></p> <p><i>vii. Increase line 21221 - Financial Management Administration - \$92,275</i></p> <p><i>viii. Increase line 21226 - Purchasing Administration - \$6,250</i></p> <p><i>ix. Increase line 21252 - City Hall - \$3,680</i></p> <p><i>x. Increase line 21254 - Planning &amp; Engineering Building - \$915</i></p> <p><i>xi. Increase line 21259 - Other Common Services - \$365</i></p> <p><i>xii. Increase line 21261 - Information Services - \$15,785</i></p> <p><i>xiii. Increase line 22122 - Police Services Administration - \$60,090</i></p> <p><i>xiv. Increase line 22160 - Police Building Maintenance - \$3,920</i></p> <p><i>xv. Increase line 22180 - Detention &amp; Custody of Prisoners - \$27,280</i></p> <p><i>xvi. Increase line 22471 - Fire Building Maintenance - \$285</i></p> <p><i>xvii. Increase line 22480 - Vehicle Repair &amp; Maintenance - \$545</i></p> <p><i>xviii. Increase line 22921 - Building &amp; Plumbing Inspection - \$11,260</i></p> <p><i>xix. Increase line 23110 - Engineering Administration - \$21,060</i></p> <p><i>xx. Increase line 23129 - Clerical &amp; Reception-Operation - \$5,490</i></p> <p><i>xxi. Increase line 23134 - Small Tools/Equipment/Supplies - \$160</i></p> <p><i>xxii. Increase line 23136 - Works Yard Maintenance - \$3,555</i></p> <p><i>xxiii. Increase line 23137 - Main Building Maintenance - \$2,235</i></p>	Finance/Corp Serv	Financial Plan Bylaw Amendment 1 adopted July 14/25	Fall 2025	Complete



**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
	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 xlii. Increase line 23881 - Training Program - \$2,220 xliii. Increase line 23882 - Safety - \$1,825 xliv. Increase line 23884 - Special Streets Work Orders \$355 xlv. Increase line 24320 - Residential Waste Collection - \$17,030 xlvi. Increase line 24322 - Solid Waste Containers Purchase & Mtce. - \$1,975 xlvii. Increase line 25161 - Cemetery Maintenance - \$525 xlviii. Increase line 25162 – Interments - \$1,645				

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
	xlix. 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				

**City of Port Alberni  
2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
	<i>lxxiv. Increase line 27220 - Horticultural Services - \$10,930</i> <i>lxxv. Increase line 27225 - Vehicles &amp; Equipment Mtce. &amp; Repair - \$3,195</i> <i>lxxvi. Increase line 27530 - Parks Upgrading - \$250</i> <i>lxxvii. Increase line 27510 - Museum Services - \$5,310</i> <i>lxxviii. Increase line 27515 - Museum Programs - Curatorial - \$6,340</i> <i>lxxix. Increase line 27530 - Industrial Collections - \$215</i> <i>lxxx. Increase line 27550 - Museum Maintenance - \$2,205</i> <i>lxxxi. Increase line 27710 - McLean Mill City Operations - \$390</i> <i>lxxxii. Decrease line 28211 - Transfers to Reserve - Asset Management - \$1,100,000</i> <i>lxxxiii. Decrease line 29911 - Contingency Funds - \$110,000</i> <i>lxxxiv. Increase line 64110 - Water Administration &amp; Other - \$10,400</i> <i>lxxxv. Increase line 64141 - Supply Inspection &amp; Operation - \$4,385</i> <i>lxxxvi. Increase line 64161 - Pumping Inspection &amp; Operation - \$5,240</i> <i>lxxxvii. Increase line 64181 - Transmission/Distribution System - \$9,750</i> <i>lxxxviii. Increase line 64185 - Meters - \$6,090</i> <i>lxxxix. Increase line 64187 - Hydrants - \$1,745</i> <i>xc. Decrease line 68220 - Transfers to Water Capital Fund - \$37,610</i> <i>xc. Increase line 104210 - Sewer Administration &amp; Other - \$6,085</i> <i>xcii. Increase line 104240 - Sewage Collection System Main - \$3,210</i> <i>xciii. Increase line 104241 - Sewer Service Connections - \$5,270</i> <i>xciv. Increase line 104260 - Sewage Lift Stations - \$4,935</i> <i>xcv. Increase line 104280 - Sewage Treatment - \$4,820</i> <i>xcvi. Decrease line 108220 - Transfer to Sewer Capital Fund - \$24,320</i>				

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
	<p>xcvii. Move line '21226 - Purchasing Administration' from 'Financial Management' to 'Public Works Administration'.</p> <p>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.</p> <p>xcix. Consolidate the Burde Street Renewal under one project totalling \$2,481,700 under Paving &amp; Road Construction.</p> <p>c. Add \$3,000 to 'Welcome Sign' to have the total of \$40,000 for the project as previously directed by Council.</p> <p>ci. Amend the Master Plan allocations for Growing Communities Fund (previously directed by Council);</p> <p>a. Fire Services Master Plan - \$100,000;</p> <p>b. Parks, Recreation &amp; Culture Master Plan (incl. Facilities Condition Assessments) - \$326,000;</p> <p>c. Stormwater &amp; Combined Sewer Overflow Master Plan - \$200,000;</p> <p>d. Transportation Master Plan - \$250,000;</p> <p>e. Watershed Protection Plan - \$50,000;</p> <p>f. Development Cost Charges - \$124,000</p> <p>cii. Add the annual budget for Amortization in a schedule within the 'Financial Plan'.</p> <p>ciii. Capital Plan - Remove 23055 - 'Burde Street - 11th Ave to Estevan 650m - Development related' - \$160,000.</p> <p>civ. Capital Plan - Remove 'Replace 2005 VOLVO TANDEM GRAVEL TRUCK #264' from ERRF in 2028.</p> <p>cv. Capital Plan - Remove project 24102 - 'CSO - 3rd Avenue Storm' - \$72,311.</p>				
	<p>cvi. Capital Plan - Remove project 24103 - CSO - Burde St - 9th to North Park - \$1,242,000.</p> <p>cvii. Capital Plan - Reduce 'McLean Mill Capital Projects - John Dam Priority report' by \$60,000 in 2025 and in future years.</p> <p>cviii. Add 'Train Station Ventilation - \$50,000' to the Capital listing in the 2025 Capital Plan.</p> <p>cix. Increase line 22121 - Police Contract Services:</p> <ul style="list-style-type: none"> <li>• add \$271,093 (0.75%) in 2026;</li> <li>• add \$299,071 in 2027;</li> <li>• Add \$260,332 in 2028; and</li> <li>• Add \$116,423 in 2029.</li> </ul> <p>cx. Add new line to "TRANSFERS TO RESERVE ALLOWANCES" - 28211 – To Water Infrastructure Reserve (PW roof) – add \$241,000.</p>				
25-290	THAT the "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be now introduced and read a first time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-291	THAT "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be read a second time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete
25-292	THAT "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be read a third time.	Corp Serv	Corporate Services to apply reading to Bylaw	24-Jun-25	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-293	THAT Council receive the June 23, 2025 correspondence summary as information.	n/a	n/a	n/a	n/a
25-294	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-295	THAT Council authorize staff to submit an application 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.	Infr Serv/Corp Serv/Finance	Corporate Services to prepare certified resolution and distribute. Infr Services/Finance to prepare application	24-Jun-25	Complete
25-296	THAT Council authorize staff to submit an application 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.	Infr Serv/Corp Serv/Finance	Corporate Services to prepare certified resolution and distribute. Infr Services/Finance to prepare application	24-Jun-25	Complete
25-297	THAT Council amend the motion to include 'with preference given to repair the back deck of the viewing platform'.	n/a	n/a	n/a	n/a
25-298	THAT Council direct Administration to complete safety upgrades to the McLean Mill National Historic Site for \$50,000 with funding from the McLean Mill Reserve with preference given to repair the back deck of the viewing platform.	PRC/Finance	PRC to commence safety upgrades	Fall 2025	Complete
25-299	THAT Council approve Municipal Alcohol Policy No. 3002-9.	Corp Serv	Corporate Services to apply signatures	24-Jun-25	Complete
25-300	THAT 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.	PRC/Corp Serv	PRC to prepare agreement	Q3 2025	Complete
25-301	THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2024, as presented.	Corp Serv	Post to website and Comms to distribute via various outreach tools	30-Jun-25	Complete
25-302	THAT Council approve the statements and schedules included in the 2024 Statement of Financial Information, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 16, 2025.	n/a	n/a	n/a	n/a
25-303	THAT Council receive the "2024 Reserve Balances & Commitments" report dated June 16, 2025 as information.	n/a	n/a	n/a	n/a

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-304	<p><i>THAT Council direct Administration to schedule meetings at the 2025 UBCM Convention with Ministers and Ministry staff, based on the topics outlined in the staff report “UBCM Minister Meeting Requests” dated June 23, 2025, in the following order:</i></p> <p><i>Minister Meetings</i></p> <p><i>1.Ministry of Forests</i></p> <p><i>2.Ministry of Housing and Municipal Affairs</i></p> <p><i>3.Ministry of Tourism, Arts, Culture and Sport</i></p> <p><i>4.Ministry of Emergency Management and Climate Readiness</i></p> <p><i>5.Ministry of Health</i></p> <p><i>6.Ministry of Public Safety and Solicitor General</i></p> <p><i>7.Ministry of Jobs, Economic Development and Innovation</i></p> <p><i>8.Ministry of Post-Secondary Education and Future Skills</i></p> <p><i>9.Ministry of Social Development and Poverty Reduction</i></p> <p><i>10.Ministry of Transportation and Transit</i></p> <p><i>11.Ministry of Water, Land, and Resource Stewardship</i></p> <p><i>12.Ministry of Education and Childcare</i></p> <p><i>Ministries, Agencies, Commissions and Corporations Meetings [Staff]</i></p> <p><i>1.Ministry of Forests</i></p> <p><i>2.Ministry of Housing and Municipal Affairs</i></p> <p><i>3.Ministry of Public Safety and Solicitor General</i></p> <p><i>4.Ministry of Health (incl. Island Health and Provincial Health Services Authority)</i></p> <p><i>5.Ministry of Social Development and Poverty Reduction</i></p> <p><i>6.BC Emergency Health Services</i></p>	EA/Corp Serv	EA to coordinate	30-Jun-25	Complete
25-305	<i>THAT Council support the application to the UBCM 2025 Next Generation 911 (NG911) program in the amount of \$66,379.</i>	Finance/Fire	Corporate Services to prepare a certified resolution and distribute	30-Jun-25	Complete
25-306	<p><i>THAT Council approve the deaccessioning and disposal of the following items from the permanent collection of the Alberni Valley Museum:</i></p> <p><i>·Winchester Model 1897 Pump-Action 12-Gauge Shotgun (Acc. No. 1971.80.2)</i></p> <p><i>·Savage Model 1899 Lever Action Rifle “Smokeless Steel” (Acc. No. 1976.26.1)</i></p> <p><i>·Ithaca Hammerless Double Barrel 12-Gauge Shotgun (Acc. No. 1976.27.1)</i></p> <p><i>·Large Rifle Gun Case (un-accessioned storage unit)</i></p>	PRC	Manager of Culture to arrange disposal	Sept. 2025	Complete
<b>July 14, 2025</b>					
25-307	<i>THAT Council receive the Q2 Quarterly Report from the Economic Development department for the period April 1, 2025 – June 30, 2025 as information.</i>	n/a	n/a	n/a	n/a
25-308	<i>THAT Council receive the Q2 Quarterly Report from the Finance department for the period April 1, 2025 – June 30, 2025 as information.</i>	n/a	n/a	n/a	n/a
25-309	<i>THAT Council receive the Q2 Quarterly Report from the Human Resources department for the period April 1, 2025 – June 30, 2025 as information.</i>	n/a	n/a	n/a	n/a
25-310	<i>THAT Council receive the Q2 Quarterly Report from the Infrastructure Services department for the period April 1, 2025 – June 30, 2025 as information.</i>	n/a	n/a	n/a	n/a

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-311	THAT Council receive the Q2 Quarterly Report from the Parks department for the period April 1, 2025 – June 30, 2025 as information.	n/a	n/a	n/a	n/a
25-312	THAT Council receive the Q2 Quarterly Report from the Recreation department for the period April 1, 2025 – June 30, 2025 as information.	n/a	n/a	n/a	n/a
25-313	THAT Council receive the Q2 Quarterly Report from the Facilities department for the period April 1, 2025 – June 30, 2025 as information.	n/a	n/a	n/a	n/a
25-314	THAT Council receive the Q2 Quarterly Report from the Culture department for the period April 1, 2025 – June 30, 2025 as information.	n/a	n/a	n/a	n/a
25-315	THAT Council receive the report '2nd Quarter - 2025 Procurement Summary' dated July 4, 2025 as information.	n/a	n/a	n/a	n/a
25-316	THAT "Waterworks Bylaw No. 5131, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5131.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-317	THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5132.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-318	THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5120-1.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-319	THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5086-2.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-320	THAT Council direct staff to amend "Fees & Charges Bylaw No. 5125, 2025" to include a clause stating that applicable fees and charges are either those set out in the Fees and Charges Bylaw or as set out in the terms and conditions of contracts with third parties.	Finance	Corporate Services to amend Bylaw	15-Jul-25	Complete
25-321	THAT Council direct staff to investigate the inclusion of commercial/for-profit rental rates for City recreational properties in the Fees & Charges Bylaw.	PRC	See Res. R25-348	Q3 2025	Complete
25-322	THAT third reading of "Fees and Charges Amendment Bylaw No. 5125-1, 2025" be rescinded.	Corp Serv	Corporate Services to amend Bylaw	15-Jul-25	Complete
25-323	THAT "Fees and Charges Amendment Bylaw No. 5125-1, 2025" be read a third time, as amended.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-324	THAT "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5123-1.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-325	THAT "Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5094.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-326	THAT "Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5113.	Corp Serv	Corporate Services to apply reading to Bylaw	15-Jul-25	Complete
25-327	THAT the minutes of the Public Hearing on September 9, 2024 regarding Official Community Plan Amendment Bylaw No. 5094 and Zoning Amendment Bylaw No. 5113, be adopted as presented.	Dev Serv/Corp Serv/Finance	Corporate Services to prepare for signature and file	15-Jul-25	Complete
25-328	THAT Council receive the letter from the Port Alberni International Twinning Society as information.	n/a	n/a	n/a	n/a
25-329	THAT Council on behalf of Island Kids Cancer Association proclaim the month of September 2025 as 'Childhood Cancer Awareness Month' in Port Alberni.	Corp Serv	Corp Services to prepare letter and distribute	15-Jul-25	Complete
25-330	THAT Council receive the Council Correspondence Summary as information.	n/a	n/a	n/a	n/a

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-331	THAT Council receive the Transportation Master Plan Public Engagement Results report dated June 18, 2025, as information.	n/a	n/a	n/a	n/a
25-332	THAT Council direct Administration to conduct a review of the Audit Committee Terms of Reference.	Finance/Corp Serv	Review and amend ToR and report back to Council	Q4 2025	Now
<b>August 11, 2025</b>					
25-333	THAT Council receive the R.C.M.P. Quarterly report for the period April 1, 2025 – June 30, 2025 as information.	n/a	n/a	n/a	n/a
25-334	THAT Council receive the Quarterly Reports from Development Services and Corporate Services departments for the period April 1, 2025 – June 30, 2025 as information.	n/a	n/a	n/a	n/a
25-335	THAT “Fees and Charges Amendment Bylaw No. 5125-1, 2025” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5125-1.	Corp Serv	Corporate Services to apply reading to Bylaw	Aug 12, 2025	Complete
25-336	THAT Council direct staff to proceed with the required OCP and Zoning Bylaw amendments as per the revised development plans submitted for 6151 Russell Place, Tsawaayuu (Rainbow Gardens).	Planning/Corp Serv	Prepare revised documents for Council meeting	Q1 2026	Next
25-337	THAT Council authorize 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 12 <sup>th</sup> Avenue along Burde Street and along 10 <sup>th</sup> Avenue to Alderwood Street, subject to: <ul style="list-style-type: none"> <li>•the notification of emergency services and BC Transit;</li> <li>•consultation with all affected businesses/residents;</li> <li>•provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;</li> <li>•provision of standard liability insurance in the amount of \$5M [minimum];</li> <li>•review by event organizers of the Report of the Study Commission of Inquiry into Community Events Safety dated June 26, 2025.</li> </ul>	Corp Serv	Corp Services to prepare letter and distribute	Aug 12, 2025	Complete
25-338	THAT Council authorize the Royal Canadian Legion Alberni Valley Branch 293 access to City streets on Saturday, May 30, 2026 for the 100 <sup>th</sup> Anniversary parade from 10 <sup>th</sup> Avenue and Roger Street, through Gertrude Street to Burke Street, ending at the Royal Canadian Legion hall, subject to: <ul style="list-style-type: none"> <li>•the notification of emergency services and BC Transit;</li> <li>•consultation with all affected businesses/residents;</li> <li>•provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;</li> <li>•provision of standard liability insurance in the amount of \$5M [minimum];</li> <li>•review by event organizers of the Report of the Study Commission of Inquiry into Community Events Safety dated June 26, 2025.</li> </ul>	Corp Serv	Corp Services to prepare letter and distribute	Aug 12, 2025	Complete



**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-339	<p>THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide donations to the following:</p> <ul style="list-style-type: none"> <li>•the Black Lambs Rugby organization in the amount of \$5,000 towards the purchase of equipment</li> <li>•the 8th Avenue Learning Centre together with USMA Child and Family Services in the amount of \$2,500 to support the food sustainability and summer garden program.</li> <li>•the PA Picklers together with the Sunshine Club in the amount of \$2,500 to support pickle ball facilities and equipment.</li> </ul>	n/a	n/a	n/a	n/a
25-340	<p>THAT Council amend the motion to include the following clause:</p> <ul style="list-style-type: none"> <li>•that these organizations do not have access to the Community Investment Program funding during the same year donations are distributed.</li> </ul>				
25-341	<p>THAT Council authorize the Uptown Merchants Association access to City streets on Wednesday, August 27, 2025 from 3<sup>rd</sup> Avenue between Argyle Street and Mar Street from 4:00 to 9:00 p.m. for the purpose of the Grassroots Uptown Market, subject to:</p> <ul style="list-style-type: none"> <li>•the notification of emergency services and BC Transit;</li> <li>•consultation with all affected businesses/residents;</li> <li>•provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;</li> <li>•provision of standard liability insurance in the amount of \$5M [minimum];</li> <li>•review by event organizers of the Report of the Study Commission of Inquiry into Community Events Safety dated June 26, 2025.</li> </ul>		Corp Services to prepare letter and distribute	Aug 12, 2025	Complete
25-342	<p>THAT Council direct Administration 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.</p>	Corp Serv	Corp Services to prepare letter and distribute	Aug 12, 2025	Complete
25-343	<p>THAT Council support the Port Alberni Toy Run Association's activities taking place on September 13 &amp; 14, 2025 subject to:</p> <ul style="list-style-type: none"> <li>•the notification of emergency services and BC Transit;</li> <li>•consultation with all affected businesses/residents;</li> <li>•provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;</li> <li>•provision of standard liability insurance in the amount of \$5M [minimum];</li> <li>•review by event organizers of the Report of the Study Commission of Inquiry into Community Events Safety dated June 26, 2025;</li> <li>•receipt of Special Event Permit from the LCRB,</li> </ul> <p>AND FURTHER, THAT Council on behalf of Port Alberni Toy Run, proclaim September 8 - 14, 2025 as 'Port Alberni Toy Run Week' in Port Alberni.</p>	Corp Serv	Corp Services to prepare letter and distribute	Aug 12, 2025	Complete
25-344	<p>THAT Council receive the Council Correspondence Summary as information.</p>	n/a	n/a	n/a	n/a
25-345	<p>THAT the Council reports outlining recent meetings and events related to the City's business be received as information.</p>	n/a	n/a	n/a	n/a
25-345	<p>THAT Council direct Administration to decommission the elevator located at the McLean Mill National Historic site.</p>	PRC	Decommission elevator and update insurance	Q3 2025	Complete

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-346	THAT Council approve 'Financial Planning Policy' No. 3002-10.	Corp Serv	Corporate Services to apply signatures, distribute and add to policy manual	Aug 12, 2025	Complete
25-347	THAT Council authorize 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.	Corp Serv	Corporate Services to apply signatures and submit	Aug 12, 2025	Complete
25-348	THAT Council direct 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.	Corp Serv/Finance	Prepare amending bylaw for Council	Q4 2025	Now
25-349	THAT Council amend 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.	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	Complete
25-350	THAT Council amend 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.	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	Complete
25-351	THAT Council amend 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.	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	Complete
25-352	THAT Council direct Administration to send a letter to the Ministry of Transportation and Infrastructure 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.	Corp Serv	Corp Services to prepare letter and distribute	Aug 12, 2025	Complete
25-353	THAT Council direct 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 FURTHER, that a copy of the letter be sent to MLA Osbourne, UBCM, and AVICC.	Corp Serv	Corp Services to prepare letter and distribute	Aug 12, 2025	Complete
<b>September 8, 2025</b>					
25-354	THAT Council direct Administration to examine potential bylaw infractions related to the incomplete development of the Rack & Rally Social Hub development permit at 3123 3rd Ave.	Development Serv/Bylaw	Bylaw department has reviewed and identified violations of the Building Standards Bylaw and will be actioning compliance	Q4 2025	Complete
25-355	THAT Council receive the Fire Department Quarterly report for the period April 1, 2025 – June 30, 2025 as information.	n/a	n/a	n/a	n/a
25-356	THAT Council receive the report Nuisance Abatement Working Group Quarterly Report for the period of April 1 – June 30, 2025 as information.	n/a	n/a	n/a	n/a

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-357	THAT Council authorize the Tseshaht First Nation access to City streets on Tuesday, September 30, 2025 from 10:00 am to approximately 12:00 pm starting from the Tseshaht Maht Mahs Gymnasium [5000 Mission Road] to the Alberni Athletic Hall [3727 Roger Street] 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]; •review by event organizers of the Report of the Study Commission of Inquiry into Community Events Safety dated June 26, 2025.	Corp Serv	Corp Services to prepare letter and distribute	Sept 10, 2025	Complete
25-358	THAT Council authorize the expenditure of Community Investment Program funding to support Tseshaht First Nation with event support to include tent rentals in the amount of \$630.00 (in-kind) and provision of traffic control services up to \$5,000 for the annual National Day of Truth and Reconciliation walk.	Corp Serv/Culture	Culture to organize CIP	Sept 10, 2025	Complete
25-359	THAT Council on behalf of the Port Alberni Fire Department proclaim the week of October 5 – 11, 2025 as 'Fire Prevention Week' in Port Alberni.	Corp Serv	Corp Services to prepare letter and distribute	Sept 10, 2025	Complete
25-360	THAT Council on behalf of the Port Alberni Association for Community Living proclaim the month of October 2025 as 'Community Inclusion Month' in Port Alberni.	Corp Serv	Corp Services to prepare letter and distribute	Sept 10, 2025	Complete
25-361	THAT Council receive the September 8, 2025 correspondence summary as information.	n/a	n/a	n/a	n/a
25-362	THAT the Council reports outlining recent meetings and events related to the City's business be received as information.	n/a	n/a	n/a	n/a
25-363	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to reallocate up to \$20,000 in funding from Economic Development Consulting Services to the CEDI Clutesi Haven Marina Uplands project as follows: i. Line 26235 – Economic Development – reduce \$20,000 ii. Line 28211 – Transfer to Reserve (Capital Works) – increase \$20,000 iii. Capital Plan 2025 – Project 25072 - Clutesi Haven Marine Food Truck (Grant Funded) – increase \$20,000	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	
25-364	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by allocating \$64,000 from the Sewer Infrastructure Reserve for additional geotechnical consulting to be completed in 2025 related to the Josephine Sanitary Forcemain Replacement Project.	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	
25-365	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" and provide early approval for staff to proceed with the 2026 Capital Plan – Josephine Sanitary Forcemain Replacement Project in the amount of \$7,063,000, utilizing funding as follows: i. \$5,063,000 from the Sewer Infrastructure Reserve ii. \$1,000,000 from the Growing Communities Fund iii. \$1,000,00 from the Canada Community-Building Fund	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-366	<i>THAT Council postpone decision on extension of the Temporary Use Permit application until Administration has had the opportunity to collaborate with the Salvation Army and other service providers to develop a Neighbourhood Mitigation Plan, and direct Administration to not take any action on the existing Temporary Use Permit until a report on a Neighbourhood Mitigation Plan has been provided to Council.</i>	Corp Serv/CSSD/Planning	CSSD to develop report for Council	October 2025	Now
<b>October 1, 2025</b>					
25-367	<i>THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be now introduced and read a first time.</i>	Corp Serv	Corporate Services to apply reading to Bylaw	Oct 2	Complete
25-368	<i>THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be read a second time.</i>	Corp Serv	Corporate Services to apply reading to Bylaw	Oct 2	Complete
25-369	<i>THAT "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be read a third time.</i>	Corp Serv	Corporate Services to apply reading to Bylaw	Oct 2	Complete
25-370	<i>THAT Council provide a letter of support to the Alberni Valley Transition Town Society in their campaign for more frequent and affordable intercity bus service to Nanaimo.</i>	Corp Serv	Corp Services to prepare letter and distribute	Oct 2	Complete
25-371	<i>THAT Council authorize raising of the Poppy Flag at City Hall on November 3, 2025 in support of the Royal Canadian Legion 2025 Remembrance Day Poppy Campaign.</i>	Corp Serv	Corp Services to prepare letter and distribute	Oct 2	Complete
25-372	<i>THAT Council, on behalf of the Ministry of Children &amp; Family Development, proclaim October 2025 as 'Foster Family Month' in Port Alberni.</i>	Corp Serv	Corp Services to prepare letter and distribute	Oct 2	Complete
25-373	<i>THAT Council receive the Council Correspondence Summary as information.</i>	n/a	n/a	n/a	n/a
25-374	<i>THAT Council direct staff to assess the costs and feasibility of making minor improvements to the park areas at 2549 10th Avenue, 3627 16th Avenue, and 6038 River Road prior to the completion of the Parks, Recreation, and Culture Master Plan.</i>	PRC	Parks to develop report for Council	Q1 2026	Now
25-375	<i>THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following: i. Line 21218 - Public Safety Building – reduce \$9,819 ii. Line 21252 - City Hall – reduce \$10,048 iii. Line 21253 – Other City Buildings – reduce \$236 iv. Line 22160 - Police Building Maintenance – reduce \$27,686 v. Line 22471 - Fire Building Maintenance – reduce \$10,446 vi. Line 23136 - Works Yard Maintenance – reduce \$32,048 vii. Line 27146 - Parks Building and Fieldhouses – reduce \$11,741 viii. Line 26770 - Harbour Quay – Building Maintenance – reduce \$30,150 ix. Line 27120 – Gyro Youth Centre Maintenance – reduce - \$6,678 x. Line 27128 – Glenwood Centre Maintenance - reduce - \$18,648 xi. Line 27130 - Echo Activity Centre Maintenance – reduce \$8,150 xii. Line 27134 - Echo Aquatic Maintenance – reduce \$11,975 xiii. Line 27144 – AV Multiplex Maintenance – reduce \$9,304 xiv. Line 27148 - Echo Park Field House – reduce \$15,684 xv. Line 27531 - Industrial Heritage Centre Building – reduce \$4,796 xvi. Line 27532 – Roundhouse Building – reduce \$7,046 xvii. Line 27550 – Museum Maintenance – reduce \$24,120 xviii. Line 27710 - McLean Mill City Operations – reduce \$29,018</i>	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	

**City of Port Alberni**  
**2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-376	THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following: i.Capital Plan 2026 – Parks, Rec & Culture Facilities - reduce \$1,835,000 ii.Capital Plan 2026 – RCMP Boardroom Office Reno - reduce \$17,000 iii.Capital Plan 2026 – RCMP - Cabinets Facilities - reduce \$16,000 iv.Capital Plan 2026 – Aquatic Centre – Whirlpool - increase \$12,000 v.Capital Plan 2026 – Multiplex – Automatic Door upgrades - increase \$10,000 vi.Capital Plan 2026 – Multiplex – Structural Inspection - increase \$18,000 vii.General Fund - Decrease General Capital from Taxation - \$1,812,800	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	
25-377	THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following: i.Dehumidifier replacement increased from \$899,000 to \$1,639,921; ii.Chiller purchase and upgrade \$365,800;  AND FURTHER, THAT Council provide early approval to proceed with the Multiplex Chiller Upgrades and Dehumidifier Installation.	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	
25-378	THAT Council direct Administration seek Federal FCM – Green Municipal Fund grants and loans to lower the project cost for the installation of the dehumidifier and energy recovery system and chiller upgrades, with work to be completed during the 2026 Multiplex off-season.	Facilities	Submit grant application	October 17, 2025	Complete
25-379	THAT Council authorize submission of three letters required as part of the Federal FCM - Green Municipal Fund grant application, as attached, and outlining the following: •Council resolution •Confirmed source of funding •Approval for consultation with Provincial Government	Corp Serv/Facilities	Corp Services to prepare letter and distribute	Oct 2, 2025	Complete
25-380	THAT Council amend the 'Draft 2026–2030 Financial Plan to reflect the following: i.Capital Plan 2026 – Fire Department - Wildfire Equipment – increase \$15,000 ii.General Fund - Increase General Capital from Taxation - \$15,000	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	
25-381	THAT Council approve BarWatch Program Policy 3008-4.	Corp Serv/CSSD	Corporate Services to prepare for signature and distribute. CSSD to coordinate program with RCMP	Oct 2	Complete
25-382	THAT Council direct Administration to prepare bylaw updates to match BC short-term rental legislation, and to provide clarity on the City's regulations.	Development Serv	Dev Serv to develop draft bylaw update	Q1 2026	
25-383	THAT Council authorize Administration to prepare an order to the Minister of Housing and Municipal Affairs pursuant to Section 781 of the Local Government Act requesting authority to write off uncollectable property taxes in the amount of \$56,334.	Finance	Finance to draft Order and send to MHMA	October 2, 2025	
25-384	THAT Council approve Policy No. 3009-8 "Write-off for Uncollectible Receivables".	Corp Serv	Corporate Services to prepare for signature and distribute	Oct 2, 2025	Complete
25-385	THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows: i.Add – Capital Plan - 2025 - Lagoon flow monitoring and control systems upgrades - \$425,000 ii.Add – Sewer Infrastructure Reserve Fund allocation for project - \$425,000 iii.Transfer – Water Infrastructure Reserve Fund - \$425,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	

**City of Port Alberni  
2025 Summary of Council Resolutions**

NO.	RESOLUTION	ASSIGNED	ACTION	TARGET DATE	STATUS (Now, Next, Later)
25-386	<p><i>THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:</i></p> <p><i>i. Add – Capital Plan - 2025 - Wallace Sanitary Pump Station - \$175,000</i></p> <p><i>ii. Add - Sewer Infrastructure Reserve Fund allocation for project - \$175,000</i></p> <p><i>iii. Transfer - Water Infrastructure Reserve Fund - \$175,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.</i></p>	Corp Serv/Finance	Finance to allocate in FP	Q3 2025	

OUTSTANDING RESOLUTIONS

AS OF OCT 1, 2025

MOT #	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
2023						
R23-67	March 13, 2023	THAT Council direct staff to prepare a report outlining costs and implications related to the potential name change of Neill Street, which commemorates Alan Webster Neill.	Corp Serv/Dev Serv	Development Services and Corporate Services to prepare report	2026	Later
R23-69	March 13, 2023	THAT Council direct staff to prepare a report addressing the Tseshah First Nation   26 Calls for Truth and Justice.	Corp Serv	Corporate Services to prepare report	2026	Later
R23-98	March 27, 2023	THAT Council direct staff to prepare a Bylaw to permit encroachment on City streets and sidewalks for the purpose of operating a patio.	Corp Serv/Dev Serv	Development Services and other associated departments to prepare bylaw	2026	Later
R23-241	July 10, 2023	THAT Council direct staff to prepare a report outlining the formulation of water and sewer user consumption rates.	Finance/Eng/PW	Finance to prepare report pending Master Plan completion	Q1 2026	Next
2024						
R24-69	February 12, 2024	THAT Council begin the process of engaging with Dontay’s family to find a space dedicated to celebrating Dontay Lucas’ life.	PRC/Corp Serv	PRC met with family. They will contact the City when ready.	2026	Later
R24-137	March 11, 2024	THAT Council direct administration to increase fees for utility service connections to bring them in alignment with comparable sized municipalities on Vancouver Island as outlined in the report ‘Fees and Charges   Engineering and Public Works’ dated February 26, 2024;  AND FURTHER THAT staff review “Fees and Charges Bylaw, 2007, Bylaw No. 4665” and where required, make the necessary rate amendments to ensure full cost recovery.	Corp Serv/Eng/PW/Finance	Bylaw amendment to come forward pendig Master Plan completion	Q1 2026	Next
R24-138	March 11, 2024	THAT Council direct administration to review the overall utility service connection application process, and to investigate requirements to include estimates and actual costs of construction for the fees charged.	Corp Serv/Eng/PW/Finance	Application pending for grant funding to utilize a consultant	Q4 2025	Now
R24-139	March 11, 2024	THAT Council direct administration to update the Development Cost Charges Bylaw and further, establish a Community Amenity Charges Bylaw in alignment and as informed by the Official Community Plan update and Master Plan process.	Dev Serv/Finance	Pending completion of OCP and Master Plans. Funds budgeted for consultant to assist with work	Q1 2026	Next
R24-245	June 24, 2024	THAT Council for the City of Port Alberni issue a Request for Proposals for a third-party to manage the lease agreements at Harbour Quay with costs to come out of Harbour Quay lease revenue.	Econ Dev/Corp Serv/Finance	Finance to work with Economic Development to prepare RFP	2026	Later
R24-280	August 12, 2024	THAT Council for the City of Port Alberni direct staff to develop City-wide park, memorial and pedestrian bench standards including a placement strategy associated with a needs analysis.	Eng/PW	Engineering to prepare a report	Q4 2025	Now

# POLICY No. 3009-7 | FINANCIAL PLANNING

Approved: August 11, 2025

Resolution No.: 25-346

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

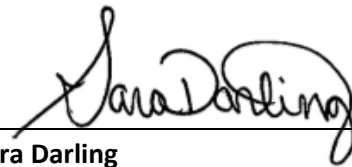
This policy is applicable organization-wide. The Finance Department oversees financial administration and is accountable for the operational and capital budgets across all departments, ensuring compliance with approved funding levels.

## 11. REVIEW PROCEDURES

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



Sharie Minions  
Mayor



Sara Darling  
Corporate Officer



# POLICY No. 3008-4 | BARWATCH PROGRAM

Approved: October 1, 2025

Resolution No.: 25-381

Date of Last Review: NEW



## 1. PURPOSE

The purpose of the BarWatch Program is to enhance public safety, deter unlawful and uncivil behavior within licensed liquor establishments, and foster a cooperative relationship among liquor establishments, patrons, the RCMP, and the City of Port Alberni

## 2. POLICY STATEMENT

The City of Port Alberni, in partnership with the Port Alberni RCMP, is committed to promoting a safe and enjoyable environment for all residents and visitors. The BarWatch Program is intended to improve community safety and well-being.

## 3. SCOPE AND APPLICATION

This policy applies to the liquor establishments operating within the City of Port Alberni that voluntarily choose to participate in the BarWatch Program. By participating, these establishments agree to adhere to the guidelines and responsibilities set forth in this policy.

## 4. DEFINITIONS

**BarWatch Program:** A collaborative initiative aimed at enhancing public safety, reducing crime, and fostering positive relationships within the community.

**Patron:** An individual visiting a liquor establishment for the purpose of consuming alcoholic beverages or engaging in social activities.

**Responsible Serving Practices:** Guidelines provided to bar staff to ensure the responsible serving of alcohol and prevention of over-serving.

**Incident Reporting:** The process by which liquor establishments report incidents of violence or disorderly conduct to the Port Alberni RCMP for follow-up and support.

## 5. POLICY

### 5.1 Participation and Compliance

All participating liquor establishments must comply with the following requirements to maintain safety and order:

*ID Verification:* Thorough ID checks must be conducted for all patrons, requiring two pieces of valid government issued ID, one of which must include a photo and signature.

*Behavioral Expectations:* Unlawful or uncivil behavior, including the display of gang colors or support clothing, is strictly prohibited. Establishments will enforce house rules to uphold these standards.

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5.2 Incident Management

*Reporting Protocol:* Incidents of violence, disorderly conduct, and rule violations must be reported by the property owners promptly to the RCMP. Establishments will cooperate fully with law enforcement to address these incidents.

*Flagging System:* Individuals violating BarWatch rules may be flagged, with information shared among participating establishments.

5.3 Training and Development

*Orientation:* When establishments sign up to the BarWatch program they will be given a brief orientation session on conflict resolution, responsible serving practices, and recognizing signs of intoxication. The orientation is essential for maintaining a safe environment.

*Skill Development:* Establishments will promote responsible alcohol serving and engagement to enhance overall patron safety.

5.4 Communication and Collaboration

Periodic check-ins will be held, as needed, between bar owners, staff, and an RCMP liaison to discuss program effectiveness, share feedback, and address any ongoing concerns. Active participation in these meetings is crucial for the program's success.

*Information Sharing:* Establishments will maintain open communication with the RCMP for incident reporting and information exchange to improve program effectiveness.

5.5 Signage and Awareness

Participating establishments are required to display BarWatch Program signage to inform patrons about the program's objectives, rules, and the importance of maintaining a safe environment. Signage will be provided by the RCMP liaison and/or the City of Port Alberni.

5.6 Evaluation and Improvement

The effectiveness of the BarWatch Program will be evaluated annually by the RCMP and the City of Port Alberni, using feedback from participating establishments, to inform necessary adjustments to policy and practice.

**6. AUTHORITY TO ACT**

Authority to implement and enforce the BarWatch Program is vested in the City of Port Alberni and the Port Alberni RCMP. Licensed liquor establishments that participate in the BarWatch Program must adhere to the program regulations and cooperate with law enforcement in enforcing the policy.



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## 7. REVIEW PROCEDURES

This policy will undergo a review every two years by the City of Port Alberni Community Safety Department, with the RCMP liaison, input to ensure its continued relevance and effectiveness in creating a safe community environment.

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**Sharie Minions**  
Mayor

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**Sara Darling**  
Corporate Officer



# POLICY No. 3009-8 | WRITE-OFF FOR UNCOLLECTIBLE RECEIVABLES

Approved: October 1, 2025

Resolution No.: 25-383

Date of Last Review: NEW



## 1. PURPOSE

The purpose of this policy is to establish standard guidelines for write-off of all uncollectible receivables accounts within the City of Port Alberni (CPA) and to set authorization levels for writing off of accounts receivable and any accumulated interest balances.

## 2. POLICY STATEMENT

The City will write off uncollectible receivables as a fiscally responsible method to ensure an accurate representation of the City's expected revenue. The City will actively pursue collections of past-due accounts, regularly review their status, and write off amounts determined to be uncollectible. A write-off of uncollectible accounts from the City's accounting records does not constitute forgiveness of the debt nor a gift of public funds. Uncollectible accounts can be reinstated if the status of a collection changes. This policy applies to all City departments and funds.

## 3. SCOPE AND APPLICATION

Collection procedures will be established by the finance department, bylaw, or agreement with the City and may vary depending on the nature of the receivable. Generally, accounts receivable should be written off during the fiscal year in which they are determined to be uncollectible.

## 4. DEFINITIONS

**Uncollectible Receivables:** Accounts that have been deemed to be impossible to collect after all reasonable collection efforts have been exhausted, based on specific criteria outlined in this policy.

**Write-Off:** The formal removal of an uncollectible account from the City's financial statements, acknowledging that the amount will not be received.

**Accounts Receivable:** Money owed to the City by external parties, including individuals and businesses, for goods or services provided.

**Collection Agency:** A third-party organization contracted to assist in the recovery of delinquent accounts on behalf of the City.

**Director of Finance:** The principal financial officer responsible for overseeing the City's financial operations, including the management of accounts receivable and financial compliance.



## 5. POLICY

### **Designating an account uncollectable:**

Staff will recommend write-off actions when an account meets one of the criteria described below:

- a. The balance has been deemed uncollectible by a collection agency or regulatory authority.
- b. The cost of further collection efforts will exceed the estimated recovery amount.
- c. The amount is under \$20 and remains unpaid for more than two years.
- d. The debt on account has been discharged through legal action (e.g., bankruptcy or court judgement).
- e. The debtor is a company that no longer exists, or the debtor has passed away and there is no known estate or guarantor.
- f. The debtor cannot be located, nor are there any known assets of the debtor.
- g. The balance has been deemed uncollectible by the Director of Finance.
- h. Upon direction by Mayor and Council by resolution.

### **Procedures for Writing Off Uncollectible Account:**

Once all options for collection have been exhausted and it is deemed the account is uncollectible by the responsible department, a request for write-off will be sent to the finance staff. Finance will pursue any alternatives for collection and will determine if the account meets the criteria for being uncollectible. Annually, a write-off request will be prepared for the Director of Finance for review and approval. The request must include the following:

- a. Debtor Name.
- b. Account Balance.
- c. Due date.
- d. Description of receivable.
- e. Criteria under which account is deemed uncollectible.
- f. Original account coding for the general ledger.
- g. Supporting documentation (invoices, reminders, collection letters, personal property and asset registry information, bankruptcy claims or related discharge, etc.).

### **Approval Authority - Write off Requests**

Upon receipt of a write off request, the Director of Finance will review the requests to ensure completeness and that due diligence documentation has been provided. Annually write-off requests will be presented to the relevant authority for approval as follows:

- a. The Director of Finance is authorized to approve write-off of accounts up to \$2,500.
- b. The Chief Administrative Officer is authorized to approve write-off of accounts up to \$5,000.
- c. City Council to authorize write-off of accounts pertaining to property tax collections and accounts exceeding \$5,000.

For informational purposes, amounts to be written off will be presented annually at the next available Audit Committee meeting. For records retention, documentation pertaining to written-off accounts will be retained by the Finance department for seven (7) years for reference in future collection situations.





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## 6. AUTHORITY TO ACT

The authority to act under this policy is vested in the City's Director of Finance, Chief Administrative Officer and City Council. All staff involved in the collection and write-off process must adhere to this policy and cooperate with oversight bodies to maintain the integrity of the City's financial records.

## 7. REVIEW PROCECURES

This policy shall be reviewed every 4 years to ensure its continued effectiveness and compliance with applicable laws and regulations. The Finance Department is responsible for conducting the review and proposing amendments as necessary.

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**Sharie Minions**  
Mayor

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**Sara Darling**  
Corporate Officer



# POLICY No. 3004-4 | Office Renovations

Approved: August 13, 2025

Date of Last Review: NEW



## 1. PURPOSE

To establish a consistent, fiscally responsible approach to office renovations within municipal facilities, ensuring alignment with operational needs and strategic priorities.

## 2. POLICY STATEMENT

This policy outlines the standards, procedures and approval processes for office renovations, including but not limited to paint refresh and additional modifications. It aims to enhance transparency, ensure accountability, and maintain alignment with municipality's strategic objectives.

## 3. SCOPE AND APPLICATION

This policy applies to all municipal office spaces across departments and facilities under the jurisdiction of the municipality.

## 4. DEFINITIONS

### Work Request

A formal document submitted by a department that details requested work beyond a standard paint refresh.

### Work Order or Project Number

A reference number provided by the approving authority to track and authorize renovation work.

### Standard Renovation Allowance

A predefined budget allocated for routine office updates, including paint refreshes.

## 5. POLICY

### Standard Renovation Allowance

Upon a change in staff, a single coat of off-white paint will be budgeted for and approved as part of standard transition procedures. This paint refresh is intended to maintain a clean and professional workspace and will be coordinated by the Facilities Department.

### Additional Renovation Requests

Any requests beyond the standard paint refresh—such as installation or replacement of whiteboards, changes to furnishings, or modifications involving carpentry must meet the following criteria:

- Each request must be individually budgeted by the requesting department
- Requests must be formally approved by the Department Director or Chief Administrative Officer (CAO)
- Each request must be accompanied by a formal Work Request detailing the requested work
- A Work Order or Project Number and a defined budget must be provided to the Facilities Department for tracking and authorization.



**Budget Responsibility**

The Facilities Department will not allocate funds for discretionary office upgrades. The requesting department is responsible for the budget required for the requested work.

**Best Practices & Compliance**

All renovation requests will be reviewed by the Manager of Facilities to ensure compliance with applicable standards, regulations and policies as well as to establish a project timeline. Relevant safety procedures and regulations and environmental standards must also be adhered to.

**Communication & Coordination**

The department initiating renovation work must notify the Facilities Department in advance to ensure coordination with ongoing maintenance or capital projects. For larger or potentially disruptive renovations, a communication plan should be developed to inform affected staff and stakeholders.

**6. AUTHORITY TO ACT**

Department Directors and the CAO have the authority to approve renovation requests beyond the standard paint refresh, and must provide a Work Order or Project Number and budget to the Facilities Department.

**7. REVIEW PROCEDURES**

This policy will be reviewed every three years or as required to ensure alignment with municipal priorities, operational needs and best practices.

**8. EXCEPTIONAL CIRCUMSTANCES**

In cases where urgent maintenance or safety improvements are needed, the Facilities Department may expedite requests independently of this policy. Such exceptions must be documented and reported to relevant authorities' post-approval.

  
\_\_\_\_\_  
M. Fox  
Chief Administrative Officer  
\_\_\_\_\_  
S. Darling  
Director of Corporate Services

## DEVELOPMENT SERVICES DEPARTMENT

### PURPOSE

To provide Council with an overview of departmental operations of Development Services Department for the quarter ending September 30, 2025.

### OVERVIEW

#### Staffing

The Development Services Department has successfully hired staff to fill two vacant planner positions. The first new **Planner I** started work on July 3<sup>rd</sup>, with the next beginning on October 27<sup>th</sup> in early Q4. Filling these vacancies with qualified entry-level planners will add substantial capacity for development review and community planning projects.

#### 2042 Official Community Plan

Progress on the draft Official Community Plan was limited in Q3 due to staff vacancies. However, staff have engaged Uplift Communications to prepare communications materials and to design the draft OCP document. Uplift Communications is currently working on the City's Master Plans, and this will align the 2042 OCP branding with those projects. More substantial work on the new OCP is expected to resume in Q4 when Development Services is fully staffed.

#### Somass Lands Development

Staff continue to coordinate with Matthews West as they undertake pre-development work on the Somass Lands project. A Geotechnical consulting firm is currently completing geotechnical investigation and testing of the site.

#### Permits, Subdivisions, and Land Use Applications

The following permits and development approvals were completed in Q3:

1. The City has issued one-hundred five (105) Building Permits with a construction value of over \$32 million, including sixty (60) new residential units through Q3.
  - Average processing time for Standard Building Permits and for Complex Building Permits is currently 8 to 10 weeks.
2. Approval of Development Permit 25-01: 2972 & 2976 3<sup>rd</sup> Avenue for renovation of a small building with ground floor commercial and five (5) rental dwelling units on second floor.
3. The Approving Officer has issued ten (10) Preliminary Layout Review letters and gave final approval to four (4) subdivisions through Q3.
4. Temporary Use Permit 25-01 at Clutesi Haven Marina approved by Council.

#### Reports to Council



Staff made the following reports to Council on development approvals and other planning issues:

1. Report to Council seeking direction on Rainbow Gardens seniors housing design revisions.
2. Report to Council for TUP25-03 Bread of Life requesting authorization to operate an emergency shelter.

### New Development Applications

Staff completed preliminary review and intake on the following new development applications in Q3:

- Two (3) **Rezoning** applications for a total of eight (9) in 2025 to date.
- Three (3) **Subdivision** applications for a total of thirteen (13) in 2025 to date.
- One (1) **Development Permit** applications for a total of five (5) in 2025 to date.
- One (2) **Temporary Use Permits** for a total of four (5) in 2025 to date.
- Two (2) **Official Community Plan amendments** applications for a total of four (4) in 2025 to date.
- One (1) **Development Variance Permit** applications for a total of three (3) in 2025 to date.

### Business Licensing and Property Search Requests

Fifty-Eight (58) business licenses were approved and issued in Q3, including:

- Two (2) short-term rentals/bed and breakfasts.
- Ten (10) special event licenses.
- Three (3) intercommunity licenses

Thirty-Eight (38) Property Search request were completed in Q3, for a total of One Hundred and two (102) in 2025 to date.

## COMMUNICATIONS

In accordance with the *Local Government Act*, staff issued notice for the following:

- Temporary Use Permit 25-01 – 5014 River Rd., Clutesi Haven Marina (ads, mailed letters)
- Temporary Use Permit 25-03 – 3130 3<sup>rd</sup> Ave (ads, mailed letters)

## LINKAGE TO CORPORATE STRATEGIC PLAN

The Development Services Department work supports many of the Goals in the 2020-2024 Corporate Strategic Plan including:

- 1.4 The City adapts in response to ongoing demographic change and community development.
- 2.3 The Community has a strategy that effectively encourages investment and sustainable growth.
- 2.5 The City takes an active and innovative role in the redevelopment of brownfield sites.
- 5.1 The community is aesthetically appealing and there are locally authentic public spaces. Citizens are proud of their community.





5.2 Safe and accessible housing options exist for all members of the community.

## BUDGET OVERVIEW

The Development Services department operational and consulting expenses are under budget as of the end of Q3, primarily due to staff vacancies. Although the building permits are ready to be issued, several large projects have not paid to pick-up the building permits. This is resulting in a potential deficit for the building permit revenues projected for this year.

## SUMMARY

This report provides a brief overview of the larger policy and project work by the Development Services Department. The department also administers all business licence, development applications, building permits, property searches, public enquiries and many other related development services functions on an ongoing basis.

## LOOKING FORWARD

City staff plan to have a draft Official Community Plan document prepared in the Q4 and public engagement in Q1 2026.

## ATTACHMENTS

1. *Active Development Applications – End of Q4 2025*



## ACTIVE DEVELOPMENT APPLICATIONS – END OF Q3 2025

Information current to September 30, 2025. Application status may have changed as of the date of this report. The following list does not include subdivision applications.

File Number	Address	Stage/Next step	Description
<b>ZON22-05</b>	15 <sup>th</sup> Ave. & Montrose St.	1 <sup>st</sup> Reading Report	New residential development.
<b>ZON24-01</b>	6123 Russell Pl.	1 <sup>st</sup> Reading Report	New affordable apartment building for seniors.
<b>ZON25-03</b>	5405 Argyle St.	1 <sup>st</sup> Reading Report	Change zoning from waterfront industrial to waterfront commercial.
<b>TUP25-03</b>	3130 3 <sup>rd</sup> Ave.	Pending	Transitional housing and extreme weather shelter (Bread of Life).
<b>ZON25-01</b>	3037 2 <sup>nd</sup> Ave.	Review	New supportive housing apartment building.
<b>TUP24-01</b>	3868 Wood Ave.	Review	For recreational vehicles as permanent dwellings.
<b>TUP25-02</b>	3723 Redford Rd.	Review	For recreational vehicles as permanent dwellings.
<b>DVP128</b>	4803 David St.	Review	Minor variance for residential home.
<b>ZON23-05</b>	3053, 3063 1 <sup>st</sup> Ave.	Review	New apartment building.
<b>ZON25-04</b>	Lot 17 & 18 Brown Rd.	Review	New residential development.
<b>DP25-02</b> <b>DVP 127</b>	3033 3 <sup>rd</sup> Ave.	Awaiting Documents	New apartment building.
<b>ZON24-02</b>	3940 & 3960 Johnston Rd.	Awaiting Documents	New commercial plaza.
<b>DP25-04</b>	5224 Argyle St.	Awaiting Documents	New commercial building.
<b>ZON25-05</b> <b>OCP25-02</b>	Lot 2, District Lot 1, Alberni District, Plan VIP55507	Awaiting Documents	New multi-residential development (former APD lands)
<b>ZON25-02</b> <b>OCP25-01</b>	2907 2 <sup>nd</sup> Ave	Pending	Change zoning from commercial to residential.
<b>DP25-05</b>	3830 5 <sup>th</sup> Ave.	Intake	New multi-residential development.
<b>ZON25-08</b>	4504 Glenwood Dr.	Intake	To authorize additional uses on a industrial property.
<b>TUP25-04</b>	2907 3 <sup>rd</sup> Ave.	Intake	To authorize additional uses on a commercial property.





# HUMAN RESOURCES

## PURPOSE

To provide Council with an overview of departmental operations for the quarter ending September 30, 2025.

## OVERVIEW

The Human Resources department supports all areas of the organization with the following:

- Staffing & recruitment - internal postings and employee movement processes, full cycle external recruitment.
- Labour relations – supporting employees and managers with interpretation and administration of the City's two collective agreements, including grievance processes.
- Employee relations – supporting employees and managers in all aspects of the employment experience.
- Occupational Health & Safety –
  - managing the City's occupational health and safety program
  - ensuring compliance with WorkSafeBC health and safety regulations
  - providing advice and support to City departments and safety committees
  - facilitating modified and return to work programs
- Training and development.
- Performance management & coaching.
- Job evaluation and salary administration.
- Policy development and administration.

Police Support Services (RCMP municipal employees) also falls under the Human Resources department.

It should be noted that a significant portion of the work performed by the Human Resources department is related to personnel and/or is confidential or legal in nature.

### Human Resources (excluding Safety):

#### **Key Q3 Activities:**

- Recruitment continued to be very busy including Director of Parks, Recreation and Culture, Manager of Recreation Services and Planner positions. These positions have now all been successfully filled.
- Additionally hiring processes were successfully completed for PRC Receptionist, Water Operator, Waste Water Operator, Parks and Public Works seasonal Labourers.
- The hiring and onboarding of new recreation program staff was supported.
- A number of investigations were completed.

Recruitment and posting activity across the organization:

	2022	2023	2024	Q1 2025	Q2 2025	Q3 2025	YTD 2025
Internal postings	88	94	86	16	37	18	71
External postings	66	70	50	5	21	12	38
Employees moving into new posting/position	97	131	101	14	30	30	74
New employees hired	63	89	70	13	14	25	52

Looking forward, human resources priorities for Q4 include:

- Review of the current Job Evaluation program with CUPE
- Annual performance review processes
- Continued work on policy review and updates

### Safety

Key Q3 Activities:

- The 2025 WSBC Certificate of Recognition (COR) external audit was successfully completed.
- Violence Risk Assessments for Parks, Recreation and Culture (PRC) public facilities and the Planning and Engineering Building were completed.
- Hosted training sessions with WorkSafeBC RTW (Return to work) Consultation and Education Services that were attended by CUPE and IAFF staff and union reps as well as managers and supervisors. This training focused on RTW best practices and Bill 41 obligations for employers and workers (duty to cooperate and duty to maintain employment).
- Supported one safety investigation.
- Ten return to work meetings / job site visits were held to support injured workers in their return to work.

Key safety statistics as of the end of Q3 were:

	2022	2023	2024	Q1 - 2025	Q2 - 2025	Q3 - 2025	YTD 2025
Total first aid reports	87	122	111	23	18	16	57
WSBC lost time injury claims	15	20	17	2	5	3	10
WSBC healthcare-only injury claims	6	12	2	1	3	0	4
Total accepted WSBC claims	21	32	19	3	8	3	14
Modified work cases	--	--	15	6	2	2	10

Looking forward, occupational health and safety priorities for Q4 include:

- Updating of the City's Workplace Inspection Policy.
- Development of a Respiratory Protection Program.
- Review of the Violence Risk Assessment reports for PRC and the Planning and Engineering Building, and development of action plans.
- Supporting the completion of First Aid Drills for all departments/facilities.

## Police Support Services

### Overview

The Manager of Police Support Services reports to the Director of Human Resources and supervises the municipal staff who support the RCMP. This staff includes employees performing specialized administrative work, guarding of prisoners and custodial work.

### Key Q3 Activities:

- The security clearance process was completed for one new casual administrative employee; onboarding has been completed, and training is underway.
- Recruitment processes were completed for additional casual administrative support.
- The equipment room renovation is almost complete and ready for body worn camera implementation.
- The report from the RCMP Building Security Assessment that was completed in March was received. The recommendations contained will now be reviewed and prioritized.

### RCMP Support Staff Operational Activity Statistics:

	2022	2023	2024	Q1 2025	Q2 2025	Q3 2025	YTD 2025
<b>Total File Count</b>	13094	13553	12936	2882	3436	3974	10292
<b>Statements Transcribed</b>	1618	1690	1340	428	312	285	1025
<b>Report to Crown Counsel Submissions</b>	789	970	862	279	214	209	702
<b>Prisoner Count</b>	979	1245	1247	255	348	302	905
<b>Police Information Checks Processed</b>	824	1133	965	235	248	208	691
<b>Public Disclosure Requests Processed</b>	232	245	278	70	50	59	179

### Looking forward, key Police Support Services activities for Q4 include:

- Recruitment for additional casual maintenance staff and custodial guards.
- Hosting of an in-house training session – Resolving Conflict Effectively.
- Semi-annual Custodial Guard reviews for custodial guard staff.
- Final completion of the equipment room renovation.

## LINKAGE TO CORPORATE STRATEGIC PLAN

The activities of the Human Resources department have linkages to numerous pieces of the [Corporate Strategic Plan](#), and most specifically to Priority #3: Provision and Maintenance of Quality Services.

Additionally, the work of Human Resources is in alignment with the Guiding Principles as adopted by Council.

## BUDGET OVERVIEW

The Human Resources budget for 2025 is \$508,861; \$319,989 has been expended as of the end of Q3 (favourable to budget). This does not include the City-wide training and development budget.

The 2025 budgets related to Police Services administration, maintenance, and detention and custody of prisoners are \$2,436,492. As of the end of Q3, \$1,809,740 has been expended (favourable to budget).

## SUMMARY

A priority for Human Resources for the third quarter of 2025 continued to be recruitment across various departments. The completion of the 2025 COR audit was a key occupational health and safety activity, as was the hosting of WorkSafeBC Education sessions related to Return to Work requirements. Police Support Services was busy with onboarding and recruitment, and work on the equipment room renovation is almost complete.

## LOOKING FORWARD

Key priorities for Q4 include continued recruitment efforts for a number of key positions. Police Support Services will continue to be focused on the completion of the equipment room renovation and the onboarding and training of new and existing staff.

## ATTACHMENTS

**CITY OF PORT ALBERNI  
BYLAW NO. 5090-2**

**A BYLAW TO AMEND PERMISSIVE TAX EXEMPTION BYLAW NO. 5090**

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN  
OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:**

**1. Title**

This Bylaw may be known and cited for all purposes as "**Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025**".

**2. Amendment**

"Permissive Tax Exemption Bylaw No. 5090, 2023" is hereby amended by deleting Schedule "A" and replacing it with Schedule "A" attached hereto and forming part of this bylaw.

**3. Repeal**

"Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024" and "Permissive Tax Exemption Bylaw No. 5115, 2025" are hereby repealed.

**READ A FIRST TIME** this 1<sup>st</sup> day of October, 2025.

**READ A SECOND TIME** this 1<sup>st</sup> day of October, 2025.

**READ A THIRD TIME** this 1<sup>st</sup> day of October, 2025

**PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER*.**

**ADOPTED** this       day of       , 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**BYLAW NO. 5090  
SCHEDULE A**

**DESCRIPTION OF NEW PERMISSIVE TAX EXEMPTIONS 2024-2027**

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Athletic Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 92, Alberni District, Plan EPP6009 (3727 Roger Street) Folio 092-0691-04	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Fir Park Village</b> <i>224 (2) (h) land surrounding a seniors' home 224 (2) (j) licensed community care facility</i>	100%	Lot B, DL 1, AD, Plan 32448 (4411 Wallace Street) Folio 001-3931-00	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Echo Village</b> <i>224 (2) (h) land surrounding a hospital</i>	100%	Lot A, DL 1, Plan VIS5964 (4200 10th Avenue) Folio 001-3556-10	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Echo Village</b> <i>224 (2) (h) land surrounding a hospital</i>	66.67%	Lot 1, Plan VIP5330, DL 1 (under power lines adjacent to Wallace St) Folio 990-0511-40	January 1, 2024 - December 31, 2027
<b>Alberni Community and Women's Services Society (SAGE Haven Society)</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% of Folio 013-0399-01  61% of Folio 001-0874-00	Lot A, DL 13, Plan 64605, Folio 013-0399-01 Portion of Lot 1, DL 1, Plan VIP56667 Folio 001-0874-00	January 1, 2024 - December 31, 2027
<b>Alberni District Fall Fair</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% (Land) folio 092-0691- 10  87.5% of (Improvement) folio 092-0694-00 100% (Land)	Portion of Lot 2, DL 92, Plan 29389 (4102 Hollywood Street) 092-0694-00  4480 Vimy St, LT 2 PL VIP29389 DL 92 ALD PID: 001-393-821 Folio 092-0696- 10	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
	100% (Land) of folio 092-0696-10  100%(Land) of folio 990-0511-10	3737 Rogers St, VIP27429 DL 92 PID: 002-113-872 Folio: 092-0691-10  Anderson Ave VIP5330 DL 1 PID 001-510-380 Folio: 990-0511-10	
<b>Alberni Valley Alano Club</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot B Block 86 DL 1, Plan VIP33737 (3028 2nd Avenue) Folio 001-3941-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Childcare Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Portion of Lot 15, Block 5, DL 1, Plan 11410 (4222 Cedarwood Street) - Stepping Stones Too - Folio 001-3107-02  Lot 5, DL 1, Plan 15331 (2554 10 <sup>th</sup> Ave) (part of playground / Kaleidoscope park)- Folio 001-3409-00  Lot 6, DL 1, Plan 15331 (4325 Neil St) (Child care and therapy center) Folio- 001-3410-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Curling Club</b> <i>224 (2) (i) public athletic or recreational organization</i>	100%	Portion of Lot 1, DL 1, Plan 14814 Folio 001-3380-01	January 1, 2024 - December 31, 2027
<b>Alberni Valley Hospice Society (Ty Watson House)</b> <i>224 (2) (j) organization operating &amp; licensed under the Community Care and Assisted Living Act; 224 (2) (a) charitable or not for profit organization</i>	100%	Lots 23-24, Block 67, DL 1, Plan 197B (2649 2nd Avenue) - Ty Watson House Folio 001-0821-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Hospice Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	98%	DL 1 Plan 23217 LOT A (2579 10 <sup>th</sup> Ave) – Main office Folio 001-3581-00	January 1, 2024 - December 31, 2027



NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Valley Junior Baseball Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 13, Plan 29927, (4000 Compton Road) Folio 013-0434-13	January 1, 2024 - December 31, 2027
<b>Alberni Valley Makers Space</b> <i>224 (2) (a) charitable or not for profit organization</i>	97%	Lots 1, DL 1, ALD PL VIP721R (101-3620 3 <sup>rd</sup> Avenue) Folio 990-0101-02	January 1, 2025 - December 31, 2027
<b>Alberni Valley Minor Hockey Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Office within Multiplex Portion of Lot 1, Plan 5330 (3737 Roger Street) Folio 092-0691-03	January 1, 2024 - December 31, 2027
<b>Alberni Valley Minor Softball Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 92, Plan 31446 (4200 Wood Avenue) 4480 Vimy St. Folio 092-0696-01	January 1, 2024 - December 31, 2027
<b>Alberni Valley Rescue Squad</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 2, DL 137, Plan 52779 (4790 Tebo Avenue) Folio 014-0511-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Senior Citizens' Homes (Wallace St.)</b> <i>224 (2) (h) land surrounding a senior's home under Sec 220 (1) (i)</i>	100%	Lot A, District Lot 1, Plan 32448 (4467 Wallace Street) - Pioneer Towers Folio 001-3930-00	January 1, 2024 - December 31, 2027
<b>Alberni Athletics Soccer Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 92, Plan 31446 (4200 Wood Avenue) Folio 092-0696-02	January 1, 2024 - December 31, 2027
<b>BC SPCA</b> <i>224 (2) (e) Partnering agreement providing a municipal service; 224 (2) (a) charitable or not for profit organization</i>	100%	Part of Lot B, DL 14, Plan 31798, Part of Lot A, DL 137, Plan 62423, Part of DL 143 (4936 Broughton Street) Folio 143-0100-01, 143-0100- 02	January 1, 2024 - December 31, 2027

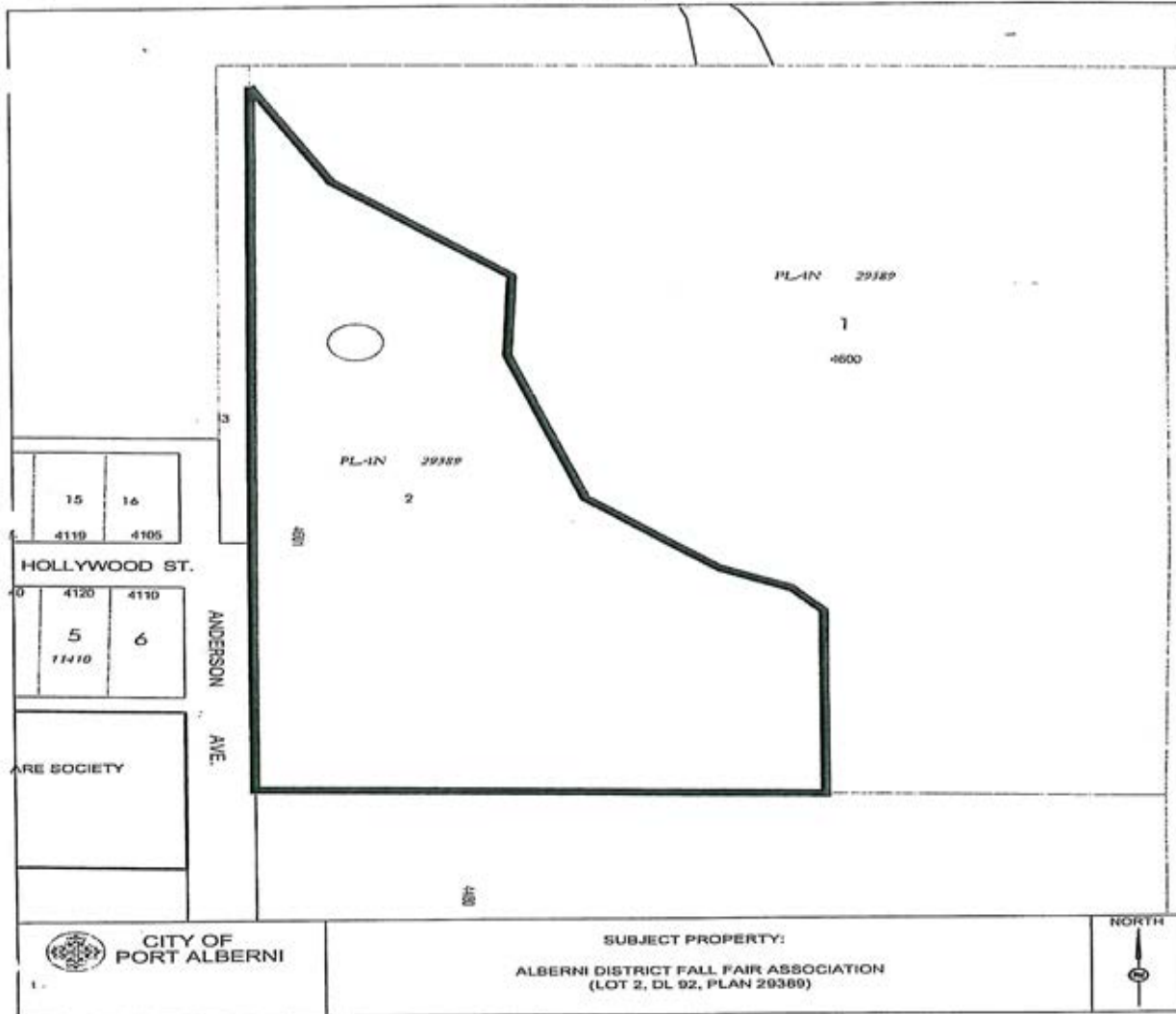
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Bread of Life Centre</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot A, DL 1, Plan 30733 (3130 3 <sup>rd</sup> Avenue) Folio 001-3910-00	January 1, 2024 - December 31, 2027
<b>Canadian Mental Health Association, Port Alberni Branch</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1-3, Block 85, DL 1, Plan 197 (3174 & 3178 2nd Avenue) Folio 001-0943-00, 001-0944- 00	January 1, 2024 - December 31, 2027
<b>Canadian Mental Health Association, Port Alberni Branch (King George Apartments)</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan VIP33433 (3131 5th Avenue) Folio 001-3939-00	January 1, 2024 - December 31, 2027
<b>Canadian Mental Health Association, Port Alberni Branch- Care Taker Residence</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan VIP33433 (4720 Pemberton rd) - Folio 001-3559-01  Lot 3, Blk 14, Sec 11, AD 8444 (5095 Pineo Rd) – Folio 011-0265-00  Lot 12, DL 13, AD, VIP87 (124-4000 Compton Rd) Folio- 013-0434-12  Blk C, DL 1, AD, 6407 – (4250 Wallace St) Folio 001-2430-00  Lot 131, DL 14, AD, (5081 Bishop Ave) Folio- 014-0489-00	January 1, 2024 - December 31, 2027
<b>Central Park – Gaiga Square</b> <i>224 (2) (e) Partnering agreement providing a municipal service</i>	100%	Lot A, DL 1, Plan VIP32610 (3009 3rd Avenue) Folio 001-3932-00	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Community Arts Council of the Alberni Valley</b> <i>224 (2) (a) charitable or not for profit organization</i>	81%	DL 118 ALD EXCPTPLN VIP28514N LSLCNCNMBR AHQ7 (7 - 5440 Argyle) Folio 990-0503-07	January 1, 2024 - December 31, 2027
<b>Echo Sunshine Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-02	January 1, 2024 - December 31, 2027
<b>Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wil Society)</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 11, AD Plan VIP1285 (4890 Beaver Crk Rd) Folio 011-0159-00	January 1, 2024 - December 31, 2027
<b>Mount Arrowsmith Skating Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Office within Multiplex Portion of Lot 1, Plan 27429 (3737 Roger Street) Folio 092-0691-02	January 1, 2024 - December 31, 2027
<b>Port Alberni Aquatic - Tsunami Swim Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-03	January 1, 2024 - December 31, 2027
<b>Port Alberni Association for Community Living</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 13, Block 86, DL 1, Plan 197 (3009 1st Avenue) - Folio 001- 0971-00  Lot 15, Blk 86, DL 1, Plan 197 (3008 2nd Avenue) - Folio 001- 3703-00  Lot 57, District Lot 92, Plan 39317 (3585 Huff Drive) - Folio 092- 0417-00  Lot 2, Block 45, DL 1, Plan 197 (4471 Margaret Street) - Folio 001-0034-00  Lot 14-15, Block 2, DL 1, Plan VIP11410 (4521 Dogwood Street) - Folio 001-3048-00  Lot 2, DL 1, Plan EPP110837 (5155 Argyle St.) - Folio 001- 3385-10	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Port Alberni Black Sheep Rugby Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	96.3% of Class 6 and Class 8 Caretakers suite not exempt (Class 1)	Lot A, DL 91, Plan 63503 (3420 Argyle Street) Folio 091-0077-05	January 1, 2024 - December 31, 2027
<b>Port Alberni Gymnastics Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot 1, DL 91, Plan 60758 (3450 Argyle Street) Folio 091-0077-10	January 1, 2024 - December 31, 2027
<b>Port Alberni Lawn Bowling Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	89.64% of Class 6 and Class 8	Portion of Lot 1, DL 1, Plan 5330 (4255 A Wallace Street) Folio 990-0513-01	January 1, 2024 - December 31, 2027
<b>Port Alberni Maritime Heritage Society (Marine Interpretive/Discovery Centre/Lighthouse)</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Portion of DL 1 adjacent to Plan 11583, Block 112A - located on the Pier at Harbour Quay Marina (2900 Harbour Road) 2908 sq. ft. (Maritime Interpretive Centre/Lighthouse) Folio 001-3167-02	January 1, 2024 - December 31, 2027
<b>Port Alberni Maritime Heritage Society (Bamfield LifeBoat)</b> <i>224 (2) (a) charitable or not for profit organization</i>	As outlined on schedule A-3 1.4% of total improvements 001-1168-10	Lot A, DL 1 and 118, Plan 73300 (5425 Argyle Street) (Banfield Lifeboat and Canopy Structure) Folio 001-1168-10	January 1, 2024 - December 31, 2027
<b>Portal Players Dramatic Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	Class 6 – 91%	Lot AM3, Blk 55 DL 1, ALD PL VIP197B (4904 Argyle Street) Folio 001-0726-00	January 1, 2026 – December 31, 2027
<b>Royal Canadian Legion Branch #293</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% - Class 8	Lot A, District Lot 1, Plan 56012 (4680 Victoria Quay) Folio 001-3579-00	January 1, 2024 - December 31, 2027

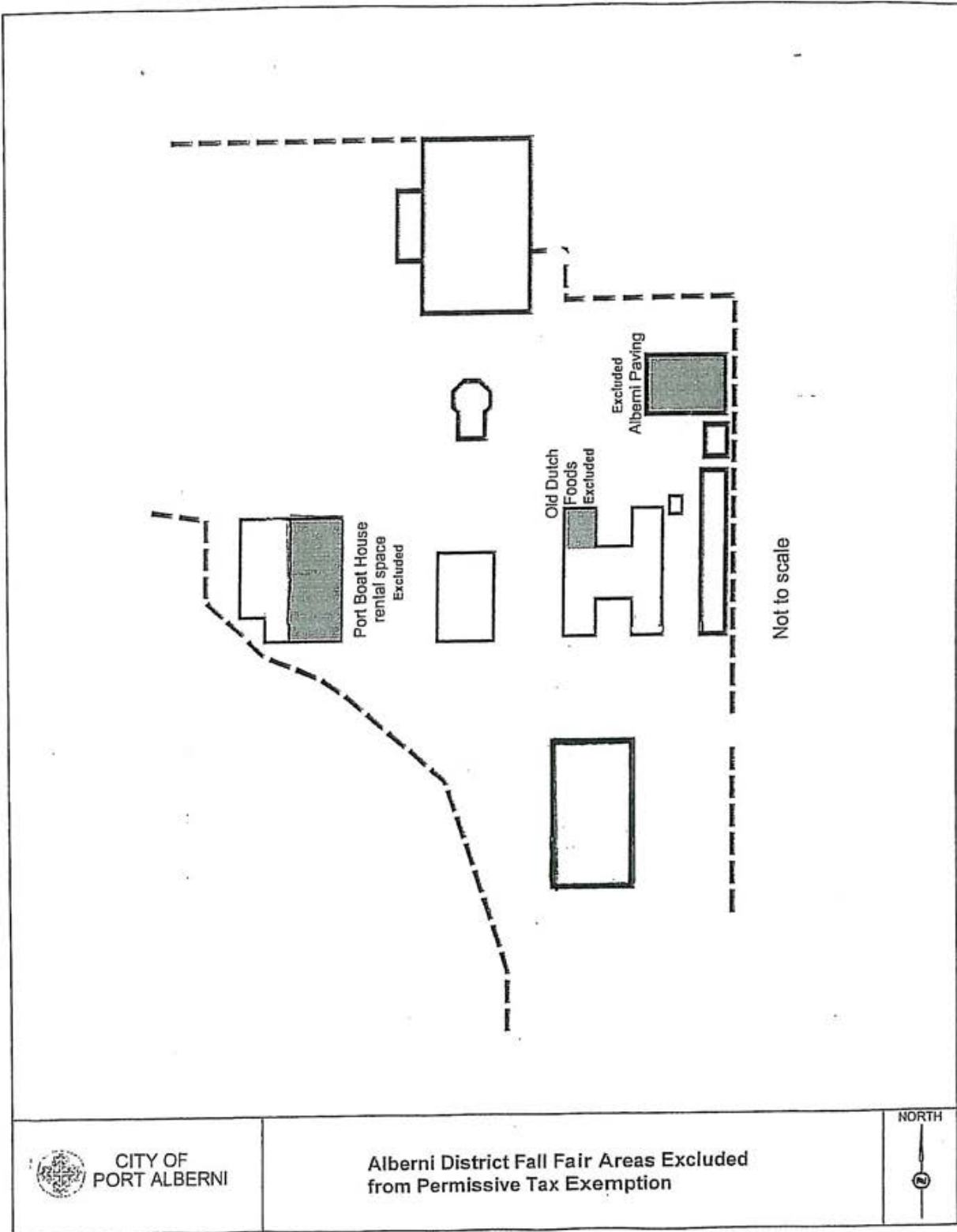
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Uchucklesaht Capital Assets Inc.</b> <i>224 (2) (e) Partnering agreement providing a municipal service (Park)</i>	outlined in bold on Schedule A-4	Lot A, Block 104, District Lot 1, Alberni District, Plan VIP197D (DD 375781) of Lots 9, 10, 11 and 12 (Easterly 72') and Block 104, District Lot 1, Alberni District, Plan VIP197D Westerly 53' of Lots 9, 10, 11 and 12 of Block 104, Plan 197D (5201 and 5231 Argyle Street) Part of Folio 001-1144-10	January 1, 2024 - December 31, 2027
<b>Western Vancouver Island Industrial Heritage Society (Portion of old Arena - 9<sup>th</sup> Ave.)</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan 14815 (3250 - 9 <sup>th</sup> Avenue - Portion of Old Arena) Folio 001-3380-03 As outlined on schedule A-18	January 1, 2024 - December 31, 2027
<b>Port Alberni Drug &amp; Alcohol Society ADAPS</b> <i>224 (2) (a) charitable or not for profit organization</i>	Class 6 Land – 100% Class 6 Improvements – 91%	Lot A, Blk 171 DL 1, ALD PL VIP1603 (3819 9 <sup>th</sup> Avenue) Folio 001-1886-00	January 1, 2024 - December 31, 2027
<b>Kuu-us Crisis Line Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	92.3% Folio 001-0156-00	4589 Adelaide St VIP197E lot 1-2 DL1 Block 14 Folio 001-0156-00	January 1, 2024 - December 31, 2027

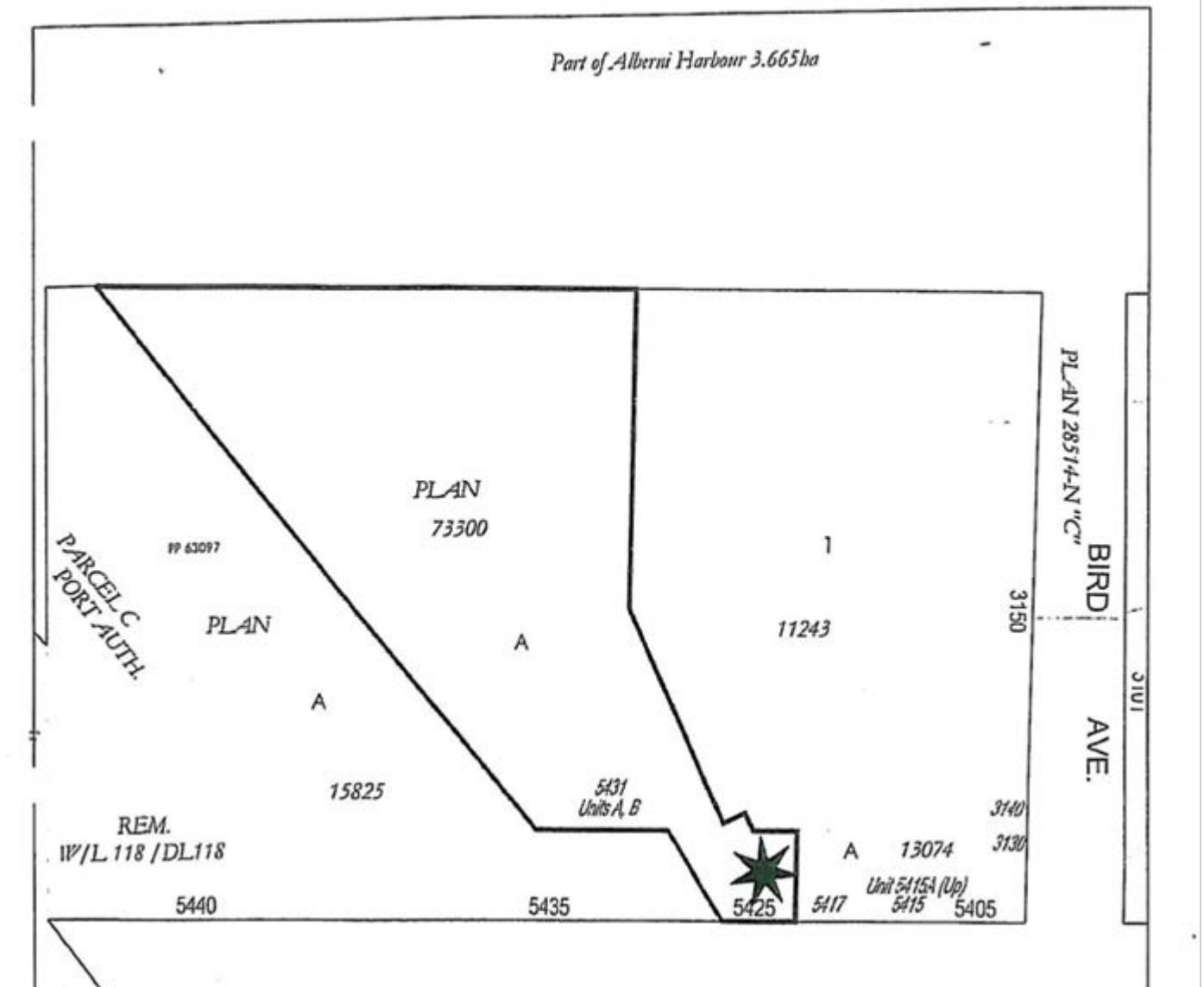
SCHEDULE A – 2.1



COPY AVAILABLE

SCHEDULE A – 2.2



**SCHEDULE A-3**



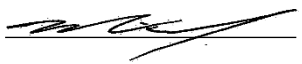
SCHEDULE A-4



Parking Area ~ 566.5 m<sup>2</sup>  
 Park Area ~ 998.5 m<sup>2</sup> (Permissive Tax Exemption area)  
 Total Property Area ~ 1565 m<sup>2</sup>

Lease Area - Parking Portion

Date: October 7, 2025  
File No: 0640-30-October 14, 2025  
To: Mayor and Council  
From: M. Fox, CAO  
Subject: **Animal Control and Pound Bylaw | Amendment**

Prepared by: <b>MC MASSICOTTE</b>  Manager of Community Safety & Social Development	Supervisor: <b>S. DARLING</b>  Director of Corporate Services	CAO Concurrence:   Mike Fox, CAO
--	---	--

#### RECOMMENDATION

- THAT "Animal Control and Pound Bylaw No. 5126-1, 2025" be now introduced and read a first time.
- THAT "Animal Control and Pound Bylaw No. 5126-1, 2025" be read a second time.
- THAT "Animal Control and Pound Bylaw No. No. 5126-1, 2025" be read a third time.

#### PURPOSE

For Council to consider the amendment for the "Animal Control and Pound Bylaw No. 5126-1, 2025".

#### BACKGROUND

In April 2025, the new "Animal Control and Pound Bylaw No. 5126, 2025", was adopted by Council.

The proposed amendment for "Animal Control and Pound Bylaw No. 5126-1, 2025" reflects wording amendments to Section(s) 41 and 44, and the removal of Schedule "B" Fine Schedule.

#### ALTERNATIVE/OPTIONS

- THAT Council receive the report 'Animal Control and Pound Bylaw | Amendment No. 5126-1, 2025' dated October 7, 2025.
- THAT Council recommends additional amendments to the Bylaw.
- THAT Council declines the amendments and directs staff to revise and resubmit the amendment for approval at a later date.

#### ANALYSIS

Upon a review of the "Animal Control and Pound Bylaw No. 5126, 2025" it was noted that the fine amounts in Schedule "B" were inconsistent with the fines outlined in the "Bylaw Notice Enforcement Bylaw No. 5128, 2025". Staff rectified the discrepancy by amending wording in Section(s) 41 and 44 respectively, and removing Schedule "B" entirely noting that fines previously contained in Schedule "B" shall now be established and maintained in the Bylaw Notice Enforcement Bylaw.

**Original wording Section 41:** Any person who violates any provision of this Bylaw is guilty of an offence against this Bylaw and is subject to a minimum fine of \$100.00. Each day that a violation continues to exist is deemed to be a separate offence against the Bylaw.

**Revised wording Section 41:** *“Animal Control and Pound Bylaw, No. 5126, 2025”* Offences and Penalties, Section 41 is hereby amended by replacing the following text: “Any person who violates any provision of this Bylaw is guilty of an offence against this Bylaw and is subject to a fine. Each day that a violation continues to exist is deemed to be a separate offence against the Bylaw”.

**Original wording Section 44:** The words or expressions listed in Schedule "B" of this Bylaw in the "Designated Expression" column are authorized to be used on a ticket pursuant to section 264(1)(c) of the *Community Charter* to designate an offence against the respective section of this Bylaw appearing opposite in the "Section" column. The amounts appearing in the "Fine" column are the fines set pursuant to section 265 of the *Community Charter* for contravention of the respective section of this Bylaw appearing opposite in the "Section" column.

**Revised wording Section 44:** *“Animal Control and Pound Bylaw, No. 5126, 2025”* Offences and Penalties, Section 44 is hereby amended by replacing the following text: “The words or expressions listed in the *“Bylaw Notice Enforcement Bylaw”* in the “Description” column are authorized to be used on a ticket pursuant to section 264(1)(c) of the *Community Charter* to designate an offence against the respective section of this Bylaw appearing in the “Section” column. The amounts appearing in the “Penalty” column are the fines set pursuant to section 265 of the *Community Charter* for contravention of the respective sections of this Bylaw”.

#### IMPLICATIONS

The Animal Control and Pound Bylaw is now consistent with the Bylaw Notice Enforcement Bylaw.

#### COMMUNICATIONS

Once approved, the amended *“Animal Control and Pound Bylaw No. 5126-1, 2025”* will be posted on the City of Port Alberni website.

#### BYLAWS/PLANS/POLICIES

- [\*“Animal Control and Pound Bylaw No. 5126, 2025”\*](#)
- [\*“Bylaw Notice Enforcement Bylaw No. 5128, 2025”\*](#)

#### SUMMARY

Staff are recommending the amendment to the *“Animal Control and Pound Bylaw No. 5126, 2025”* be adopted.

#### ATTACHMENTS

- *Draft “Animal Control and Pound Bylaw No. 5126-1, 2025”*

Copy: A. McGifford, Director of Finance

## CITY OF PORT ALBERNI

### BYLAW NO. 5126-1

#### A BYLAW TO AMEND ANIMAL CONTROL AND POUND BYLAW, NO. 5126

**WHEREAS** paragraph 8 (3) (k) of the *Community Charter*, SBC 2003, c. 26 provides general authority to regulate, prohibit and impose requirements by bylaw in relation to animals;

**WHEREAS** Section 48 of the *Community Charter* provides authority for the seizure of animals and related powers;

**WHEREAS** Section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI, IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:**

**1. Title**

This Bylaw may be known and cited for all purposes as "Animal Control and Pound Bylaw No. 5126-1, 2025".

**2. Amendments**

2.1 *"Animal Control and Pound Bylaw, No. 5126, 2025"* Offences and Penalties Section 41 is hereby amended by replacing the following text: "Any person who violates any provision of this Bylaw is guilty of an offence against this Bylaw and is subject to a fine. Each day that a violation continues to exist is deemed to be a separate offence against the Bylaw".

2.2 *"Animal Control and Pound Bylaw, No. 5126, 2025"* Offences and Penalties Section 44 is hereby amended by replacing the following text: "The words or expressions listed in the "Bylaw Notice Enforcement Bylaw" in the "Description" column are authorized to be used on a ticket pursuant to section 264(1)(c) of the *Community Charter* to designate an offence against the respective section of this Bylaw appearing in the "Section" column. The amounts appearing in the "Penalty" column are the fines set pursuant to section 265 of the *Community Charter* for contravention of the respective sections of this Bylaw".

2.3 "Schedule B – Fine Schedule", attached to *"Animal Control and Pound Bylaw, No. 5126, 2025"* is hereby deleted in its entirety.

- 2.4 All fines that were previously contained within “Schedule B” shall now be established and maintained in the Bylaw Notice Enforcement Bylaw which may be amended from time to time.

**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



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

RECEIVED

OCT 08 2025

CITY OF PORT ALBERNI

October 8, 2025

City of Port Alberni  
c/o Mayor and Council  
4850 Argyle Street  
Port Alberni, BC, V9Y 1V8

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>File</u>
File #	<u>RCM Oct 14</u> <u>0400-60-ACRD</u>

**RE: Union of BC Municipalities Community Emergency Preparedness Fund – Emergency Support Services (ESS) Equipment and Training Grant**

Dear Mayor and Council,

The Alberni-Clayoquot Regional District (ACRD) is pursuing a grant opportunity for Emergency Support Services through the Union of BC Municipalities – Community Emergency Preparedness Program Fund (CEPF). This grant allows for collaboration with partners to submit one regional application, whereby each partner could apply for up to \$30,000. The grant covers 100% of the cost of eligible activities, requiring no matching funds.

This funding supports First Nations and local governments in disaster preparedness, risk reduction from natural hazards in a changing climate, and capacity-building through training and resources. It will strengthen program capabilities, enhance responder recruitment, retention, and training efforts, and expand regional resources through the procurement of emergency response equipment and supplies.

Emergency Support Services is a provincially funded, community-led, volunteer-based emergency program that provides short-term assistance to individuals who have been evacuated from their homes due to emergencies, such as wildfires, floods, tsunamis, or earthquakes. The ESS program supports the well-being of evacuees by addressing immediate needs, such as meals, accommodation, and clothing, and by establishing reception centres and group lodging facilities as required.

Regional resilience is critical for emergency management programs, particularly as hazards often cross jurisdictional boundaries. The City of Port Alberni has successfully partnered with the ACRD on previous CEPF grants, and we look forward to the opportunity for future collaboration.





## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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Should you wish to partner in this grant application, a council resolution is required. In accordance with grant application guidelines, the resolution must acknowledge that the City of Port Alberni provides approval for ACRD to apply for, receive, and manage the grant funding on behalf of the regional service area, including the City of Port Alberni. The provided resolution should include the following wording:

*THAT the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.*

The ESS grant will be submitted by the application deadline of November 14, 2025 and funding approvals are anticipated to be announced in January. If you have any questions, I can be reached at 250.724.1356 or [kfreethy@acrd.bc.ca](mailto:kfreethy@acrd.bc.ca).

Sincerely,

*Karen Freethy*

Karen Freethy  
Protective Services Manager

RECEIVED

SEP 26 2025



CITY OF PORT ALBERNI



VANCOUVER ISLAND  
TRAIL RUNNING SERIES

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	8100-01

Dear Mayor and Council of the City of Port Alberni,

We would like to bring the Vancouver Island Trail Running Series back to Port Alberni in 2026. We are looking to host the event in the City of Port Alberni on Saturday June 6th, 2026.

The event team has all necessary equipment to host the event and will also ensure we recruit the volunteers required to help put on this event. We will secure the track and field at EJ Dunn Elementary School for the event.

Here are some specifics about our proposed event for Port Alberni:

Course Set Up: Friday June 5th, 2026 – All day

Race Date: Saturday June 6th, 2026

Long Course Start: 10:45am

Short Course Start: 11:00am

Kid's Race Start: 10:30am

Event day preparations will begin at 8am and event will be finished no later than 4pm with course and event.

I have attached a rough map of the long course route (subject to change based on final approval). There is no change to the route from previous years. We will need approval for runners to run across Burde Street and along 21<sup>st</sup> avenue. I have attached our professional Traffic Management Plan done by Domcor.

- Burde Street will have runners crossing and we will have crossing volunteers who help runners cross the road, keeping traffic open and allowing runners to cross only when there is no traffic. Burde Street is extremely light for traffic so this would be of minimal disruption.
- 21<sup>st</sup> Avenue (dirt road portion) off Argyle Road will have runners run along the road to connect trail systems. Traffic will not be closed.

The run route would be marked with pink surveyors flagging tape attached to branches and vegetation and we use black arrows on yellow laminated signs attached to stakes hammered into the ground at major intersections. This practice of course marking has been very effective and causes no damage or disruption to the environment. Course markings will be taken down by race staff at the conclusion of the event.





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NOV 18 2025

WREBIA TROP II



**VANCOUVER ISLAND**  
TRAIL RUNNING SERIES

We will be posting signs at the trail heads a few weeks prior to the next to notify trail users of the event, however, we do not need to close the trails and will ensure the public has equal access to the trails on the day of the event.

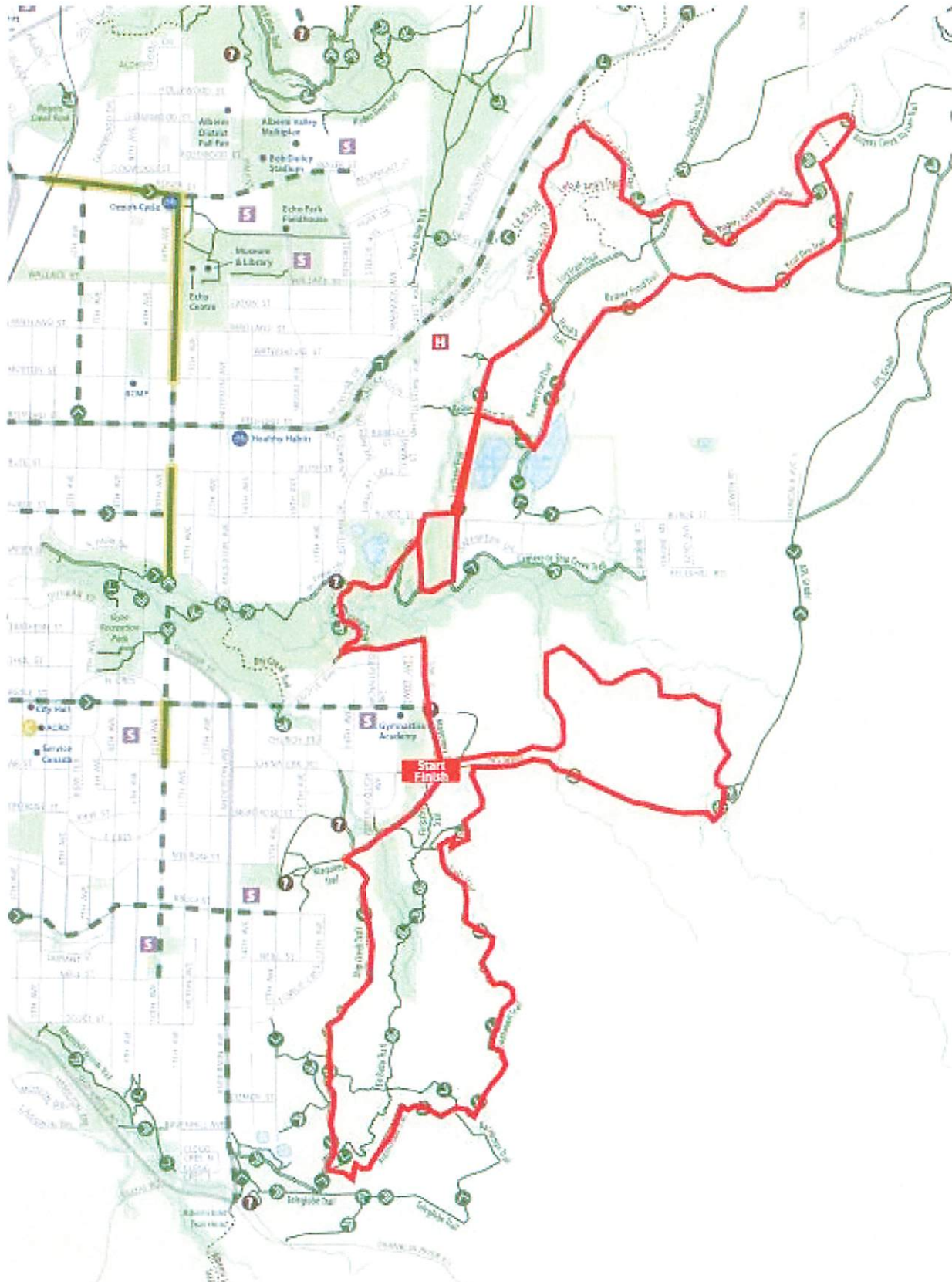
We would need approval to use city trails and right-of-ways as per the attached map. I can provide an insurance certificate with \$5 million liability (please let me know who needs to be listed on the certificate). We will also coordinate with local emergency services to ensure they are aware of the event.

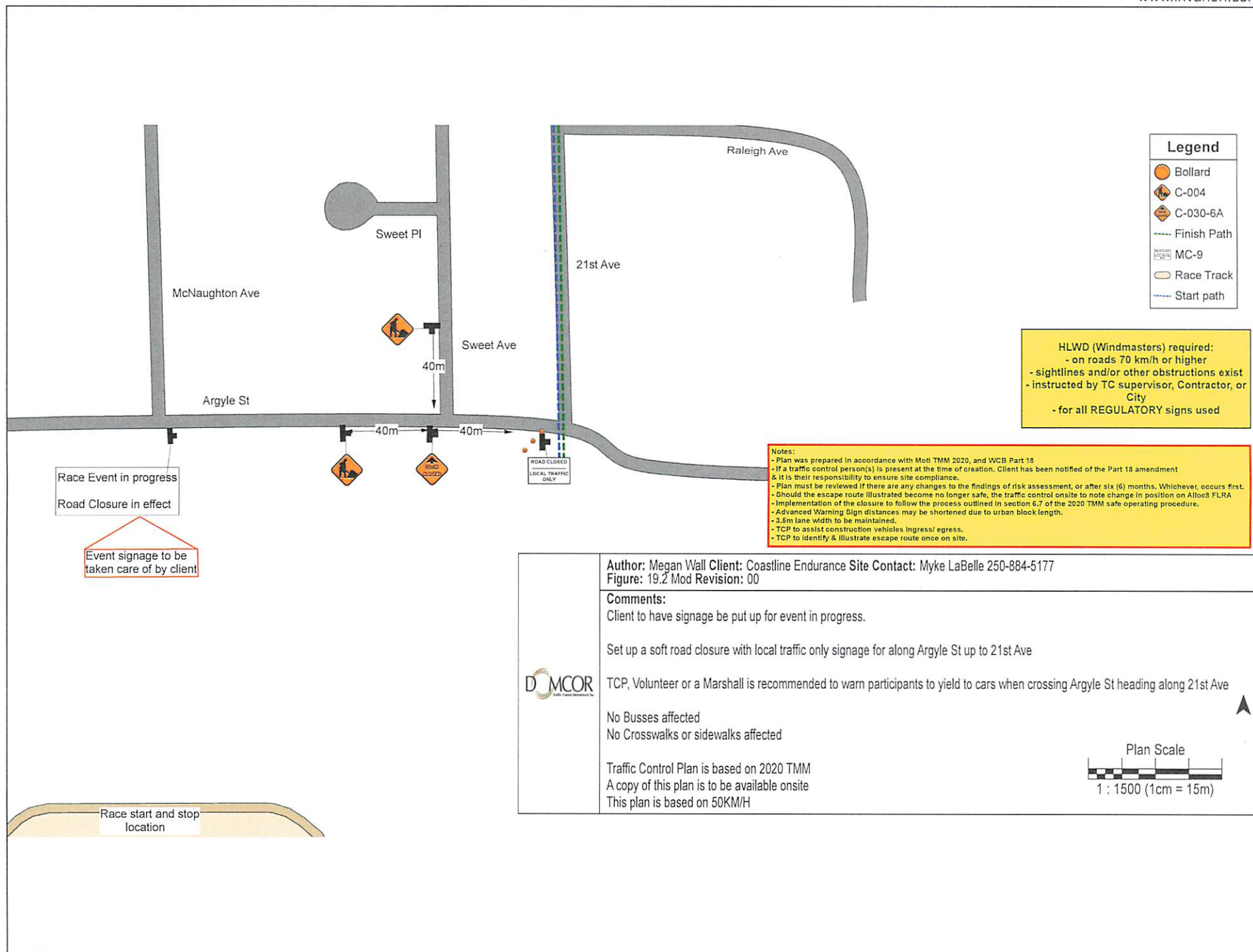
Our races are very family-oriented events. We host a long course distance and a short course distance event along with a kids race. We host post-race food as well (we did grilled cheese sandwiches at our Cobble Hill event, perogies at our Nanaimo event and Pancakes at our Royal Roads events). We will ensure proper Island Health temporary food permits are acquired prior to the event.

Please let me know what else you need, and I will get it to you promptly,

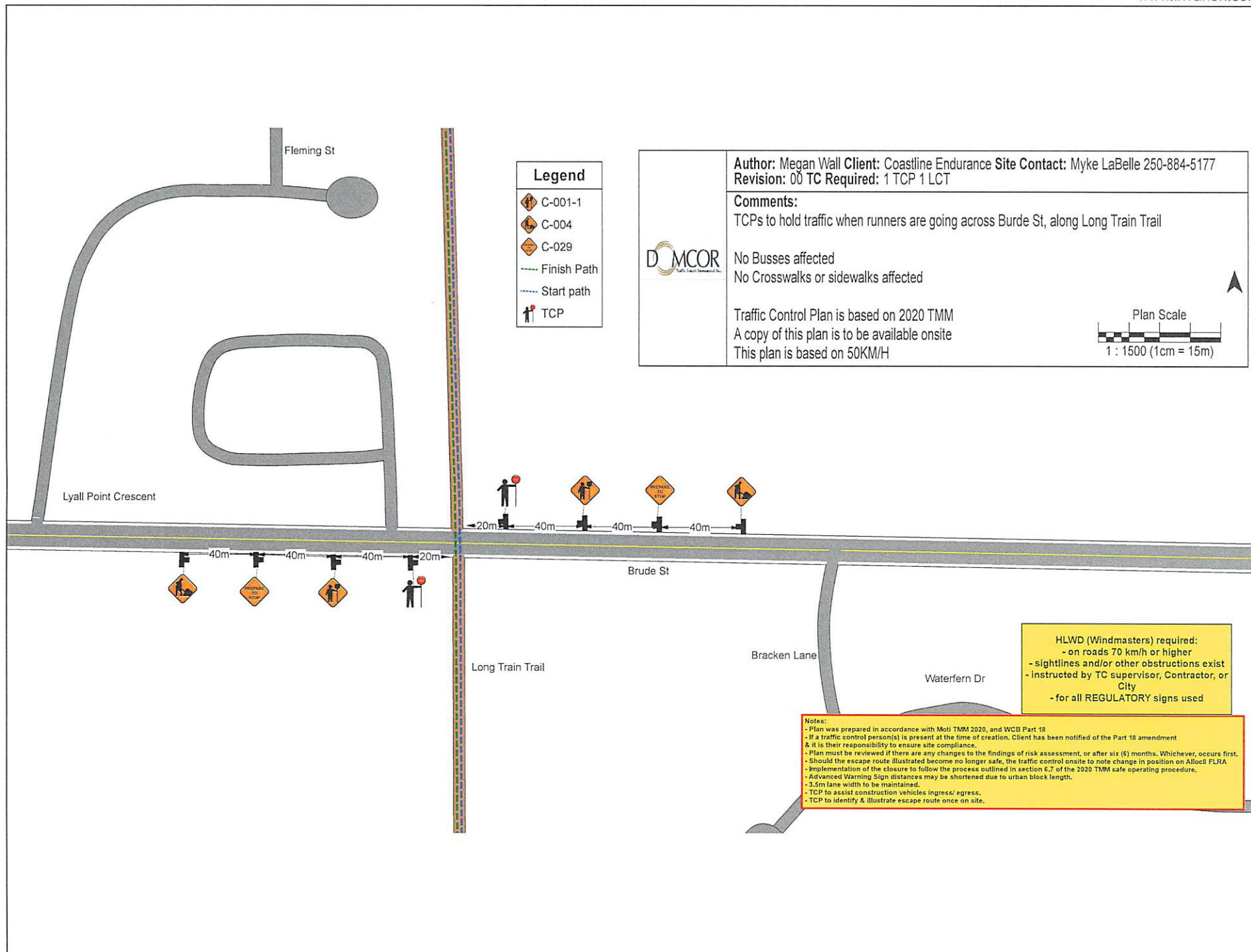
*M. LaBelle*

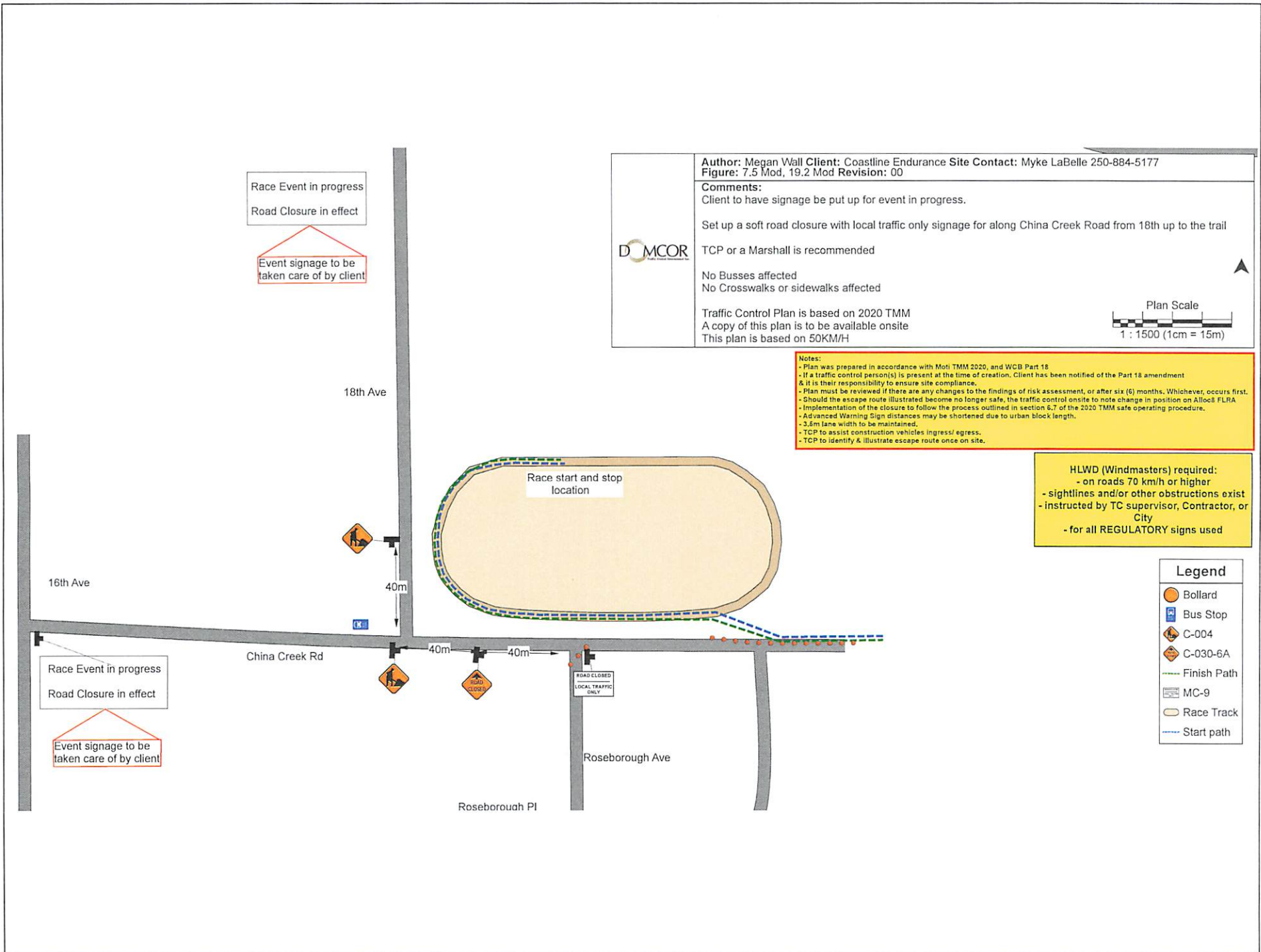
Myke LaBelle  
Owner/Head Coach/Race Director,  
Coastline Endurance Running  
Phone: 250-884-5177  
Instagram: [@coastline.endurance](https://www.instagram.com/coastline.endurance)  
Facebook: [www.facebook.com/coastline.endurance](https://www.facebook.com/coastline.endurance)  
Website: <http://www.coastlineendurancerunning.com>















15 September 2025

City of Port Alberni  
Attn: Mayor and Council  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

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SEP 22 2025

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input 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 # _____	

RCM Oct 14  
400-20-BCYP

Dear Mayor and Council:

**Re: British Columbia Youth Parliament, 97th Parliament**

The British Columbia Youth Parliament will hold its 97th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2025.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$545** registration fee. Thanks to private donations and fundraising, a portion of the cost is subsidized and includes transportation and accommodation for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need.

If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

This year, the application is an online application and can be found on our website at <https://bcyp.org/applying/>. I have included a brochure about BC Youth Parliament with this letter. Our promotional poster is also available online on our website, which I encourage you to display in your school, and to make the application form and brochure available to interested students. If you require more forms, please feel free to make copies, and if you require more brochures or posters, please contact me.

**All application forms must be received by October 31, 2025.** Selected applicants will be notified in mid-November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Ambrose Yung  
Registrar, Youth Parliament of BC Alumni Society



## BCYP's Origin

British Columbia Youth Parliament (BCYP) began as the TUXIS Older Boy's Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2025 marked its 96th Session.

Each year, between December 27th and 31st, 97 youth from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The date is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.



## Youth Serving Youth

BCYP members organize and execute group service projects around the province. Members come together to volunteer with different organizations, special events or provide service to the community. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

Additionally, across British Columbia through the year, individual members of BCYP perform solo acts of service in their communities and lend a hand through their involvement with other organizations. BCYP members help others in their communities in a myriad of ways, limited only by their imaginations and the will to carry out the projects they envision.



## Fundraising

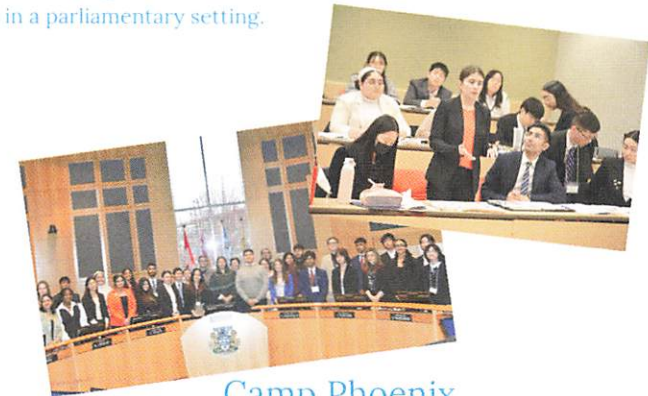
Each year, BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise funds required to run BCYP projects and cover operations costs. They also engage in service-related fundraising working in groups and individual to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, Krispy Kreme donut sales, and silent auctions. Members also solicit donations from local communities.

## Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments (RYPs) in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, RYPs are weekend-long Sessions aimed at high school students between ages of 14 and 18. RYP members gather to discuss local, national, and international issues in a parliamentary setting.



## Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the province to attend. This major project can comprise almost half of BCYP's annual budget.





## Who We Are

British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 97 members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP bring together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translate into real action in the community.



est. 1924

## CONTACT US

For more information on BCYP and its projects, visit our website:

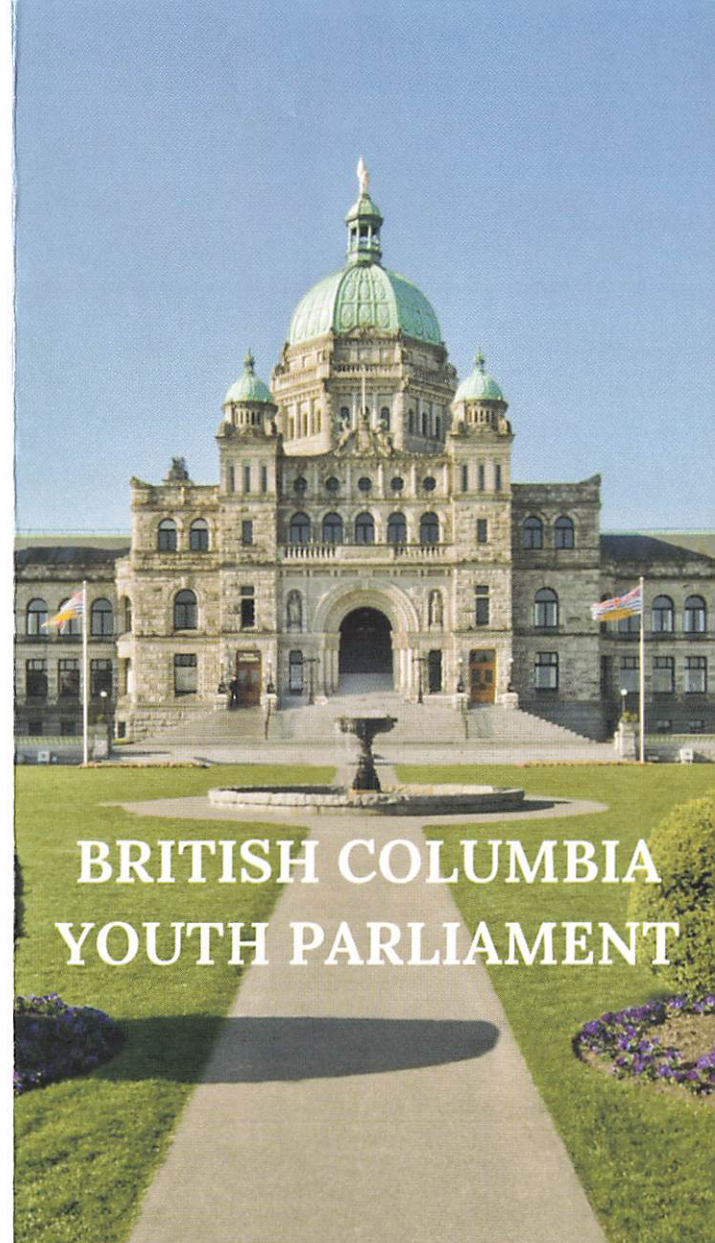
[www.bcyp.org](http://www.bcyp.org)

or contact the Premier:

[premier@bcyp.org](mailto:premier@bcyp.org)

For application info contact our Registrar:

[registrar@bcyp.org](mailto:registrar@bcyp.org)



BRITISH COLUMBIA  
YOUTH PARLIAMENT

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From: Engage HCA FOR:EX <[EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca)>  
Sent: Wednesday, October 1, 2025 4:31:44 PM  
Cc: Engage HCA FOR:EX <[EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca)>  
Subject: HCATP - Update on Phase 3 Engagement timelines

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage <i>S. Perry</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 <i>RCM Oct 14</i>	<input type="checkbox"/> Other _____
File # <i>0400-20-MOF</i>	

Good afternoon,

The Joint Working Group on First Nations Heritage Conservation (JWGFNHC) is pleased to provide an update that the deadline to receive feedback from First Nations, local governments, stakeholders, and the public on the proposed changes to the Heritage Conservation Act has been extended to November 14, 2025. We have been pleased to see the amount of interest and engagement so far and believe this additional time will provide the opportunity to review the proposed changes in detail and provide meaningful feedback.

Please direct written feedback, before November 14, to [EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca).

#### **Support Public Engagement**

In addition to the opportunities for First Nations, local governments, and stakeholders to provide direct input into the project, we have launched a public survey to support the general public to submit feedback on proposed changes to the *Heritage Conservation Act*. We encourage you to share the link to the survey with your community, neighbours, and contacts, so we can hear from diverse perspectives: [Heritage Conservation Act Survey](#).

New information is available on the project website to support a greater understanding of the project. This includes:

- Intended outcomes – to learn more about what this project aims to achieve through modernizing the *Heritage Conservation Act* ([Intended outcomes - Heritage Conservation Act Transformation Project](#))
- Practical Examples – to see how proposed changes could look in real-world scenarios ([Practical examples - Heritage Conservation Act Transformation Project](#))

We look forward to hearing from you.

Sincerely,



#### **HCA Transformation Project Team**

Ministry of Forests

Email: [EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca)

Project Website: [Heritage Conservation Act Transformation Project](#)

#### **Collection Notice**

Your personal information is collected under section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act for the purposes of contacting you and collecting information for the Heritage Conservation Act Transformation Project (HCATP). If you have any questions about the collection of your information, please contact HCATP Team Staff at [EngageHCA@gov.bc.ca](mailto:EngageHCA@gov.bc.ca).



Forest Enhancement  
Society of BC

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CITY OF PORT ALBERNI



BC FIRST NATIONS  
FORESTRY  
COUNCIL

September 22, 2025

Dear Mayor and Council,

**Everything is connected**—the land, the water, and the sky; the plants, wildlife, fish, and people; the environment, the economy, and culture.

Earlier this year in Penticton, we listened together to the protocols of the Syilx (Okanagan) people, who, since time immemorial, have cared for their land and its resources by following three deceptively simple rules:

1. Take only what you need,
2. Use what you take, and
3. Give back what you can.

As foresters, we both know that as a province we have sometimes fallen short of these objectives when it comes to forest management. Yet we have also seen incredible strides made toward sustainability and a renewed focus on centring the practice of forestry around resilience. We know—from our training and experience, and from the wisdom of those who came before us—that resilience comes from maintaining and growing connections and, where necessary, repairing them.

The work highlighted in this Special Report shows the power of connection to drive innovation, improve stewardship, and support reconciliation. It centres on the work of Indigenous people engaged in the continual care of their traditional territories, in modern ways that link stewardship to benefiting both people and the environment—not choosing between them.

The projects featured demonstrate taking only what is needed to reduce the risk of wildfire, using what is taken to create jobs and products while minimizing wood waste, and giving back through effort and investment to foster more resilient forests and communities.

There is more work to do—and we are proud to tell the stories of the people who are already doing it.

Jason Fisher

Executive Director  
Forest Enhancement Society of BC

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

File # 6230-01 **RCM OCT 14/25**

Lennard Joe

CEO  
First Nations Forestry Council

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# SPECIAL REPORT 2025

Connecting B.C. Forestry's Indigenous Past to its Indigenous Future



Forest Enhancement  
Society of BC



BC FIRST NATIONS  
**FORESTRY  
COUNCIL**







## Message from First Nations Forestry Council

LENNARD JOE, CEO

**Hen̓te? nskʷest Suxwsxwels.  
Tut he Nla'kapamuxkn.**

Hello everyone, my traditional name is Grizzly-Man. I am from the Nla'kapamux Territory.

**Nskíxze? t Barbara Joe nee Swakum, he nsqácze? Percy Joe.**

My mother who has passed is Barbara Joe ne Swakum and my father is Percy Joe.

**Yé tək siłq̓t ?émit he tmixw xʷuy' kn qʷincút.**

Today is a good day to speak about looking after the land.

**húm̓èt cúkw, Kwukʷscemxʷ.**

This was what I had to say, thank you.

Today, First Nations are leading.

We are bringing back cultural fire to restore the land.

We are training our youth, building our businesses, creating good jobs for our people, and generating lasting benefits for our communities.

We are showing that stewardship and commerce can walk together.

We can care for the forest and use its gifts wisely.





Throughout the publication, discover the transformational work on the landscape to mitigate wildfire risk, build forest resilience, and enhance wildlife habitat with projects receiving investments by the Forest Enhancement Society of BC.



For more on 400+ projects invested in across B.C., visit [www.fesbc.ca](http://www.fesbc.ca)











Each day, I'm reminded that forestry tells a bigger story— one of reconciliation, shared prosperity, and deep respect for the land. In the work of the Forest Enhancement Society of BC and the First Nations Forestry Council, you see the true power of partnership: forests restored, communities strengthened, and First Nations' leadership honoured on the lands we all call home.

**RAVI PARMAR**

Minister of Forests and Deputy Government House Leader



## TABLE OF CONTENTS

 Ntityix Resources LP's Project	5
<hr/>	
<b>Special Feature</b>   Indigenous Youth at the Heart of Wildfire Resilience	8
<hr/>	
 McLeod Lake Mackenzie Community Forest's Project	9
 Lower Nicola Indian Band Development Corporation's Project	10
 Kenpesq't Forestry LP's Project	11
<hr/>	
<b>Special Feature</b>   Forestry has Always Been Part of Our Way of Life	12
<hr/>	
 Williams Lake First Nation's Project	14
 Stuwix Resources Joint Venture's Project	15
<hr/>	
<b>Special Feature</b>   Unlocking Value: Fibre Utilization	16
<hr/>	
 Taan Forest LP's Project	18
 Atli Resources LP's Project	20
 NorthPac Forestry Group Ltd.'s Project	22
 Central Chilcotin Rehabilitation Ltd.'s Project	24

The Forest Enhancement Society of BC would like to gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Forests.

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Learn more about the  
**Forest Enhancement Society  
of BC** and connect with  
us at [www.fesbc.ca](http://www.fesbc.ca)



Learn more about the  
**First Nations Forestry Council**  
and connect with us at  
[www.forestrycouncil.ca](http://www.forestrycouncil.ca)

Ntityix Resources LP project site near West Kelowna, B.C. | Photo Credit: Tiffany Christianson Photography





**Welcome to a Special Report by the Forest Enhancement Society of BC (FESBC) and the First Nations Forestry Council** highlighting some of the exciting and innovative FESBC-funded forestry projects being led by Indigenous Peoples across British Columbia.

Like this report, many of the projects you will read about are collaborations between people and groups with different backgrounds who are connected by a common purpose: **to make the most of what we take from the forest landscape and give back by investing in the long-term resilience of B.C.'s forests.** The First Nations Forestry Council was invited by FESBC to collaborate on this special publication, released in time for the **National Day for Truth and Reconciliation**, as a way to share and celebrate

the progress being made toward inclusive, sustainable forest stewardship in the province.

We express gratitude to the Forestry Council's Strategic Advisors, experienced forest professionals representing distinct First Nations and regions across B.C. They provide **culturally informed, regionally grounded expertise on a wide range of forestry issues**, helping to ensure the Forestry Council's policy work, program development, and advocacy reflect the priorities and realities of First Nations on the ground. Their role is an important extension of the Forestry Council team and reflects the kind of **Indigenous leadership and community-driven approaches** featured in the projects supported by FESBC.









## Returning Cultural Burns to a Parched Okanagan Landscape

Long before settler colonialism, syilx Okanagan people would regularly conduct low-intensity controlled burns, carefully planned to maintain and replenish the health of the land and the tmixw (all living things). **Viewing fire as a medicine**, this method of burning forests and grasslands, known today as prescribed, controlled, cultural or traditional burns, also limited the threat of wildfires blazing out of control.

But with colonialism came the gradual suppression of fire from the landscape, as settlers in syilx Okanagan territories favoured reactionary wildfire-suppression strategies. This approach came at a cost, leading to an extreme buildup of dry fuels and vegetation cover in fire-prone areas that have resulted in unhealthy forests more likely to burn uncontrollably.

All those factors, combined with drier conditions brought on by climate change, have led to the devastating wildfires experienced in recent years, further causing a decline in animal population. Thankfully, many organizations have been leading proactive wildfire risk reduction work to help better protect communities. One such organization is **Ntityix Resources LP (Ntityix)**, owned by **Westbank First Nation (WFN)**.

In addition to caring for the forest, the many values it holds, and for those who enjoy it, Ntityix believes they also have a responsibility to their neighbours who may be affected by the activities that occur in the forests they manage. Their wildfire mitigation projects

within Westbank First Nation's community forest, for example, have shown to be effective in reducing those impacts. Earlier treatments in the Glenrosa area, including pruning tree branches and creating more space between trees, kept the flames of the 2021 Mount Law wildfire from reaching the top of tree canopies to further spread into community neighbourhoods. This work ultimately limited the wildfire's growth, helping firefighters maintain its intensity by keeping the flames on the ground.

*"When the fire came through the area, the intensity of the fire just dropped. The 'roar' went out of the fire as soon as it hit the area we had treated, immediately showing us how impactful the work we were doing was,"* explained Dave Gill, Registered Professional Forester (RPF) and General Manager of Forestry at Ntityix.

Similar groundwork helped save even more homes in the 2023 McDougall Creek wildfire, which burned through 8,000 hectares of WFN's community forest. And like the Mount Law wildfire, **Ntityix's previous fire mitigation work in Rose Valley Regional Park enabled firefighters to effectively contain its spread**, dropping flames in the forest canopy down to the ground.

*"We call it mitigation because we can't prevent a fire from starting,"* noted Peter Kascak, a mentoring forester at Ntityix. *"A fire is going to start—it's just going to happen. But what we can do is create a situation where it could be of less intensity."*



Charles Kruger, a technician with Ntityix Resources LP, stands near a burning slash pile under his watch in the Glenrosa area in Westbank First Nation in syilx territory on March 20, 2025  
Photo Credit: Aaron Hemens

**Charles Kruger**, of syilx Okanagan and Sinixt ancestry, joined Ntityix as a technician in early 2025, and shares his knowledge of fire with the rest of the crew.

By March, Kruger and other Ntityix technicians burned slash piles in the WFN community forest, again in the Glenrosa area. This part of the WFN community forest was identified as a critical priority due to its proximity to private property lines within a wildland-urban interface. The piles consisted of accumulated forest debris, as well as smaller trees and pruned lower-hanging branches, collected during Ntityix's mitigation work in the spring of 2024.

And while burning the wood piles at the wrong time could spark a grass fire, the March day's moist conditions proved to be effective. Once the dozen or so remaining slash piles had burned,

the years-long effort to increase the fire guard between the Glenrosa community and the nearby forest was complete.

Kruger takes a lot of pride in the work he does at Ntityix, working to protect people's homes and lives. But if fire is to be reintroduced to the ecosystem—and used as good medicine like it once was—he said that **fire should be treated with more respect by people in the Okanagan Valley.**

*"It could save your life in the cold months. It could also hurt you if you don't know what you're doing," he remarked. "Respect that fire. It can hurt you, it can scar you—just respect the fire, which we do, and utilize it."*

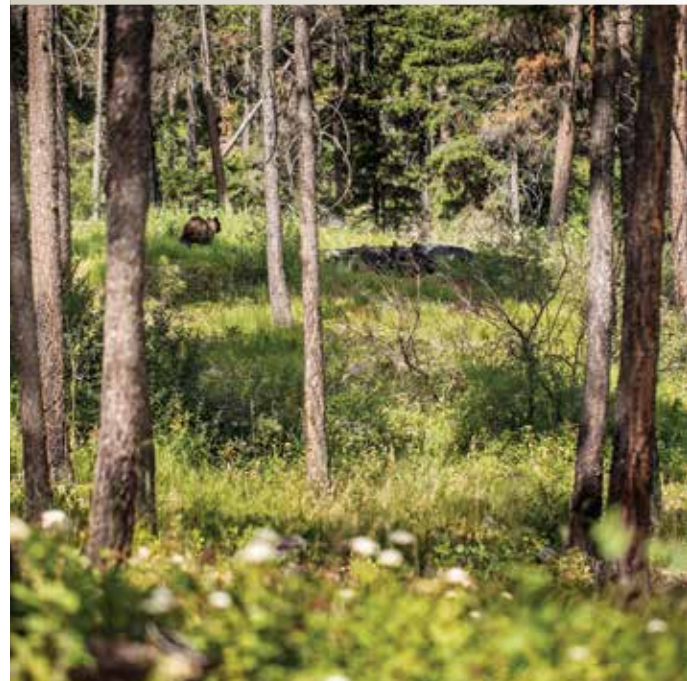




Top: Slash piles—which consist of accumulated forest debris, surface and ladder fuels—burn in a forestry area that had undergone wildfire mitigation work in 2024, in the Glenrosa area in Westbank First Nation in syilx Okanagan homelands on March 20, 2025  
Photo Credit: Aaron Hemens

Middle: Ntityix Resources LP project site near West Kelowna, B.C.  
Photo Credit: Tiffany Christianson Photography

Bottom: Mic Werstuik, CEO of Ntityix Resources LP during a tour with the FESBC Board of Directors  
Photo Credit: Tiffany Christianson Photography



**Support from FESBC, with funding from the Ministry of Forests, has also been instrumental in the success of Ntityix's ongoing wildfire risk reduction efforts.** This partnership has enabled the treatment of approximately 300 hectares around the communities of West Kelowna and Peachland over the past decade, with more projects planned for the near future.

*"The Forest Enhancement Society of BC is pleased to support local people doing great forestry work around their communities. The work being done by Westbank First Nation and Ntityix is a great example of managing forests to improve wildlife habitat, foster better ecosystem health, reduce greenhouse gas emissions, and reduce wildfire risk for residents while also creating economic opportunities by using the logs and biomass generated by their activities,"* said Jason Fisher, Registered Professional Forester (RPF) and Executive Director of FESBC.

As communities across B.C. face wildfire threats, the work of Ntityix is a powerful example of effective and culturally informed forest management.

The video **'Living With Fire'** showcases Ntityix's extensive and impactful work to mitigate wildfire risk to communities. It emphasizes the significance of ongoing wildfire risk reduction efforts and highlights the role of Indigenous leadership and traditional cultural practices in forest management.



**Scan the QR code to watch the 'Living with Fire' video and see the work done by Ntityix Resources LP.**

Story credits:  
Aaron Hemens, IndigiNews





Keenau Saunders, a technician with Ntityix Resources LP, ignites a slash pile with a drip torch in the Glenrosa area in Westbank First Nation in syilx Okanagan homelands on March 20, 2025 | Photo Credit: Aaron Hemens

## SPECIAL FEATURE | Restoring Balance: Indigenous Youth at the Heart of Wildfire Resilience

Fire has always played an important role in keeping our forests healthy. For generations, **First Nations have used cultural burning to care for the land, reducing fuel, supporting biodiversity, and renewing ecosystems.** These practices reflect deep knowledge and respect for the natural world.

Today, as B.C. faces more frequent and intense wildfires, that knowledge is more important than ever. And there is good news: **First Nations are leading the way in bringing fire back into balance.**

**Across the province, Indigenous youth are stepping forward with purpose.** Through training programs and mentorship, they are learning how to carry out cultural burns safely and effectively, combining the wisdom of their Elders with modern fire science. They are building the skills to reduce wildfire risk and strengthen the health of our forests for generations to come.

Cultural burning is a proactive and powerful solution. These small, intentional fires clear excess fuel, protect cultural values, and help prevent larger, more destructive wildfires. Just as importantly, they build community, reconnect people with the land, and create space for leadership to grow.

This is a new chapter rooted in cultural strength, resilience, and innovation. **First Nations are not only restoring traditional practices, they are shaping the future of wildfire management in B.C.** With the right support, Indigenous youth are ready to lead this work, building careers that honour both their heritage and their vision for a safer, more sustainable future.

Together, we have an opportunity to restore balance to our forests, reduce wildfire risk, and support the next generation of leaders.

The land remembers fire. And through Indigenous leadership, we are remembering how to live in balance with it once again.

## Mitigating Wildfire Risk Along Highway 39: A Collaborative Approach to Community Protection

As the sole evacuation route for the community of Mackenzie—and with a critical telecommunications line in its right-of-way—Highway 39 was identified as a high priority, first in the 2017 Community Wildfire Protection Plan and again in the 2022 Community Wildfire Resiliency Plan for wildfire risk reduction. In 2018, work began on a wildfire mitigation project along the highway corridor, supported by a \$1 million investment from FESBC and \$350,000 from the McLeod Lake Mackenzie Community Forest (MLMCF), co-owned by the McLeod Lake Indian Band and the District of Mackenzie. Initial efforts focused on developing fuel management prescriptions and implementing limited treatments in high-risk areas along the corridor.

Four years later, the MLMCF launched a new phase of mitigation work to address remaining high-risk zones. For three years, crews conducted mechanical and manual thinning and pruning, fibre recovery of pulp logs and grinding hog fuel, as well as burning of debris along Highway 39. **In total, 91.6 hectares were treated, reducing the risk of a compromised evacuation of the communities in the event of a wildfire.**

*"Wildfire risk reduction is critical to our communities, and community forests are uniquely positioned, in most instances, to help deliver this work. FESBC is a very important and positive force to this end," said Dan Boulianne, Registered Professional Forester (RPF) and General Manager, McLeod Lake Mackenzie Community Forest. "Simply put, we would only have achieved a fraction of this progress without their support. FESBC and PricewaterhouseCoopers staff provided excellent support and guidance, helping our community*

*forest and the District of Mackenzie succeed in deploying this funding effectively and achieving our wildfire risk reduction goals."*

Much of the work involved **fuel reduction treatments** in mature forests with conventional harvesting equipment such as skidders and bunchers. The MLMCF was intent on recovering as much fibre as possible for use in local biomass facilities, with some remaining unrecoverable debris burned on-site.

With treatments completed on most of the high-risk mature forest fuel hazards along the highway, the MLMCF has been shifting its focus to younger plantations, conducting early treatments to influence stand structure and prevent similar fuel loading and wildfire susceptibility in the future.

In keeping with this focus, the project included thinning a younger plantation using a specialized machine known as the **Malwa Combi**, which combines a harvester and forwarder in one. The MLMCF partnered with **A.M. Anderson Ventures**, the Malwa's owner, and **Spectrum Resource Group** to trial the machine and assess the best combination of mechanical and manual treatments to meet prescription goals. The results proved the Malwa Combi to be an effective tool in this application, as thinning, processing, log recovery and debris piling were completed with minimal site impact, complemented with manual thinning and debris burning.

Ultimately, the MLMCF aims to assess the effectiveness of specialized equipment to achieve thinning objectives and, where feasible, establish cost and productivity benchmarks for future wildfire mitigation efforts.



A specialized machine known as the Malwa Combi, which combines a harvester and forwarder in one

Photo Credit: Mac Anderson





Left: Shulus Forest Enterprises crews burning fuel debris piles in Steffens Estates area | Photo Credit: Ernie Mclvor  
 Right: Burke Nesjan, Skeetchestn Natural Resources Corporation Operations Manager, along with Craig Shintah, Forestry Supervisor and Ernie Mclvor, Crew Boss from the Lower Nicola Indian Band Development Corporation during a tour with FESBC  
 Photo Credit: Tiffany Christianson Photography

## Indigenous Practices Integrated in Wildfire Risk Reduction: Empowering Solutions for Generations

In the Steffens Estates subdivision, approximately 17 kilometres north of Merritt, crews from Shulus Forest Enterprises LP of the Lower Nicola Indian Band Development Corporation led wildfire risk reduction treatments to help reduce wildfire risk to communities, enhance forest resilience, and maintain critical wildlife habitat features, all while generating important economic benefits, and employment opportunities for Lower Nicola Indian Band members.

With assistance from Forsite Consultants Ltd. and funding support from FESBC, the project thinned out trees to allow more sunlight to enter the forest. Crews also trimmed branches and cut down smaller trees to reduce ladder fuels—the kind of conditions that can allow a fire to spread from the forest floor and climb up a tree. Finally, they cleaned up debris on the ground to help reduce how intensely a fire could burn in the area.

The results? **Wildfire risk has been reduced, critical infrastructure and transportation corridors are better protected, and job opportunities for Band members have increased.**

*“The majority of Indigenous employees we have out here at site are at one with nature. To them, it’s not about what we take, especially as it relates to harvesting; it’s about what we leave,”* shared Don Gossoo, General Manager of Lower Nicola Indian Band Development Corporation.

For FESBC, supporting projects like this is key to empowering local Indigenous groups to build capacity and help address long standing deficits in leading and participating in active forest management, while further enhancing forest resilience.

Shulus Forest Enterprises LP crews are a great example of Indigenous-led forestry doing important work.



*Scan the QR code to watch a video of Lower Nicola Indian Band crews at work.*





Post-treatment area after  
the clearing, piling, and  
burning were completed  
Photo Credit: Aaron Lee



## Shuswap Band Tackles Wildfire Risk Reduction with a Goal to Carry Out Future Cultural Burning

Juniper Heights, a residential area adjacent to the Shuswap Band Reserve near Invermere, in the East Kootenay region of B.C., has historically had wildfire risk reduction treatments conducted on the landbase. The area was experiencing a shift in vegetation resulting in increased fuel loads, or combustible materials, significantly increasing the risk of a more intense wildfire. Covering approximately 80 hectares, the area was an ideal candidate for fuel mitigation treatment to increase wildfire resilience and better protect the community.

This project came to fruition through the hard work and the vision of the **Shuswap Band**, who have worked tirelessly to increase their workforce capacity to tackle this important work. At the forefront of these efforts is **Kenpesq't Forestry LP** (Kenpesq't), a forestry company owned by the Shuswap Band. With funding investments from FESBC, Kenpesq't began treatment work in Juniper Heights initially with the **manual cutting of small and immature trees, hand piling branches and forest debris, and burning the piles to eliminate the forest fuel from the sites**. The project was completed in April 2025 when burn pile locations were grass seeded with the intent to minimize the proliferation of invasive plants in the exposed soil.

*"The Shuswap Band is proud to take part in this vital, Indigenous-led initiative in partnership with the Province of British Columbia and Kenpesq't," said Shuswap Band*

*Chief Barbara Cote. "By focusing on proactive and preventative measures, this program strengthens our collective efforts to mitigate the risks of future forest fires. It also provides a meaningful cultural learning experience that not only supports our community but contributes to the safety and well-being of the wider public, while ensuring the protection of all of our wildlife and plants for future generations."*

As a result of the project, there is a reduction in fuel loading within the Wildland Urban Interface near the community of Juniper Heights and there is now an opportunity for future cultural and prescribed burns, **utilizing Indigenous forest management practices** to maintain this environment in perpetuity. Additionally, these treatments serve to enhance wildlife habitat for species including bighorn sheep, mule deer, white-tailed deer, and elk.

First Nations continue to play a vital leadership role in the forestry sector of B.C. This project exemplifies the importance of Indigenous People's knowledge and historical cultural practices in land management. Implementation of these principles help to achieve environmental, cultural, social, and economic benefits.



KENPESQ'T





## SPECIAL FEATURE

### Forestry has Always Been Part of Our Way of Life

Long before the industry took shape as we know it today, First Nations were managing the forests with deep respect, cultural knowledge, and long-term thinking, protecting wildlife, nurturing the land, and sustaining our communities.

By the 1990s, machines replaced manual labour in B.C. forestry, increasing output from a few to dozens of loads daily. This industrialization largely left First Nations on the sidelines. At that time, very few Nations had a seat at the table. Decisions were made about our forests, our territories, and our futures without our consent, though often said to be made with "our best interests in mind." There were no meaningful roles for First Nations in forest planning, governance, or stewardship.

And yet, we persisted. Our people continued to advocate, organize, and assert our rights, pushing back against exclusion and pushing forward toward recognition. Over time, the conversation began to shift. Today, especially since the passing of DRIPA in 2019 and the modernization of forest policy in 2021, we are entering a new phase.

**One that moves beyond the fight for inclusion and begins to honour our inherent responsibilities as caretakers of the land.**

This shift takes time. It is a deep change in thinking, from fighting for rights to working together for sustainable change. First Nations are leading cultural burns, advancing fuel and wildfire risk reduction strategies, training the next generation of foresters, and building strong forestry businesses that support our communities. The stories featured in this publication, from Stuwix, Ntityix and McLeod Lake to Williams Lake, Atli, Taan Forest, and others, reflect that transition. **They show how Indigenous leadership and community-driven approaches are helping bring forestry back into balance.**

We are working toward a future where First Nations are not just participants in the forest sector, but full partners. A future where we co-manage the lands and waters of our territories in accordance with our own laws, protocols, and teachings. Where our young people build careers grounded in both traditional knowledge and Western science.





FESBC Board of Directors tour led by Ntityix Resources LP  
Photo Credit: Tiffany Christianson Photography



Where fibre is used wisely, ecosystems are restored, and wildfire risks are reduced not only for First Nations, but for all British Columbians.

We carry a responsibility not just to our Nations, but to the health of the land and to future generations. We manage forests for both stewardship and commerce, just as our ancestors did when they traded along routes like the oolican grease trail. Strong forestry businesses and healthy forests go hand in hand because true stewardship requires investment, and good forest management results in both sustainable jobs and resilient ecosystems.

Today, we have the opportunity to return to land-based decision-making that reflects the distinct values and knowledge of each Nation. British Columbia is beginning to adopt a more distinction-based and Nation-based approach to forest land management, moving away from the one-size-fits-all policies of the past. We must ensure that this shift leads to operationally feasible programs in which First Nations are not only included, but integral to the solutions.

**The First Nations Forestry Council and the Forest Enhancement Society of BC share a common goal: to advance forest stewardship that is inclusive, sustainable, and community-driven.**

Through our respective efforts, both organizations are contributing to the transformation of how forestry is practiced in this province.

This publication is a celebration of that transformation. It is also a call to keep going, to continue investing in Indigenous knowledge, in forest stewardship, and in the people who have always called these lands home.

As you read these stories, I hope you are inspired by what is possible when reconciliation is matched with action and when forest management is shaped by both tradition and innovation.

K<sup>w</sup>uk<sup>w</sup>scemx<sup>w</sup> | Thank you,

**Lennard (Sux<sup>w</sup>sx<sup>w</sup>wels) Joe**  
CEO  
First Nations Forestry Council



## Empowered Stewardship: Williams Lake First Nation's Approach to Holistic Forest Health

Williams Lake First Nation's (WLFN) **Chimney Fuel Reduction project** is an excellent example of multiple organizations working toward a common goal. The project was made possible with funding from FESBC and Natural Resources Canada, driven by WLFN's desire to **better protect their community from wildfires and improve ecosystem health.**

Located on the outskirts of Williams Lake, the project area is adjacent to previously treated blocks. The treatment included a thin from below selective harvest where smaller trees were removed to favour the growth of healthier and more dominant ones. **To date, WLFN has treated 1,400 hectares in the Williams Lake and surrounding area, improving the health and resiliency of the stand, from a wildfire perspective.** Working with BC Wildfire Service, they continue to carry out prescribed understory burns to reduce fuel loads and rejuvenate the understory. A new burn plan is in development, with the next cultural burn scheduled to occur in 3-5 years.

Embracing their environmental responsibility and showing a strong commitment to forest stewardship, WLFN is working to ensure that projects minimize their carbon emissions and create forested areas that align with good forest management practices and the Nation's cultural values. WLFN has used the biomass generated by this project to support local businesses. Minimizing the burning of waste in these projects avoids the release of harmful smoke particulate and greenhouse gases.

The results speak for themselves. **WLFN is showing how Indigenous-led wildfire risk reduction treatments can avoid waste to reduce the carbon footprint, support green energy facilities, create forestry jobs and make meaningful contributions to the economy of the Cariboo all while making communities safer from wildfire.**

*"We are thankful for the support we receive from FESBC. We have greatly improved the safety of our community while contributing to its economy. Being led by First Nations, we have managed for multiple values, such as increasing the abundance of culturally important plants. These treatments have many benefits that will be realized for many years to come,"* said John Walker, Registered Professional Forester (RPF) and Stewardship Forester, Williams Lake First Nation.





Grinding operation process during a project in the Tulameen area.

Photo Credit: Kate Colman,  
Director of Marketing,  
Klassen Group



## Getting the Most out of B.C.'s Challenged Wood Fibre Base

In today's environment, the bioenergy, bioproduct, and agriculture sectors all require a reliable and creative fibre supply. The forest sector in B.C. is characterized by annual allowable cut reductions and mill closures primarily due to the effects of the mountain pine beetle and spruce beetle infestations, wildfires, and a reduced land base for timber harvesting. **Stuwix Resources Joint Venture (Stuwix), a First Nations-owned and operated fibre management company, is rising to the challenge through an innovative bush grinding program that optimizes forest fibre delivery and use.**

Stuwix is operated by a management committee made up of representatives from eight First Nations Bands located in the southern interior of British Columbia: the **Lower Nicola, Coldwater, Nooaitch, Shacken, Upper Nicola, Cook's Ferry, Siska, and Upper Similkameen Indian Bands.** With a vision to promote both healthy ecosystems and healthy independent communities, the company integrates Indigenous practices into forest management at every level.

With support from FESBC, Stuwix and the Klassen Group partnered in 2021 to find a solution to **utilize 80,000 cubic meters of fibre annually by grinding it—fibre that would normally go up in smoke.**

*"FESBC funding has allowed us to reach out into areas to grind that we normally couldn't service,*

*thus providing faith to the licensees that we will get the job done,"* said Derek Mobbs, Value Stream Leader, Fibre, Klassen Group.

The program aligns with Stuwix's core values: full utilization of the forest, reduce open burning and improve stewardship of the land. Over the years, the teams have improved their efficiency, in part due to enhanced road infrastructure and logging standards made possible through collaboration with the licensee's planning department, which can now more readily rely on these fibre recovery services.

As a result of this work, Stuwix's members and shareholders benefit from **reduced slash burning, lower carbon emissions, and meaningful job creation.** The program directly employs twelve local workers, with many more supported through indirect employment.

Together, Stuwix and the Klassen Group are creating a win-win solution that benefits both the environment and the economy, and their partnership supports responsible forest stewardship, effective fibre utilization, and sustainable employment opportunities within the Timber Supply Area.





An example of wood waste salvaged after harvesting operations to be used to create bioenergy | Photo Credit: Tiffany Christianson Photography

## SPECIAL FEATURE | Unlocking Value: Exploring the Potential of Biomass in the Value-added Forest Products Economy

When low-value fibre is generated from forest management activities, the material is often burned to reduce fire risk. Once called 'waste', this biomass is increasingly being used, supporting a diversified value-added forest products economy. **By establishing new or supporting current biomass facilities located in rural B.C., we can help sustain forestry jobs, generate useful products and green energy, reduce negative health and climate outcomes associated with burning this material, and, in some cases, we can reduce treatment costs.**

*"In British Columbia, biomass for heat is cost competitive with other heating choices,"* noted Jason Fisher, RPF, Executive Director of FESBC. *"Having more district heating systems like*

*the ones located in Prince George and Alkali Lake, and supporting investment in new pulp and paper mills where materials from tree thinning practices are part of the long-term fibre supply, can be a good way for our province to embrace biomass."*

Today, the utilization of biomass generates a myriad of benefits. Using biomass from logging operations can significantly reduce greenhouse gas emissions. Burning a single 50-cubic-metre slash pile releases about 45 tonnes of greenhouse gases, including 240 kilograms of harmful particulate matter. Converting biomass into biochar provides a valuable soil amendment that locks carbon in the ground for decades while enhancing soil health.



As we contemplate a new trade reality with our neighbours to the south, it's good to note that most biomass-based products such as energy, pulp and paper, and wood pellets are used domestically or exported to markets outside of North America. Biomass can also bolster our energy ambitions, as 1.2 tonnes of biomass consumed at one of B.C.'s 13 commercial biomass energy facilities generate up to 1 megawatt of consistent and reliable baseload power. When we properly account for the societal benefits of using biomass instead of burning it, the business case for investing in the transport of this otherwise uneconomical material becomes clear.

More biomass could be made available from investments in restoring damaged stands, developing landscape level fuel breaks, and actively managing our young forests. Regional

plans identifying available biomass can be a step toward helping support rural communities in building heating and energy systems. Planning for the recovery of biomass can also help the business community in investment decisions related to manufacturing facilities, including pulp mills. Increasing knowledge can drive the demand for biomass that will be made available from future forest management activities. In this circular relationship, **demand for biomass enables more forest investments which support biomass-based businesses.** If we can support this cycle, then we can realize many of the societal benefits that the forest industry has provided for the past century and extend them into the next.

**Jason Fisher**  
RPF, Executive Director  
FESBC

**Brian Watson**  
RPF, Operations Manager  
FESBC

## FESBC BY THE NUMBERS



**426** **PROJECTS**  
Invested in  
Across B.C.

**\$336** **MILLION**  
Approved Funding  
for Projects



Approximately  
**2.7**  
**MILLION TONNES of CO<sub>2</sub>e**  
Avoided Emissions



**9**  
**MILLION CUBIC METRES**  
Wood Waste Utilized



**\$256** **MILLION**  
Contribution to Gross  
Domestic Product (GDP)

**FIRST NATIONS**  
Involved in  
FESBC Projects **72**

**24**  
**THOUSAND**  
Hectares  
Rehabilitated

**18**  
**THOUSAND**  
Wildfire Risk Reduction  
Hectares Treated

**12**  
**THOUSAND**  
Hectares Prescribed  
/ Surveyed



All numbers are current as of March 31, 2025



## Taan Forest Honours Haida Values to Enhance and Protect Natural Habitat for Wildlife in Haida Gwaii

Between 2018 and 2021, Taan Forest Limited Partnership (Taan Forest)—a subsidiary of Haida Enterprise Corporation (HaiCo), wholly owned by the **Council of the Haida Nation**—utilized over \$1.6 million in investments from FESBC to support **ecological restoration of riparian and other key wildlife habitat areas in Haida Gwaii**.

One major project restored close to 185 hectares of riparian area along the Yakoun River. These areas along the river, also referred to as benches, are identified as red and blue-listed ecosystems under the Haida Gwaii Land Use Objectives Order and contain protected areas for fish habitat.

Another similar project focused on spacing trees and pruning the lower branches in dense conifer stands to create and enhance forage habitat for the **northern goshawk (Stads K'un)**, the national bird of Haida Gwaii and a threatened subspecies. Crews from local communities, including Old Massett and Skidegate, helped carry out this work.

At the time, activities included spacing trees farther apart, creating snags or standing dead trees, and the introduction of coarse woody debris to mimic the natural processes of riparian areas. The change in tree density attracted wood-boring insects and allowed sunlight to promote ground-level vegetation like berries. This resulted in increased food for animals such as birds and squirrels that Stads K'un prey upon.

All these projects had a goal to create structures for key species of wildlife on Haida Gwaii. Years later, this vision continues to be realized.

*"It is always exciting to re-visit habitat restoration areas completed through FESBC's Habitat Restoration Funding to see the objectives of the program becoming a reality. While the long-term objectives include Stads K'un and marbled*

*murrelet nesting habitat, in the short term, objectives such as increased use by songbirds, sap suckers, woodpeckers and squirrels are what we've been seeing,"* said Jeff Mosher, Registered Professional Forester (RPF) and Chief Forester, Taan Forest. *"Our hope with the increased use by smaller birds and mammals is we will start to see increased use of the area for forage by raptors such as sharp shinned hawks and Stads K'un."*

In addition, as part of the habitat restoration work along the Mamin River funded by FESBC, **a den was created in 2022 using a large cedar stump uncovered during the forest management treatments**. This served as a stop-gap habitat feature in the area, as all large cedar trees suitable for denning had been cut during logging operations over 25 years ago. The den was used by bears during the winter and spring of 2023, and annually since.

*"Without the FESBC funding, none of this would have been possible. It's significant towards reconciliation with the Nation and to restoring areas impacted by historic logging,"* added Mosher.



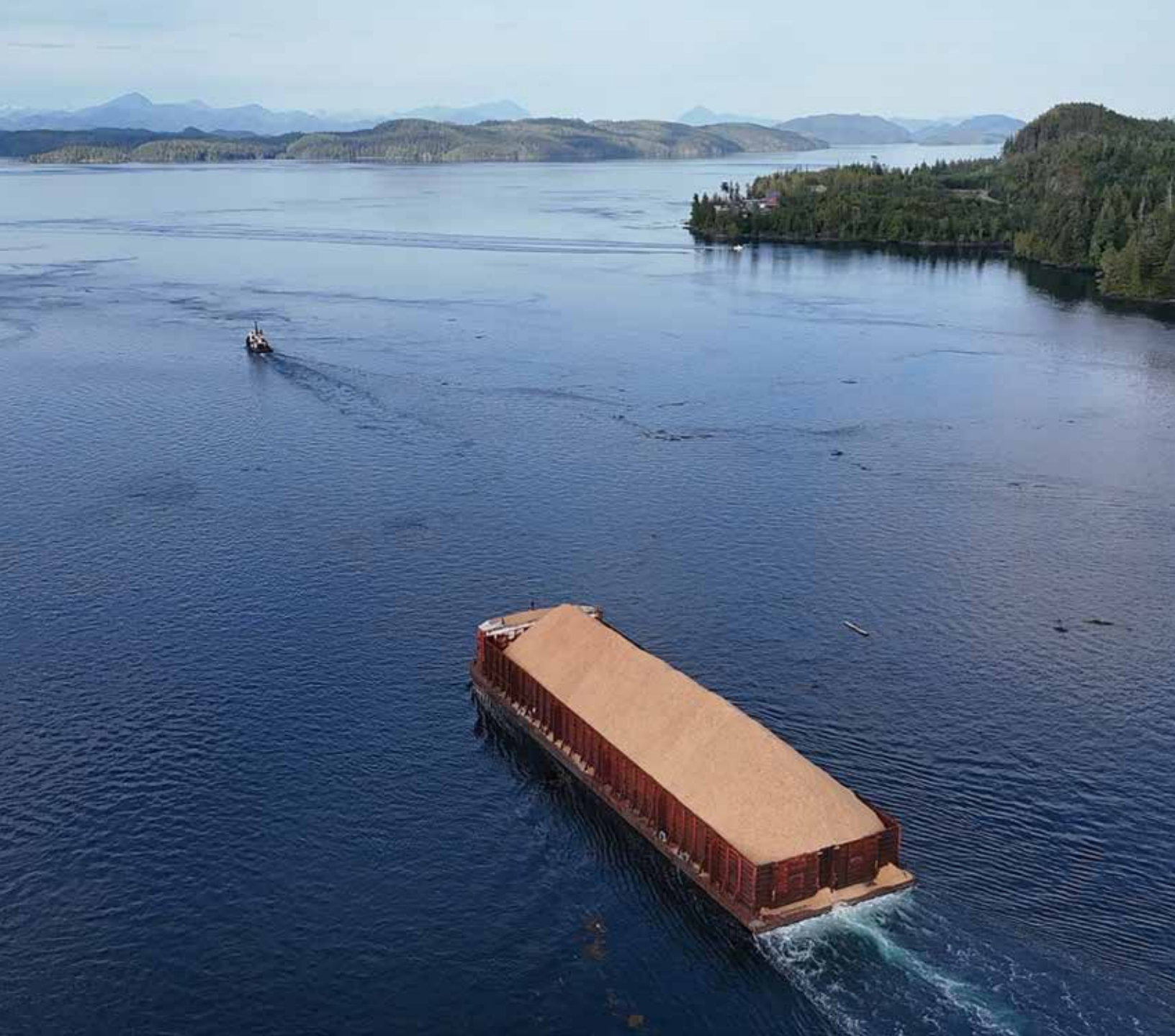
**Scan the QR code to watch the final stages of the bear den creation.**











Atli Chip Barge | Photo credit: Warren Roberts (Wahkash Contracting Co-owner), Manager of Atli Chip plant

## First Nations-led Waste Wood Salvaging Projects on Northern Vancouver Island

Atli Resources LP, a 'Namgis First Nation-owned company, is redefining what forest stewardship looks like. After successfully recovering over 100,000 cubic metres of fibre between 2023 and 2025, equivalent to approximately 2,000 truck loads, the company has plans to deliver more

by the end of this year. This sustained effort, with funding support from FESBC, will ensure that less wood fibre goes to waste, leading instead to **substantial environmental benefits and community development opportunities** including local employment.



Warren Roberts from Wahkash Contracting and Doug Mosher, RPF, COO of Atli Resources tour Forest Minister Ravi Parmar around the Atli Chip site  
Photo Credit: Atli Resources LP

Wood fibre residuals, which includes low-value logs typically left to pile and burn or rot, are collected and chipped at the Atli Chip facility in Beaver Cove, located just southeast of Port McNeill on Vancouver Island. Thanks in part to funding investments from FESBC, the fibre is sent to Domtar pulp mills in Howe Sound and Crofton—**helping salvage fibre that would otherwise be beyond the feasible economic range to transport.** This utilization work further reduces the buildup of forest fuels and significantly cuts down on greenhouse gas emissions, as well as smoke and ash, with the fibre not burned in slash piles.

For Jonathan Lok, CEO of Atli Resources LP and a long-time resident of northern Vancouver Island, this increased utilization of forest residuals is a key aspect of a forestry sector that is transforming in real-time. *“The momentum behind Indigenous-led planning, management, and ownership opportunities in the forest sector is creating a valuable culture shift,”* he said. *“We see our work contributing directly to the sustainability and health of the land. With FESBC’s support, we are extending the reach of our positive environmental, social, and economic impacts.”*

The benefits from these projects extend beyond the immediate environmental impact and are expected to enhance primary and secondary employment, as well as boost local economies.

Last year, the operation of the chip plant and related salvaging activities created **25-30 full-time, ongoing jobs.** The ripple effects were tangible, as the influx of workers led to increased demand for local services, prompting contractors to invest in new forestry equipment. Moreover, the project helped forest regeneration by clearing the way for new seedlings, enhancing the sustainability of forest management practices.

Atli Chip, jointly owned by Atli Resources LP, along with the local logging company **Wahkash Contracting Ltd.** and **Domtar**, played a critical role in the project’s success. The initiative was further supported by local contractor **Estero Peak Contracting Ltd.**, along with contributions from **Western Forest Products.**

The project is a powerful example of First Nations leadership and collaboration and showcases how Indigenous-led partnerships can lead to major achievements toward more sustainable forestry. Looking ahead, Atli Resources LP remains committed to expanding its environmental, social, and economic impacts through continued wood fibre salvaging projects.

21





## Sustainable Forest Management Efforts in Northwest B.C.

From wetter coastal zones to drier interior areas, Northwest B.C.'s diverse forests create challenges and opportunities for wood utilization. **NorthPac Forestry Group Ltd. (NorthPac)**, which owns a licence in the Kispiox Timber Supply Area (TSA) and jointly manages licenses owned by the Lax Kw'alaams Band, Tahltan Nation Development Corporation, and Haisla Nation, **has a vision of maximizing wood recovery as part of sustainable forest management.** FESBC funding is helping make that vision a reality.

Since first being approved for FESBC funding in 2021, **NorthPac has transported over 150,000 cubic metres of pulp logs and wood residuals for utilization.** Recently, NorthPac and Coast Tsimshian Resources LP (CTR) relocated a chipper from Terrace to Smithers, where it will primarily chip logs harvested from the Kispiox TSA for pulp mills in B.C.'s interior. The wood chips will be transported from Smithers to Prince George by truck, while pulp logs will be sent by rail from Terrace.

NorthPac is using innovative harvest methods to manage multiple landscape resources. On Tree Farm Licence 1, north of Terrace, CTR is thinning second-growth forests to increase long-term site yield, support diverse wildlife, and reduce wildfire risk. In the Kispiox TSA, some cut blocks are designed to retain distributed small patches and seed trees, resulting in a forest that better emulates natural fire disturbance, further providing seed sources, additional cover for wildlife, and future large woody debris, which is important for biodiversity. A range of advanced equipment, including tether bunchers

and tether forwarders, which are able to operate safely and productively on steeper slopes, support these approaches.

Indigenous involvement is integral to forestry operations in Northwest B.C. Every road permit and cutting permit application undergoes review by the affected First Nations, ensuring their input guides operations.

*"The involvement of Indigenous communities in forestry projects is paramount to ensure sustainable development and economic empowerment. Through collaboration with NorthPac and FESBC, we are strengthening our stewardship of the land while creating opportunities for meaningful participation and benefits for our people,"* said Kelly Sampson, Director of CTR.

NorthPac projects positively impacted the Terrace Community Forest's operations to help them increase fibre utilization and reduce burning slash piles of harvest residuals, which lowers the emission of greenhouse gases, and create local employment opportunities.

Between November 2024 to March 2025, NorthPac also completed a salvage project in the Fort St. John TSA, where wildfires had damaged several approved cutting permits. **FESBC investments helped with the incremental cost of delivering pulp and hardwood that would have otherwise been wasted.** Over 45,000 cubic metres were recovered, equivalent to over 900 truckloads of logs, and the project helped reduce the risk of future wildfire in the area.







Chipper Yard when it was located in Terrace, B.C. | Photo Credit: NorthPac Forestry





An extremely dense post-wildfire pine regeneration requiring brushing to promote a healthy, resilient future forest | Photo Credit: CCR

## Building Forest Resilience in the Cariboo Chilcotin

West of Williams Lake, along Palmer Lake Road in the Cariboo Chilcotin region, a new chapter in the life of the forest is unfolding. Central Chilcotin Rehabilitation Ltd. (CCR), a joint venture of T̓sideldel First Nation, Tl'etinqox Government, and Yunesit'in Government, is applying the lessons it learned from its Pressy Lake fibre utilization pilot project to another large-scale forest rehabilitation opportunity.

Eight years after the devastating Plateau wildfire of 2017, damaged forests that could not be salvaged to produce lumber have regenerated at high densities and with high vertical fuel loading, presenting future challenges for land managers. **CCR applied what it had learned from its previous experience reclaiming damaged stands in the Pressy Lake area to treat or remove the standing fuels in the Palmer Lake area, salvaging the wood before it falls and increases fire risk, while also reducing or thinning out the stocking levels in the understory.**

In the planning process, CCR strategically designed buncher and skidder trail patterns for machines to roll over small trees with the intention to space out new growth while harvesting burnt trees. The approach at Palmer not only reduces competition among seedlings but also allows for meaningful

recovery of pulp chips and biomass for pellet and energy plants in areas that would not usually be considered for this work because of distance to biomass facilities.

*"We are creating productive resilient forests through innovative operational approaches," said Daniel Persson, Registered Professional Forester (RPF) and CCR's Forestry Superintendent. "By treating the site in a smart and strategic way, we're creating longer-term value, not just for First Nations communities and industry, but for the environment, too."*

Once the burnt trees are harvested, the logs are sorted based on overall condition, getting the right recovered fibre to the right biomass facility. **The burnt bark and charred fibre go to Drax, where it's processed into pellets for bioenergy, while the core, or solid wood of the burnt tree that are still in decent shape, are chipped and sent to Cariboo Pulp & Paper for use in pulp production.**

With funding investments from FESBC, as well as collaboration with the Federal Government and local Forest Districts and other industry partners, CCR has taken on high-impact projects like Palmer.

Unlike the mixed-species forested area at Pressy Lake, the trees in Palmer are overwhelmingly fire damaged pine, which has simplified sorting and reduced downtime for crews.

*"We've learned a lot from the Pressy Lake project," shared Joe Webster, Operations Manager for Tsi Del Del Biomass. "That project required more sorting due to fir, spruce, and pine mixes. With Palmer being 100% pine, we can operate more efficiently and focus on quality fibre recovery."*

The Palmer project is proving to be more than a technical success; it's an investment in more resilient forests for the future. But at its heart, it reflects CCR's commitment to Indigenous-led stewardship, environmental resilience, and community well-being.

Through CCR's innovative forest rehabilitation practices, the Indigenous business partnership is transforming areas post-wildfire into opportunities to restore ecosystems, recover fibre, and build economic and environmental security for the people who call the territory home.

As Percy Guichon, CEO of CCR and elected Councillor of Tsideldel First Nation, noted, *"We want to leave behind a legacy, a resilient forest that not only sustains our people but supports wildlife and future generations. We're helping Mother Nature recover, and that's something we're proud of."*



**Scan the QR code  
to watch a video of  
CCR's Palmer Project.**



Wood has already been bunched and skidded—it is ready for loading | Photo Credit: CCR







## Message from FESBC's Executive Director

JASON FISHER

British Columbia is known for its forests. They are a part of our history and our future. Forests help clean our air and water, provide us with food and medicines, give us places to relax, live, and play, and help build and sustain our standard of living. What makes working with the Forest Enhancement Society of BC so rewarding is the ability to work with a team, collaborators, and proponents who value all these roles that forests play. We work together to invest in the resilience of the forest for generations to come.

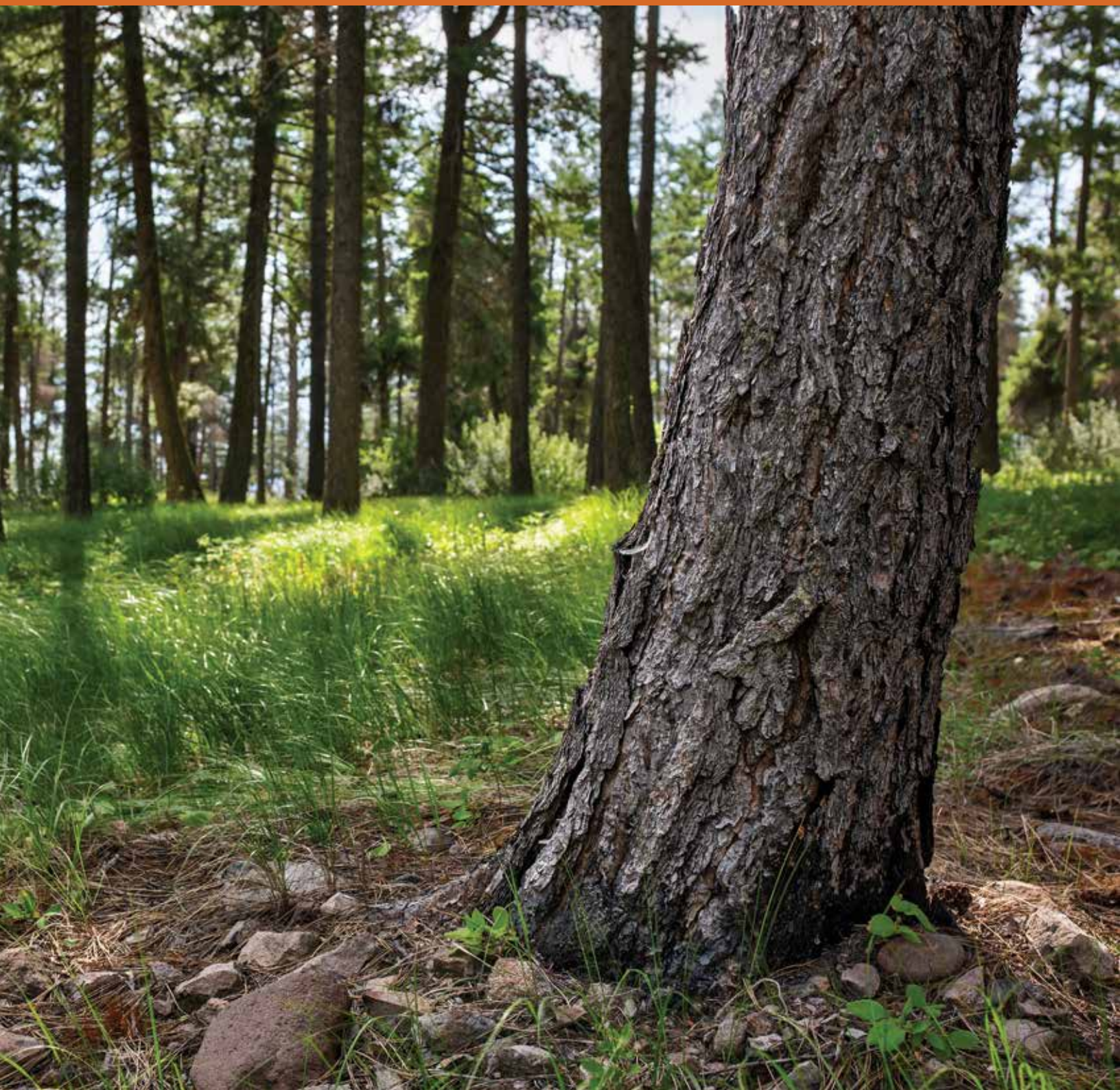
Thanks to the First Nations Forestry Council and Chief Executive Officer, Lenny Joe, for joining with us to celebrate these examples of Indigenous-led projects that are pointing us toward the future of forestry in B.C.

Back Cover Photo Credit: Tiffany Christianson Photography & Inside Back Cover Photo Credit: First Nations Forestry Council









Forest Enhancement  
Society of BC



BC FIRST NATIONS  
**FORESTRY  
COUNCIL**



RECEIVED

OCT 01 2025

CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other
File # <u>RCM Oct 14</u>	
File # <u>0400-20-MOH</u>	

September 29, 2025

Sharie Minions  
Mayor  
City of Port Alberni  
4850 Argyle Street  
Port Alberni BC V9Y 1V8  
Email: sharie\_minions@portalberni.ca

Dear Mayor Sharie Minions:

I am writing to provide you with the final results from the Point in Time (PiT) homeless count that was conducted in Port Alberni on 2025-04-30 (APRIL).

The PiT count was led by Marcie Dewitt, Independent consultant in collaboration with the Homelessness Services Association of BC (HSABC), who organized the counts on behalf of BC Housing and the Ministry of Housing and Municipal Affairs. The data from this count and others conducted across the province will be included the 2024/25 Report on Homeless Counts in BC, a provincial summary that will be released later this year and will be publicly available on BC Housing's website.

The results identify the number of people experiencing homelessness in Port Alberni, including those identified as sheltered and unsheltered. Data is also organized by age, gender, Indigenous and racial identity, health concerns, reasons for housing loss, and use of social services. The format of these individual community profiles is different this year, and reflects the input provided by the BC Association of Aboriginal Friendship Centres, who is a partner in the 2024/25 counts. Key limitations and methodological considerations are also included. These results will be posted publicly on BC Housing's website on October 2, 2025 at the following link: <https://www.bchousing.org/research-centre/housing-data/homeless-counts>

The provincial government continues to work collaboratively with community partners and all levels of government to address homelessness and deliver the affordable homes British Columbians need.

Office of the  
Minister of Housing  
and Municipal Affairs

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

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

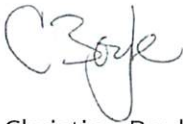
Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: HMA.Minister@gov.bc.ca

Since the last province-wide Point in Time Homeless Count in 2023, our government has continued to focus on addressing the housing and homelessness crises through ongoing investments and implementation of the Homes for People action plan and the Belonging in BC homelessness plan. This includes the expansion of Complex Care Housing that provides people at risk of homelessness with housing and access to health, mental health and substance use services as well as social and cultural supports.

The Province has also worked closely with local governments to provide coordinated actions to address encampments in communities across the province. Budget 2025 provided \$90 million for encampment response actions including the implementation of the Homeless Encampment Action Response Team (HEART) and Homeless Encampment Action Response Temporary Housing (HEARTH) initiatives to provide rapid, coordinated frontline responses to homeless encampments.

If you have any questions about the count, you can contact Marcie Dewitt at: [marcie\\_dewitt@hotmail.com](mailto:marcie_dewitt@hotmail.com). We hope this data will assist you with the work you are doing to address homelessness in your community.

Sincerely,

A handwritten signature in black ink, appearing to read 'C Boyle', written over a horizontal line.

Christine Boyle

Ministry of Housing and Municipal Affairs



## Land Acknowledgement

We acknowledge that the 2025 Homeless Count in Port Alberni took place on the unceded territory of the Nuu-chah-nulth Nation. They have been stewards of this land since time immemorial and we pay our respect to the Elders and Knowledge-Keepers both past and present.

## What is a Point-in-Time Homeless Count?

Point-in-Time homeless counts ("PIT counts" or "counts") provide a snapshot of people who are experiencing homelessness over a 24-hour period in a community. Counts include an estimated number of people experiencing homelessness, their demographic characteristics, and other information including service use, income, and reasons for housing loss. On April 30, 2025, a PIT count was conducted in Port Alberni. This was the fourth count in Port Alberni, with the next most recent conducted on May 2, 2023.

## Limitations & Interpretation

- A PIT count represents the minimum number of people who are experiencing homelessness on a given day in the community.
- The purpose of a PIT count is not intended to be a measure of everyone who experiences homelessness. By focusing on a single day, a count will not include some people who cycle in and out of homelessness and staff and volunteers will not encounter everyone despite best attempts.
- While an accepted methodological tool, PIT counts are likely to be an undercount and represent only those individuals identified and included during a 24-hour period.
- This report details the characteristics of people experiencing homelessness who answered each survey question and percentages are based on the number of respondents to each question. Percentages may not be representative of the total population experiencing homelessness; the number (n) of respondents may vary within each question.
- There are a variety of reasons why a count number will change over time in a community. These include changes in actual homelessness, supportive housing, and/or services available. Caution should be used when making comparisons across time or between communities.
- Given these limitations, decision makers are encouraged to seek complimentary sources of data — such as reports from local service agencies — to corroborate the findings in this report.

## How Many People Were "Counted" as Experiencing Homelessness in Port Alberni in the 2025 Count?

In total, 180 people in Port Alberni were included in the Count by either staying in a shelter or completing a survey. This total and comparison to the previous count is shown in Figure 1. A comparison of those experiencing sheltered and unsheltered homelessness is shown in Figure 2.

### What is Sheltered Homelessness?

Sheltered homelessness includes those who stayed overnight on the night of the Count in homeless shelters, including transition houses and youth safe houses, and people with no fixed address (NFA) staying temporarily in hospitals, local holding cells, and detox facilities. **Note:** shelter capacity can change in a community after the Count, including opening or closure of temporary or year-round shelter programs.

### What is Unsheltered Homelessness?

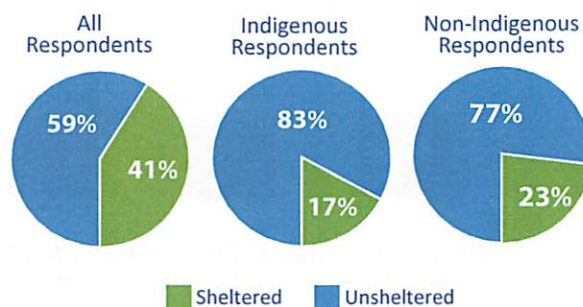
Unsheltered homelessness includes those who stayed outside in alleys, doorways, parkades, parks and vehicles or those who were staying temporarily at someone else's place (couch surfing), a hotel without a place to return to, or with their parents in a temporary situation on the night of the Count. **Note:** the unsheltered count relies on finding individuals on the day of the Count. It may change due to a variety of factors (see Limitations).

**Of the 107 respondents experiencing unsheltered homelessness in this community, 21% were staying with others** - such as temporarily couch surfing with friends, relatives, their parents, or others.

**Figure 1: Total Number of Persons Experiencing Homelessness and Included in the Count**



**Figure 2: Where Respondents Stayed the Night of the Count**





## Indigenous Homelessness and PiT Counts

Indigenous people are consistently overrepresented in the population of people experiencing homelessness. Disproportionate rates of homelessness are rooted in the ongoing structural violence of settler colonial society that creates hierarchical systems of privilege and oppression. Indigenous people in Canada face racism, discrimination, and the impacts of intergenerational trauma which can limit safe and equitable access to services making it easier to lose, and harder to acquire, safe and stable housing.

## Presentation of Indigenous Data

Indigenous refers to the diverse cultures of First Nations, Métis, and Inuit people, whether they have legal status, or are living in urban, rural, or remote areas. To inform Indigenous-led service planning, this report presents some Indigenous responses alongside those of non-Indigenous respondents and all respondents combined.

Indigenous respondents tend to report accessing services at a lower rate than non-Indigenous respondents. While the PiT Count methodology does not allow for definitive conclusions, these results align with the well-documented harms of the Canadian health and social service sector towards Indigenous peoples.

Figure 3: Indigenous Identity (n=94)



Figure 4: Indigenous Distinction (n=41)

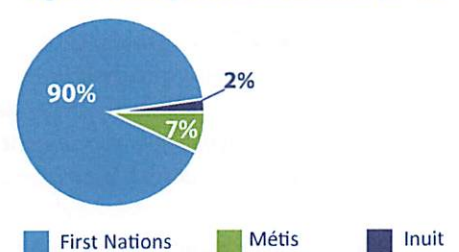


Figure 5: Length of Time in Community All Respondents (n=74)



Figure 6: Length of Time Experiencing Homelessness (n=83)

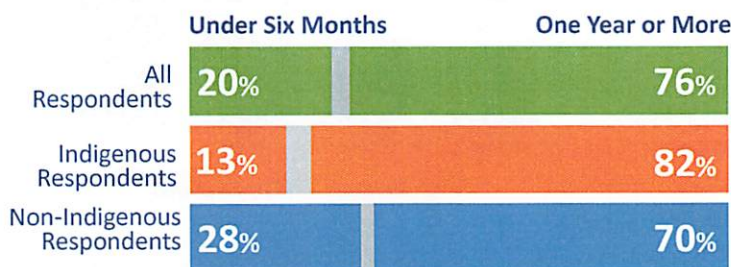


Figure 7: Top Reasons for Housing Loss All Respondents (n=72)



Figure 8: Percentage of Respondents Identifying Eviction as Cause of Most Recent Housing Loss (n=66)



## How Long Have Respondents Been in Port Alberni?

The vast majority of individuals experiencing homelessness are long-time residents of their community, as shown in Figure 5 for Port Alberni. This is consistent with all other communities in the 2025 PiT Homeless Count in BC.

## How Long Have Respondents Experienced Homelessness?

Figure 6 shows the duration of respondents' experiences of homelessness. Those who have experienced homelessness for longer can require different services, and may face different barriers in accessing housing than those with shorter experiences of homelessness.

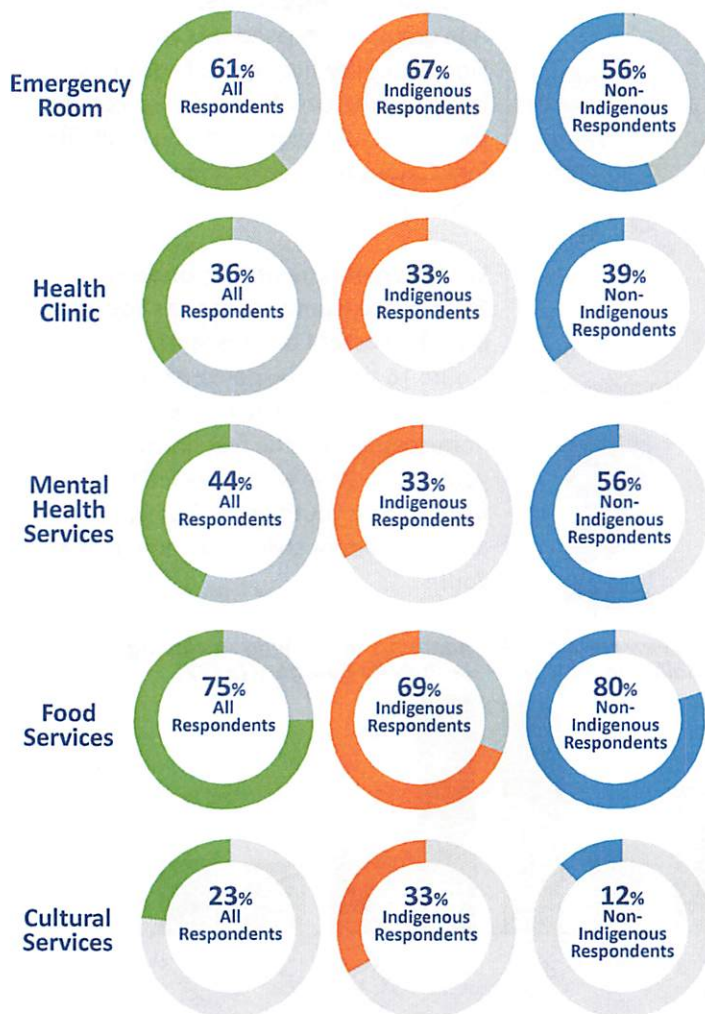
## What Causes a Loss of Housing?

An experience of homelessness is almost always the result of more than one event. Often, income challenges are pushed to a crisis by an event, such as a health challenge, relationship change, or eviction. The top three reasons for housing loss identified by respondents in Port Alberni are shown in Figure 7.

For the first time in the Provincial Count, respondents were asked if their most recent experience of homelessness was the result of an eviction. Results for Port Alberni are shown in Figure 8.



Figure 9: Services Accessed in the Past Year (n=84)



## What Services do People Access?

Respondents were asked to check all that apply in a list of services on the survey. Figure 9 shows the percentage of respondents who accessed commonly used services. Service access is often a reflection of service availability and perceived safety.

## What Sources of Income do People Have?

A majority of respondents report receiving income assistance (including Persons with Persistent Multiple Barriers benefits) or disability assistance (Figure 10).

Many respondents have other sources of income (Figure 11), and 6% in Port Alberni report having a part-time job.

Figure 10: Percentage of Respondents Who Report Being On Income Assistance (n=84)



Figure 11: Top Sources of Income Other Than Income Assistance for All Respondents (n=83)

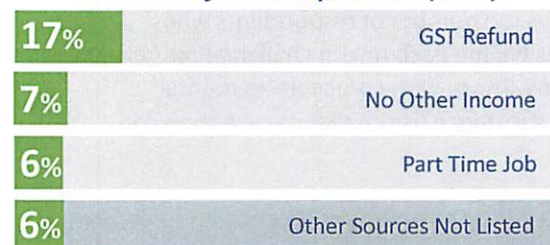


Figure 12: Gender Identity of Respondents (n=92)

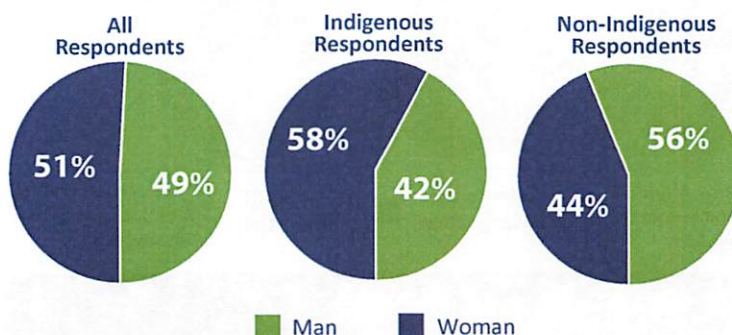


Figure 13: Transgender Experience (n=77)

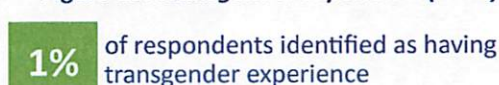
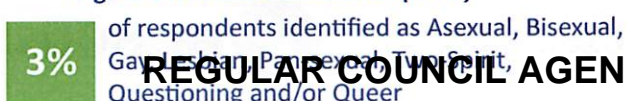


Figure 14: Sexual Orientation (n=77)



## What are the Gender Identity and Sexual Orientation of Respondents?

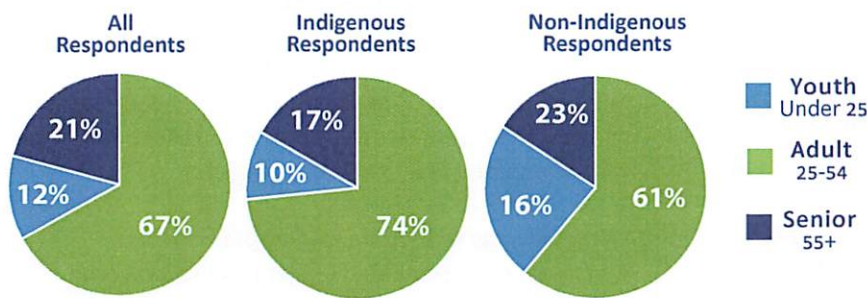
Homelessness services that are safe are needed for all identities and orientations. This includes sheltering options, residential supports, and outreach services.

Respondents' gender identity is shown in Figure 12, those who identified as having a transgender experience in Figure 13, and those who identified as asexual, bisexual, gay, lesbian, pan-sexual, Two-Spirit, questioning and/or queer are shown in Figure 14.

While the number of respondents who identify as a gender other than man or woman is zero, this does not mean that there is no one who identifies as another gender experiencing homelessness in Port Alberni. There may be additional barriers for them to access services and they are more likely to experience hidden homelessness.



Figure 15: Age of Respondents (n=90)



## What Are the Ages of Respondents?

Age groups of respondents are shown in Figure 15. Fifty-five years of age or older is used as the benchmark for "senior" in this report as it aligns with the eligibility for BC Housing's Seniors' Supportive Housing program.

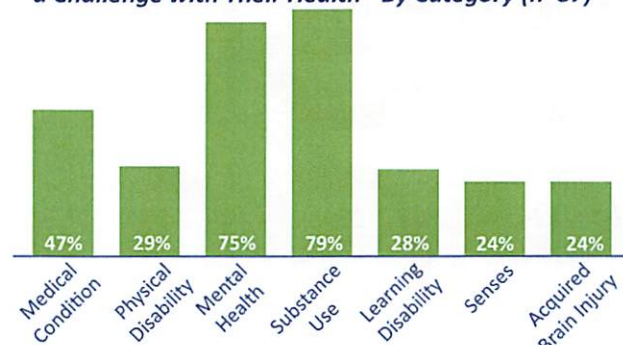
## What Percentage of Respondents Experience Homelessness as Youth and the Foster Care System?

Figure 16 shows the percentage of respondents who experienced homelessness for the first time as a youth, and those who reported being in foster care, a youth group home, or on an Independent Living Agreement as a youth.

Figure 16: Youth Homelessness and Foster Care



Figure 17: Percentage of Respondents Identifying As Having a Challenge with Their Health - By Category (n=87)



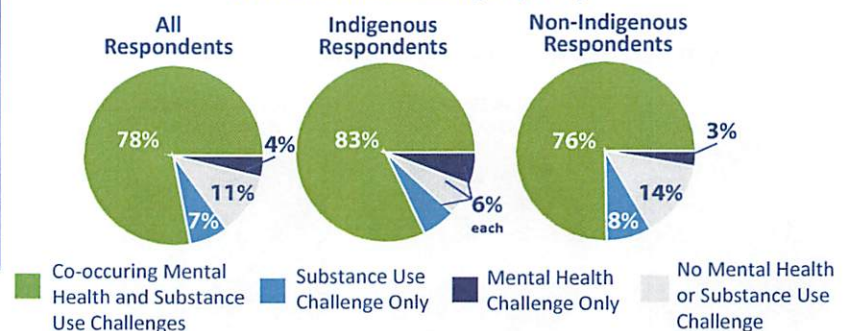
## What Health Challenges do Respondents Face?

Respondents were asked if they identify as currently having a challenge with a series of types of health conditions, which is shown in Figure 17. In this figure, the number of respondents who identified as having each health challenge ranged from 21 to 69. Those with co-occurring mental health and substance use challenges are shown in Figure 18.

## What Substances do People Use?

Not all people experiencing homelessness use substances, and those who use substances do not all use one type. This is important when considering what health services might be needed in a given community. Respondents in Port Alberni reported using (n=90): nicotine (81%), alcohol (59%), stimulants (59%), cannabis (57%) and opiates (46%).

Figure 18: Percentage of Respondents with Co-occurring Mental Health Challenges (n=74)



## With Gratitude

We would like to thank all those who participated in the Count process in Port Alberni this year, including:

- All the people currently experiencing homelessness who gave their time to respond to our survey and share their stories.
- All persons with lived and living experience of homelessness who formed part of survey teams.
- All staff and organizations who spent time on this project. For a complete list of agencies, please see the final report.
- Marcie DeWitt, who served to coordinate the Count in Port Alberni.



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SEP 29 2025

CITY OF PORT ALBERNI

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

File # 7960-20-VIRL RCM Oct 14

From: Mariah Patterson <[MPatterson@virl.bc.ca](mailto:MPatterson@virl.bc.ca)>

Sent: Monday, September 22, 2025 12:49 PM

To: Andrew McGifford <[andrew\\_mcgifford@portalberni.ca](mailto:andrew_mcgifford@portalberni.ca)>

Cc: Jamie Slater <[jslater@virl.bc.ca](mailto:jslater@virl.bc.ca)>; Eileen Gillette <[EGillette@virl.bc.ca](mailto:EGillette@virl.bc.ca)>; Mike Fox <[mike\\_fox@portalberni.ca](mailto:mike_fox@portalberni.ca)>

Subject: VIRL 2026-2030 Financial Plan

Greetings,

At its September 20 meeting, the VIRL Board of Trustees adopted a [2026-2030 Financial Plan](#).

As your public library shared-service provider, local government levies will contribute \$36M, an overall increase of 4.60% over 2025. Per the legislated apportionment calculation, the City of Port Alberni's total 2026 levy contribution will be \$1,170,105.

The apportionment calculation is legislated in the [Library Act](#) and it splits the VIRL levy based on population and converted assessed values. If your municipality or regional district saw population and assessed value changes that were higher or lower than the average of all VIRL members, then your levy may be higher or lower than the 4.60%.

VIRL delivers tremendous economies of scale and significant returns on investment, by working with 38 local governments across a 42K km<sup>2</sup> service area. Our collective services are a demonstrable commitment to livability and affordability, and are enjoyed by nearly a third of residents overall. These services include free access to dynamic programming and events, bookable meeting rooms, and 39 branches that are essential Third Spaces in communities large and small. VIRL has the third-largest public library collection in BC, featuring downloadable e-books, audiobooks, digital news, streaming services, children's materials, and much more.

Please share with relevant staff, and thank you for your continuing support.

Sincerely,

Jamie Slater

Director, Finance

[jslater@virl.bc.ca](mailto:jslater@virl.bc.ca)

236-255-1747

*Sent on behalf of Jamie Slater, Director, Finance, Vancouver Island Regional Library.*



**Mariah Patterson**  
Executive Assistant  
Vancouver Island Regional Library  
w: 250-729-2310  
[mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca)  
[www.virl.bc.ca](http://www.virl.bc.ca)

*Grateful to live and work on the traditional territory of the Indigenous peoples of each of the communities represented by Vancouver Island Regional Library.*

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SEP 23 2025

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

# KEEPING YOU CONNECTED

## Highlights from the Alberni-Clayoquot Regional District (ACRD)

### Board of Directors Meetings - August & September 2025

CITY OF PORT ALBERNI

AUGUST 27 & SEPTEMBER 10, 2025

#### DELEGATIONS & PRESENTATIONS

- The Board of Directors recognized three staff members for their long service with the ACRD:
  - Luc Stefani, Building Inspector/Property Maintenance Coordinator – 10 Years
  - Alex Dyer, General Manager of Planning & Development – 15 years
  - Janice Hill, Executive Assistant – 15 years
- The ACRD Sproat Lake Marine Patrol presented to the Board of Directors an overview of their summer on Sproat Lake.
- Kara Mackenzie made a presentation to the Board of Directors in relation to Temporary Use Permit Applicant TUP25008, Beaufort.
- Caroline Ellis, a resident of the Beaufort Electoral Area, offered the Board of Directors her response to Temporary Use Permit Application TUP25008, Beaufort.
- Port Alberni RCMP Inspector Kim Bruce presented the Board of Directors a summary report for the second quarter, covering April, May, and June 2025.
- Ken Sander, representing the Alberni Golf Club, made a presentation to the Board of Directors requesting a tax exemption for the Club.
- Wayne Coulson, CEO for Coulson Group, and Britton Coulson, President and COO of Coulson Group, made a presentation to the Board of Directors regarding Coulson Airplane Ltd. and the challenges faced by the company in their expansion efforts at the Alberni Valley Regional Airport.
- Nick Holatko represented the Riders of the Alberni Valley, and he made a presentation to the Board about the Maquinna Trail Network.



*The Alberni-Clayoquot Regional District Chair and Vice-Chair John Jack and Deb Haggard recognize (left to right) Luc Stefani (10 years), Janice Hill (15 years), and Alex Dyer (15 years) for their years of service at the ACRD.*

#### CORRESPONDENCE FOR ACTION

- Directors approved registering Alex Sam as a student participant to attend the 2025 UBCM Convention in Victoria, scheduled for September 22-26, 2025, and directed staff to apply to the Association of Vancouver Island and Coastal Communities to assist with up to 50% travel and accommodation reimbursement to a maximum of \$1,000.
- The Board of Directors passed a motion to direct staff to prepare a 2026 Tax Exemption Bylaw for the Alberni Golf Club and Long Beach Golf Course and bring additional information on the non-profit status of the Alberni Golf Club Ltd.

#### BOARD OF DIRECTORS

**Chair: John Jack**

Huu-ay-aht First Nations

**Councillor Debbie Haggard**

City of Port Alberni (vice-chair)

**Director Bob Beckett**

Electoral Area "A" Bamfield

**Director Fred Boyko**

Electoral Area "B" Beaufort

**Director Vaida Siga**

Electoral Area "C" Long Beach

**Director Penny Cote**

Electoral Area "D" Sproat Lake

**Director Susan Roth**

Electoral Area "E" Beaver Creek

**Director Mike Sparrow**

Electoral Area "F" Cherry Creek

**Mayor Sharie Minions**

City of Port Alberni

**Councillor Tom Stere**

District of Tofino

**Mayor Marilyn McEwen**

District of Ucluelet

**Councillor Kirsten Johnsen**

Toquaht Nation

**Councillor Moriah Cootes**

Uchucklesaht Tribe Government

**Levana Mastrangelo - Executive Legislator**

Yuulul?il?ath Government

For more information, visit the ACRD Website

([www.acrd.bc.ca](http://www.acrd.bc.ca)) or contact the Manager of

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

[hzenner@acrd.bc.ca](mailto:hzenner@acrd.bc.ca).



**AUGUST 27 & SEPTEMBER 10, 2025 (CONTINUED)****REQUEST FOR DECISIONS**

- The Board of Directors adopted Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment. This amendment is to provide \$25,000 in 2026 and \$15,000 per year through 2027-2029 with annual projected cost increases of 4% to the General Government Services Office Operations Budget, allowing for agenda management and electronic voting software to be utilized.
- The Board of Directors supported the UBCM funding application to the Community-to-Community Program to host an economic development workshop to gather information on initiatives in the region and begin to define the scope of an ACRD proposed economic development service.
- The Board of Directors directed staff to designate Saturday, September 20, 2025, as a free transit day for the West Coast Transit service, in support of the 25<sup>th</sup> Anniversary Gathering hosted by the Clayoquot Biosphere Trust and ʔaʔuukʷiʔath (Tla-o-qui-aht First Nation).
- The Board of Directors approved the amendment of lease LS-A2025007 for the Ministry of Forests at the Alberni Valley Regional Airport to include the adjacent ground-side lot for a term of 10 years and 10 months, commencing September 1, 2025, and ending June 30, 2036.
- The Board of Directors approved lease LS-A2025006 with Coulson Aviation for lots 12 and 13 at the Alberni Valley Regional Airport for a term of three years.
- The Board of Directors adopted bylaw cited as Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment. This designates funding for replacement of the roof on a Long Beach Airport building currently leased to Parks Canada.
- The Board of Directors directed staff to investigate the feasibility of submitting a Section 57 application in collaboration with the Riders of Alberni Valley, to authorize multi-use recreational trails on Maquinna Crown land, and report back with further information as part of the 2026 workplan.



*The Alberni-Clayoquot Regional District staff wear orange shirts every Monday in September, joining many other organizations in the Alberni Valley in a show of respect. September 30 is the National Day for Truth and Recognition. We wear orange to honour residential school survivors and the children who never returned home. We stand in solidarity with Indigenous Peoples, families, and communities in recognition of this important day.*

**CONTRACTS & AGREEMENTS**

- The Board of Directors awarded the Long Beach Airport Roofing Replacement contract to Aurora Roofing Ltd in the amount of \$135,355 (excluding GST)
- The Board of Directors awarded, from the 2025 Beaufort Grant-in-Aid category, a \$500 grant to the Alberni Valley Enhancement Association.
- The Board of Directors renewed the Alberni Valley Sort'nGo Centre Operations contract with Berry and Vale Contracting Ltd. in the amount of \$1,177,918.92 annually plus BC CPI and excluding GST for a 5-year term and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

**PLANNING MATTERS****Rezoning and Bylaws:**

- Considered a first time and proceeding to public input:
  - RD24007 – 7775 Pacific Rim Highway, Bylaw P1526 and P1527 first reading and public hearing delegated.



**AUGUST 27 & SEPTEMBER 10, 2025 (CONTINUED)****PLANNING MATTERS (CONTINUED)****Rezoning and Bylaws**

- Deferred:
  - Board of Directors deferred a decision on Development Variance Permit DVF25001 to allow the applicants to address concerns raised during the public notice period and to invite the applicants to present to the Board as a delegation.

**Parcel Frontage Waiver:**

- **SD24009PFW**, Sproat Lake - The Board of Directors waived the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Strata Lot 1 as shown on the subdivision plan for the property located at 18440 Pacific Rim Hwy.
- **SE25006PFW**, Beaver Creek - The Board of Directors waived the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Lot B as shown on the subdivision plan for the property located at 6320 Beaver Creek Rd.

**Development Variance Applications:**

- Deferred:
  - Board of Directors deferred a decision on Development Variance Permit **DVA25005** to the October 8, 2025, Board of Directors meeting to allow the applicants to address concerns raised during the public notice period and to invite the applicants to present to the Board as a delegation.

**Temporary Use Permits:**

- Issued
  - **TUP25008** – 8335 Beaver Creek Rd., Beaufort
  - **TUP24008** – 10404 Marina Vista Dr., Sproat Lake



*More orange shirts worn on Mondays. Tseshah First Nations began this tradition, and the ACRD is honoured to participate.*

**REPORTS**

- The Board of Directors received a staff report regarding Electoral Area Incorporation and provided information regarding grant opportunities to fund Electoral Area Incorporation exploration.
- The Board of Directors resolved to submit a late resolution to the Union of British Columbia Municipalities regarding collaboration between the Province of British Columbia and the Government of Canada to:
  - Partner with the private sector to retrofit a portion of Canada's retired CC-130H Hercules fleet into large air tankers for wildfire suppression.
  - Deploy these aircraft as part of a strengthened national wildfire response capacity, to be shared with provinces and territories and, where appropriate, used for international humanitarian and emergency missions. Consider that the Canadian Interagency Forest Fire Centre assist in managing deployment under a transparent cost-sharing framework, with initial operating capability by the 2027 wildfire season.
  - Prioritize this made-in-Canada solution that leverages Canadian engineering, protects lives, communities, and the environment.





## Heritage Commission Meeting

June 6th, 2025

### Minutes

Location: Maritime Discovery Centre

**RECEIVED**

**OCT 06 2025**

**CITY OF PORT ALBERNI**

#### Attendees:

ACRD  
City Council  
Chamber of Commerce  
Community Arts Council  
Community at Large  
Historical Society  
Industrial Heritage  
Maritime Heritage  
McLean Mill  
SD 70 – Pacific Rim  
Staff

Penny Cote  
Charles Mealey  
Jolleen Dick- REGRETS  
Jane Victoria King  
Colin Schult - REGRETS  
Gareth Flostrand  
Leslie Walerius  
Ken Watson  
Richard Spencer  
Pam Craig - REGRETS  
Sheila Perry

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

File # RCM Oct 14  
0540-20-AVMHC-2025

Regrets: Hupačasath First Nation  
c̓išaaʔath̓ (Tseshaht) First Nation

Visitors: Angela Skaley, CAC

Called to Order at 7:01 pm by Chair Gareth Flostrand:

Note: At the end of the meeting, Chair Gareth Flostrand announced her resignation from the Commission effective immediately. On behalf of City Council and the Heritage Commission, Charles Mealey thanked Gareth for her many years of dedicated service and extended best wishes for her future endeavours.

1. Moved by Penny Cote that the agenda of the May 7th, 2025 meeting be approved.
2. Moved by Ken Watson that the minutes of the April 2nd, 2025 meeting be approved as circulated.  
Moved by Penny Cote to accept the consent agenda containing monthly reports for April be approved as circulated.

#### 3. Old Business

- a. HC @ Alberni District Fall Fair – the Chair read aloud a letter from City Council approving the Commission's participation in the 2025 ADFF as well as an update from the sub-committee. Staff advised that ADFF organizers welcome the Commission's participation as this year marks the 80<sup>th</sup> anniversary of the Fair. Staff will work with the ADFF on options and report back as soon as possible.
- b. Volunteer Acknowledgement SM Initiative – Ken Watson moved that the Volunteer Acknowledgement SM Initiative be tabled until early 2026 as the immediate focus for the Commission is the Fall Fair. Seconded by Leslie Walerius. Carried.



**Heritage Commission Meeting**

**June 6th, 2025**

**Minutes**

4. Correspondence

5. New Business

**JULY 1<sup>ST</sup> COMMUNITY EVENT** – After much discussion, participating organization agreed to change the event name to “Celebrate PA!”.

**DEACCESSION** – Staff presented a report (attached) recommending the deaccessioning and disposal of three historic firearms and one rifle case from the permanent collection of the Alberni Valley Museum (AVM).

Penny Cote moved the following, seconded by Ken Watson:

**MOTION:**

That the Port Alberni Heritage Commission recommends to Port Alberni City Council the formal deaccessioning of the following items from the Alberni Valley Museum Collection, in accordance with Section 11 of the AVM Collections Policy (2016):

- 1971.80.2 – Winchester Model 1897 Shotgun
- 1976.26.1 – Savage Model 1899 Rifle
- 1976.27.1 – Ithaca Hammerless Shotgun
- Un-accessioned – Large Rifle Gun Storage Case

And further, that the Commission recommends the City authorize staff to pursue disposal of these items through public museums or educational institutions, and, if declined, through public sale in accordance with City asset disposal procedures.

Be it also resolved that any funds resulting from this disposal be restricted for the exclusive use of supporting the care and stewardship of the Museum's permanent collection.

**DISCUSSION:** Staff suggested that due to the lack of provenance as well as the overall quality and general availability of each rifle, interest by other museums, educational institutions, and public institutions would be limited and therefore does not warrant the staff time associated with trying to re-house the artefacts. In addition, any institution looking to acquire similar artefacts would have access to them through the sale process.



**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

AMENDED MOTION:

Penny Cote amended the following, seconded by Ken Watson:

That the Port Alberni Heritage Commission recommends to Port Alberni City Council the formal deaccessioning of the following items from the Alberni Valley Museum Collection, in accordance with Section 11 of the AVM Collections Policy (2016):

- 1971.80.2 – Winchester Model 1897 Shotgun
- 1976.26.1 – Savage Model 1899 Rifle
- 1976.27.1 – Ithaca Hammerless Shotgun
- Un-accessioned – Large Rifle Gun Storage Case

And further, that the Commission recommends City Council authorize staff to pursue disposal of these items through public sale in accordance with City asset disposal procedures.

Be it also resolved that any funds resulting from this disposal be restricted for the exclusive use of supporting the care and stewardship of the Museum's permanent collection.

Carried as amended.





## Heritage Commission Meeting

June 6th, 2025

### Minutes

#### 6. REPORTS

##### A. Community Arts Council

#### **CAC MONTHLY REPORT**

May 23, 2025, prepared by Angela Skaley

*Visitor Attendance for April: 874*

- The 2026 exhibit year was juried by staff and board members, with the finalized schedule to be announced in July.
- The Gift Shop has welcomed new artists, an updated prints display and new prints.
- The ADSS Student Exhibit is now on, titled "Voice Unveiled", sponsored by the Toy Run.
- Our next fundraiser, the Solstice Crafty Cruise is a collaboration with V9Y Catering, sponsored by Dog Mountain Brewing and featuring DJ Spindaddy. We are currently sourcing a locally made craft by an Alberni Valley artist.
- We are currently hiring for two summer students for our children's Summer Camps.
- We are happy to announce funding received by the AV Community Foundation, and acceptance into the Business/Arts Artsvest Program.

#### **Upcoming Events & Exhibitions:**

- **May 24 and 25:** Dock+ Mural Painting at the Dock+
- **May 29:** Opening Reception for the ADSS Student Exhibit, titled "Voices Unveiled"
- **May 31:** Kids Workshop in collaboration with the Museum
- **May 31:** "It's serving... art!" pride watercolour workshop
- **June 5:** Watercolour Wednesday
- **June 8:** Pride Drop-In workshop at the Grove
- **June 14:** Port Day, with a creative activity by artist Kalin McDowell
- **June 19:** Watercolour Wednesday
- **June 20:** Summer Solstice Crafty Cruise, aboard the Frances Barkley



**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

**B. SD 70 – Pacific Rim**

**Heritage Commission Report May 7 2025:**

1. **International Education and Newcomers** – planning and registration for the 2025/26 International program is expecting students from Germany, Spain, Japan, Netherlands, Mexico, Italy, Austria, Czech Republic and Taiwan. We currently have 26 active home stay families hosting two students each.
  - One student's story highlight this year was of a student from Germany who embraced the experience by joining leadership class, volunteered at school events and eventually became the Sr. Girl's Basketball Team Manager at ADSS. She proudly looked after the Sr. Girls on their trip to the Provincials. She was the delight of the team and coaches when she proclaimed to everyone on the bus
  - "I LOVE MY LIFE, I LOVE MY LOVE HERE – I don't want to go home ever!"
2. **Networks of Inquiry and Indigenous Education** - The purpose of NOIIE is to create a just society where every learner crosses the stage with dignity, purpose and options. Eight school teams in Pacific Rim submitted case studies from Howitt Elementary, Wickaninnish Community School, Bamfield Community School, ADSS, Maquinna elementary, Tsuma-as Elementary and Ucluelet Elementary. Topics ranged from fostering connection of students to nature, to building confidence and resiliency in young students through the 'big buddies' program, to empower youth to overcome trauma, to engage grade 8 learners to be curious, to increase Nuuchahnulth language and culture, to creative problem solving and critical thinking and to more opportunities for imaginative play.
3. Little Mermaid – A Magical Musical Adventure - at ADSS May 9, at 7:00pm and May 10, at 1:00pm and 7:00pm.

**C. Chamber of Commerce – NO REPORT**



**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

**D. McLean Mill**

**McLean Mill National Historic Site Update, June 3<sup>rd</sup>, 2025**

Prepared by Elliot Drew

May was the last push to prep and get open for the 2025 season. We opened May 16<sup>th</sup> and are now staffed Wed-Sun, 10am-4pm. Both the Self Guided Sign Tour and the Children's Stamp Tour are available during this time. We have painted the interior of the McLean Hall and installed the exhibit about the restoration of the Site to be displayed when the space is not being used for an event. This is all covered under our regular admission of \$10 Adult, \$5 Senior and Student, with all Children 7 and under Free. Our Local Season pass is only \$15 and grants anyone with a V9Y postal code admission for the entire season. We remind everyone that admission is only during staffed hours, and the Site remains free to explore otherwise.

While events for May were few, we continue to work to fill our calendar with multiple wedding tours and are once again courting the film industry for this summer. We did host the AVCOC AGM on May 16<sup>th</sup> with help from our partners at V9Y Culinary.

While we are excited to be open the winter season has been hard on the Mill and a section of the waste conveyor has collapsed causing us to close the section of the grounds behind the Mill. City staff are looking at the situation and hopefully long term plans are being considered for keeping this cornerstone of our heritage intact for the future.

We have also just received notice that Mosaic will be demolishing the McLean Barn in the coming days due to safety concerns.

**Important Upcoming Dates:**

Grad Photo Day – Jun 21<sup>st</sup>

Wedding – Jun 28<sup>th</sup>

Start 7 days a Week Operation – June 30<sup>th</sup>

Wedding – July 12<sup>th</sup>

As always, we are proud to be the steward of this local treasure and deeply grateful to share its story with our guests.





**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

**E. Historical Society**

**ALBERNI DISTRICT HISTORICAL SOCIETY REPORT**  
**JUNE 4, 2025**

- Our AGM was held Thursday, May 29, 2025 in the museum. The staff of the museum surprised us with a 60th Birthday cake & a lovely card. A Huge thank you to our friends at the museum.
- The elected Board consists of: Diane Best; Judy Carlson; Marlene Dietrich; Diane Dobson; Gareth Flostrand; Katy Lekich; Maxine Munsil; Glenda Noiles; Marta Williamson.
- Join us at Echo Centre, Thursday June 12 and help us celebrate our 60<sup>th</sup> Birthday. The theme is "Reminiscence of the "Mall". We will have guest speakers, photographs & memorabilia. And of course, Birthday Cake! Free admission!
- Volunteer hours last month were 244 3/4.
- Our latest Facebook article by Diane Dobson is "Parker's Hobby Corner". Read and forward it to someone you think might be interested in the History of the Alberni Valley.
- The Archives is open Tues-Thur. 11am to 3 pm.



## Heritage Commission Meeting

June 6th, 2025

### Minutes

#### F. Maritime Heritage Society



### Port Alberni Maritime Heritage Society Report to the Heritage Commission June 4, 2025

#### Hours of Operation

The Gallery and the Lighthouse are currently open for regular public viewing with hours as follows:

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

Starting on June 30, our Summer hours take effect and we will be open as follows:

- Tuesday to Sunday (Six days/wk) 9:30am to 4:30pm. Closed on Mondays.

#### Exhibit Guide Positions

We are currently recruiting for Exhibit Guide Positions. During our summer season these Exhibit Guides welcome visitors to the Gallery and Lighthouse and provide tours of our exhibits. In addition, they help plan and deliver our weekly children's programs and special events such as Pirate Day. See our facebook page for job posting specifics. If you, or someone you know is interested in one of these positions please submit a resume to [ken-watson@shaw.ca](mailto:ken-watson@shaw.ca) by June 14<sup>th</sup>. Thanks to the Canada Summer Jobs Program for funding towards these positions.

#### Summer Programs

We will once again be offering summer programs geared towards children and youth at the Gallery and the Lighthouse. Maritime themed crafts, games and stories are hosted for children each Saturday morning thought the summer. The Pirate day event for children will be on Saturday July 26<sup>th</sup>.

#### "Teak Lady" Restoration

Our volunteers are continuing the renovation of this little vessel. Thanks to Beaver Creek Home Center and McLean & Higgens Plumbing for generous donations of needed materials. If you are interested in knowing more about this vessel's interesting local and international history check the blog on our website. We hope to have the Teak Lady back at the Boatyard before "Port Day" celebrations on June 14<sup>th</sup>.

#### Membership Renewal

We are struggling to maintain membership levels needed to support our provincial gaming funding. If you haven't yet renewed or would like to be a new member please contact Don Jones at [mdjones@shaw.ca](mailto:mdjones@shaw.ca) or 250 731-7212.

#### Contact Information

Telephone	250-723-6164
Website	<a href="http://portalbernimaritimeheritage.ca">portalbernimaritimeheritage.ca</a>
Facebook	<a href="https://www.facebook.com/maritimediscoverycentre">maritimediscoverycentre</a>
Email	<a href="mailto:portalbernimhs@gmail.com">portalbernimhs@gmail.com</a>

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Ken Watson'.

Ken Watson , PAMHS President



**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

**G. Industrial Heritage Society**

**1. General WVHHS Information:**

**Requested Information:**

- a. Heritage Commission Awards:  
APR Manager Richard Spencer – Alb.Pac.Railway
- b. AV Museum Collection Policy:  
Representatives: Bob East (Heritage Centre)  
Bruce Holland (Alb.Pac. Railway)
- c. Heritage Commission Alternate:  
APR Manager Richard Spencer

**2. Alberni Pacific Railway – Richard Spencer, APR Manager**

\* The APR is prepping for our start up weekend on June 7th.

\* The 2025 class of 7 new APR crew members have now been rules qualified.

The APR now has 24 qualified crew members.

\*Work carry's on in the shop, on the track and in the office preparing for 2025 operations, including prepping our two locomotives, the No. 11 and No. 7.

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

May Events: (David Hooper)

MAY 3- HOSTING "Model A" club from the Mainland, incl. members of "BC Vintage Trucks Museum" in Cloversale

May 6 – hosting Alberni Elementary Kindergarten Class

Upcoming Events: (David Hooper)

June 9 - hosting three School class visits:

Maquinna Elementary Gr. 2 visit at Heritage Centre

June 21 – Volunteer Fire Dept. Anniversaries (Sproat Lake & Coombs

Sproat Lake requesting 1939 Ford

Coombs requesting 1928 Chev. (60th Anniversary)

July 1st – Canada Day Event at Harbour Quay

July 12-13 – BC Forest Discovery Centre, Duncan – AHS Truck show

July 19 – Rotary "Color Fest" at Blair Park – invitation to participate

August 24 – Parksville Railway Days – Parksville Museum

August 30-31 – WVHHS Antique Trucks & Machinery Show

September 6 – ADFF – Fall Fair Parade

October 4 – Alberni Co-op Members Day Event – Glenwood Centre

Donations Received: Major Supporter: (Bob East)





## Heritage Commission Meeting

June 6th, 2025

### Minutes

May 27 - We have lost a great exhibit and our reliable low-bed tractor when the Kingsley Trucking went into receivership and the Marmon and Volve were picked up and returned. These 2 units have been on loan to the I.H.S. for 9 years.

We have a usable Plan "B" truck but, we will have to pay Insurance and maintenance = an extra annual expense.

Industrial Heritage Centre – Shop: (Bob East)

The IHC is in the process to repurpose the 1906 Bloedel Stewart and Welsh SAFE. It has been relocated and now on display in the front entrance of the IHC. It has been in the IHC collection since Franklin River Office closed.

This time of year, the mechanics are preparing the trucks for parades, local events and upcoming trips to Coombs Fire Dept (60th Anniversary), Lake Cowichan Days Parade and Duncan Truck Show. This involves: maintenance (oil to brakes), cleaning, polishing.

#### 4. WVHHS Memberships

\* Memberships are now available for 2025.

Anyone wanting to renew a membership or become a member of the WVHHS can do so by visiting the Industrial Heritage Center during open hours or going online to [www.ihsportalberni.ca/membership](http://www.ihsportalberni.ca/membership).

Respectfully Submitted by,

Leslie Walerius  
Western Vancouver Island Industrial Heritage Society



## Heritage Commission Meeting

June 6th, 2025

### Minutes

H. City Council



## CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held May 26, 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](mailto:corp_serv@portalberni.ca).

### STAFF REPORTS

#### Quarterly Departmental Report

Council received the Fire department Quarterly Report for the period January 1, 2025 – March 31, 2025.

### BYLAWS

"Respectful Behaviour Bylaw No. 5129, 2025" was adopted. This bylaw will provide clear expectations for conduct in City facilities and at City events and reinforce the City's commitment to maintaining a safe, inclusive and respectful civic environment.

### CORRESPONDENCE

Council received their correspondence summary which included letters from:

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

### REPORT FROM IN-CAMERA

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 1<sup>st</sup> through October 31<sup>st</sup> to June 1<sup>st</sup> through September 30<sup>th</sup> 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.

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.

### NEW BUSINESS

#### Master Plan Update

Council amended the "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:

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

#### 2025 UBCM Resolutions

Council received a report outlining previously submitted resolutions that were endorsed for consideration at the 2025 Union of BC Municipalities [UBCM] Convention taking place in September 2025 related to fibre decline and the need for sustainable fibre models, and regarding establishing a framework for intergovernmental relations with First Nations.

#### Community Heritage Commission | 2025 Alberni District Fall Fair

Council authorized 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.

#### Development Variance Permit (DVP 125) | 4691 Gertrude Street

Council authorized the issuance of Development Variance Permit No. 125 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.



Heritage Commission Meeting  
June 6th, 2025  
Minutes

**Paper Mill Dam Maintenance**

Council received a report regarding maintenance operations at Paper Mill Dam Park during the summer months, in light of the recent reduction in the maintenance budget.

**QUESTON PERIOD**

**R. Smith** inquired about changes to Council benefits to include dependents.

**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](http://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](http://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](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

**MEETINGS AT A GLANCE**

**Wednesday, June 4<sup>th</sup>**

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

**Monday, June 9<sup>th</sup>**

2:00 pm | Regular Council  
Council Chambers

**Monday, June 16<sup>th</sup>**

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





Heritage Commission Meeting  
June 6th, 2025  
Minutes

I. Regional District – no report

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

**APRIL 9 & 23**

**DELEGATIONS & PRESENTATIONS**

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

**CORRESPONDENCE FOR ACTION**

The Board of Directors will provide letters of support to:

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

**REQUEST FOR DECISION**

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

**PLANNING MATTERS**

Permits issued:

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

Permits considered a first time and proceeding to public input:

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

J.





Heritage Commission Meeting  
June 6th, 2025  
Minutes

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

APRIL 9 & 23

CELEBRATING SUCCESS



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

PLANNING MATTERS (CONTINUED)

Rezoning and Bylaws

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

STAFF REPORTS

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



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

MEETINGS

Accessibility Committee - May 13, 10 am - ACRD Board Room/Zoom  
West Coast Committee (Grant in Aid) - May 14, 10 am - ACRD Board Room/Zoom  
Board of Directors - May 14, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Board Room/Zoom  
Emergency Program Executive Committee Program - May 15, 10 am - ACRD Board Room/Zoom  
Committee-of-the-Whole (Grant in Aid) - May 21, 10 am - ACRD Board Room/Zoom  
Alberni Valley & Bamfield Services Committee (Grant in Aid) - May 21, 1:30 pm - ACRD Board Room/Zoom  
Board of Directors - May 28, 1:30 pm - House of Huu-ay-aht (171 Nookemus Rd.)/Zoom  
Board meetings are typically held in the ACRD boardroom and virtually. Join by:  
1. Attend in person at the ACRD boardroom  
2. Apply to appear as a delegate  
3. Register to participate in a Board or Committee meeting via Zoom Webinar  
4. Submit questions or comments on an agenda to [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)  
5. Visit the Regional District website at [www.acrd.bc.ca](http://www.acrd.bc.ca) for further details on public participation in meetings.



Heritage Commission Meeting  
June 6th, 2025  
Minutes

- K. Community at Large – NO REPORT FOR APRIL
- L. Museum

AVM | MAY AT A GLANCE

GENERAL ATTENDANCE:	1470
TOTAL ATTENDANCE:	1641
PROGRAMS:	18
INSTRUCTIONAL HOURS (STRUCTURED LEARNING):	113
HOURS OPEN TO PUBLIC:	147
OBJECT CARED FOR:	~5,400
REPOSITORY AGREEMENTS:	7

EXHIBITIONS |

*Resist* (18 March – 12 July, 2025)



Still Standing  
By Sharon Allman



Grids and Strings and Other  
Things  
By Terry Aske



Fighting The Current  
By Diana Bartelings



Resisting Change  
By Darlene Bayley

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

PROGRAMS | FAMILY/CHILDRENS PROGRAMS: 10 TOTAL

- Wonder Workshops (6-12 years)
- Birthday Parties (Ages 5-10 years)
- Museum Minis – Pre-K
- SD 70 – School Tours

ADULT PROGRAMS: 8 TOTAL

- Kumihimo Workshop
- Cordage Workshop
- Spinners & Weavers | Knitters
- TIFF Film Series





**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

- M. Hupačasath First Nation – no report
- N. čišaaʔath (Tseshaht) First Nation – no report

- 7. Next Meeting
  - A. September 3rd, 7pm (AVM)
- 8. Moved by Ken Watson to adjourn at 9:30 pm.



**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

Attachment:

**HERITAGE COMMISSION REPORT | Recommendation for Deaccessioning of Firearms and Rifle Storage Case from the AVM Collection**

TO: PORT ALBERNI HERITAGE COMMISSION  
FROM: DIRECTOR OF CULTURE  
DATE: JUNE 4, 2025

**EXECUTIVE SUMMARY**

This report recommends the deaccessioning and disposal of three historic firearms and one rifle case from the permanent collection of the Alberni Valley Museum (AVM):

1. Winchester Model 1897 Pump-Action 12-Gauge Shotgun (Accession No. 1971.80.2)
2. Savage Model 1899 "Smokeless Steel" Lever Action Rifle (Accession No. 1976.26.1)
3. Ithaca Hammerless Double Barrel 12-Gauge Shotgun (Accession No. 1976.27.1)
4. Large Rifle Gun Case (Un-accessioned storage case used for firearms)

These objects no longer meet the criteria for inclusion in the Museum's permanent collection. Their continued storage imposes unnecessary regulatory, financial, and curatorial burdens.

**BACKGROUND AND JUSTIFICATION**

Recent review and research identified these artefacts as:

- Lacking relevant local provenance or interpretive value to Port Alberni or the Alberni Valley
- Rarely or never exhibited since accessioning in the 1970s
- Removed from public display due to changing legislation and safety concerns
- Requiring disproportionate resources for storage, licensing, insurance, and regulatory compliance
- Inadequately aligned with AVM's current collection development goals
- The large rifle storage case, designed to house these firearms, is also no longer required and occupies valuable storage space

**Collections Policy Alignment**

Under Section 11 of the AVM Collections Policy (2016), deaccessioning is appropriate when:

- Objects fall outside the Museum's collecting mandate (11.a.ii)
- They pose preservation or safety concerns (11.a.i, iv, x)
- They are duplicative or lack a definable purpose (11.a.v)
- They require resources that cannot be ethically justified (5.b.v, 7, 8, and 11.b.iv)



**Heritage Commission Meeting**  
**June 6th, 2025**  
**Minutes**

**CONCLUSION** | Each of the three firearms and the associated storage case satisfy multiple criteria for deaccessioning.

**DEACCESSION SUMMARY**

1. Winchester Model 1897 (Acc. No. 1971.80.2)
  - High-production U.S. firearm with no regional connection
  - Requires enhanced security or restricted display infrastructure
2. Savage Model 1899 (Acc. No. 1976.26.1)
  - Owned by settler William R. Piggott but lacks significant local narrative or interpretive context
  - More relevant to (US) national rather than regional firearm history
3. Ithaca Hammerless Double Barrel (Acc. No. 1976.27.1)
  - Owned by early resident John F. Bledsoe; limited educational use; common model
4. Large Rifle Gun Case
  - Purpose-built for the firearms listed above
  - No longer required and consumes significant exhibition and storage space.

**PROPOSED DISPOSITION PLAN**

In accordance with Policy 11.d, the following disposal options are recommended:

1. Primary Option: Offer the firearms to museums, educational institutions, or public institutions. Staff recommends not exercising this option as the artefacts in question have little provenance information as well as the overall quality and general availability fall short of museum quality.
2. Secondary Option: Offer firearms and the storage case for public sale via:
  - Auction with public notice, or
  - Licensed firearms dealer (where legal and appropriate),
  - and in accordance with City of Port Alberni's asset disposal procedures

**Note:** Any funds realized from the sale of these artefacts shall be restricted for use in the care, display, conservation, and documentation of the Museum's permanent collection.

3. Final Option (if necessary): Disposal through destruction, but only if the items are deemed hazardous and all other means of disposal are exhausted.





## COUNCILLOR REPORT

OCTOBER 14<sup>TH</sup>, 2025 - REGULAR COUNCIL MEETING

Attachments can be found [HERE](#)

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### MAYOR MINIONS

September 22<sup>nd</sup>- 26<sup>th</sup> – Union of BC Municipalities Convention

- Mayor Minions, along with Councillor Dame, Councillor Haggard, Councillor Patola and Councillor Solda, attending the UBCM Convention where they met with Provincial ministers and Ministry staff to advocate for solutions to issues in our community ranging from fibre shortage in the forestry industry and infrastructure upgrades to mental health resources and community safety.

September 29<sup>th</sup> – BC Real Estate Association (BCREA)

- Mayor Minions contributed support to the call for a Permanent Provincial Housing Roundtable through BCREA. The BCREA submitted a resolution to UBCM regarding the creation of a Permanent Provincial Housing Roundtable.

### COUNCILLOR DAME

September 22<sup>nd</sup>- 26<sup>th</sup> – Union of BC Municipalities Convention

- Councillor Dame, along with Mayor Minions, Councillor Haggard, Councillor Patola and Councillor Solda, attending the UBCM Convention where they met with Provincial ministers and Ministry staff to advocate for solutions to issues in our community ranging from fibre shortage in the forestry industry and infrastructure upgrades to mental health resources and community safety.

### COUNCILLOR HAGGARD

- See attached report

### COUNCILLOR MEALEY

September 25<sup>th</sup>, 2025 – Reconciliation Flag Raising at City Hall

- Councillor Mealey, along with Deputy Mayor Verbrugge and City Hall staff, joined with members of the Tseshaht and Hupacasath First Nations for the raising of the Reconciliation Flag.

### COUNCILLOR PATOLA

September 22<sup>nd</sup>- 26<sup>th</sup> – Union of BC Municipalities Convention

- Councillor Patola, along with Mayor Minions, Councillor Dame, Councillor Haggard, and Councillor Solda, attending the UBCM Convention where they met with Provincial ministers and Ministry staff to advocate for solutions to issues in our community ranging from fibre shortage in the forestry industry and infrastructure upgrades to mental health resources and community safety.

### COUNCILLOR SOLDA

- See attached report

### COUNCILLOR VERBRUGGE

September 25<sup>th</sup>, 2025 – Reconciliation Flag Raising at City Hall

- Deputy Mayor Verbrugge, with Councillor Mealey and City Hall staff, joined with members of the Tseshaht and Hupacasath First Nations for the raising of the Reconciliation Flag.



## COUNCILLOR HAGGARD – COUNCILLOR REPORT OCTOBER 14, 2025 - REGULAR COUNCIL MEETING

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### **September 4, 2025 – Forestry Working Group**

- The working group reviewed the priorities identified from the last meeting and discussed next steps. Tseshaht will oversee a video that will contain positive messaging regarding the forestry industry.

### **September 5, 2025 – Volunteer at the City of Port Alberni Museum Fall Fair Booth**

- It was great fun to interact with members of the community to talk about the importance of our museum and art and culture and the role it plays in our community. It was also a lot of fun to guess what the “secret artifact” was and what it was used for.

### **September 6, 2025 – Volunteer at the Tsawaq-kin Fall Fair Booth**

- This was a great opportunity to discuss with local residents about the importance of the forestry sector and the challenges it is facing today.

### **September 10, 2025 – Alberni Clayoquot Regional District Board of Directors meeting**

- Highlights include:
  - RCMP Quarter 2 Reporting
  - Presentation from Coulson’s Aircrane Ltd. regarding expansion efforts at the Alberni Valley Regional Airport
  - Renew the Alberni Valley Sort’nGo Centre Operations contract with Berry & Vale Contracting for a 5-year term

### **September 16, 2025 – Indigenous Forestry Conference**

- I was invited to be part of a panel discussion on Regional Solutions, The Alberni Valley Forestry Working Group: A Model for Resilience. I spoke on community economic benefits and impacts of the forestry industry.

### **September 17, 2025 – Alberni Clayoquot Health Network**

- Highlights include:
  - ACRD gave an update on the OCP plans for Long Beach and Sproat Lake
  - The Coordinator provided updated work on the Poverty Reduction Plan. The final draft should be ready for release later in the year.
  - Foundry update – The location will be on Anderson Avenue. The Executive Director gave a presentation of the proposed layout of the building.

### **September 22 – 26, 2025 – Union of BC Municipalities annual conference**

- The theme for the conference this year was Charting the Course.
- *Health Care – The Heart of the Community* – I was honoured to be part of a panel discussion on challenges in rural and remote communities, along with Josie Osborne, Minister of Health, President and CEO of Northern Health, President and CEO of Island Health and two other elected officials from rural communities. The focus of the discussion was to explore challenges and opportunities for improving healthcare in the rural and remote areas so that every community has the healthcare that it needs.
- *Disordered Downtown: Rethinking Care for Those in Need* – This session explored the factors that have contributed to the growth of street disorder in our communities as well as some options on how to respond to these growing complex issues.



- *BC Emergency Health Services meeting* – The city’s request was to ensure the sustainability of pre-hospital care and to relieve the pressure on our fire department and a community paramedic pilot program.
- *Ministry of Health Staff Level Ministry meeting* – The city gave an update on the proposed medical clinic and discussed the many benefits to the community and the attraction and retention of medical personnel.
- *Truck Loggers Association Forestry dinner* – Mayor Minions and I attend the TLA Forestry dinner, which included the exclusive screening of *BC is Burning* documentary and guest speaker, Minister of Forests, Honourable Ravi Parmar.
- *Minister of Forests announcement* – An announcement by Minister Parmar regarding a review of the work done by BC Timber Sales which generated 54 recommendations in a plan to help support the forest economy.
- *Tourism, Arts, Culture & Sport Minister meeting* – We spoke on the history of Port Alberni as a hosting community and a local committee’s efforts to be a host for a visiting team for pre-tournament training activities in the upcoming FIFA 2026 World Cup. We also expressed our strong need for a new adventure park for the youth in our community.
- *Resource Breakfast Series* – Collaborative Stewardship of BC’s Natural Legacy featuring Honourable Ravi Parmar, Minister of Forests, and Honourable Randene Neill, Minister of Water, Land & Resource Stewardship – They spoke on the collaboration that is necessary between the two areas and how they are intertwined for long-term sustainability.
- *Forestry Cabinet Minister meeting* – The city expressed their thanks for the rapid response to the Mount Underwood fire and the incredible work done by BC Wildfire Services. We also discussed the state of emergency of our local forestry industry and the work currently being done by the Alberni Valley Forestry Working Group.
- *Modest Growth & Big Challenges: The Road Ahead for BC’s Economy* – This session discussed the state of the provincial finances and how to get the economy and provincial finances back on course.
- *Address by the Minister of State for Local Government and Rural Communities* – Brittney Anderson, Minister of State for Local Governments and Rural Communities, highlighted some of the many accomplishments of local governments throughout the province.
- *Cabinet Town Hall: Tariffs and Growing BC’s Economy* – Speaker: Ravi Kahlon, Minister of Jobs and Economic Growth, Brenda Bailey, Minister of Finance, Lana Popham, Minister of Agriculture and Food, and Adrian Dix, Minister of Energy and Climate. Each Minister spoke on the current challenges facing their departments in the current economic climate and also talked about potential opportunities.
- *Address by the Premier* – Premier Eby’s speech highlighted the need for continued collaboration between the province and local communities, especially in the light of the tightening economic pressures and population growth.

#### **September 30<sup>th</sup>, 2025 - National Truth & Reconciliation Day**

- I walked alongside members of Tseshaht and Hupacasath First Nations along with many members of our communities to remember and honour the children who never returned home and the survivors of residential schools, as well as the families and communities who were impacted.



## COUNCILLOR SOLDA – COUNCILLOR REPORT OCTOBER 14<sup>TH</sup>, 2025 - REGULAR COUNCIL MEETING

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September 9<sup>th</sup>, 2025– Accessibility Committee meeting

- The committee received a presentation by BC Transit regarding their Future Service Plan.
- Agenda can be found [here](#).

September 9<sup>th</sup>, 2025 – Island Corridor Foundation (ICF) Reception

- The ICF invited Council and Staff to attend a demo of their Hi-rail Bus

September 10<sup>th</sup>, 2025 – Story Book Lantern Walk for World Suicide Prevention Day

- Councillor Solda attended the walk, sponsored by CMHA, to raise awareness for suicide prevention

September 18<sup>th</sup>, 2025 - Rainbow Gardens Annual General Meeting (AGM)

- Congrats to the new Chair Bev Denning and Vice-Chair Derek Appleton

September 19<sup>th</sup>, 2025 – AV Transition Town

- AV Transition Town started the fall off and the National Day of Climate Action with renewed committed action for safety and sustainability in the Valley in front of City Hall with several guest speakers. Councillor Solda spoke on behalf of Mayor and Council.

September 21<sup>st</sup> to 26<sup>th</sup>, 2025 – Union of BC Municipalities (UBCM) Convention (Victoria, BC)

- Highlighting some meetings with Ministers and their staff that Councillor Solda attended with the Mayor, CAO Mike Fox, and Councillors listed below.
  - *BC Assessment*
  - *Water, Land and Resource Stewardship: Watershed, Management and Regulatory amendments* – our request that the province’s support in empowering local authorities through regulatory amendments will strengthen the collaboration between the provincial and local levels of government, enhancing watershed stewardship across the region. Currently, local government involvement is minimal.
    - We also discussed potential funding opportunities for required upgrades to Bainbridge Dam.
    - Discussion that the Minister support an application to the Strategic Priorities Funding regarding the Argyle Revitalization Project.
  - *Post-Secondary Education and Future Skills* - advocating to expand the Registered Nurse program to Port Alberni campus and invest in worker retraining programs for those in the forestry sector.
    - Forestry workers must be equipped with the skills to operate new technologies and adapt to sustainable practices. Plus, we have new industries opening in Port Alberni that will need to hire skilled people.
  - *Social Development and Poverty Reduction* -City requested and discussed that the Ministry invest in what works locally to protect vulnerable residents, reduce systemic strain, and build a healthier community by allocating funding directly to reputable local organizations that have a proven track record of delivering high quality social services, establish oversight mechanisms to ensure housing and care standards are consistently met, financially support initiatives such as a Clean Team and a Crisis Response Team.

- These programs complement traditional policing are essential in communities facing his levels of social and economic stress. Provincial support would enable municipalities to scale these initiatives reduce reliance on police for non-criminal matters, ultimately improving outcomes for residents in and reducing overall system costs.
  - *UBCM Program Funding* - Discussion regarding the Strategic Priorities Fund grant which applies to upgrades and revitalizations to the downtown core and argyle street regarding combined sewer outflow (CSO) and community safety capacity building for mental health, and their staff and resolutions.
- UBCM Banquet
  - Councillor Solda received her 20-Year Long Service Award for her tenure in local government serving the City of Port Alberni.
  - Congratulations to ACRD Sproat Lake Director PENNY COTE who also received a UBCM Certificate of Appreciation to recognize 20 years of Long and Faithful Service as an ACRD Regional Director.

September 30<sup>th</sup>, 2025 – National Day for Truth and Reconciliation

- 5th Annual Orange Shirt Day Walk and Celebration. Councillor Solda walked with her grandchildren and ACRD Sproat Lake Director Penny Cote. What an amazing event to be part of standing up together for Truth and Reconciliation.


October 2<sup>nd</sup>, 2025 – North Island College Board of Governors Community Engagement Lunch

- Councillor Solda attended the community lunch in recognition of NIC's 50th Anniversary. This pivotal year is both a time to reflect on shared history and was an opportunity to look ahead. NIC is working on their next strategic plan and community engagement is very important to their future.

October 7<sup>th</sup>, 2025 – Audit Committee Meeting



Date: October 8, 2025  
File No: 0640-30-October 14, 2025  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: **Alberni Harbour Quay | Port Building Roof Replacement**

Prepared by:  <i>R. KRANEVELDT</i> Manager of Facilities	Supervisor:  <i>M. Fox</i> Chief Administrative Officer	CAO Concurrence:   M. Fox, CAO
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### RECOMMENDATION

THAT Council amend the 'Draft 2026-2030 Financial Plan' as follows:

- i. Allocate funding from 'Asset Renewal - Leased Facilities Reserve' - \$100,000.
- ii. Add Capital Plan - 2026 Facilities – Alberni Harbour Quay – Port Building - \$100,000 for the replacement of the metal roof of the Port Building at Harbour Quay in 2026.

### PURPOSE

To seek Council approval to expedite the replacement of the metal roof of the Port Building at the Alberni Harbour Quay to mitigate risks associated with the aging roof and to accommodate planned leasehold improvements by the new tenant.

### BACKGROUND

The Port Building at Harbour Quay was constructed in 1983 and features a sloped prefinished metal roof. According to the 2024 Facility Condition Assessment conducted by WSP Canada Inc., the roof is in 'Very Poor' condition and has reached the end of its expected service life. Although originally scheduled for replacement in 2029, the roof has experienced corrosion, failed fasteners, and patch repairs due to leaks. A new lessee has recently taken over the space and is planning significant interior improvements. Delaying roof replacement could expose the City to liability for damage to these improvements if the roof fails.

### ALTERNATIVES/OPTIONS

1. That Council amend the 'Draft 2026-2030 Financial Plan' as follows:
  - i. Allocate funding from 'Asset Renewal - Leased Facilities Reserve' - \$100,000.
  - ii. Add Capital Plan - 2026 Facilities – Alberni Harbour Quay – Port Building - \$100,000 for the replacement of the metal roof of the Port Building at Harbour Quay in 2026.
2. Maintain the current replacement schedule (2029) and risk potential damage and liability.

### ANALYSIS

Advancing the roof replacement to 2025 will align with the tenant's renovation schedule and avoid potential damage and liability. Three quotes have been obtained for the work and staff are recommending a budget of \$100,000 to cover construction and contingency costs. The project will be awarded in accordance with City purchasing and procurement policies.

#### **IMPLICATIONS**

The estimated cost for the roof replacement is \$100,000, which includes contingency. Funding will be allocated from the '*Asset Renewal - Leased Facilities Reserve*'. In addition to internal funding sources, staff are actively exploring external funding opportunities, that may support this or future infrastructure upgrades.

#### **COMMUNICATIONS**

Staff will inform the lessee of Council's decision. Construction will be communicated to affected tenants of the Alberni Harbour Quay and the community should there be impacts to access. The construction schedule will be coordinated with consideration for minimizing disruption to planned interior improvements.

#### **BYLAWS/PLANS/POLICIES**

This project supports the City's *Strategic Plan* objective to maintain and invest in infrastructure to support economic development and community well-being.

#### **SUMMARY**

The Port Building at Harbour Quay has reached the end of its expected service life, as identified in the 2024 Facility Condition Assessment. Advancing the roof replacement from 2029 to 2025 will help mitigate risks of water damage and align with the new tenant's renovation schedule, reducing potential liability for the City. Staff recommend a budget of \$100,000 for the project. The work will be awarded in accordance with City purchasing and procurement policies. In addition to internal funding sources, staff are exploring external grant funding opportunities to support this and future infrastructure upgrades.

#### **ATTACHMENTS/REFERENCE MATERIALS**

- [Facilities Condition Assessment](#)