
AGENDA - REGULAR MEETING OF COUNCIL
Monday, April 27, 2026 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. *THAT the minutes of the Special meeting and Regular Council meeting held on April 13 and the Special meeting held on April 20, 2026 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 13**
Quarterly reports from the Finance, Economic Development, Fire, Human Resources and Corporate Services departments.

THAT Council receive the Quarterly Reports from the Finance, Economic Development, Fire, Human Resources and Corporate Services departments for the period January 1 – March 31, 2026 as information.

2. **Nuisance Abatement Working Group - Page 33**
Report dated April 17, 2026 from the Manager of Community Safety and Social Development providing Council with an overview of the Nuisance Abatement Working Group activities.

THAT Council receive the Nuisance Abatement Working Group Quarterly Report for the period of January 1 – March 31, 2026 as information.

3. **1st Quarter – 2026 Procurement Summary - Page 36**
Report dated April 13, 2026 from the Director of Finance providing information on procurement contract awards and social procurement activities.

THAT Council receive the report ‘1st Quarter - 2026 Procurement Summary’ dated April 13, 2026 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. **City of Port Alberni Tax Rates Bylaw No. 5139, 2026 - Page 39**
THAT “City of Port Alberni Tax Rates Bylaw No. 5139, 2026” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5139.
2. **OCP and Zoning Bylaw Amendments | 5769 River Road - Page 42**
Report dated April 20, 2026 from the Development Planner requesting Council consideration of first reading of the proposed bylaws.
 - a. *THAT “Official Community Plan Amendment (5769 River Road), Bylaw No. 5140” be now introduced and read a first time.*
 - b. *THAT “Zoning Amendment (5769 River Road) Bylaw No. 5141” be now introduced and read a first 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. **Island Coastal Economic Trust | Letter of Support - Page 60**
Email dated March 24, 2026 from Island Coastal Economic Trust (ICET) requesting Council provide a letter of support to the Ministry of Jobs and Economic Growth.

THAT Council authorize the Mayor to sign and submit a letter to the Honourable Ravi Kahlon, Minister of Jobs and Economic Growth, expressing the City of Port Alberni’s support for advancing legislation to modernize the Island Coastal Economic Trust and position it for long-term impact through strategic provincial investment.

2. **Agrohope Farms & Products Inc. | Letter of Support** - Page 64

Email dated April 7, 2026 from A. Jahangir requesting a letter of support for his proposal to the provincial government for a 2026 Small Business Emergency Crime Relief Fund.

THAT Council further postpone discussion on the Agrohope Farms and Products Inc. letter of support request for a proposal to the provincial government of a 2026 Small Business Emergency Crime Relief Fund to the next Regular meeting of Council [May 11, 2026].

3. **IGV Housing | Letter of Support** - Page 67

Email dated April 21, 2026 from J. Hunt on behalf of IGV Housing requesting Council provide a letter in support of a grant application.

THAT Council direct Administration to prepare a letter of support for IGV Housing to accompany a federal funding application under the Green Construction through Wood Program administered by Natural Resources Canada.

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 69

- a. Ministry of Housing and Municipal Affairs | B 17 – *Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, 2026* & Bill 18 – *Housing and Municipal Affairs Statutes (Parental Leave) Amendment Act, 2026*
- b. Alberni-Clayoquot Regional District | Copy of letter to the Ministry of Transportation and Transit re: Accessibility Concerns at Crosswalks on Johnston Road
- c. Ministry of Health | BC Farmers’ Market Nutrition Coupon Program re: Confirmation of Continued Program Funding for 2026
- d. Office of the Ombudsperson | Quarterly Report for the period covering Oct. 1 – Dec. 31, 2025
- e. Traffic Advisory Committee Minutes | January 21, 2026

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 85

THAT the Council reports outlining recent meetings and events related to the City’s business, be received.

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. Financial Plan Amendment | Harbour Quay Placemaking
[Recommendation from the April 20, 2026 CoW meeting]**

THAT Council amend the "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" as follows:

- i. Assign \$400,000 from the Canada Community-Building Fund Reserve to fund Placemaking renewal at the Alberni Harbour Quay.*
- ii. Add Placemaking Renewal at the Harbour Quay in the 2026 Capital Plan in the amount of \$400,000.*

[April 20, 2026 Staff Report Pg. 35](#)

**2. Crime Prevention and Community Safety Program
[Recommendation from the April 20, 2026 CoW meeting]**

a. THAT Council endorse the Crime Prevention and Community Safety (CPCS) Program concept beginning in 2027, consisting of a coordinated municipal response that may include:

- a clean and graffiti response service;*
- a targeted non-police safety presence focused on identified hotspot locations and peak periods;*
- Crime Prevention Through Environmental Design (CPTED) assistance for businesses experiencing challenges related to crime, disruption, and social disorder; and*
- targeted prevention-oriented capital or micro-grant measures.*

b. THAT Council direct Administration to incorporate the preferred CPCS service model and associated funding requirements into the 2027 Financial Plan process and return with implementation details, refined costing and performance measures.

[April 20, 2026 Staff Report Pg. 41](#)

**3. Council Procedures Bylaw Amendment
[Recommendation from the April 20, 2026 CoW meeting]**

THAT the Committee of the Whole recommend Council direct Administration to amend Council Procedures Bylaw No. 4830 to include a new item for Committee of the Whole meetings labelled Council's Response to take place right after Public Input Period as listed under Part 9 (Committees) 40 (1) Order of Procedures & Business at Committee of the Whole.

4. **Adventure Park**

[Recommendation from the April 20, 2026 CoW meeting]

WHEREAS an Adventure Park would enhance recreation amenities in the Alberni Valley and support efforts to attract and retain families, young professionals, and health sector workers;

AND WHEREAS the City of Port Alberni is not in a position to expand recreational amenities under the current funding model;

AND WHEREAS Alberni Valley residents have demonstrated support for an Adventure Park through the Alberni Valley Skatepark Association;

AND WHEREAS the Alberni Valley Skatepark Association has sought support from both the City of Port Alberni and the Alberni-Clayoquot Regional District over the past five years, during which time construction costs have increased significantly;

AND WHEREAS the Adventure Park was estimated to cost \$1,650,000 in 2021 and approximately \$2,135,000 in 2025 based on the increase in the Non-Residential Building Construction Price Index;

THEREFORE, BE IT RESOLVED THAT Council request that the Alberni-Clayoquot Regional District investigate the establishment of a new regional service for the development, operation, and funding of a Regional Adventure Park serving the Alberni Valley;

AND FURTHER, THAT Council indicate its willingness, in principle, to consider making available suitable City-owned land, at fair market value and subject to appraisal, due diligence, and future Council approval, to support the establishment of the Regional Adventure Park;

AND FURTHER, THAT Council consider any related financial implications, including any future Alberni-Clayoquot Regional District requisition and land transaction implications, through a future Financial Plan amendment process, beginning no earlier than 2030.

5. **Election & Cost-Sharing Agreement - Page 88**

Report dated April 23, 2026 from the Director of Corporate Services providing an election and cost sharing agreement with the Alberni-Clayoquot Regional District.

THAT the Mayor and Corporate Officer be authorized to execute the Election & Cost-Sharing Agreement with the Alberni-Clayoquot Regional District for the purpose of organizing and conducting a portion of the School District No. 70 trustee elections in conjunction with the 2026 General Local Election.

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, April 13, 2026 @ 12:00 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions
Councillor D. Dame
Councillor C. Mealey
Councillor C. Solda
Councillor T. Verbrugge

Regrets: Councillor D. Haggard
Councillor T. Patola

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

The meeting was called to order at 12:00 p.m.

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

- 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;
- Section 90 (1)(g)** litigation or potential litigation affecting the municipality; and
- Section 90 (1)(k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

The meeting adjourned at 1:11 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, April 13, 2026 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard @2:03 p.m.
Councillor C. Mealey
Councillor C. Solda
Councillor T. Verbrugge

Regrets: Councillor T. Patola

Staff: A. McGifford, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
S. Darling, Director of Corporate Services
R. Macauley, Director of Finance
L. Dauphin, Director of Parks, Recreation & Culture
C. Wright, Manager of Operations
B. McLoughlin, Manager of Planning
D. Arsenault, Manager of Engineering
W. Michalicz, Manager of Parks
M.C. Massicotte, Manager of Community Safety & Social Development
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
J. Pelech, Manager of Information Services

Gallery: 10

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:00 p.m.

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 held on March 23, 2026 be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Quarterly Departmental Reports

Councillor Haggard joined the meeting at 2:03 p.m.

MOVED AND SECONDED, THAT Council receive the Quarterly Reports from Infrastructure Services, Development Services, and Parks, Recreation and Culture departments for the period January 1 – March 31, 2026 as information.

CARRIED | Res. No. 26-96

F. BYLAWS

1. 2026-2030 Financial Plan Amendment Bylaw No. 5138-1

MOVED AND SECONDED, THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5138-1.

CARRIED | Res. No. 26-97

2. OCP and Zoning Bylaw Amendments | 6123 & 6151 Russell Place

MOVED AND SECONDED, THAT Council receive the minutes of the Public Hearing dated March 23, 2026 regarding "Official Community Plan Amendment Bylaw No. 5144" and "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119".

CARRIED | Res. No. 26-98

MOVED AND SECONDED, THAT "Official Community Plan Amendment Bylaw No. 5144" be read a third time.

CARRIED | Res. No. 26-99

MOVED AND SECONDED, THAT "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119" be read a third time.

CARRIED | Res. No. 26-100

3. City of Port Alberni Tax Rate Bylaw No. 5139, 2026

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138" as follows:

- Lower line 11111 – General Purpose – Taxes – from \$38,066,192 to \$37,663,621.
- Lower 28211 – Transfers to Reserve – Asset Management from \$1,143,571 to \$741,000.

CARRIED | Res. No. 26-101

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be now introduced and read a first time.

CARRIED | Res. No. 26-102

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be read a second time.

CARRIED | Res. No. 26-103

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5139, 2026" be read a third time.

CARRIED | Res. No. 26-104

G. CORRESPONDENCE FOR ACTION

1. **Alberni-Clayoquot Regional District | Emergency Access Route & Secondary Hwy.**
MOVED AND SECONDED, THAT Council authorize Administration to advise the Alberni-Clayoquot Regional District that the City of Port Alberni is committed to full participation in the regional advocacy effort for an emergency access route and a secondary highway alternative to Highway 4, and will participate in any engagement, coordination, or advocacy framework established for that purpose.
CARRIED | Res. No. 26-105

2. **Agrohope Farms & Products Inc. | Letter of Support**
MOVED AND SECONDED, THAT Council postpone discussion on the Agrohope Farms and Products Inc. letter of support request for a proposal to the provincial government of a 2026 Small Business Emergency Crime Relief Fund to the next regular meeting of Council [April 27, 2026].
CARRIED | Res. No. 26-106

H. PROCLAMATIONS

1. **Save Your Skin Foundation**
MOVED AND SECONDED, THAT Council on behalf of Save Your Skin Foundation proclaim May 2026 as 'Melanoma and Skin Cancer Awareness Month' in Port Alberni.
CARRIED | Res. No. 26-107

I. CORRESPONDENCE FOR INFORMATION

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

- a. Village of Pouce Coupe | Support for Resolutions – Protection of Fee Simple Property Rights & Transparency in Indigenous Negotiations
- b. Alberni-Clayoquot Regional District | Keeping You Connected February 2026
- c. AV Museum and Heritage Commission | March 4, 2026 Minutes

MOVED AND SECONDED, THAT Council receive the April 13, 2026 correspondence summary as information.

CARRIED | Res. No. 26-108

J. REPORT FROM IN-CAMERA

March 9, 2026

- Council released for public consumption execution of a Stewardship Agreement between the City of Port Alberni (Alberni Valley Museum) and the Community Arts Council [CAC] of the Alberni Valley for the temporary storage and care of the CAC Permanent Art Collection for a term of up to one (1) year.

March 23, 2026

- Council released for public consumption direction that Administration send a letter to the Town of View Royal confirming the City's interest in joining the proposed coalition of British Columbia municipalities and regional districts being coordinated by the Town of View Royal to explore a coordinated judicial review of recent provincial housing legislation (Bills 44, 47, 13, 15, and M216), subject to additional information.

K. COUNCIL REPORTS

1. Council and Regional District Reports

MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business be received as information.

CARRIED | Res. No. 26-109

L. NEW BUSINESS

1. Clean Team Funding Update 2026

MOVED AND SECONDED, THAT Council authorize a reduced Clean Team service model from May 16, 2026 to December 15, 2026, consisting of service delivery for three days per week for three hours per day;

AND FURTHER, THAT Council direct Administration to fund the reduced service model at a cost of approximately \$46,200 from Line 22130.

CARRIED | Res. No. 26-110

Councillor Dame left the meeting at 2:57 p.m. and returned to the meeting at 3:02 p.m.

2. Royal Canadian Legion | Commemorative Crosswalk

MOVED AND SECONDED, THAT Council authorize staff to proceed with the installation of a commemorative crosswalk honouring veterans utilizing a durable design applied using thermoplastic markings, with funding provided from the Roads and Drainage Operating Budget and any additional funds required provided from contingency funds via a Financial Plan amendment.

CARRIED | Res. No. 26-111

3. Appointment of Deputy Approving Officer

MOVED AND SECONDED, THAT Council for the City of Port Alberni appoint Brian McLoughlin, Manager of Planning, as the City of Port Alberni Deputy Approving Officer.

CARRIED | Res. No. 26-112

4. 2026 Celebrate PA! | July 1st Event

MOVED AND SECONDED, THAT Council authorize the temporary closure of Harbour Road and lower Argyle Street on July 1, 2026 from 6:00 am to 5:00 pm, and the Harbour Quay on June 30, 2026 at 5:00 pm to July 1, 2026 at 5:00 pm for the purpose of hosting the 2026 Celebrate PA event, subject to:

- *notification to Emergency Services and BC Transit;*
- *advance communication to affected residents and businesses;*
- *all traffic control measures being implemented in accordance with City requirements and applicable safety standards; and*
- *event coordination being carried out by City staff with the support of relevant municipal departments.*

CARRIED | Res. No. 26-113

M. QUESTION PERIOD

R. Buchanan

Thanked Council for their approval of the commemorative crosswalk honouring veteran and the Legion.

B. Browning

Inquired about the tax percentage increase.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:19 p.m.

CARRIED

Mayor

Corporate Officer

MINUTES OF THE SPECIAL IN-CAMERA MEETING OF COUNCIL
Monday, April 20, 2026 @ 5:00 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda
Councillor T. Verbrugge

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

The meeting was called to order at 5:00 p.m.

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

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 5:43 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

FINANCIAL AND INFORMATION TECHNOLOGY SERVICES

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending March 31, 2026.

OVERVIEW

The Financial and Information Technology Services department supports all areas of the organization with the following:

Financial Plan 2026-2030 & Financial Year-end Reporting

In the first quarter of 2026 final amendments to the Financial Plan were completed and the Financial Plan Bylaw was approved on February 9, 2026.

The department's focus this quarter was preparing our year-end financial reporting for 2025. The financial year-end audit and financial statements are being completed during the month of April, and will be brought to Council at the May 11th Regular Council Meeting.

Procurement Support

The City has a decentralized procurement program, with each department responsible for their procurement needs along with some administrative oversight from the Finance in review of procurement documents and awards. In the first quarter, procurement support included:

- Invitation to tender – Franklin River Road Supply Main Replacement - Phase 1
- Request for Proposals – Environmental Consulting Services & Environmental Monitoring
- Invitation to tender – Multiplex Dehumidifier and Energy Upgrades
- Request for Proposals – Animal Control Services
- Invitation to tender – Argyle St. Upgrades

Grants

Grant reporting requirements for year-end are underway as a part of the year end reporting process. Finance continues to monitor grant requirements and expected funds over the 1st quarter.

Financial systems and process improvements

The department seeks to address changes in local government financial standards and improve our systems and procedures to be efficient and effective. Some ongoing projects include:

- Digital improvements to accounts payable process, electronic invoice approval and invoice submissions continue.
- Digitizing City records by utilizing gradual return to work employees; 70% of our historic files have now been scanned and stored digitally.
- Onboarding of Marina management software and accounts receivable processes to assist in recording new moorage agreements for Clutesi Haven Marina.



Tax Sale

The City had 4 properties that went to Tax Sale in 2025. One property has since been redeemed.

Utilities

Supported the final billing of 2025 by preparing billing adjustments and handling customer concerns related to the latest billing cycle. Q1 billing is set to take place mid-May and utility readings are well underway.

Asset Management

Maturity of the City's Asset Management Program continues with improvements to data quality, governance, and financial planning integration to support long-term asset sustainability. In March, organizational changes took place, bringing together two essential services that focus on City infrastructure by creating the Asset management and GIS department under Financial Services. The Asset Management & GIS Manager will oversee the department. Staff have started working on an implementation strategy to define core functions and a path forward to providing essential mapping and asset management services to all City departments.

Key projects include:

- Continue advancement of the City's asset management function through GIS and asset management transition work.
- Draft Policy completed for City's fleet asset, fleet & equipment guidelines, and development of standard operating procedures for repurposed fleet vehicles & equipment, as well as end-of-life decision making.
- Advancements to parks asset management work for playground assets, including related data integration activities. Continued development of the Parks Asset Hierarchy and procedures to support integration with the asset management system.
- Continued work under the UBCM Asset Management Planning Grant, including project management, data validation, and completion of the final report for the Asset Replacement Plan project.

Information Technology

The first quarter focused on providing critical technical infrastructure and network systems support across the organization. Please note some of the hard work completed by the IT team is considered confidential in nature as it relates to network security and RCMP activities not included in this report.

Cyber security updates:

- Continued research and development of network security monitoring.
- Continued review and finalization of cyber security policies.
- Completed in-house sessions with City staff to provide cyber security awareness.
- Completed first scenario-based cyber security tabletop exercise with exempt staff.



Infrastructure/Software related updates:

- Continuation of server migration project, databases, and roles to HCI server solution purchased in 2023.
- Updating hardware and network services across the City.
- On board new software and hardware for Clutesi Haven Marina transition.
- Completion of HR Employee Position/Status Change SharePoint Site.
- Migration of end-of-support Microsoft Office 2019 to Office 365.
- Onboarding the Recreation department to the Explore Recreation Mobile App.

COMMUNICATIONS

In Q1 finance sent out a City Connect newsletter along with the final Utility bills of 2025.

LINKAGE TO CORPORATE STRATEGIC PLAN

The FITS departments work supports many of the Goals in the [2023-2027 Corporate Strategic Plan](#) including:

- 3.1 The highest and best use is made of City owned assets.
 - Asset Management – ensuring all assets are tracked and expenditures are correctly assigned for the services delivered.
- 3.2 The City's citizens receive the best value from its service providers.
 - Provide and compare other municipalities and in the province.
 - Analyzing the costs and service delivery and benefits to the City residents and Alberni Valley.
 - Seeking additional information to support Council decision making processes.
- 3.3 City provides quality services to residents.
 - Supporting the organization through reporting and tracking financial performance.
 - Delivering the internal services to support all service delivery within the City.

SUMMARY

Much of the work and processes that the Finance and Information Technology Services departments undertake is routine and internal service delivery based. The first quarter of the year is focused on year end Financial Reporting, completing year end reconciliation, audit and financial statement preparation.

LOOKING FORWARD

- Policy review and update – all FITS policies will be reviewed as soon as time permits and brought to either Council or CAO for amendments and approvals.
- Creating an ERP Systems committee for preparation of ERP system RFP in 2027/2028.
- Preparation of the statutory reporting required for the 2025 year.
- Creation of a PST review project to prepare for changes to the PST Act in October 2026.

ATTACHMENTS

For project updates, visit: <https://www.portalberni.ca/now-next-later>



ECONOMIC DEVELOPMENT

PURPOSE

To provide Council with an overview of departmental operations in the first quarter of 2026.

OVERVIEW

Target Initiatives

- Assume operations of Clutesi Haven Marina
- Select and onboard Branding Services firm (WILL Creative)
- Complete CEDI - CHM Indigenous-themed market
- Complete construction of protective enclosure for Whaling Sculpture

Key Activities/KPIs/Successes

- Branding Services firm selected from 28 responses to RFP
- Business Development and Property Advisor assumed role in CHM operations
- Maintain communications with IGV Housing
- Participate in Ship Recycling Leadership Group and Business Case funded by province
- Support Community Futures Campus of Care initiative
- Continual reminders of Port Alberni sent to Home Town Takeover Canada

COMMUNICATIONS

- Monthly subscription to Neighbourhood Welcome Program
- Weekly report to VI Business Examiner
- Maintain/Refresh Choose Port Alberni website
- Assist creation of AV Forestry Coalition video

LINKAGE TO CORPORATE STRATEGIC PLAN

6 of Council's 20 goals are furthered:

- 1.1 (Reconciliation)
- 2.1 (Tourism Sector Flourishes)
- 2.2 (Small Business Emphasis)
- 2.3 (Strategy Encouraging Investment)
- 3.1 (Highest & Best Use of City Assets)
- 4.4 (Building Sustainable Environmental Sectors)



SUMMARY

The Branding of the City, the assumption of operations at Clutesi Haven Marina, the CEDI Clutesi Haven Marina marketplace project, the protective enclosure for the Whaling Sculpture at Victoria Quay, the Ship Recycling Leadership Group, the Alberni Valley Forestry Coalition and efforts to attract Home Town Takeover Canada have been the primary preoccupations of the Economic Development Manager and the Business Development & Property Advisor in the 1st Quarter of 2026.

LOOKING FORWARD

2nd Quarter work will consist of:

- Continue efforts to attract Home Town Takeover to Port Alberni
- Branding Services Engagement activities
- Firm up budget for CHM operations
- Capital and Innovation Grant application to ICET
- Final Reports to REDIP and Tourism Growth Fund for the CEDI-CHM market
- Final Report to 150 Time Immemorial Fund for Whaling Canoe Sculpture site improvements
- Final Report to Community Workforce Response Grant for forestry worker training programs

ATTACHMENTS

None



FIRE DEPARTMENT

PURPOSE

To provide Council with an overview of departmental operations.

OVERVIEW

RESPONSES

Q1 of 2026 was the busiest Q1 in department history. When compared with 2022, which at the time was the busiest year on record, there has been an increase of 47% in Q1 call volume.

All Calls:	Structure Fires:	MVIs (In City)	MVIs (Task #)	Medical First Responder:
2022: 472	2022: 16 (0 MA)	2022: 26	2022: 13	2022: 289
2023: 563	2023: 9 (0 MA)	2023: 17	2023: 19	2023: 377
2024: 601	2024: 8 (0 MA)	2024: 19	2024: 12	2024: 398
2025: 615	2025: 19 (3 MA)	2025: 15	2025: 9	2025: 457
2026: 692 (+13%)	2026: 11 (1 MA) (-42%)	2026: 21 (+40%)	2026: 14 (+56%)	2026: 480 (+5%)

Two Firefighters continued to work through Q1 covering for two individuals who were restricted from working as suppression Firefighters.

STAFF CHANGES

There were no staff changes in Q1 of 2026.

FIRE PREVENTION

With the approval in grant funding for the FireSmart program, the ACRD has hired both a FireSmart Project Coordinator and FireSmart Coordinator. PAFD has had a number of meetings with these Coordinators and has already started to conduct FireSmart Home Assessments in the City.

COMMUNICATIONS

PAFD continues to have a strong social media presence. On X, PAFD has 1,263 followers. X posts are more often consumed by media and out-of-town travelers, for whom delays caused by motor vehicle incidents may impact. Traffic to the PAFD Facebook account is consistently higher. The number of followers has increased by 2.5% since the last quarterly report and now sits at 13,442. PAFD posted 50 times in Q1 and those posts were viewed 1,117,734 times on Facebook.



LINKAGE TO CORPORATE STRATEGIC PLAN

PAFD continues to be a pillar of Strategic Priority 5, Fostering a Completed Community (safe, healthy and inclusive). This is completed through the rapid response of the on-duty crew to a range of incidents, from medical first responder to motor vehicle incidents, wildfires, and structure fires. This is also accomplished by fire inspections by the Chief Fire Prevention Officer, the Duty Crew, and the FireSmart and FireSafe programs.

SUMMARY

Q1 2026 was the busiest first quarter on record for PAFD. Relief firefighters continued to play an essential role in maintaining operational capacity. While Q1 2025 set a record for structure fires, the number of structure fires in Q1 2026 returned to a level more consistent with the previous three-year average. Motor vehicle incident calls increased significantly, and Q1 2026 also marked the busiest first quarter on record for Medical First Responder calls.

PAFD began experiencing record call volumes in 2021 as communities continued adjusting to the impacts of the pandemic. In Q1 2021 PAFD responded to 360 calls. In Q1 2026, PAFD responded to 92% more calls than in Q1 2021.

LOOKING FORWARD

PAFD is preparing for the upcoming wildfire season. Crews are undertaking mandatory wildfire training and a newly formed truck committee has formed to discuss the replacement of PAFD's wildfire unit, Rescue 8. A report with recommendations from the truck committee will be presented to Council in the coming months.

ATTACHMENTS

n/a



HUMAN RESOURCES

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending March 31, 2026.

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 Q1 Activities:

- Supported Parks, Public Works, and Parks, Recreation & Culture (PRC) in securing required seasonal staff.
- Several key roles were filled including Manager of Communications, Project Managers, Building Inspector, Recreation Programmer and casual PRC Receptionists.
- In collaboration with IT, a new electronic process was developed to communicate employee status and/or position changes. This process will ensure that systems across departments are updated and consistent when employee movement occurs.
- Various investigations were completed.

Recruitment and posting activity across the organization:

	2023	2024	2025	Q1 2026
Internal postings	94	86	80	22
External postings	70	50	47	15
Employees moving into new posting/position	131	101	86	22
New employees hired	89	70	62	16

Looking forward, human resources priorities for Q2 include:

- Review of the current Job Evaluation program with CUPE
- Continued work with CUPE on two outstanding issues from bargaining
- Continued work on policy review and updates

Safety

Key Q1 Activities:

- The 2026 WSBC Certificate of Recognition (COR) Audit Action Plan was developed.
- The 2025 Occupational Health & Safety (OH&S) statistic review was completed and reviewed with Directors, Managers, and the City's Joint Occupational Health and Safety Committees (JOHSC).
- Working Alone processes were developed/updated for Bylaw and IT.
- An audit of the City's Workplace Hazardous Material Information System (WHMIS) and facility Safety Data Sheets (SDSs) was completed.
- Support was provided to various departments for safety investigations.
- 12 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 Q1 were:

	2023	2024	2025	Q1 - 2026
Total first aid reports	122	111	64	18
WSBC lost time injury claims	20	17	10	2
WSBC healthcare-only injury claims	12	2	4	1
Total accepted WSBC claims	32	19	17	3
Modified work cases	--	15	10	5

Looking forward, occupational health and safety priorities for Q2 include:

- Supporting the completion of various 2026 COR Action Plan items, including OH&S policy development and updates, and completion of a City Health and Safety manual
- JOHSC member annual training, as well as mobile equipment safety compliance training
- Continued work on the City's SDS online system

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 Q1 Activities:

- Security clearances (3) are in progress for casual custodial guards and maintenance staff; security clearances were finalized and in-house training commenced for two casual administrative support staff.
- Continued work regarding the RCMP Detachment Building Security Risk Assessment; currently engaged with RCMP partners to provide scope of work for priority items (perimeter cameras and rear parking lot gates) for costing estimates.
- Equipment room renovation is complete; Body Worn Camera implementation is now scheduled for August 2026.

RCMP Support Staff Operational Activity Statistics:

	2023	2024	2025	Q1 2026
Total File Count	13,553	12,936	13,656	3,159
Statements Transcribed	1,690	1,340	1,328	346
Report to Crown Counsel Submissions	970	862	885	214
Prisoner Count	1,245	1,247	1,174	274
Police Information Checks Processed	1,133	965	906	186
Public Disclosure Requests Processed	245	278	257	115

Looking forward, key Police Support Services activities for Q2 include:

- Semi-annual guard review
- Completion of clearances and starting training for casual staff in custodial guard and maintenance positions.
- Continued work on costing estimates for priority items from Building Security Risk Assessment.

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.

SUMMARY

A priority for Human Resources for the first quarter of 2026 was supporting departments across the City in securing staffing for seasonal positions. The completion of the COR Action Plan and an audit of the City's WHMIS and SDS inventories were key activities related to occupational health and safety. Police Support Services continued work on securing cost estimates for high priority items identified in the RCMP Detachment Building Security Risk Assessment.

Key priorities for Q2 include the review of the City's current Job Evaluation plan with CUPE, as well as work on additional items resulting from the last round of bargaining. Work on the RCMP Detachment Building Security Risk Assessment cost estimates will continue to be a priority for Police Support Services.

CORPORATE SERVICES

PURPOSE

This report provides Council with an overview of activity in the Corporate Services Department in the first quarter of 2026. Corporate Services is responsible for:

- Legislative Services
- Communications
- Public Engagement Support
- Access to Records and Information
- Community Safety & Social Development - Bylaw, Community Policing, and Social Development
- Elections

OVERVIEW

During the first quarter of 2026, Corporate Services continued to provide essential administrative, legislative, and communications support to Council and the organization. The department also supported departmental policy development and maintained compliance with statutory obligations under the *Community Charter* and *Local Government Act*.

A primary focus during the quarter was supporting Council through the Financial Plan process, including adoption of the five-year financial plan. Other key areas of work included advancing and implementing several policies and bylaws, executing agreements, and beginning preparations for the 2026 General Local Election.

Legislative Services

In Q1, Corporate Services supported the preparation and administration of:

- 6 Regular Meetings of Council
- 6 Special Meetings of Council
- 3 Committee of the Whole meetings
- 3 Alberni Valley Heritage Commission meetings
- 1 Traffic Advisory Committee meeting
- 1 Public Hearing

The 2026 Summary of Council Resolutions records 95 Council directives issued during the period of January 1 to March 31, 2026. Of these, 8 resolutions remain in progress or outstanding. In addition, 21 resolutions from 2023-2025 remain unresolved.

To improve clarity and support tracking, staff have included additional comments in the status column identifying revised timelines and next steps required to complete outstanding directives.



Key Activities

- 3 bylaws were adopted.
- 7 new administrative policies were approved, and 1 existing policy was updated.
- 8 new agreements were executed, along with 3 agreement renewals and 1 amended agreement.
- 15 access to information requests were received; 1 request was subsequently cancelled.
- Internal and external communications plans were completed and are currently undergoing branding prior to distribution.

COMMUNICATIONS

Communications continued to lead the delivery of timely, transparent and accessible information to support public engagement and enhance trust in local government. Between January 1 and March 31, 2026, the department supported major corporate priorities, informed residents on emerging issues, and helped tell the story of Port Alberni's progress.

Key Activities

Print and Promotional Campaigns

City Connect ads: 5 bi-weekly ads were published in the Alberni Valley News, promoting Dog License Renewals, the Let's Connect website, Transportation Master Plan survey period, Leisure Guide and recreation program registration, plus an additional ad alerting citizens to the Franklin River Road work underway this spring.

Media Relations and Public Information

5 Official press releases:

- City Acquires 4835 Argyle Street for Expanded Administrative Use
- City Adopts 2026-2030 Five Year Financial Plan
- City Announces New Contractor for Animal Control Services
- City Transportation Master Plan Survey Now Open for Public Feedback
- City of Port Alberni Invests in Critical Drinking Water Infrastructure (Franklin River Rd)

The City also partnered with *The Scoop* to produce several short videos that highlighted civic initiatives including Council Highlights, the Transportation Master Plan, Clutesi Haven Marina and more.



Port Alberni's Clutesi Haven Marina
117 views · 1 month ago



City of Port Alberni
Transportation Master Plan Survey
69 views · 1 month ago



City of Port Alberni Buys Former Post
Office Building
99 views · 2 months ago



Community Engagement

Transportation Master Plan

- City website / LetsConnectPA.ca, social media (Facebook), Alberni Valley News, 93.3 The Peak Radio Station

Animal Control Changes

- Developed a thorough FAQ for City website to help citizens understand the changes in service providers and quickly address animal control issues.

Argyle Redevelopment

- Worked with the City Engineering team to proactively connect with Argyle businesses face-to-face, provide information and take questions regarding Argyle Street Redevelopment work that is planned for a September start date. Door-to-door business engagement, LetsConnectPA.ca webpage, press release, social media content, information flyer.

Franklin River Road/Drinking Water Infrastructure

- Worked with City Engineering team to develop materials and alert citizens of construction work on Franklin River Road including early interest-holder outreach, LetsConnectPA.ca webpage, press release, flyer, newspaper ad, social media content.



Digital Engagement and Social media

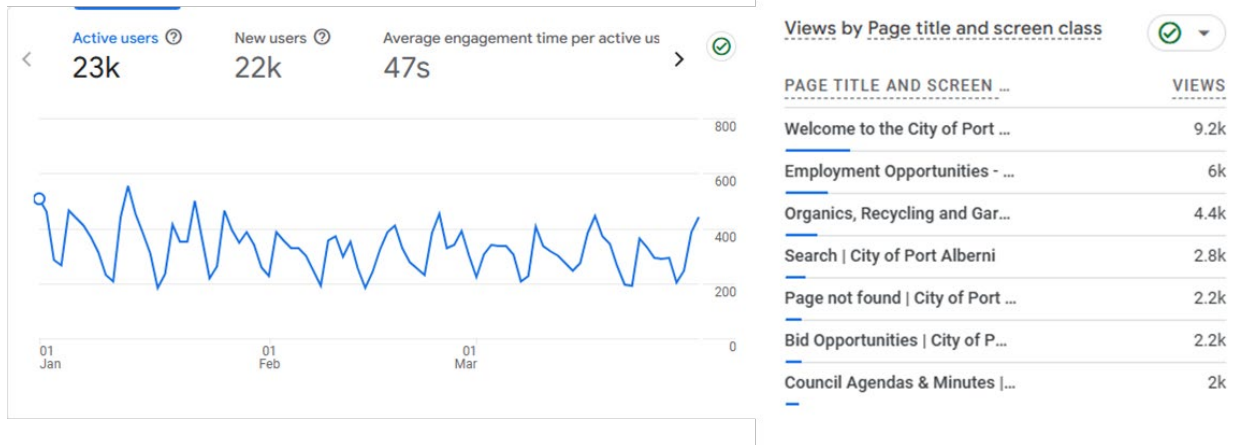
Social media remains a key pillar of the City’s communications strategy. From January 1 to March 31, 2025, the following was seen on social media:

- There were 354,000 total organic Facebook views, with approximately 2,000 content interactions. The City also welcomed 144 new Facebook Followers, bringing the total number to 7,239.
- 72 Facebook posts were published during this period. The top performing content included the Clutesi Haven Marina takeover announcement, Transportation Master Plan survey invitation, holding our flags at half-mast for the town of Tumbler Ridge, and several traffic, construction and public notices.
- Compared to Q4 2025, there were significantly fewer social media posts, and therefore lower views and interactions with our content. This drop is owing in part to staff resources, as well as a difference between Q4 and Q1 activities. Q4 2025 activities naturally demanded more posts and drove more engagement opportunities (City open house, master planning, financial planning and more).
- It is worth noting that some of the higher performing posts in Q1 2026 were traffic and construction notices that carried a bit of humor or lightness, signaling an opportunity to bring more sense of “voice” to our content in the future.
- Instagram had a total of 23K views with a total of 309 content interactions.
- The City welcomed 51 new Instagram Followers, bringing the total number to 2,512.
- 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.

On the City Website, we charted 23,000 active users in Q1, with no meaningful spikes in activity to be noted. This compares to Q4 2025 activity where we saw 26,000 active users. Looking at our top pages by views we can see strong public interest in employment opportunities, waste management questions (organics, recycling), bid opportunities and council meetings. (Business as usual!)

More concerningly, “Search” and “Page Not Found” appear among the five most-visited web pages following the home page. This signals the need to review and refresh our website to help users find content and improve online service for residents. Although \$50,000 has been earmarked for web development, these findings reinforce the need to proceed with this work to address identified usability issues and improve the overall user experience.





Civic Recognition and Community Moments

- Kinsmen Week Proclamation Flag Raising (February 20th)
- Wounded Warrior Reception (February 26th)
- Francophone Proclamation Photo Op (March 26th)

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.

LOOKING FORWARD

Q2 2026 Priorities include:

- Development of a revised Council Procedure Bylaw
- Continued Preparation for the October 2026 General Local Election



COMMUNITY SAFETY & SOCIAL DEVELOPMENT

OVERVIEW

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 inclusiveness, and implement programs and policies that contribute to the community's overall social progress.

Bylaw Services

In Q1 2026, Bylaw Services focused on compliance, enforcement support, and coordinated responses to community concerns, while continuing to work collaboratively with internal departments and community partners.

Bylaw Complaint Files	Q1 2025	Total to date 2025	Q1 2026	Total to date 2026
# of Complaint Calls Received	156	967	204	204
Active/Open Files	56	241	65	65
Completed Files	100	726	139	139
# of Tickets Issued	93	569	90	90
Fine amounts:	\$8,586	\$82,681	\$16,788	\$16,788
Outstanding fines:	\$7,349	\$62,495	\$10,646	\$10,646
Fines collected	\$0	\$0	\$750	\$750
Dog Licenses issued	526	615	426	426
PSB – Public restroom usage	138	757	282	282
PSB – Meeting room usage	65	185	30	30

Key Activities and Outcomes:

- Implemented Debt Collection Services in mid-January 2026 to address outstanding bylaw fine balances from 2024 and 2025, totaling \$137,854.50, improving accountability and recovery of unpaid fines.
- Finalized the Animal Control Services contract with Coastal Animal Control Service, ensuring continuity of service delivery and enforcement related to animal control matters.
- Provided enforcement support to Development Services for business licensing, assisting with compliance-related files.



- Responded to 49 calls regarding abandoned or unlawfully stored vehicles, including trailers and recreational vehicles, supporting neighbourhood safety and compliance with City bylaws.
- Managed 10 calls related to encampments on public and private property, working with outreach workers from CMHA and NTC, with an emphasis on safety, compliance, and connections to supports where appropriate.

Community Policing

In Q1 2026, Community Policing volunteers (17) provided significant support to crime prevention and traffic safety initiatives through patrols, vehicle checks, public education, and administrative support. These activities contribute to visibility, deterrence, and awareness within the community.

Key Activities and Outcomes:

Administration and Training

- Contributed 51 volunteer hours to program administration, statistics tracking, and training on the volunteer scheduling system.

Block Watch

- Contributed 10 volunteer hours to training and information sessions, supporting neighbourhood awareness and crime prevention.

Cell Watch

- Completed 59 deployments, contributing 117 volunteer hours
- Checked 16,106 vehicles, with warning letters issued by the RCMP to promote distracted-driving awareness.

Crime Watch

- Conducted 104 deployments, totaling 405 volunteer hours, enhancing community presence and reporting of suspicious activity.

Speed Watch

- Conducted 25 deployments, totaling 43 volunteer hours
- Checked 6,448 vehicles, with warning letters issued by the RCMP to encourage safer driving behaviours.

Stolen Auto Recovery

- Contributed 31 volunteer hours, checking 9,173 licence plates to assist with the identification and recovery of stolen vehicles.



Community Safety and Social Development

In Q1 2026, community safety and social development efforts focused on prevention, partnership, and early intervention. Staff worked with enforcement, service providers, businesses, and nonprofit organizations to address nuisance concerns, improve safety in public spaces, and connect individuals to supports before situations escalated.

Key Activities and Outcomes:

- Finalized one Good Neighbour Agreement with a nonprofit organization and continued negotiations on a second agreement to support positive neighbourhood relations and reduce community impacts.
- Negotiated and finalized the Clean Team contract (February–May 2026) to maintain visible responses to cleanliness, public disorder, and community safety concerns in identified areas.
- Distributed BarWatch program materials to 11 liquor primary establishments, in collaboration with the RCMP, to support safer business environments and shared approaches to public safety.
- Facilitated 13 weekly Situation Table meetings, supporting coordinated, multi-agency responses to acutely elevated risk:
 - Six (6) situations brought forward
 - Four (4) offers of service accepted
- Facilitated two Nuisance Abatement Working Group meetings, coordinating City departments and external partners to address ongoing nuisance properties and behaviours.
- Facilitated the Community of Care Coalition bimonthly meeting (February 2026) to strengthen service coordination and collaboration for vulnerable residents.
- Participated in one Port Alberni Community Action Team bimonthly meeting, supporting regional collaboration on shared community safety challenges.

LOOKING FORWARD

Q2 2026 Priorities include:

- Educational promotion of Property Maintenance Bylaw.
- Launch of a renewed recruitment campaign for the Community Policing Program.
- Development of an engagement plan for the 2027 Crime Prevention and Community Safety Program.

SUMMARY

In Q1 2026, Corporate Services provided legislative, administrative, communications, and community safety support to Council and the organization. Key work included supporting the Financial Plan process, advancing policies and bylaws, managing records and information requests, executing agreements, delivering public communications and engagement, and progressing preparations for the 2026 General Local Election. Community Safety & Social Development also continued enforcement, prevention, and partnership-based work to address community safety, social issues, and public concerns. Overall, the department's work supported good governance, transparency, service delivery, and coordinated community response.




ATTACHMENTS

- [Council Resolution Tracker 2026](#)
- [Council Resolution Tracker | Outstanding 2023-2025](#)
- [3002-6 Release of In-Camera Resolutions – Amended](#)
- [5002-2 Benefits – Exempt Staff](#)
- [5002-3 Leave Entitlements – Exempt Staff](#)
- [5002-4 Compensation for Emergency Response Outside of Regular Hours – Exempt Staff](#)
- [5002-5 Lieu Time Provision – Exempt Staff](#)
- [5005-1 Council Occupational Health and Safety – Reaffirmed](#)
- [5005-3 Workplace Furniture and Ergonomics](#)
- [8000-1 Incident Response](#)
- [8000-2 Anti-Virus Software](#)



Date: April 17, 2026
 File No: 0640-30-April 27, 2026
 To: Mayor and Council
 From: A. McGifford, CAO
 Subject: **Nuisance Abatement Working Group | Quarterly Report**

Prepared by: <i>M. C. MASSICOTTE</i> MANAGER OF COMMUNITY SAFETY & SOCIAL DEVELOPMENT	Supervisor: <i>S. DARLING</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  A. MCGIFFORD, CAO
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RECOMMENDATION

THAT Council receive the Nuisance Abatement Working Group Quarterly Report for the period of January 1 – March 31, 2026 as information.

PURPOSE

To provide Council with an overview of the Nuisance Abatement Working Group (NAWG) activities from January 1 to March 31, 2026.

BACKGROUND

The working group meets on a monthly basis and receives reports from City of Port Alberni Departments; Development Services, Fire, Bylaw, and the RCMP. Canadian Mental Health Association, Ministry of Social Development and Poverty Reduction, Island Health – Environmental Health, and BC Housing - Residential Tenancy Branch attend as required.

ALTERNATIVES/OPTIONS

THAT Council receive the Nuisance Abatement Working Group Quarterly Report for the period of January 1 – March 31, 2026 as information.

ANALYSIS

Establishing clear involvement by the City in the management of nuisance properties aligns with Council’s Strategic Plan and the Strategic Goal 5 - *Fostering a Complete Community (Safe, Healthy and Inclusive)*.

Active Files

The following property is on the Active List for non-compliance:

1. LOT 6, BLOCK 55, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN VIP197B (3044 4th Avenue, Port Alberni BC)

This property was purchased by the current owner on **2010-04-01**, and since that time has been subject to the following:

- Eight (8) Bylaw Violation Notices and three Notice of Attendance for Property Maintenance
- Six (6) Bylaw Violation Notices for Building Standards
- Four (4) Fire Inspection Reports, and one letter summarizing the report
- Four (4) Notices of Remedial Action letters:
 1. 2013-02-13
 2. 2019-02-26
 3. 2024-08-30
 4. 2024-10-17

On January 2, 2026, this property was destroyed by fire. The property owner has until April 17, 2026 to clean up the debris on the site. The outstanding fines associated to being a nuisance property amount to \$37,925.

2. LOT 5, BLOCK 20, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN VIP197B (3358 6th Avenue, Port Alberni, BC)

This property was purchased by the current owner on 2019-07-31, and since that time has been subject to the following:

- Four (4) Bylaw Violation Notices for property maintenance.
- One (1) Notice of Attendance
- One (1) Notice of Intent to Remediate
- Five (5) Bylaw Violation Notices for Building Standards

The outstanding fines associated to being a nuisance property amount to \$5,075 plus \$5,873 in fees associated to a property clean up on January 7, 2026. The next step is to have a building inspection done with Bylaw. It is anticipated that this property will require a Remedial Action Requirement report.

Actively Monitoring

There are three (3) additional properties that are being actively monitored.

IMPLICATIONS

The outstanding financial implications for the two above properties are \$48,473.

COMMUNICATIONS

All Remedial Action Requirement letters that are issued to non-compliant property owners will be brought forward to City Council with recommendations and options.

Communication with non-compliant property owners is coordinated by the Community Safety & Social Development Department to ensure timely, consistent, and effective enforcement of nuisance abatement measures.

BYLAWS/PLANS/POLICIES

The City of Port Alberni "[City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705](#)" regulates nuisance properties and authorizes abatement enforcement and cost recovery.

The *Community Charter* [SBC 2003] CHAPTER 26 - Part 3 — provides for Additional Powers and Limits on Powers, and Division 12 — Remedial Action Requirements sets out the conditions.

Community Charter 74:

- (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:
 - (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
 - (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).
- (2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

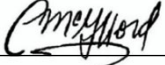
SUMMARY

As abatement of nuisance properties is a City Council priority, the Nuisance Abatement Working Group will continue to meet monthly and report to Council on a quarterly basis. These reports support transparency and accountability and contain updates on active files for properties that are non-complaint and may require a Remedial Action Report to Council, and numbers of actively monitoring files.

ATTACHMENTS/REFERENCE MATERIALS

c: M. Owens, Fire Chief

Date: April 13, 2026
 File No: 0640-30-April 27, 2026
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: 1st Quarter - 2026 Procurement Summary

Prepared by: <i>R. MACAULEY</i> DIRECTOR OF FINANCE	Supervisor: <i>A. MCGIFFORD</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATION

THAT Council receive the report '1st Quarter - 2026 Procurement Summary' dated April 13, 2026 as information.

PURPOSE

To provide the Committee of the Whole with the report on procurement contract awards and social procurement activities over January 1 to March 31, 2026.

BACKGROUND

The procurement policy delegates authority to designated City staff to award contracts for operating and capital projects which have been approved in Council's five-year financial plan. During the financial planning process, Council may identify contracts that are of particular interest to the Council or are of specific interest in the community that they wish to approve prior to award. Each department is responsible for the development and execution of procurements. Financial Services reviews and supports the process administratively.

ALTERNATIVES/OPTIONS

1. That Council receive the report '1st Quarter - 2025 Procurement Summary' dated April 13, 2026, as information.

ANALYSIS

All contracts awarded during this period are included in the Council adopted financial plan(s).

IMPLICATIONS

n/a

COMMUNICATIONS

To provide transparency, procurement opportunities are publicly posted to the City's website and the BC Bid website. BC Bid is British Columbia's central electronic tendering website and is the main hub of all public procurement in the province. The successful vendor and the contract award amount are also posted.

BYLAWS/PLANS/POLICIES

The City's [Procurement Policy 3009-1](#) delegates authority for staff to award contracts provided the expenditure is approved in the Financial Plan. Council maintains the ability to identify opportunities during the financial planning process that requires their approval prior to staff awarding a contract.

SUMMARY

The City's procurement policy framework requires that all contract awards must fall within approved budgets in the Financial Plan, with exceptions provided only for emergency purposes. Through the financial planning process, Council has an opportunity to identify projects of significant value or community interest that require Council approval in the procurement process.

A list of contracts awarded in the first quarter of 2026 is included as *Appendix A*.

The City is committed to continuing and expanding education both within in the organization and with the broader marketplace to utilize social procurement practices where reasonable, while exploring opportunities to support community benefits.

ATTACHMENT

- Appendix A – 1st Quarter 2026 Procurement awards

c: *S. Darling, Director of Corporate Services*
K. DeClercq, Assistant Accountant

Appendix A – Contract Award Report

The following contracts above \$100,000 were awarded between January 1, 2026 and March 31, 2026

Procurement	RFP Receiving Environment Monitoring Program
Successful Vendor	G3 Consulting
Award Value	based on rates, not a lump sum
Award Method	Highest Evaluated Criteria
Compliant Responses	8
Non-Compliant Responses	0
Ranking	Bidder
1	G3 Consulting
2	Great Pacific Engineering
3	ROE Environmental
4	Active Earth Engineering
5	Current Environmental
6	Pinchin
7	Ecoscape Environmental
8	Pacificus Biological
Procurement	RFP Josephine Sanitary Forcemain Somass River Crossing
Successful Vendor	Directional Mining & Drilling Ltd
Award Value	\$2,437,036
Award Method	Highest Evaluated Criteria
Compliant Responses	2
Non-Compliant Responses	0
Ranking	Bidder
1	Directional Mining & Drilling Ltd
2	Marathon Underground Constructors
Procurement	ITT Multiplex Dehumidifier and Energy Upgrades
Successful Vendor	Archie Johnstone Plumbing
Award Value	\$1,215,095
Award Method	Lowest Priced, Compliant Bid
Compliant Responses	3
Non-Compliant Responses	
Ranking	Bidder
1	Archie Johnstone Plumbing
2	Frraser Valley Refrigeration
3	MGM Mechanical
Procurement	RFP Animal Control Services
Successful Vendor	Coastal Animal Control Services of BC
Award Value	\$125,714 + Call out hourly rates
Award Method	Highest Evaluated Criteria
Compliant Responses	1
Non-Compliant Responses	0
Ranking	Bidder
1	Coastal Animal Control Services of BC
Procurement	ITT Argyle St Upgrades (Pre-Qualified)
Successful Vendor	Knappett Industries Ltd
Award Value	\$4,246,083
Award Method	Lowest Priced, Compliant Bid
Compliant Responses	3
Non-Compliant Responses	0
Ranking	Bidder
1	Knappett Industries Ltd
2	Windley Construction
3	Hazelwood Construction Services
Procurement	RFP Clean Team Services
Successful Vendor	Canadian Mental Health Association
Award Value	\$44,000 (four months)
Award Method	Highest Evaluated Criteria
Compliant Responses	1
Non-Compliant Responses	0
Ranking	Bidder
1	Canadian Mental Health Association
Procurement	RFP Crack Sealing Program
Successful Vendor	SPR Traffic Services LP
Award Value	based on rate per KM
Award Method	Highest Evaluated Criteria
Compliant Responses	3
Non-Compliant Responses	0
Ranking	Bidder
1	SPR Traffic Services LP
2	Sealtec Industries Ltd
3	D.K.I. Services LTD

CITY OF PORT ALBERNI

BYLAW NO. 5139

**A BYLAW FOR THE LEVYING OF TAX RATES FOR MUNICIPAL,
REGIONAL HOSPITAL DISTRICT, REGIONAL DISTRICT AND OFF-STREET
PARKING PURPOSES FOR THE YEAR 2026**

WHEREAS Section 197 of the *Community Charter, R.S.B.C. 2003 c. 26* requires a Council, on or before May 15th in each year, to adopt a bylaw to impose tax rates on all taxable land and improvements according to their assessed value in order to provide the money required for all lawful general purposes of the municipality, and other purposes permitted under the *Community Charter*.

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

1. Title

This Bylaw may be cited for all purposes as "**City of Port Alberni Tax Rates Bylaw No. 5139, 2026**".

2. Tax Rates

The following rates are hereby imposed and levied for the year 2026:

(a) General Municipal Purposes Rate

For all lawful general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" which is attached hereto and forms part of this Bylaw.

(b) General Municipal Debt Rate

For debt purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column II of Schedule "A" which is attached hereto and forms part of this Bylaw.

(c) Regional Hospital District Rate

For purposes of the Alberni-Clayoquot Regional Hospital District on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" which is attached hereto and forms part of this Bylaw.

(d) Regional District of Alberni-Clayoquot Rate

For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column IV of Schedule "A" which is attached hereto and forms part of this Bylaw.

(e) Special Rate - Off-Street Parking

For purposes of the specified area described in "Off-Street Parking Loan Authorization Bylaw, No. 1, 1971 No. 2087" on the value of land and improvements taxable for general municipal purposes, rates appearing in Column V of Schedule "A" which is attached hereto and forms part of this Bylaw.

(f) General Municipal Vancouver Island Regional Library Rate

For Vancouver Island Regional Library purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column VI of Schedule "A" which is attached hereto and forms part of this Bylaw.

3. Effective Date

The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2026.

4. Payment

The aforementioned rates and taxes shall be due and payable at the Office of the Collector of the City of Port Alberni at the City Hall, Port Alberni, in the Province of British Columbia.

5. Repeal

That " City of Port Alberni Tax Rates Bylaw No. 5124, 2025" is hereby repealed.

READ A FIRST TIME this 13th day of April, 2026.

READ A SECOND TIME this 13th day of April, 2026.

READ A THIRD TIME this 13th day of April, 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer

SCHEDULE "A" TO BYLAW # 5139

2026 TAX RATES (DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)

Property Class	I General Municipal	II Debt	III Alberni Clayoquot Regional Hospital	IV Alberni Clayoquot Regional District	V Off Street Parking	VI Vancouver Island Regional Library
Residential	5.9265	0.0344	0.1270	0.4259	0.3285	0.1906
Utilities	34.1602	0.1982	0.4445	1.4908		1.0988
Supportive Housing	5.9265	0.0344	0.1270	0.4259		0.1906
Major Industry	61.0375	0.3541	0.4318	1.4482		1.9633
Light Industry	52.3012	0.3034	0.4318	1.4482		1.6823
Business	15.6068	0.0905	0.3111	1.0435	0.8650	0.5020
Managed Forest Land	17.7795	0.1031	0.3810	1.2778		0.5719
Non-Profit	5.9265	0.0344	0.1270	0.4259	0.3285	0.1906
Farm	5.9265	0.0344	0.1270	0.4259		0.1906

COPY AVAILABLE

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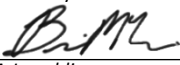

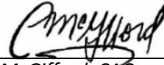
Date: April 20, 2026
File No: 0640-30-April 27, 2026

To: Mayor and Council
From: A. McGifford, CAO

Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments for Property at 5769 River Road, Port Alberni**

THAT PART OF LOT 10 ALBERNI DISTRICT LYING TO THE SOUTH EAST OF THE SOUTH EASTERLY BOUNDARY OF PARCEL C (DD 14378N) OF SAID LOT TO THE SOUTH WEST OF THE SOUTH WESTERLY BOUNDARY OF LOT 37 PLAN 938 AND TO THE NORTH WEST OF THE NORTH WESTERY BOUNDARY OF LOT 36 OF SAID PLAN EXCEPT PART IN PLAN 2530 RW (PID: 001-132-873)

Applicant: Headwaters Therapeutic Recovery Society

<p>Prepared by:</p>  <p>S. Parthiban Planner 1</p>	<p>Reviewed by:</p>  <p>B. McLoughlin Manager of Planning</p>	<p>Director:</p>  <p>S. Smith, Dir. of Development Services Deputy CAO</p>	<p>CAO Concurrence:</p>  <p>A. McGifford, CAO</p>
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RECOMMENDATIONS

- a. THAT “Official Community Plan Amendment (5769 River Road), Bylaw No. 5140” be now introduced and read a first time.
- b. THAT “Zoning Amendment (5769 River Road), Bylaw No. 5141” be now introduced and read a first time.

PURPOSE

To consider OCP and Zoning Bylaw amendments to enable transitional housing to be operated on the existing property at 5769 River Road. The proposed amendments would add policy support to the OCP and enable transitional housing through site-specific zoning.

BACKGROUND

The subject property (5769 River Road) is bisected by Highway 4, with the house located on the developed portion directly accessible from the highway, and a separate riverfront portion on the opposite side. The property was operated as a bed and breakfast named the Hummingbird Guesthouse, before being sold to Headwaters Therapeutic Recovery Society, a non-profit organization. The zoning of the surrounding properties is a mix of R Primary Residential, RR Rural Residential and P2 Parks and Recreation.

Headwaters Therapeutic Recovery Society is proposing to operate transitional (second-stage) housing with support services at the property. The transitional housing would be funded by the BC Government. The house consists of private bedrooms and shared communal areas such as a kitchen and living room, functioning similarly to a boarding house or dormitory. The goal is to provide housing for up to 10 men, aged 19 and older, for 9 months to 2 years. It is intended for individuals recovering from substance use, and would be operated as a “dry” home.

Location	5769 River Road
Current Land Use	Residential
Current Zoning	RR Rural Residential
Proposed Zoning	RR Rural Residential (with Transitional Housing as site-specific use)
Total Area	7123.95 m ² (1.76 acres)

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

1. THAT “Official Community Plan Amendment (5769 River Road), Bylaw No. 5140” be now introduced and read a first time.
 THAT “Zoning Amendment (5769 River Road), Bylaw No. 5141” be now introduced and read a first time.
2. Council may decline to give first reading to the amending bylaws.
3. Council may provide alternative direction to staff.

Administration recommends Option 1.

ANALYSIS

The proposed amendments would update the City’s bylaws to achieve the following:

- Add text to the OCP to support Transitional Housing in the residential land use designation through site-specific zoning.
- Add text to the Zoning Bylaw to allow Transitional Housing as a site-specific use at 5769 River Road, in the RR Rural Residential zone.

The current condition of the property is shown in the attached site photos.

Official Community Plan

The proposed transitional housing is consistent with the OCP’s General Residential policies by supporting integrated special needs, affordable, and rental housing within the community, and by providing long-term, stable and secure housing for those at risk of becoming homeless (4.1.3 and 4.1.6 General Provisions).

An OCP text amendment is required because the current plan does not include policy support for transitional housing on lands designated Residential (RES). The proposed text amendment would allow transitional housing in the Residential land use designation through site-specific zoning. Proposed changes to *OCP Section D: Plan Policies* are summarized in Table 1.

Table 1 - Proposed OCP Text Amendment to Section D: Plan Policies	
OCP Section	Proposed Text to be Added
4.2 Residential (RES) Council Policy	... <i>“5. The City supports transitional housing to be located in the Residential (RES) land use designation through site-specific zoning. The intent is to support secure and stable forms of housing to meet the diverse needs of Port Alberni residents.”</i>

Zoning Bylaw Text and Map Amendment

The subject property is zoned RR Rural Residential. The purpose of the RR zone is to provide for gentle density and small-scale multi-unit residential development of a semi-rural character. The RR zone does not currently permit Transitional Housing, but it does allow Supportive Housing for up to 4 persons in care.

Transitional housing provides long-term accommodation with support services to assist individuals in achieving independence and self-sufficiency. The following definition of Transitional Housing is provided in the Zoning Bylaw:

“TRANSITIONAL HOUSING

provides housing for more than 30 days up to three years that includes provision of support services, on or off site, to help individuals move towards independence and self-sufficiency. This form of housing is often called second stage housing.”

A site-specific text amendment to the RR Rural Residential zone is required to permit Transitional Housing at 5769 River Road. The amendment would permit Transitional Housing only at the subject property.

Intergovernmental Factors

- The planned renovation and use of the building aligns with *Group C Residential Occupancy* classification under the *BC Building Code*, which means it will be designed for residential living.
- Headwaters Therapeutic Recovery Society will be registered under the [Community Care and Assisted Living Act](#).
- The application will be referred to BC Ministry of Transportation and Transit (MOTT) for approval of the amending bylaws because it is within 800 metres of a controlled access highway (HWY 4).

Interdepartmental Involvement

This application was referred to City departments for review, and no comments or concerns were received. However, the applicant has been working with the Building Department and Port Alberni Fire Department to address Building Code and fire safety requirements.

IMPLICATIONS

There is strong demand for deep-subsidy/supportive rental housing in the community, as identified in Port Alberni’s [2024 Interim Housing Needs Report](#). The bylaw amendments would:

- Enable more second-stage, long-term housing options for men, women and children on residential properties through site-specific rezoning.
- Support a broader range of housing options that enable residents experiencing housing instability to access safe, stable transitional housing. This would help individuals move toward long-term independent housing in the community.

If Council gives 1st reading to the amending bylaws, staff will refer the bylaws to MOTT for approval prior to consideration of 2nd reading. If the application proceeds, a Good Neighbour Agreement with the Headwater Therapeutic Recovery Society should be required prior to final adoption.

If Council declines to give 1st reading to the amending bylaws, the application will not proceed.

COMMUNICATIONS

OCP Amendment Pre-Engagement

In accordance with section 475 of the *Local Government Act* (LGA), pre-engagement letters were mailed to owners and occupants within 100 metres of the property. A detailed summary of pre-engagement comments is attached to this report. A Public Hearing will be required if the application proceeds.

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

The proposed amendment would do the following:

- a) Add text to the OCP to support Transitional Housing in the residential land use designation through site-specific zoning.

Zoning Bylaw No. 5105

The proposed amendment would do the following:

- a) Add “Transitional Housing” as a permitted site-specific use in the RR Rural Residential zone in section 5.9.1.
- b) Add “Transitional Housing” at 5769 River Road under section 5.9.4 *Site Specific Uses* in the RR Rural Residential zone.

2023-2027 Corporate Strategic Plan

Council strategic priorities, including No. 5 Fostering a Complete Community:

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

2024 Interim Housing Needs Report

The City’s [2024 Interim Housing Needs Report](#) and [data inventory](#) identifies a need for housing that would be provided by this project. Housing targets for the next 5 years are as follows:

- 176 deep subsidy & supportive rental units.
- Deep subsidy & supportive rental includes those requiring on-going supports with their housing.

SUMMARY

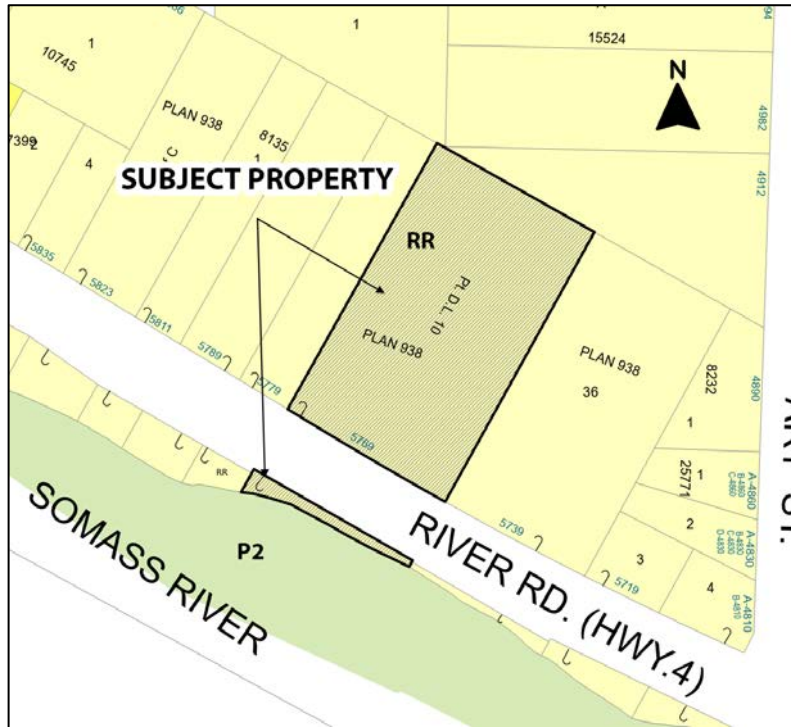
Headwaters Therapeutic Recovery Society has applied for amendments to the OCP and Zoning Bylaw that would enable the operation of transitional housing at 5769 River Road. The intent is to provide housing for individuals recovering from substance use for a period of 9 months to 2 years. The Interim Housing Needs Report for Port Alberni identifies a need for deep subsidy and supportive rental housing, which supports the application.

Staff recommend that Official Community Plan Amendment Bylaw No. 5140 and Zoning Amendment (5769 River Road) Bylaw No. 5141 be given first reading.

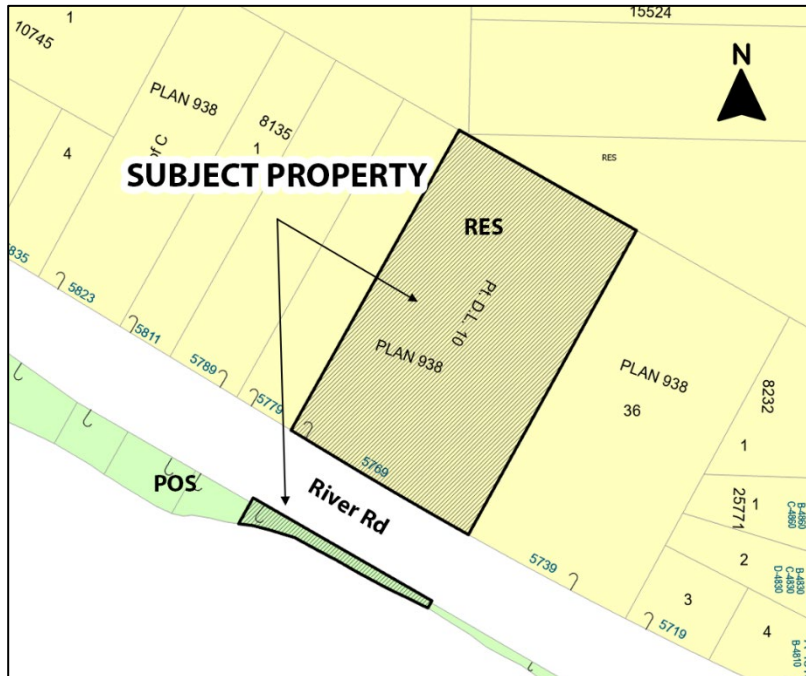
ATTACHMENTS/REFERENCE MATERIALS

1. *OCP and Zoning Maps*
2. *Preliminary drawings*
3. *Letter of Intent - Headwater Therapeutic Recovery Society*
4. *OCP Amendment Pre-Engagement – Community Comments Summary*
5. *Official Community Plan Amendment (5769 River Road) Bylaw No. 5140*
6. *Zoning Amendment (5769 River Road) Bylaw No. 5141*

ZONING BYLAW MAP

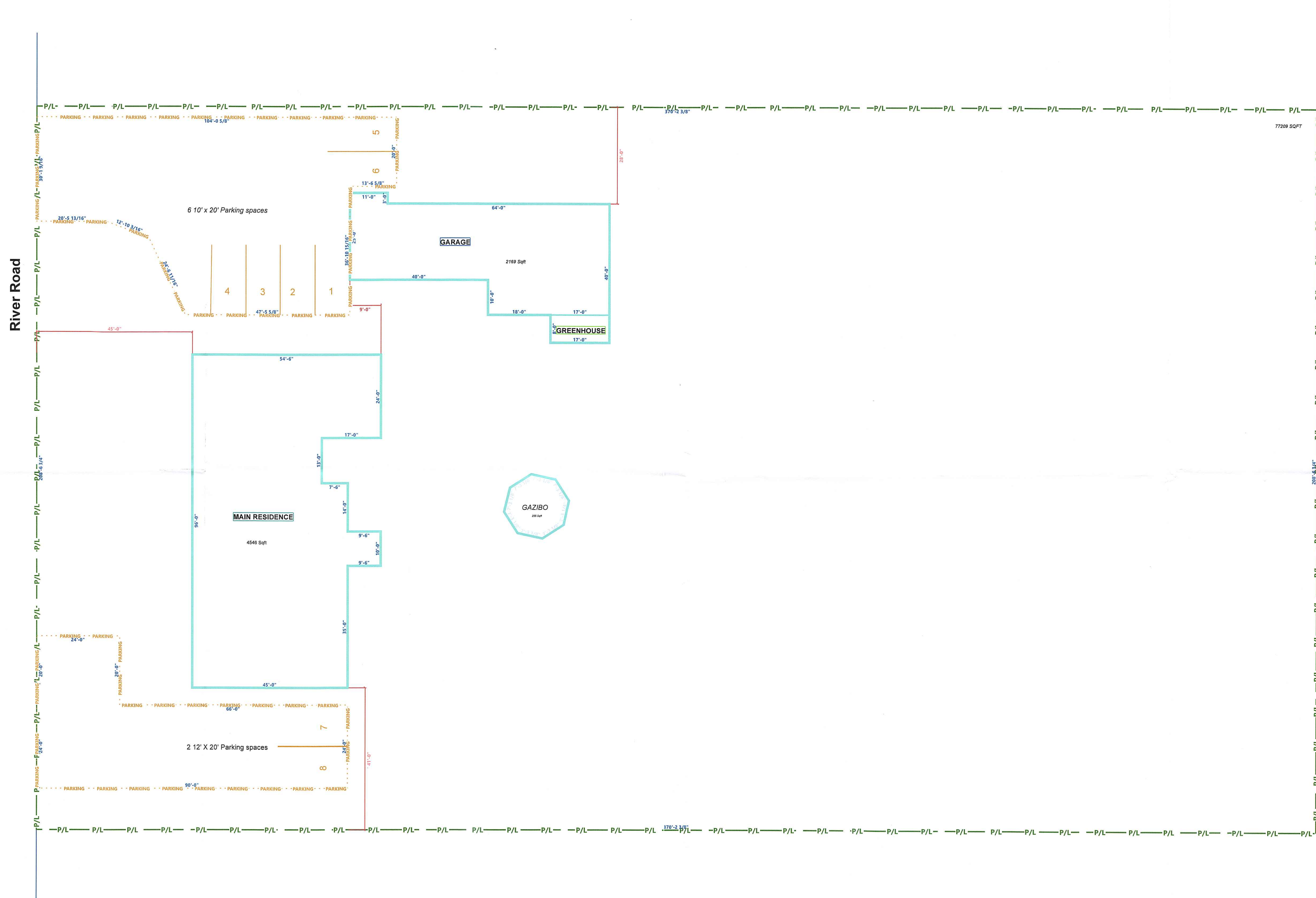


OCP AND LAND USE MAP



SITE PHOTOS – 5769 RIVER ROAD





HEADWATERS THERAPEUTIC RECOVERY SOCIETY	
5708 RIVER ROAD PORT ALBERNI V9Y - 6Z5	
PROPERTY TOTAL SQFT	77209
BUILDINGS TOTAL SQFT	6970
Percentage of land used by Building footprint = 9.027 %	

LEGEND	
PROPERTY LINE	— P/L — P/L
Setback Dimensions	— — — — —
BUILDING OUTLINES	— — — — —
PARKING LOT	— PARKING —

HEADWATERS THERAPEUTIC RECOVERY SOCIETY

Re zoning Application

5769 River rd. from

RR-1 Rural to P-1

HEADWATERS THERAPEUTIC RECOVERY SOCIETY

Rezoning Application: of the residence located at 5769 River Road Port Alberni (formerly Hummingbird B&B) to **P-1 Institutional**.

Considering the ongoing drug and alcohol problems within our community a group of like-minded men have explored what has been accomplished by other non-profits in other communities and are led to believe Transitional Housing is needed.

The Vision is a **recovery program** and **Transitional Housing**

(Provides housing for men age nineteen older nine months to two years that includes provision of support services, on or off site, to help individuals move towards independence and self-sufficiency. This form of housing is often called second stage housing.)

Secure safe housing for nine to twenty-four months gives good opportunities to develop new habits, skills, and distance from the past.

There will be an intake process which takes in consideration the neighbourhood's well being.

We are not equipped to accommodate individuals with serious and persistent psychiatric disorders that require specialized mental health care. These include schizophrenia, Bipolar, active psychosis, suicidal ideation.

Applicants must be medically stable prior to admission. We are not a detox facility. This second stage housing will be offered to those

who have been through detoxification who meet the entry requirements.

Applicants must disclose any current or past criminal charges.

Individuals with a history of sexual offences are not eligible. Also, the following, but not limited to sexual assault, sexual harassment, offences involving minors or adults, and possession or distribution of child pornography. Other violent criminal history may also affect eligibility. Certain bail, probation conditions will require prior approval before acceptance.

Residents will live in community collectively they will prepare meals /clean/ maintain premises and grounds. All residents must be physically mobile to move in and around the residence and grounds. Must be able to exit the residence with out guidance or physical assistance during an emergency.

All residents will maintain contact with health professionals in the community; the administration of drugs or supervision of drugs is not offered.

Headwaters TRC will register and operate under Assisted Living Regulations (Act). It is the intent to slowly fill the residence to ensure stability and mentorship to provide continuous intake and departure with hopes of minimizing stress.

There is a Handbook for operators to follow and guide operators of such a residence, to help individuals move towards independence and self -sufficiency.

Majority of the property is zoned Residential; a small area west of the river is classified as Parks and Open Space. At this point in time,

we have been requested not to use section of river frontage by property owner. Reason primarily concerns about risk crossing roadway. The property side yards are heavily screened by trees and undergrowth, providing privacy for all neighbours.

- The residence is approximately 4300 square feet.
- upper floor has two exterior exits.
- Main floor has five exterior exits.
- Heating a cooling standards met with two heat pumps.
- Fire hydrant located close to property.
- Fire hall response estimated in 7-10 minutes (consulted fire prevention officer)
- Ambulance response time will be significantly less.
- Smoke /gas detectors in place.
(will up grade if not interconnected)
- 5 LB Fire extinguishers at multiple locations, fire evacuation diagram to be posted.
- eight parking spaces.
- Six bedrooms (may apply to renovate to increase to nine)
- Maximum occupancy ten males over the age of nineteen.
- Staff members primarily perform administrative tasks.
- Residence built under Part Nine of building code.
- Two exits from top floor, four exits from main, exits marked and signage in hallways to be in place.
- Persuasive case for Group C occupancy which is standard residential use under the BC building Code. Like a rooming house or communal dwelling.



Summary of pre-engagement

Application: OCP25-04/ZON25-07	
Address: 5769 River Road	Date: Wednesday, February 10, 2026

RE: Application to amend Official Community Plan to change land designation from Residential to Institutional

Description:	<p>On Monday January 19, 2026 a letter was mailed to all owners and occupants of property within 100 metres of the property at 5769 River Road. The distance of the mail-out is consistent with the City of Port Alberni’s <i>Development Procedures Bylaw No 5076, 2023</i>.</p> <p>This letter contained a description of the requested OCP amendment and zoning amendments, along with a subject property map. The letter provided instructions on how to contact City staff with comments on the proposal either in-person, by email, or phone. The letter requested that all feedback be received by February 9th.</p>
Details:	A total of 35 letters were mailed. A total of 4 written emails were received in response to the mailed letter.
Summary of Responses:	<p><u>Areas of Support</u></p> <ul style="list-style-type: none"> • General support for proposed development. • Existing trees create privacy for both the transitional house users and neighbors. • Proposed use has good amount of outdoor space. <p><u>Areas of Opposition/Concern</u></p> <p><i>General</i></p> <ul style="list-style-type: none"> • Public is concerned the operation may not be managed to an appropriate standard over time, and that once the designation/zoning changes, future operators could take over with different rules or operating models, creating neighborhood uncertainty. • The area is primarily single-family residential, with children and nearby school bus stops, and believe the institutional use is inconsistent with neighborhood character and raises compatibility/safety concerns. • They emphasize River Road includes tourist and business-corridor (B&B, café, farm market) that rely on a welcoming and safe environment. • Operator identity and qualifications, funding source, property ownership must be clarified to the public. • Whether there will be 24-hour supervision, by whom, and staff credentials/training. • Resident supervision off-site, expected unsupervised time, daily programming/activities. • Regulations regarding drug/alcohol use in the house and in the surrounding community. • Criticizes the City’s recent purchase of a “\$3 million” office and suggests that building should be repurposed for a rehab instead of prioritizing new offices; also suggests the City should focus on neglected streets and sidewalks and seek more public input on priorities.



- As a single mother and caregiver for adults with developmental disabilities and children under 10, they are concerned about proximity to people with addiction histories and cite relapse risk after treatment.
- Concerned that once licensed/zoned Institutional, the use could later shift to a halfway house or similar with different client profiles and higher perceived risk.
- Assurance that the institutional change is only for the subject non-profit serving sober individuals, and not convertible to a model involving substance use.

Signage and Access

- Requests to install clear and accurate signage on the property to prevent individuals who are intoxicated or seeking support from mistakenly approaching the site with adequate security systems installed and operating.

Community Safety

- States there is inadequate privacy between the subject property and surrounding homes.
- Regular neighborhood cleanup for any potentially harmful substances like needles.
- Privacy fencing, specifically requested around or along the boundary with 4860 Mary Street, prior to program operation.
- The neighborhood already hosts several problematic residences and frequent unstable activity along River Road, making the area unsuitable for a rehabilitation program requiring a stable and predictable environment.
- Concern that the proximity of the proposed house to Naesgaard's Farm Market may worsen existing issues such as break-ins, theft, and unsafe interactions, creating additional stress for staff. Market's staff include teenagers and they lack training/resources to manage high-risk interactions. The proposal may potentially force business to reduce operations or product offerings.

Impacts to Surrounding Properties

- Concern that residents pay taxes for a "quiet peaceful" home and do not want a drug rehab near their residence; describes concern about "shady people" already in the area and fears an increase.
- Rehab center should be located outside city limits; also suggests it should be located near City Councilors' homes if it is approved.
- Believes the proposal would reduce neighborhood desirability and lower property values.
- Believes the facility would reduce buyer appeal and lower property value; also expects it would make it harder to attract "desired tenants" as a landlord.

CITY OF PORT ALBERNI

BYLAW NO. 5140

**A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN
FOR THE CITY OF PORT ALBERNI**

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment (5769 River Road), Bylaw No. 5140**".

2. Official Community Plan Map Amendment

- 2.1 Add the following text to Section D: Plan Policies, 4.2 Residential (RES) as 4.1.5 of Council Policy:

"5. The City supports transitional housing to be located in the Residential (RES) land use designation through site-specific zoning. The intent is to support secure and stable forms of housing to meet the diverse needs of Port Alberni residents."

READ A FIRST TIME this day of , 2026.

READ A SECOND TIME this day of , 2026.

A PUBLIC HEARING WAS HELD this day of , 2026.

READ A THIRD TIME this day of , 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer

CITY OF PORT ALBERNI

BYLAW NO. 5141

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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 “**Zoning Amendment (5769 River Road) Bylaw No. 5141**”.

2. Zoning Text Amendment

3.1 Add the following text to the list of Permitted Site Specific Uses in the RR Rural Residential zone under Section 5.9.1:

“Transitional Housing”

3.2 Add the following text to Site Specific Uses Section 5.9.4 in the RR Rural Residential zone:

Use	Site Address	Site Legal Description
Transitional Housing for up to ten (10) persons in care.	5769 River Road	THAT PART OF LOT 10 ALBERNI DISTRICT LYING TO THE SOUTH EAST OF THE SOUTH EASTERLY BOUNDARY OF PARCEL C (DD 14378N) OF SAID LOT TO THE SOUTH WEST OF THE SOUTH WESTERLY BOUNDARY OF LOT 37 PLAN 938 AND TO THE NORTH WEST OF THE NORTH WESTERY BOUNDARY OF LOT 36 OF SAID PLAN EXCEPT PART IN PLAN 2530 RW (PID: 001-132-873)

READ A FIRST TIME this day of , 2026.

APPROVED BY THE MINISTRY OF TRANSPORTATION AND TRANSIT this day of , 2026.

READ A SECOND TIME this day of , 2026.

A PUBLIC HEARING WAS HELD this day of , 2026.

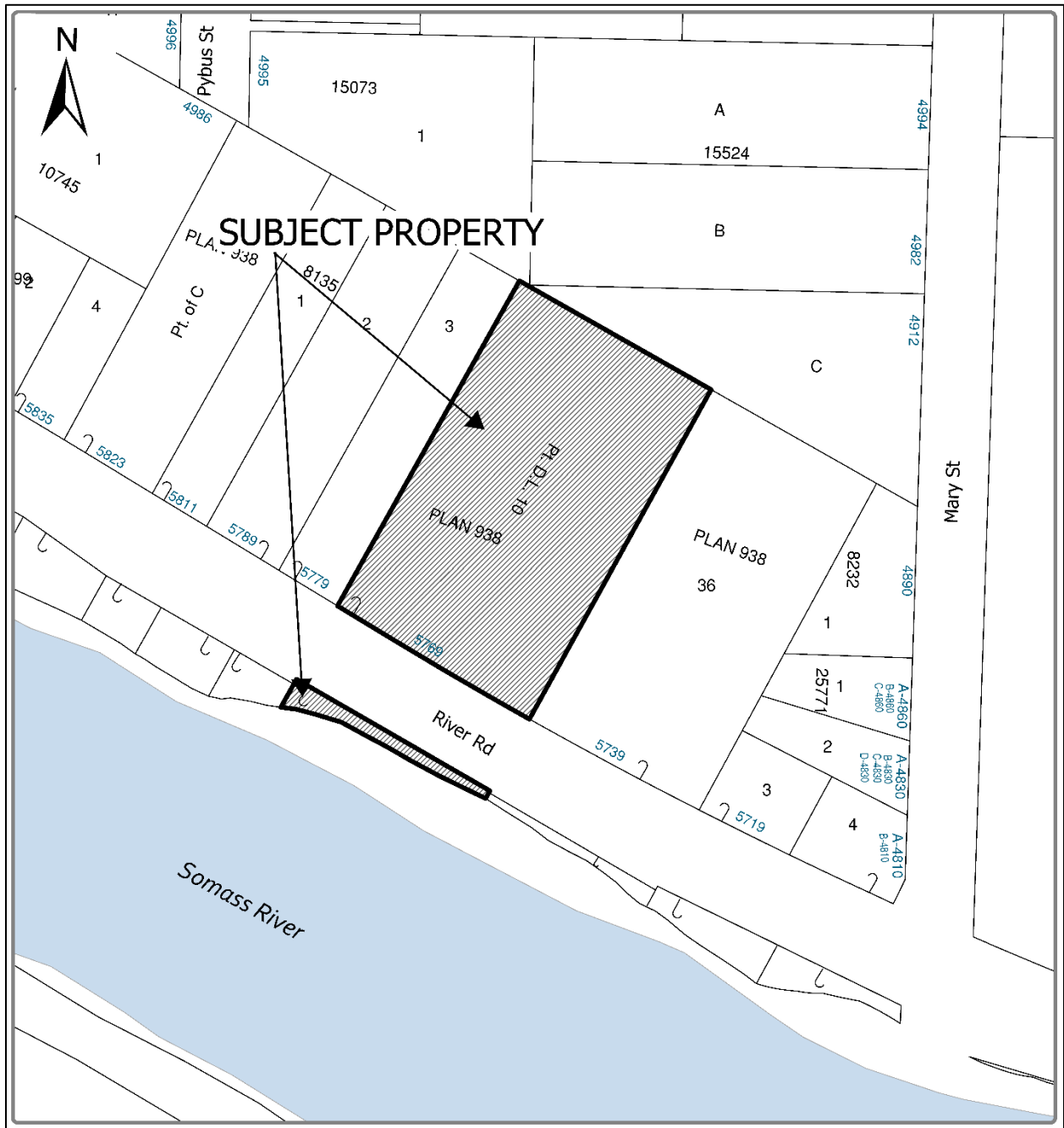
READ A THIRD TIME this day of , 2026.

ADOPTED this day of , 2026.

Mayor

Corporate Officer

Schedule “A” to Bylaw No. 5141
Site Plan



RECEIVED

MAR 24 2026

CITY OF PORT ALBERNI

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other _____
- File # 6150-01 RCM APR 27

From: Brodie Guy <brodie@islandcoastaltrust.ca>
Sent: Tuesday, March 24, 2026 10:11 AM
To: Sharie Minions <sharie_minions@portalberni.ca>; Andrew McGifford <andrew_mcgifford@portalberni.ca>; Pat Deakin <patrick_deakin@portalberni.ca>
Subject: Island Coastal Economic Trust — Letter of Support

Good morning Mayor Minions, Andrew, and Pat,

We are at a pivotal moment for local economies across Vancouver Island and coastal communities — and the voice of your community matters.

Local leaders who govern Island Coastal Economic Trust are working to support the Province of British Columbia to advance a once-in-a-generation opportunity to modernize the Trust with a strategic investment to shape economic development across our region for decades. A brand-new [Independent Legislative Review — A Case For Change](#) — provides a compelling, evidence-based case for this change, identifying strategic investment as the essential foundation for modernizing the Trust and advancing co-governance with First Nations. This is something local governments and First Nations have sought since the Trust started, and now, enabling new legislation is being developed by the Ministry of Jobs and Economic Growth.

We are requesting the support of your council in this defining moment in Trust’s history.

Attached is a template letter for your council to consider sending to Minister Ravi Kahlon. At the Regional Advisory Committee meetings of the Trust, elected leaders encouraged each other to copy your local MLAs and, where possible, coordinate a joint letter with neighbouring councils, First Nations, and/or regional districts to amplify the message. Please feel free to adapt the template with stories and examples specific to your community — the Minister needs to hear the human and local economic impact of this work in your own words.

This advocacy builds on real momentum. Throughout early 2026, community leaders have engaged MLAs directly, building on recommendations from over 30 First Nations governments who contributed to the [First Nations Strategic Recommendations Report](#) — which is now actively informing the development of new legislation. Together, governments across our region have built a strong foundation. But the window is open now: legislative and investment decisions will be made in the months ahead, and elected voices like yours are essential to advancing this vision that is shared among local governments and First Nations.

RECEIVED

APR 27 2026

Please reach out directly if I can support you in any way — I am ready to assist immediately.

With gratitude,
Brodie

BRODIE GUY
CEO
250.871.7797



As we work toward inclusive and resilient economic futures, we do so with a deep appreciation for the histories, contributions, and rights of the Kwakwaka'wakw, Lkwildaxw, Pəntl'áč, She shashishalhem, Hul'q'umi'num', diitiidʔaatx, SENĆOŦEN, Skwxwú7mesh, Lekwungen, and T'Sou-ke speaking peoples.

[date]

Honourable Ravi Kahlon
Minister of Jobs and Economic Growth
Government of British Columbia
JEDI.Minister@gov.bc.ca

Dear Minister Kahlon,

On behalf of (Council/regional Mayors/Regional District), we are writing to express our strong support for advancing legislation to modernize the Island Coastal Economic Trust and to position it for long-term impact through strategic provincial investment.

The work to renew the Trust represents a *Made on the Coast* initiative shaped and championed by coastal First Nations, local governments, and regional leaders working together toward a shared economic vision. Over the past several years, your Ministry's partnership has enabled meaningful engagement and co-development, resulting in an unprecedented level of regional alignment.

Across 53 First Nations governments, 35 local governments, and elected MLAs in the region, there is broad consensus that the Trust should evolve into a modern, co-governed regional economic development institution that reflects partnership, reconciliation, and shared responsibility.

The alignment has been achieved. The regional mandate is clear.

To carry this work forward, we respectfully urge the Province to bring forward legislation as soon as possible to formalize the renewed governance structure and provide long-term certainty for the Trust.

As government focuses on economic resilience, regional development, and disciplined spending in a period of global uncertainty, the Trust represents an established and accountable mechanism to advance those shared priorities. Over nearly two decades, the Trust has leveraged provincial investment into tangible economic outcomes in coastal communities, strengthening local economies and fostering collaboration across jurisdictions.

Strategic investment in a modernized Trust would build on that proven track record, protect prior public investment, and provide a focused vehicle to support economic transition in coastal and rural regions. This approach aligns with the Province's emphasis

on strengthening British Columbia’s economy while ensuring responsible stewardship of public funds.

As municipal leaders, we see firsthand the importance of strong regional institutions in supporting jobs, innovation, and community stability. With modernized governance and renewed capital, the Trust is well positioned to continue delivering measurable results for British Columbians.

Our region stands united behind this vision. Such consensus around a regional economic priority is rare and reflects years of careful collaboration.

We look forward to working with you to advance both the legislative and investment components necessary to secure the Trust’s future.

Sincerely,

[Mayor / Council]

[Local Government]

RECEIVED

APR 08 2026

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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File # <u>0230-01</u>	

FORMAL REQUEST TO PORT ALBERNI CITY COUNCIL

Date: April 8, 2026

To: Mayor Sharie Minions and Port Alberni City Council

From: Abu Hasan Muhammed Jahangir, President & CEO, Agrohope Farms & Products Inc.

Subject: Request for Letter of Support – 2026 Small Business Emergency Stabilization Pilot

PURPOSE: The Applicant respectfully requests a **Letter of Support** from the City of Port Alberni addressed to the Ministry of Jobs, Economic Development and Innovation (JEDI) and the Minister of State for Community Safety.

PROPOSAL SUMMARY: This request concerns the implementation of an **Immediate Economic Stabilization** model designed to protect small businesses from the current "Uninsured Business Crisis".

MUNICIPAL PROTECTIONS (FISCAL NEUTRALITY): * 100% Provincial Funding: All administrative costs, infrastructure (Surveillance Network), and disbursements are to be funded by the Province via a Capacity Grant.

- **No City Resources Required:** To ensure zero impact on the municipal tax base, all claim verifications shall be performed by a **Provincially-funded Local Designate** or third-party auditor.
- **Administrative Efficiency:** The pilot leverages existing Municipal Business Licenses for validation, requiring no additional City staffing.

REQUESTED ACTION: That Council authorize a **Letter of Support** by **April 21, 2026**, to position the Alberni Valley as the primary provincial pilot site for this stabilization framework.

Strategic Concept Note: Emergency Small Business Stabilization

To: Minister of State for Community Safety

From: Abu Hasan Muhammed Jahangir

Position: President & CEO, Agrohope Farms & Products Inc. | 2nd Vice-Chair, Alberni Valley Chamber of Commerce

Date: April 4, 2026 "Revised: April 7, 2026"

Subject: Proposal for the 2026 Small Business Emergency Crime Relief Fund (Successor to the Provincial Rebate Framework)

Executive Overview

Small businesses in Port Alberni, the ACRD, and other regions of BC are currently facing an "Uninsured Business Crisis." High insurance deductibles (over \$5,000) and the expiration of previous provincial support in 2025 have left entrepreneurs vulnerable to property crime. To protect local employment and ensure a resilient economy, the Province must transition from the previous reactive "rebate" model to an Immediate Economic Stabilization model.

Proposed Policy & Procedural Amendments

Section/Focus	Former Wording (Expired 2025)	Proposed Amendment
Eligibility & Validation	Requires extensive administrative proof and primary RCMP/Police General Offence reports for all claims.	Proposed: Eligibility shall be primarily validated via the Municipal Business License number. Verification for claims under \$5,000 shall be performed by a Provincially-funded Local Designate or third-party auditor.
Disbursement Timeline	"Applications will be processed within approximately 35 business days."	Proposed: To address the cash flow crisis, emergency disbursements shall be issued via E-transfer within 1 to 3 business days (72 hours) of document submission.
Eligible Expenses	Funding is limited to physical property damage (vandalism/graffiti).	Proposed: Coverage shall be expanded to include stolen inventory, losses from counterfeit currency, and a 'Business

Section/Focus	Former Wording (Expired 2025)	Proposed Amendment
		Interruption' stipend to cover fixed costs like rent.
Public Safety Infrastructure	Business owners are responsible for their own security hardware and utility costs.	Proposed: The Province shall provide direct funding for a Municipal Surveillance Network . This shifts the cost to public safety and creates "ready-to-go" evidence packages for the RCMP.

Implementation Rationale

- **Economic Stabilization:** Small businesses cannot wait 30+ days to replace stolen stock without risking permanent closure.
- **Administrative Efficiency:** Using Local Authorities addresses the "Enforcement Gap" where the RCMP may be unable to prioritize property crimes under \$5,000.
- **Infrastructure Legacy:** A city-wide surveillance hub improves community-wide safety rather than just individual shop security.

Legislative Pathway

These operational amendments can be adopted by the Minister through a **Ministerial Directive** or an **Order in Council**. As these changes address a discretionary grant program rather than statutory law, they can be implemented as a pilot project for the Alberni Valley immediately.

RECEIVED

APR 21 2026

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input checked="" 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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 6350-20? *RCM Apr 27*

From: Josh Hunt <josh.h@igvhousing.com>
Sent: April 21, 2026 3:23 PM
To: Pat Deakin <patrick_deakin@portalberni.ca>
Cc: Sara Darling <sara_darling@portalberni.ca>
Subject: Re: Subject: Request for Letter of Support – GCWood Grant Application (IGV Housing)

Mayor and Council
 City of Port Alberni

Dear Mayor and Council,

I hope this message finds you well.

I am writing on behalf of IGV Housing to respectfully request a letter of support from the City of Port Alberni in relation to an upcoming federal funding application under the Green Construction through Wood (GCWood) Program administered by Natural Resources Canada.

This program is designed to advance innovative construction approaches that increase the use of sustainably sourced Canadian wood products. IGV Housing is currently preparing an application to support a series of initial pilot multiplex housing projects that leverage our advanced prefabricated building system, with a strong focus on utilizing Canadian lumber and delivering housing more efficiently and sustainably.

As you may be aware, IGV has established a significant presence in Port Alberni through our advanced manufacturing facility, where we are developing scalable housing solutions that align with provincial and federal priorities around housing supply, affordability, and economic development.

A letter of support from the City would ideally acknowledge:

- The City’s awareness of IGV Housing and our operations in Port Alberni
- Confidence in our team and delivery capability
- Support for our use of innovative, wood-based prefabricated construction methods
- The broader economic and housing benefits our work brings to the region

We believe that your support would add meaningful weight to our application.

Given the program timelines, we would be grateful if a letter could be provided at your earliest convenience. We understand this request is being considered for inclusion on an upcoming Council agenda and sincerely appreciate your time and consideration.

Thank you again for your continued support of innovation and housing delivery in Port Alberni.

Yours sincerely,



Josh Hunt
CEO

E. josh.h@igvhousing.com

W.

<https://protect.checkpoint.com/v2/r03/www.igvhousing.com.YzFjOmNpdHlvZnBvcnRhbGJlcm5pOmM6bzoyM2UwN2JlMTk4ZjRlZDA0ZDk0ODEwMGQwNWNlNTU5Mjo3OmMwN2M6YTAYOGlONGUxZDA1MGYzNGIxMTM3ZTE5NWQzMWE2ODBiZmUzMWFKYWZlMGZjNGUwZGY2MzI2NjJjNjUxOTVhbnZpOUIQ6Tg>

4000 Stamp Ave. Port Alberni BC, V9Y 5J7



Disclaimer:

This email and any attachments are confidential and intended only for the named recipient. If you received it in error, please delete it and notify the sender. Unauthorized use or disclosure is prohibited.



Ministry of Housing and Municipal Affairs

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

- Checked boxes for Council, Mayor, CAO, Corporate Services, and Agenda. Other departments like Economic Development, Engineering/PW, etc. are unchecked.

File # _____ CIRCULAR 0400-20 - MMA

RECEIVED

APR 02 2026

April 2, 2026

CITY OF PORT ALBERNI

CLIFF: 190646

To: All Chief Administrative Officers and Corporate Officers:

Re: Bill 17 Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, 2026, and Bill 18 Housing and Municipal Affairs Statutes (Parental Leave) Amendment Act, 2026

On April 2, Bill 17 and Bill 18 were introduced in the Legislature. These Bills propose to amend various sections in the Community Charter, Local Government Act, and the Vancouver Charter, with consequential amendments to the Islands Trust Act and Cultus Lake Park Board Act.

The purpose of this circular is to provide an overview of the changes made to legislation regarding codes of conduct and parental leave for local elected officials. Some of the amendments come into effect right away, while others will come into effect after the 2026 general local elections.

We encourage local governments to review the amendments and consider how they may incorporate the changes into training and orientation materials for new councils and boards following the 2026 general local elections. Further guidance to help you prepare for these changes will be made available in summer and early fall of 2026.

Code of Conduct Key Changes:

- Authority for the province to prescribe a code of conduct by regulation that applies to all local governments in B.C.
Requirement for all local elected officials to comply with a Provincial code of conduct established by regulation.
Establishes a code complaint, investigation and sanction process in legislation.
Requirement that code of conduct complaints be referred to an investigator.
Authorities of investigators on receiving a code complaint is prescribed in legislation.
Sanctions that may be recommended by an investigator for a code breach.

- If an investigator report recommends sanctions, the report is considered at a closed meeting.
- If a council or board decides to not impose the recommended sanctions, they must provide reasons for its decision that are included in a public summary.
- Public reporting requirements for code complaints to support transparency and accountability.

Parental Leave Key Changes:

- Provides 26 consecutive weeks of parental leave for local elected officials due to the birth or adoption of a council or board member's child or children.
- Allows local elected officials to start their leave as early as 4 weeks ahead of the expected birth or adoption.
- Entitles local elected officials to full remuneration during their parental leave but provides the option to decline remuneration, if they wish to do so.
- Ensures local elected officials are not disqualified for missing council or board meetings during their parental leave.
- Provides that local elected officials on parental leave continue to hold office but cannot exercise any power or duty as an elected official while on leave, meaning they cannot participate in local government decision making while on leave. They will still be able to participate in community events or similar activities allowing them to stay connected within their communities.
- Allows the minister to take certain actions to ensure that quorum can still be met while an elected official is on parental leave.
- Establishes that parental leave ends after 26 consecutive weeks or the end of the term; whichever is earlier.
- Retains local governments' ability to establish their own parental leave policies that go beyond the provincial minimum entitlement.

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

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

I will provide another update when further guidance and resources for local governments are available on our website beginning in summer 2026.

Yours truly,

A handwritten signature in black ink, appearing to read "Tara Faganello". The signature is written in a cursive, flowing style with a prominent flourish at the end.

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

April 13, 2026

RECEIVED

APR 13 2026

CITY OF PORT ALBERNI

Mayor and Council
City of Port Alberni

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other _____
- File # RCM Apr 27
0400-60-ACRD

Email: corp_serv@portalberni.ca

RE: Letter to Minister of Transportation and Transit re Accessibility Concerns at Crosswalks on Johnston Road

Dear Mayor and Council,

The Alberni-Clayoquot Regional District (ACRD) Board of Directors at their March 25 meeting, passed the following resolution:

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Ministry of Transportation and Transit requesting improved crosswalk infrastructure on Johnston Road for accessibility purposes including audible crossing signals and request that the City of Port Alberni send a letter as well.

The accessibility concerns were raised at the February 10, 2026, meeting of the joint ACRD and City of Port Alberni Accessibility Committee.

Attached is our letter where we have requested the installation of improved crosswalk infrastructure for safety and accessibility purposes, including the installation of audible crossing signals at controlled crossings and that the Minister of Transportation and Transit work with Ministry staff to improve the accessibility of the crosswalks along Johnston Road.

Sincerely,

John Jack, Chairperson
Alberni-Clayoquot Regional District



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

RECEIVED

April 13, 2026

APR 13 2026

CITY OF PORT ALBERNI

Honourable Mike Farnworth
Minister of Transportation and Transit
PO Box 9055 Prov Stn Govt
Victoria, BC
V8W 9E2

E-mail: TT.Minister@gov.bc.ca

Re: Accessibility Concerns at Crosswalks on Johnston Road, Port Alberni

Dear Minister Farnworth,

The Alberni-Clayoquot Regional District (ACRD) Board of Directors is writing to the Minister of Transportation and Transit to advocate for improved pedestrian safety and accessibility along Johnston Road in Port Alberni.

At the February 10, 2026, meeting of the ACRD/City of Port Alberni Accessibility Committee, concerns were raised regarding the accessibility of existing crosswalk infrastructure along Johnston Road, particularly for individuals with disabilities. Committee members identified barriers that affect the ability of pedestrians, especially those with visual impairments, to cross the roadway safely and independently.

In response, the ACRD Board respectfully requests the installation of enhanced crosswalk infrastructure to improve safety and accessibility along this corridor. Specifically, we ask that consideration be given to the installation of audible pedestrian crossing signals at controlled crossings, as well as any other improvements deemed appropriate by Ministry staff to better meet accessibility standards.

The Board further requests that the Ministry of Transportation and Transit work collaboratively with Ministry staff and local partners to assess current conditions and implement improvements that will enhance accessibility and safety for all road users along Johnston Road.

Thank you for your consideration of this request. We appreciate the Ministry's ongoing commitment to building inclusive and accessible transportation infrastructure throughout British Columbia.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Sincerely,

John Jack

John Jack, Chairperson
Alberni-Clayoquot Regional District

RECEIVED
APR 17 2026
CITY OF PORT ALBERNI

RECEIVED

APR 17 2026

CITY OF PORT ALBERNI



April 17, 2026

1328724

Via email: annie_o'connor@portalberni.ca

Their Worship Sharie Minions
Mayor of the City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other
- File # RCM Apr 27
0400-20-MOH

Dear Mayor Sharie Minions:

Thank you for your letter of February 25, 2026, regarding the 2026 BC Farmer's Market Nutrition Coupon Program. I am responding on behalf of the Honourable Josie Osborne, Minister of Health. I appreciate your patience, and apologize for the delay in responding, as year-end funding decisions could not be confirmed or communicated until after March 31, 2026.

I am pleased to advise that the BC Association of Farmers' Markets (BCAFM) has been provided with \$4.25 million enabling the Farmer's Market Nutrition Coupon Program to continue delivery in 2026.

Thank you for writing to the Ministry of Health on this matter. Should you have any questions or require further information, please contact the BCAFM as shown below:

Email: info@bcfarmersmarket.org

Mailing Address:

BC Association of Farmers' Markets
208 - 1089 West Broadway
Vancouver, BC V6H 1E5

Phone: 604-734-9797

Sincerely,

Maryna Korchagina
Assistant Deputy Minister
Population and Public Health Division

Ministry of Health

Population and Public Health Division
Assistant Deputy Minister's Office

PO BOX 9646 STN PROV GOVT
Victoria BC V8W 9P1
Tel: 1-250-952-1731



OMBUDSPERSON BRITISH COLUMBIA

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

RECEIVED

March 31, 2026

Mayor Sharie Minions

APR 20 2026

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

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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	RCM Apr 27 0584-01

Dear Mayor Sharie Minions:

**Re: Office of the Ombudsperson Quarterly Report for the period covering
October 1 - December 31, 2025**

This package of documents details the complaint files the Office of the Ombudsperson closed for City of Port Alberni between October 1 and December 31, 2025. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

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

If you would like further information about the complaints our office received about your organization, or you have identified inaccuracies in the data, please contact our office's Policy, Research and Continuous Improvement team. They can provide further details upon request and can be reached at PRCI@bcombudsperson.ca or by phone at 250-953-4171.

Enclosed you will find detailed reports containing the following:

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



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BRITISH COLUMBIA**

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

If you wish to update your organization's contact information, please contact us by email at info@bcombudsperson.ca.

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

Yours sincerely,

Sandy Hermiston
Ombudsperson
Province of British Columbia

Enclosures



OMBUDSPERSON BRITISH COLUMBIA

Quarterly Report for 1 October - 31 December, 2025
City of Port Alberni

Type of complaint closure for Authority: City of Port Alberni	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0



**OMBUDSPERSON
BRITISH COLUMBIA**

Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority – When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



OMBUDSPERSON BRITISH COLUMBIA

Complaints Closed from 1 October - 31 December, 2025
City of Port Alberni

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

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

Sector-Specific Complaint Topics – All Local Government

Business Licensing	4	2%
Bylaw Enforcement	62	31%
Council Member Conduct (incl. Conflict of Interest)	13	6%
Fees/Charges (incl. Taxes)	15	7%
Official Community Plan/Zoning/Development	51	25%
Open Meetings	9	4%
Other	28	14%
Procurement	2	1%
Response to Damages Claim	3	1%
Services (incl. Garbage, Sewer, Water)	13	6%
Utilities	1	0%

General Complaint Topics – All Local Government

Accessibility	13	4%
Administrative Error	9	3%
Communication	44	15%
Delay	17	6%
Disagreement with Decision or Outcome	106	36%



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BRITISH COLUMBIA**

Discrimination	3	1%
Employment or Labour Relations	1	0%
Other	8	3%
Process or Procedure	67	23%
Review or Appeal Process	5	2%
Treatment by Staff	21	7%

MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING

Wednesday, January 21, 2026 @ 10:00 AM

City Hall Council Chambers

4850 Argyle Street, Port Alberni, BC

Present: Director of Infrastructure Services, Jim MacDonald
Councillor, Charles Mealey
Fire Chief, Mike Owens
Trustee, SD70, Christine Washington
ICBC, Rowena Narayan [via Microsoft Teams]
ICBC, John Nepomuceno [via Microsoft Teams]

Absent: Diversified Transportation, Kathy Deschamps
Ministry of Transportation, Jessica Learn
RCMP, Sgt. Jordan Hamlyn

Staff: Manager of Operations, Clinton Wright

Gallery: 0

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 10:02 AM.

MOVED, THAT the agenda be adopted, as circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED, THAT the minutes of the Traffic Advisory Committee meeting held at 10:00 am on October 15, 2025, be adopted, as circulated.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. CORRESPONDENCE FOR ACTION

F. NEW BUSINESS

1. Email communication from D. Willis regarding visibility concerns at the intersection of 10th Avenue and Neill Street.

J. MacDonald, Director of Infrastructure Services noted that the City's Transportation Master Plan will be reviewing road designs and cross sections including sight lines and will be providing recommendations for future upgrades. This is a busy area with a daycare centre at this location and the City will look into potential improvements that can be implemented in the short term.

2. Email communication from D. Miller regarding traffic speed on Beaver Creek Road including concerns at the intersection of Beaver Creek Road and Pierce Road.

J. MacDonald, Director of Infrastructure Services noted that they will have the team visit this location and intersection. Noted that it is bordering with the ACRD.

Councillor Mealey commented that there is an issue with speeding southbound traffic.

3. Email communication from A. Gallup regarding traffic speed on Argyle Street including concerns for pedestrians crossing Argyle Street at 8th Avenue.
J. MacDonald, Director of Infrastructure Services noted that our operations team has installed rfp flashing lights at numerous crosswalks throughout the city. Arterial roads, and school zones were considered first. This location will be added to the list of potential locations dependent on budget and feasibility.
4. Email communication from G. Langlois regarding traffic concerns on 10th Avenue resulting from the recent traffic safety improvements at 10th Avenue and Dunbar Street.
J. MacDonald, Director of Infrastructure Services noted that this portion of 10th Avenue does not have two driving lanes, and drivers are not following the rules of the road. Additional signage may cause confusion. The intersection of 10th Avenue and Argyle Street is a top priority to be reviewed to determine the best potential upgrades.
5. Email communication from S. Gamble regarding ongoing traffic speed on Lathom Road.
J. MacDonald, Director of Infrastructure Services noted that our operations team installed a 4 way stop at the intersection of Lathom Road and Helen Street and this has had a big impact resulting in positive feedback. Installing another 4 way stop at Elizabeth Street may not be the best solution. The Transportation Master Plan will be reviewing this area.

The City will be considering implementing a traffic calming policy which will specify traffic calming measures. The City of Courtenay has a good policy on file.

G. ROUNDTABLE

1. School District Trustee, Christine Washington
The School District has received complaints/concerns regarding children from Tsuma-as Elementary School running across Compton Road to greet their parents that are parked across the street for pick up and are requesting the city to have flashing lights installed for pedestrians and children crossing the street.

Director MacDonald mentioned that a large focus was implemented here with speed bumps and additional signage which has reduced the speed of traffic.

Rowena Narayan, ICBC, mentioned that they will reach out to the principal of Tsuma-as School to provide safety recommendations for students and parents.

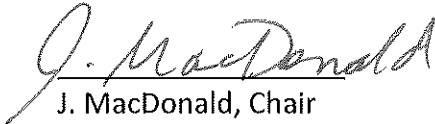
2. ICBC, Road Safety Coordinator, Rowena Narayan
ICBC Road Safety Campaign will be launching in March. ICBC will be attending Alberni District Secondary School in May to provide graduated licensing program information to Grade 10 students.
In regards to 4 way stop traffic concerns, there is education available on the ICBC website.

3. ICBC, Road Safety Engineer, John Nepomuceno
John introduced himself as he has replaced Margaret Gibbs in this role covering Vancouver Island.

H. ADJOURNMENT

The meeting adjourned at 10:18 AM.

CERTIFIED CORRECT


J. MacDonald, Chair

SCHEDULE OF NEXT MEETING DATES:

April 15, 2026
July 15, 2026
October 21, 2026

DISTRIBUTION

Councillor Charles Mealey
Mike Fox – CAO
Sara Darling – Director of Corporate Services
Clinton Wright – Manager of Operations
Crystal Hiltunen – Roads and Drainage Superintendent
Scott Smith, Director of Development Services/Deputy CAO
Mary Clare Massicotte - Manager of Community Safety
Louizandre Dauphin, Director of Parks, Recreation and Heritage
Sgt. Jordan Hamlyn – RCMP, email agenda to Jordan.HAMLYN@rcmp-grc.gc.ca
Sgt. Ryan Archer – RCMP, email agenda to Ryan.Archer@rcmp-grc.gc.ca
Mike Owens, Fire Chief - PAFD
Larry Ransom, Trustee, SD 70, email agenda to lransom@sd70.bc.ca
Chris Washington – Trustee, SD 70, email agenda to cwashington@sd70.bc.ca
Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to Rowena.Narayan@icbc.com
John Nepomuceno, ICBC, email agenda to john.nepomuceno@icbc.com
Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to jessica.learn@gov.bc.ca
Kathy Deschamps, Diversified Transportation Ltd., email agenda to kathyd@patransit.pwt.ca
David Wiwchar, The Peak, email agenda to david.wiwchar@jpbg.ca



COUNCILLOR HAGGARD – COUNCILLOR REPORT
APRIL 27, 2026 - REGULAR COUNCIL MEETING

April 8TH-10TH, 2026 – I attended the **BC Council of Forest Industries** annual conference. The theme was “Forestry is a Solution”. British Columbia’s forest sector is at a crossroads – facing tough challenges but also leading the way in solutions that matter most in our province: housing, wildfire resilience, reconciliation, and sustainable economic growth.

- **Federal Update: Transformation, Timber and Trade:** Parliamentary Secretary Corey Hogan shared an update from the federal government on a national vision for the transformation of the forest sector and the importance of collaborating with the provinces to support a thriving industry.
- **The Path Forward: Building Resilience for the Future:** Minister Ravi Parmar and Deputy Minister Makenzie Leine shared their vision for a resilient and competitive forest sector. This session talked about immediate solutions needed for predictable wood supply and the long-term vision required to secure BC’s standing as a global leader in sustainable forestry.
- **The Future of Forestry: The Next Generation:** This session highlighted the next generation of professionals as they examined the unique opportunities and hurdles facing the industry today. This discussion explored how we can support the talent that will ensure BC remains a global leader in sustainable forestry.
- **View from Ottawa: Navigating the New North:** In order to understand where we are going, we must understand the changes happening in Ottawa. Commentator Bruce Anderson looked at how the Carney government is rewriting the rules for trade, investment, and resource development.
- **Local Government Panel: Resilient Forestry, Resilient Communities:** Municipal leaders are on the front lines of BC’s economy, where the strength of the forest sector directly shapes jobs, services, and community stability. This panel brought together mayors from across the province to talk about what a competitive, resilient forestry future means for families and local economies.
- **The CEO Panel: Vision for the Sector:** Industry leaders discussed the strategic forces shaping the forest sector’s future. Topics included maintaining a global competitive edge, unlocking new paths to growth, and ensuring forestry remains an economically sound industry for the province.
- **The State of the Forest Economy:** COFI’s Chief Economist broke down the current state of BC’s Forest economy and the forces impacting our competitiveness.
- **The Value Chain Panel: Stronger Together:** This session brought together leaders from across the sector to explore the partnerships and strategic shifts needed to navigate the current challenges and how a unified forest sector remains the backbone of BC’s economy and communities.
- **Wildfire Prevention and Resilience:** The integration of traditional knowledge and modern science has never been more important to wildfire management in BC. This session combined academic insight with practical, on-the-ground expertise and the future of prescribed and cultural fire as a tool for resilience and renewal.
- **The Forester Panel: Predictable and Economic Access to Wood:** In this session, leading practitioners identified practical solutions for improving fibre access, maintaining healthy ecosystems, and restoring BC’s competitive edge in the global marketplace.



COUNCILLOR SOLDA – COUNCILLOR REPORT APRIL 27, 2026 - REGULAR COUNCIL MEETING

March 4, 2026 – Mt. Underwood EOC Debrief

- The ACRD hosted a Mt. Underwood Debrief and EOC Policy Group Workshop aimed at reflecting on the response efforts. It aimed to strengthen emergency management practices for future events by exploring what worked well, identifying areas for improvement and capturing lessons learned.
- The invitation was extended to anyone who participated in the Mt. Underwood response. Local Government elected officials and staff, First Nations, and community members all provided feedback on the experience to inform future responses.
- Congratulations on a job well done to everyone involved.

March 5, 2026 – International Women’s Day

- This event was hosted at the Kinsmen Centre in celebration of International Women’s Day.
- The event focused on recognition of IWD, women in business, women as mothers, women as leaders and community organizers, and the many other roles that women play in our society.
- Congratulations to the organizers for going above and beyond to recognize women in today’s world. It is so important to acknowledge how far we’ve come and how far we still need to go.

March 6, 2026 – Tour of Orca Place

- Mayor and Council, along with CAO Andrew McGifford and Director of Development Services Scott Smith, toured the Parksville Supportive Housing project, Orca Place.
- When the project was initially announced, there was significant public opposition. Questions centered around neighbourhood impact, crime, social pressures, etc.
- Since its completion in 2019, feedback has been positive with community members nearby generally supportive.
 - No issues with noise disturbance or garbage.
 - Well run and secure
 - Tenants seem to be happy.
- Comparative research for a supportive housing project in Courtenay (The Junction)
 - Residential area
 - Around other services
 - Teen housing and dry center nearby
 - Security is the same as Orca Place

March 12, 2026 – Transportation Advisory Committee

- The agenda can be found here: [link](#)
- Discussion centered around decision for an emergency Secondary Route out of the Alberni Valley.

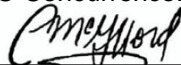
March 24, 2026 – met with a concerned citizen re. 2nd Ave

March 26, 2026 – Francophone Photo Op with École des Grands-cèdres

- Students and the principal from the Ecole school visited City Hall for a photo op and a tour of City Hall. March 2026 was proclaimed as Francophonie Month, with intention to recognize the importance of Francophone heritage.

- I value the enthusiasm of young people when they come to City Hall and encourage more young people to come to City Hall and learn about local government.
 - Thank you to the École des Grands-cèdres for coming to City Hall.
- March 26, 2026** – Alberni Valley Chamber of Commerce (AVCoC) Mixer
- Community Arts Council (CAC) has moved up to the Chamber of Commerce
 - I encourage the public to visit the Chamber to view the new space.
 - Lots of artwork in addition to retail. A great place for gift ideas.
 - Great collaborative effort for Chamber and Arts Council
 - It's important to embrace our local artists and support the arts in any way we can.
- March 28, 2026** – ADAPS Youth and Family Services *Foundry* Fundraiser
- I am blown away by the project and commend Deb Hamilton and the entire Foundry Team for their efforts and vision.
 - The Community has been vocal about the need to do more for the youth demographic in town.
 - I had the opportunity to speak with youth that are involved with ADAPS.
 - Every aspect of the Foundry project has been chosen with the youth in mind.
 - Please visit the [Foundry website for Port Alberni](#) to learn more including opportunities to support fundraising efforts
- April 1, 2026** – “Optimizing Industrial Land in BC” Webinar
- This webinar focused on the efforts by the Provincial government to preserve zoned Industrial Land for industrial use.
 - Previously, agricultural land (ALR) was sold off to build housing and now there is a shortage of ALR land. The provincial government is now seeing the same thing happening with Industrial land.
 - Provincial government now wants to make it harder to utilize industrial land.
- April 8, 2026** – Friendship Centre’s Groundbreaking for the Indigenous Community Health Centre
- Partnership with Port Alberni Friendship Centre, Port Alberni primary care, network Island Health and the BC Ministry of Health to enhance primary healthcare services in the region as part of the MOH primary care strategy
- April 14, 2026** – Dinner with Friendship Centre
- Discussions about the Friendship Centre initiatives (Tiny Homes, Groundbreaking)
 - Relationship building
 - Plans for moving forward with more communication
 - Collaboration
- April 15, 2026** – The Station Taphouse
- Vancouver Island Economic Alliance “Island Good” networking with businesses in the community.
 - Port Authority, Credit Union, Chamber of Commerce, small businesses
 - Good support of the businesses in the community.
- April 16, 2026** – Rainbow Gardens (West Coast Native Healthcare Society)
- Discussions surround upcoming development projects in the area

Date: April 23, 2026
 File No: 0640-30-April 27, 2026 & 4200-20-2026
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: Election & Cost Sharing Agreement

Prepared by: <i>S, DARLING</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>A. MCGIFFORD</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATION[S]

THAT the Mayor and Corporate Officer be authorized to execute the Election & Cost-Sharing Agreement with the Alberni-Clayoquot Regional District for the purpose of organizing and conducting a portion of the School District No. 70 trustee elections in conjunction with the 2026 General Local Election.

PURPOSE

To seek Council approval for an Election & Cost-Sharing Agreement with the Alberni-Clayoquot Regional District (“ACRD”) respecting the City’s administration of the School District 70 Trustee election as part of the 2026 General Local Election, and to establish reimbursement terms for election-related costs incurred by the City.

BACKGROUND

General local elections in British Columbia are scheduled for fall of 2026. In addition to the election of municipal officials, the election process may also include the election of School District 70 trustees. Where trustee electoral areas overlap with municipal boundaries, local governments commonly coordinate election administration to improve efficiency, reduce duplication, and provide a more streamlined voting process for electors.

The proposed agreement between the City of Port Alberni and the ACRD sets out the respective roles, responsibilities, indemnification provisions, and cost-sharing terms associated with the City organizing and conducting the School District 70 Trustee election within the City’s municipal boundaries in conjunction with the 2026 General Local Election.

ALTERNATIVES/OPTIONS

1. That the Mayor and Corporate Officer be authorized to execute the Election & Cost-Sharing Agreement with the Alberni-Clayoquot Regional District for the purpose of organizing and conducting a portion of the School District No. 70 trustee elections in conjunction with the 2026 General Local Election.
2. That Council direct staff to defer entering into the Election & Cost-Sharing Agreement pending further discussion or revisions.

ANALYSIS

The principal terms of the agreement are that the City would administer the School District 70 Trustee election within City boundaries in conjunction with the 2026 General Local Election, and the ACRD would reimburse the City for all additional direct and indirect costs reasonably incurred in relation to that work. These costs include election staffing, supplies, ballots, advertising, vote counting, and related administration. The agreement also provides that if a trustee election by-election, recount, judicial recount, or similar proceeding is required outside the regular election cycle, the ACRD would reimburse the City for the associated administration costs.

Option 1 – Authorize the Agreement

Authorizing the agreement is the recommended option because it establishes a clear framework for the City to administer the School District 70 Trustee election within City boundaries in conjunction with the 2026 General Local Election. This approach supports an efficient and coordinated election process for electors and staff by allowing election administration activities, such as staffing, ballot management, voting place operations, and vote counting, to be carried out as part of one integrated process. It also confirms that the Alberni-Clayoquot Regional District will reimburse the City for all additional direct and indirect costs reasonably incurred in administering the trustee election. While this option does place additional administrative responsibility on the City, that work is generally more manageable and efficient when undertaken as part of the regular local election rather than through a separate process.

Option 2 – Defer Pending Further Discussion or Revisions

Deferring the matter would allow additional time for staff to refine the agreement before it is executed and could be appropriate if Council wishes to provide further direction on the proposed arrangement. Based on the proposed terms, the arrangement is straightforward and primarily intended to formalize responsibilities and cost recovery.

IMPLICATIONS

Legislative

The proposed arrangement is consistent with the authority for local governments and public authorities to enter into service agreements under the *Local Government Act* and related legislation. Election administration must also comply with all applicable statutory requirements governing general local elections and school trustee elections. Under the *School Act*, a board may enter into an agreement with a local government under which one party conducts an election for the other, or in conjunction with the other, and that agreement may provide for only some of the election proceedings to be conducted by one party.

Financial

The agreement is intended to provide reimbursement to the City for additional direct and indirect costs incurred in administering the School District 70 Trustee election. The City would initially incur costs through election operations and recover those costs following invoicing to the ACRD in accordance with the agreement terms.

Personnel

Corporate Services staff and election officials will have increased workload associated with administering the trustee election. However, combining administration with the general local election is more efficient than separate delivery.

COMMUNICATIONS

If Council authorizes the City to enter into the Election & Cost-Sharing Agreement, communications will primarily be administrative and operational in nature. Staff will coordinate directly with the Alberni-Clayoquot Regional District to finalize and execute the agreement and to confirm responsibilities related to the administration of the School District 70 Trustee election within City boundaries. Internal communication will also occur between Corporate Services and Finance staff to ensure that election-related costs are tracked appropriately and that reimbursement processes are in place.

Public-facing communications related to the 2026 General Local Election and School District 70 Trustee election will be undertaken as part of the regular election administration process and in accordance with legislative notice requirements. These communications may include statutory notices, information posted on the City's website, and other election-related materials provided to electors as required.

BYLAWS/PLANS/POLICIES

Relevant legislation, bylaws, and authorities include:

- [Local Government Act](#)
- [Community Charter](#)
- [Local Elections Campaign Financing Act](#)
- [School Act](#)
- ["City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022"](#)

SUMMARY

Staff is seeking Council authorization for the City to enter into an Election & Cost-Sharing Agreement with the Alberni-Clayoquot Regional District for administration of the School District 70 Trustee election within City boundaries as part of the 2026 General Local Election.

The proposed arrangement would enable coordinated election delivery and provide for reimbursement to the City of all additional direct and indirect election-related costs.

ATTACHMENTS/REFERENCE MATERIALS

- *Draft Election & Cost Sharing Agreement*

**ELECTION & COST-SHARING AGREEMENT
2026 General Local Elections**

THIS AGREEMENT dated for reference the ____ day of _____

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
Fax No. 250-723-1327

(the “ACRD” as applicable)

OF THE FIRST PART

AND:

CITY OF PORT ALBERNI
4850 Argyle St
Port Alberni, BC V9Y 1V8

(the “City”, as applicable)

OF THE SECOND PART

WHEREAS:

- A. Pursuant to section 263(1)(b)(i) of the *Local Government Act*, the ACRD may enter into agreements with a public authority respecting activities, works or services within the powers of a party to the agreement, including the undertaking, provision and operation of activities, works and services;
- B. Municipalities are defined as a public authority under the “Definition and Rules of Interpretation” section of the *Community Charter*, which applies to regional districts pursuant to section 2 of the *Schedule of the Local Government Act*;
- C. The ACRD and City wish to enter into this Agreement to provide for the delivery of the Services by the City to the ACRD;
- D. The City is located within the ACRD;
- E. The ACRD and City deem it to their mutual interest to enter into this agreement.

NOW THEREFORE the ACRD and City, in consideration of their mutual duties, responsibilities, and

considerations to one another under this agreement (the **“Agreement”**), agree as follows:

1. The City agrees to organize and conduct a portion of the School District 70 Trustee elections in conjunction with the 2026 general local elections.
2. The ACRD may subcontract to conduct the 2026 School District 70 Trustee elections within their municipal boundaries.
3. The ACRD agrees to reimburse the City for all additional costs incurred by the City in conducting the School District 70 Trustee election including the following:
 - (a) Staff time for preparation of advertising
 - (b) Election staff for conducting the election and counting
 - (c) Supplies
 - (d) Advertising costs
 - (e) Ballots
 - (f) And any other direct or indirect costs reasonably incurred by the City in administering the School District 70 Trustee election.
4. If the City is required to conduct an election, by election, recount, judicial recount, or other related proceeding for School District 70 outside of the regular local government election cycle or when local government candidates are acclaimed and no election would otherwise be held, the ACRD agrees to reimburse the City for all direct and indirect costs incurred in the administration of the trustee election.
5. The City agrees to pay all legal costs which can be specifically attributed to the City of Port Alberni election.
6. The City must indemnify and save harmless the ACRD and ACRD elected officials, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising, directly from and against any claims, damages, actions, causes of actions arising directly from the negligent or wilful act or omission of the City or the City’s employees or agents, or from the City’s breach of this agreement.
7. The term of this Agreement shall be commencing on April 01, 2026, and remains in formed until the later of :
 8. (a) expiring on December 31, 2026.
 - (b) the completion of all Election Proceedings, the resolution of any recount, judicial recount, challenge, court proceeding, or related dispute, and payment in full of all amounts owing to the City under this Agreement.

- 9. The City will provide the ACRD with a breakdown of the costs for the items covered by this Agreement by December 1, 2026, or as soon as practicable thereafter if recounts or related proceedings remain outstanding, and the ACRD shall reimburse the City for these costs within 30 days of receipt.

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the date first written above.

ALBERNI-CLAYOQUOT REGIONAL DISTRICT by its authorized signatories:)
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_____)
Name:)
)

CITY OF PORT ALBERNI by its authorized signatories:)
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Name:)
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Name: