



AGENDA - REGULAR MEETING OF COUNCIL

Monday, May 11, 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

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

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

That the agenda be approved as circulated.

B. **ADOPTION OF MINUTES** - Page 7

1. *THAT the minutes of the Special and Regular meetings of Council held on April 27, 2026 be adopted, as presented.*

C. **DELEGATIONS**

1. **MNP Chartered Accountants | 2025 Financial Statements** - Page 14
Cory Vanderhorst, CPA, CA presenting the draft Audited Financial Statements for the year 2025.

THAT the Auditor's Report and the 2025 Audited Financial Statements prepared by MNP Chartered Accountants be received and approved as presented.

D. **UNFINISHED BUSINESS**

Includes items carried forward from previous Council meetings.

1. **Agrohope Farms & Products Inc. | Letter of Support** - Page 66
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 postpone indefinitely 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.

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. **R.C.M.P. Quarterly Report - Page 69**

Quarterly report from the R.C.M.P. Officer In Charge for the period ending March 31, 2026.

THAT Council receive the R.C.M.P. Quarterly report for the period January 1, 2026 – March 31, 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. **Municipal Office Building Purchase Loan Authorization, Bylaw No. 5142, 2026 - Page 84**

THAT “Municipal Office Building Purchase Loan Authorization Bylaw No. 5142, 2026” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5142.

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. **2026 Alberni Valley Indigenous-Led Soccer Community Celebration - Page 85**

Email dated May 3, 2026 requesting access to City facilities and associated Community Investment Program funding for Alberni Valley Indigenous-Led Soccer Community Celebrations.

a. *THAT Council authorize the Organizing Committee of FIFA 2026 Activities access to a portion of the Athletic Hall parking lot and the Alberni Valley Multiplex parking lot on June 12, 2026 and July 19, 2026 for the purpose of an Alberni Valley Indigenous-Led Soccer Community Celebration, subject to:*

- *the notification of emergency services and BC Transit;*
- *consultation with all affected businesses/residents;*
- *provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control personnel as required;*
- *provision of an event safety plan and risk assessment plan;*
- *provision of applicable permits and licences;*
- *provision of standard liability insurance in the amount of \$5M; and*
- *review by event organizers of the [Report of the Study Commission of Inquiry into Community Events Safety](#) dated June 26, 2025.*

b. *THAT Council authorize Community Investment Program In-Kind funding for the 2026 Alberni Valley Indigenous-Led Soccer Community Celebration in the amount of up to \$1,500 for the provision of barricades and rental of the Multiplex parking lot facility.*

2. **Alberni-Clayoquot Regional District - Page 98**

Letter dated April 24, 2026 from the Alberni-Clayoquot Regional District requesting Council direct Administration to refer all Agricultural Land Commission applications within city limits through the Agricultural Advisory Committee for input.

THAT Council direct Administration to refer Agricultural Land Commission applications within the City of Port Alberni to the Alberni-Clayoquot Regional District Agricultural Advisory Committee for comment, where applicable, prior to final Council consideration.

H. PROCLAMATIONS

1. **Vancouver Island Economic Alliance (VIEA) | Island Good Days - Page 99**

Email dated April 29, 2026 from the Vancouver Island Economic Alliance requesting Council proclaim May 22 - 29, 2026 as 'Island Good Days' in Port Alberni.

THAT Council on behalf of the Vancouver Island Economic Alliance proclaim May 22 - 29, 2026 as 'Island Good Days' in Port Alberni.

2. **Alberni Valley Pride Society | Pride Month - Page 100**

Email dated May 5, 2026 from the Alberni Valley Pride Society requesting Council proclaim the month of June 2026 as 'Pride Month' in Port Alberni and raise the Pride flag at City Hall on June 1, 2026.

THAT Council on behalf of the Alberni Valley Pride Society proclaim the month of June 2026 as 'Pride Month' in Port Alberni and raise the Pride flag at City Hall from June 1-30, 2026 in support of the 2SLGBTQIA+ community in Port Alberni.

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 101**

- a. Abashiri – Port Alberni Sister City Society | Letter of Congratulations - 40th Anniversary of sister-city relationship
- b. City of Abashiri | Letter of Congratulations – 40th Anniversary of sister-city relationship

J. REPORT FROM IN-CAMERA

The following motions previously passed by Council during a Closed meeting were released to the public, pursuant to Section 117 of the Community Charter.

April 13, 2026

- Council released for public consumption execution of a Licence of Occupation Agreement with the Crafters Market for the use and occupation of Harbour Quay Spirit Square, at a rate of \$168.00 per month, plus GST, for Sunday operations between 11:00 a.m. and 4:00 p.m., for the period May 1, 2026 to September 30, 2026.

- Council released for public consumption execution of a Licence of Occupation Agreement with L. Jones, carrying on business as Emiliano’s Authentic Mexican Food Trailer, for the use of a designated area at Clutesi Haven Marina for food truck operations, for the term March 1, 2026 to February 28, 2027.

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 103**
THAT the Council reports outlining recent meetings and events related to the City’s business, be received as information.

L. NEW BUSINESS

New items of business requiring Council direction as well as an opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a ‘Notice of Motion’.

1. **Reconciliation Fund Support | Indigenous Educational Summer Employment and Indigenous-Led Traditional Knowledge Programming - Page 107**
Report dated April 17, 2026 from the Manager of Culture seeking Council approval for Reconciliation Fund support for the Alberni Valley Museum.
THAT Council approve the allocation of \$20,000 from the Reconciliation Fund to support Indigenous Educational Summer Employment and Indigenous-led traditional knowledge programming at the Alberni Valley Museum during the summer of 2026.
2. **Tseshaht Lightning Basketball | 2026 CIP Supplemental Request - Page 113**
Report dated May 5, 2026 from the Manager of Culture seeking Council approval to reallocate a portion of the approved CIP in-kind support for the 2026 Tseshaht Basketball Tournament.
THAT Council approve the conversion of \$5,000 from the 2026 Community Investment Program (CIP) in-kind allocation to the Tseshaht Basketball Association into financial assistance (cash award) in support of the 2026 Tseshaht Basketball Tournament.
3. **ICET Capital and Innovation Program Funding Application - Page 115**
Report dated May 5, 2026 from the Manager of Economic Development requesting Council consideration of a grant application to the Island Coastal Economic Trust.
THAT Council authorize the City of Port Alberni to apply to the Island Coastal Economic Trust’s Capital and Innovation Funding Program, under the Entrepreneurs and Local Business Impact focus area, for grant funding of up to \$200,000 to support improvements to the City-owned Marine Building and Spirit Square at the Alberni Harbour Quay.

4. **Remedial Action Requirement | 3044 4th Avenue - Page 117**

Report dated May 5, 2026 from the Manager of Community Safety and Social Development requesting Council consideration to pursue Remedial Action at 3044 4th Avenue.

THAT Council

Remedial Action:

1. *Find that MOHAMMED, SHAGUFTA G. is the registered owner (the "Owner") of the property located at 3044 4th Avenue, Port Alberni, British Columbia, legally described as LOT 6 BLOCK 55 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B (the "Property");*
2. *Pursuant to sections 72 and 73 of the Community Charter, find that the fire damaged remains of the structure on the property, associated fire debris, collapsed building materials, refuse, loose rubble, compromised site security, and the unsecured ground opening are in or create an unsafe condition and/or contravene applicable enactments, including the "City of Port Alberni Building Standards, Bylaw No. 4975, 2018", the "Property Maintenance Bylaw 2009, No. 4712", and the "Fire Control Bylaw No. 5122, 2024";*
3. *Find that that the fire-damaged remains of the structure, associated fire debris and collapsed building materials, refuse, loose rubble, and the unsecured ground opening located on the Property are matters or things to which section 73 of the Community Charter applies, in that they are in or create an unsafe condition;*
4. *Pursuant to sections 72 and section 74 of the Community Charter, declare that the fire damaged remains of the structure, associated debris, refuse, and related site conditions located on or about the Property constitute a nuisance, including because they are so dilapidated or unclean as to be offensive to the community;*
5. *Pursuant to section 72, 73 and 74 of the Community Charter, order that the Owner complete the following remedial action on the property;*
6. *Require the Owner, within 30 days after notice of this resolution is sent, to complete all of the following remedial action:*
 - a. *remove and lawfully dispose of all fire debris, collapsed building materials, structural remnants, refuse, scattered materials, and other debris remaining on the Property, including any buried or partially concealed materials identified during cleanup;*
 - b. *secure the Property against unauthorized access in a manner acceptable to the City;*
 - c. *secure, cover, barricade, or otherwise remediate any unsecured ground opening so that it no longer presents a safety risk;*
 - d. *remove, relocate, repair, or secure fencing and any related obstruction so that public alley access and neighbouring property egress are not impeded;*
 - e. *ensure that any handling, removal, transportation, or disposal of hazardous materials, including asbestos-containing materials, is carried out in accordance with applicable legal requirements and by appropriately qualified persons; and*
 - f. *complete all related minimum work necessary to render the Property clean and safe and to address the unsafe condition and nuisance identified in this resolution.*

Compliance & Reconsideration Notice Time Limit Recommendations:

7. *Direct that notice of this remedial action requirement be provided in accordance with Section 77 of the Community Charter, including notice that the person subject to the requirement and the Owner may request reconsideration by Council in accordance with section 78 of the Community Charter.*

Municipal Action at Defaulter's Expense:

8. *Authorize that if the Owner has not completed the required remedial action by the compliance date specified in this resolution, the City may, in accordance with section 17 of the Community Charter and any other applicable lawful authority, enter onto the Property and fulfil the remedial action requirement at the expense of the Owner, and the City may recover its costs, together with applicable interest in the same manner and with the same remedies as municipal property taxes in accordance with the Community Charter.*

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 27, 2026 @ 1:00 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

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

Regrets: Councillor D. Dame

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

The meeting was called to order at 1:00 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)(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 1:41 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE 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

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

Regrets: Councillor D. Dame

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
M. Owens, Fire Chief
K. Bodin, Director of Human Resources
B. McLoughlin, Manager of Planning
P. Deakin, Manager of Economic Development
M.C. Massicotte, Manager of Community Safety & Social Development
S. Bearchell, Manager of Communications
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
P. Datta, PC Support/LAN Technician

Gallery: 6

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 with the following additions:

- *L.6./Busking Policy*

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, 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.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Quarterly Departmental Reports

MOVED AND SECONDED, 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.

CARRIED| Res. No. 26-114

2. Nuisance Abatement Working Group

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

CARRIED| Res. No. 26-115

3. 1st Quarter – 2026 Procurement Summary

MOVED AND SECONDED, THAT Council receive the 1st Quarter - 2026 Procurement Summary dated April 13, 2026 as information.

CARRIED| Res. No. 26-116

F. BYLAWS

1. City of Port Alberni Tax Rates Bylaw No. 5139, 2026

MOVED AND SECONDED, 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.

CARRIED| Res. No. 26-117

2. OCP and Zoning Bylaw Amendments | 5769 River Road

MOVED AND SECONDED, THAT “Official Community Plan Amendment (5769 River Road), Bylaw No. 5140” be now introduced and read a first time.

CARRIED| Res. No. 26-118

MOVED AND SECONDED, THAT “Zoning Amendment (5769 River Road) Bylaw No. 5141” be now introduced and read a first time.

CARRIED| Res. No. 26-119

G. CORRESPONDENCE FOR ACTION

1. Island Coastal Economic Trust | Letter of Support

MOVED AND SECONDED, 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.

CARRIED| Res. No. 26-120

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

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

CARRIED | Res. No. 26-121

3. **IGV Housing | Letter of Support**

MOVED AND SECONDED, 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.

CARRIED | Res. No. 26-122

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- 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

MOVED AND SECONDED, THAT Council send a letter to the Ministry of Transportation and Transit requesting improved crosswalk infrastructure on Johnston Road for accessibility purposes including flashing crossing lights and audible crossing signals.

CARRIED | Res. No. 26-123

MOVED AND SECONDED, THAT Council receive the April 27, 2026 correspondence summary as information.

CARRIED | Res. No. 26-124

J. REPORT FROM IN-CAMERA

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. 26-125

L. NEW BUSINESS

1. Financial Plan Amendment | Harbour Quay Placemaking

MOVED AND SECONDED, 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.*

CARRIED | Res. No. 26-126

2. Crime Prevention and Community Safety Program

MOVED AND SECONDED, 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.*

CARRIED | Res. No. 26-127

MOVED AND SECONDED, 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.

CARRIED | Res. No. 26-128

3. Council Procedures Bylaw Amendment

MOVED AND SECONDED, THAT 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.

DEFEATED

MOVED AND SECONDED, THAT Council direct Administration to prepare a report for Council to review the Council Procedures Bylaw at a future Committee of the Whole meeting.

CARRIED | Res. No. 26-129

4. **Adventure Park**

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.

CARRIED| Res. No. 26-130

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

MOVED AND SECONDED, 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.

CARRIED| Res. No. 26-131

6. **Busking Policy**

MOVED AND SECONDED, THAT Council direct Administration to draft a report to Council regarding busking licensing in Port Alberni to a future Committee of the Whole.

CARRIED| Res. No. 26-132

M. QUESTION PERIOD

- N. ADJOURNMENT**
MOVED AND SECONDED, THAT the meeting adjourn at 3:28 p.m.
CARRIED

Mayor

Corporate Officer

The City of Port Alberni

Presentation to Mayor and Council

Presented by Cory Vanderhorst

May 11, 2026



Wherever business takes you

[MNP.ca](https://www.mnp.ca)



Topics

- Financial statement highlights
- Draft audit report
- Audit findings report
- Auditor independence
- Financial analysis

Financial Statement Highlights

The following figures are presented on a consolidated basis and include:

- Operating funds
- Capital funds
- Reserve funds

Financial Statement Highlights

Statement of Operations						
		2025		2024		2025 Budget
Total revenue	\$	57,924,149	\$	58,988,795	\$	52,389,955
Total expenses	\$	54,363,783	\$	54,277,629	\$	46,619,977
Annual surplus	\$	3,560,365	\$	4,711,168	\$	5,769,979

Financial Statement Highlights

Statement of Cash Flows

		2025		2024
Provided by operations	\$	13,632,975	\$	9,989,229
Capital purchases (net of proceeds on disposal)	\$	(8,101,860)	\$	(12,892,957)
Dividend from Community Forest	\$	-	\$	300,000
Cash (to)/from investments	\$	(5,165,923)	\$	5,992,149
Debt repayment	\$	(533,269)	\$	(526,214)
Net cash inflow (outflow)	\$	(168,077)	\$	2,862,206

Financial Statement Highlights

Statement of Financial Position

		2025		2024
Cash and investments	\$	37,938,543	\$	32,940,697
Total financial assets	\$	49,437,061	\$	47,664,721
Debt	\$	19,624,457	\$	20,327,655
Total liabilities	\$	59,737,965	\$	61,611,039
Net debt	\$	(10,300,904)	\$	(13,946,318)
Tangible capital assets	\$	184,906,004	\$	185,183,547
Accumulated surplus	\$	176,118,499	\$	172,558,132

Financial Statement Highlights

Composition of accumulated surplus

		2025		2024
Operating fund	\$	(30,157,847)	\$	(5,876,436)
Capital fund	\$	24,263,672	\$	(1,590,834)
Equity in tangible capital assets	\$	143,371,930	\$	144,053,875
Reserves	\$	38,640,744	\$	35,971,528
Total accumulated surplus	\$	176,118,500	\$	172,558,134

Draft audit report

- Unmodified opinion
- We will sign the report after:
 - Mayor and Council approval

Auditor Findings Report

Auditor responsibilities

- Examining controls in place to ensure accurate reporting of financial results
- Sampling transactions throughout the year to form an audit opinion
- Auditors do NOT look at every transaction to form an audit opinion
- Materiality \$2,800,000
- Engagement status:
 - We did not find:
 - Irregularities materially impacting the statements
 - Evidence of conflicts of interest, unusual related party transactions, or illegal or questionable payments

Auditor Findings Report

We would like to formally acknowledge the excellent cooperation and assistance from management and staff

Auditor Independence

We confirm that MNP LLP is independent with respect to the City of Port Alberni within the meaning of the Code of Professional Conduct of CPA British Columbia as of May 11, 2026

Conclusion

Thank you

We would like to take this opportunity to answer any questions you have regarding the matters presented.

Presenter: Cory Vanderhorst

MNP



Wherever business takes you

[MNP.ca](https://www.mnp.ca)





Consolidated Financial Statements of

CITY OF PORT ALBERNI

Year Ended December 31, 2025

The accompanying notes are an integral part of these consolidated financial statements

Independent Auditor's Report

To Mayor and Council of the City of Port Alberni:

Opinion

We have audited the consolidated financial statements of the City of Port Alberni (the "City"), which comprise the consolidated statement of financial position as at December 31, 2025, and the consolidated statements of operations, accumulated operating surplus, change in net debt and cash flows and related schedules 1 to 4 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2025, and the results of its consolidated operations, changes in its net debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

Our audit was performed for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information, including schedules 5 to 11, have been presented for purposes of additional analysis. We do not express an audit opinion on schedules 5 to 11 because our examination did not extend to the detailed information therein.

Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the City as a basis for forming an opinion on the consolidated financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

Chartered Professional Accountants

**CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2025**

Independent Auditor's Report

Consolidated Statement of Financial Position.....1

Consolidated Statement of Operations.....2

Consolidated Statement of Change in Net Debt.....3

Consolidated Statement of Cash Flows.....4

Notes to the Consolidated Financial Statements.....5

Schedule 1: Tangible Capital Assets.....23

Schedule 2: Segmented Information.....24

Schedule 3: Debt.....26

Schedule 4: Tax levies and grants in lieu of taxes.....27

Schedule 5: General government services Expenses (Unaudited).....28

Schedule 6: Protective services Expenses (Unaudited).....29

Schedule 7: Transportation services Expenses (Unaudited).....30

Schedule 8: Recreation and Cultural Services (Unaudited).....31

Schedule 9: Sales of services (Unaudited).....32

Schedule 10: Other Revenue from Own Sources (Unaudited).....33

Schedule 11: Sewer and Water Utilities (Unaudited).....34

**CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2025**

	2025	2024
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 4,501,146	\$ 4,669,223
Investments (Note 2)	33,437,397	28,271,474
Accounts receivable (Note 3)	8,542,736	12,745,092
Inventory for resale	34,718	44,575
Investment in government business enterprise (Note 4)	2,921,064	1,934,357
	49,437,061	47,664,721
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	8,337,971	11,696,300
Deferred revenue (Note 7)	8,753,710	7,504,424
Refundable deposits	1,112,210	1,280,652
Long-term debt (Note 11, Schedule 3)	19,624,457	20,327,655
Asset Retirement Obligations (Note 12)	21,909,617	20,802,008
	59,737,965	61,611,039
NET DEBT	(10,300,904)	(13,946,318)
Commitments and Contingencies (Note 18) Subsequent Event (Note 19)		
NON-FINANCIAL ASSETS		
Inventory of Supplies	994,544	962,060
Prepaid expenses	518,856	358,845
Tangible capital assets (Note 15, Schedule 1)	184,906,004	185,183,547
	186,419,404	186,504,452
ACCUMULATED SURPLUS (NOTE 16)	\$ 176,118,499	\$ 172,558,132

Approved on behalf of the City

Rosalyn Macauley
Director of Finance

The accompanying notes are an integral part of these consolidated financial statements

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF OPERATIONS
For the Year Ended December 31, 2025

	Budget (Note 20)	2025	2024
REVENUE			
Taxation (Schedule 4)	\$ 35,909,244	\$ 35,767,175	\$ 30,936,748
Sale of services	12,697,795	14,808,337	14,345,968
Other revenue from own sources	1,751,469	2,309,632	1,960,921
Investment income	706,000	1,201,508	1,915,921
Grants and transfers (Note 17)	1,325,447	2,788,611	7,069,153
Recognition of developer contributions	-	150,000	682,716
(Loss) gain on disposal of tangible capital assets	-	(87,821)	2,247,610
Income (loss) from investment in government business (Note 4)	-	986,707	(170,242)
	<u>52,389,955</u>	<u>57,924,149</u>	<u>58,988,795</u>
EXPENSES			
General government services (Schedule 5)	\$ 6,495,126	\$ 4,979,678	\$ 5,212,901
Protective services (Schedule 6)	16,216,697	17,310,818	16,580,784
Transportation services (Schedule 7)	6,619,461	8,140,820	8,087,985
Environmental health services	1,735,702	1,704,745	1,558,797
Environmental and economic development	1,774,406	1,520,398	2,026,603
Recreation and cultural services (Schedule 8)	8,700,205	10,113,720	9,888,300
Water utility (Schedule 11)	2,453,647	3,093,043	2,769,291
Sewer utility (Schedule 11)	2,624,732	7,498,445	8,134,714
Other	-	2,116	18,254
	<u>46,619,977</u>	<u>54,363,783</u>	<u>54,277,629</u>
ANNUAL SURPLUS	5,769,979	3,560,365	4,711,168
Accumulated surplus, beginning of year	172,558,134	172,558,132	167,846,964
ACCUMULATED SURPLUS - END OF YEAR	<u>\$ 5,769,979</u>	<u>\$ 176,118,499</u>	<u>\$ 172,558,132</u>

The accompanying notes are an integral part of these consolidated financial statements

**CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT
As at December 31, 2025**

	Budget (Note 20)	2025	2024
ANNUAL SURPLUS	\$ 5,769,979	\$ 3,560,365	\$ 4,711,168
Acquisition of Tangible Capital Assets	(8,877,402)	(8,226,466)	(12,939,457)
Developer Contributed Assets	-	-	(682,716)
Amortization	-	8,291,582	8,979,023
Accretion	-	1,107,609	592,061
Loss (gain) on disposal of tangible capital assets	-	87,821	(2,247,610)
Proceeds from sale of tangible capital assets	-	124,606	46,500
Change in Tangible Capital Assets due to Asset Retirement Obligations	-	(1,107,609)	21,815,945
	<u>5,769,979</u>	<u>3,837,909</u>	<u>20,274,914</u>
Acquisition of supply inventory	-	(994,544)	(962,060)
Acquisition of prepaid expenses	-	(518,856)	(358,845)
Consumption of inventory of supplies	-	962,060	883,822
Use of prepaid expenses	-	358,845	297,956
	-	(192,495)	(139,127)
CHANGE IN NET DEBT	5,769,979	3,645,414	20,135,787
Net Debt beginning of year	(13,946,318)	(13,946,318)	(34,082,105)
NET DEBT - END OF YEAR	<u>\$ (8,176,339)</u>	<u>\$ (10,300,904)</u>	<u>\$ (13,946,318)</u>

The accompanying notes are an integral part of these consolidated financial statements

**CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CASH FLOWS
As at December 31, 2025**

Cash provided by (used in):	<u>2025</u>	<u>2024</u>
OPERATING ACTIVITIES		
Annual Surplus	\$ 3,560,365	\$ 4,711,168
Non-cash items		
Developer Contributed Assets	-	(682,716)
Amortization	8,291,582	8,979,023
Accretion	1,107,609	592,061
Gain (loss) on disposal of tangible capital assets	87,821	(2,247,610)
(Gain) loss from investment in government business enterprise	(986,707)	170,242
Actuarial adjustment	(169,929)	(149,424)
Inventory of supplies	(32,484)	(78,238)
Prepaid expenses	(160,011)	(60,889)
Changes in working capital balances		
Accounts receivable	4,202,356	(2,811,864)
Inventory for resale	9,857	5,995
Accounts payable and accrued liabilities	(3,358,329)	1,903,377
Deferred revenue	1,249,286	348,439
Refundable deposits	(168,442)	(690,336)
	<u>13,632,975</u>	<u>9,989,229</u>
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(8,226,466)	(12,939,457)
Proceeds from sale of tangible capital assets	124,606	46,500
	<u>(8,101,860)</u>	<u>(12,892,957)</u>
INVESTING ACTIVITIES		
Dividend from government business enterprise	-	300,000
Change in Investments	(5,165,923)	5,992,149
	<u>(5,165,923)</u>	<u>6,292,149</u>
FINANCING ACTIVITIES		
Repayment of long-term debt	(533,269)	(526,214)
	<u>(168,077)</u>	<u>2,862,206</u>
(DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS		
Cash and Cash Equivalents - Beginning of Year	4,669,223	1,807,017
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 4,501,146</u>	<u>\$ 4,669,223</u>

The accompanying notes are an integral part of these consolidated financial statements

1. Significant Accounting Policies

The City of Port Alberni (the "City") is a municipality in the Province of British Columbia and operates under the provisions of the Community Charter. The activities of the City are carried out through the following funds: General Revenue Fund, General Capital Fund, Reserve Funds, Water Revenue Fund, Water Capital Fund, Sewer Revenue Fund, and Sewer Capital Fund.

The consolidated financial statements of the City are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies are as follows:

a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses, and accumulated surplus of the City. Inter-departmental balances and transactions have been eliminated. The City's business partnership, the Alberni Valley Community Forest Corporation, which is owned and controlled by the City but not dependent on the City for their continuing operations, are included in the consolidated financial statements using the modified equity method.

Under the modified equity method, the accounting policies for the wholly owned subsidiary are not adjusted to conform to those of the City. The Alberni Valley Community Forest Corporation reports under International Financial Reporting Standards. The City's investment in this entity is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post acquisition losses and distributions received.

The City administers certain trusts on behalf of external parties which are excluded from the financial statements.

b) Basis of presentation

The City practices fund accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds currently in use are:

General Revenue Fund

Account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the City's operating fund including collection of taxation, administering operations, roads, policing, fire protection etc.

Capital Funds

Account for all capital assets and unfunded work-in-progress of the City and offset by long-term debt and investment in capital assets.

1. Significant Accounting Policies (continued)

Basis of presentation (continued)

Reserve Funds

Account for activities within designated funds established for specific purposes with the approval of the Ministry of Housing and Municipal Affairs. The funds are governed by bylaws defining their purpose and are funded primarily by budgetary contributions from the General Revenue Fund plus interest earned on the fund balances.

Water and Sewer Funds

Account for operations that are financed and operated in a manner similar to private business operations, where the intent is that costs of providing the services on a continuing basis be financed through user charges.

c) *Basis of accounting*

The City follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

d) *Revenue recognition*

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated. Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for tangible capital assets acquisitions are recorded as deferred capital revenue and amortized over the useful life of the related assets when recognized.

Donated and contributed tangible capital assets are recorded at fair market value and amortized over the useful life of the assets. Revenue from transactions with performance obligations is recognized when (or as) the performance obligation is satisfied (by providing the promised goods or services to a payor). Revenue from transactions with no performance obligations is recognized when:

- (i) has the authority to claim or retain an inflow of economic resources; and
- (ii) identifies a past transaction or event that gives rise to an asset.

Income from investments in government business enterprises is recorded using the modified equity method based on the annual earnings from the government business enterprise for the year.

1. Significant Accounting Policies (continued)

e) Government transfers

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

f) Deferred revenue

Deferred revenue includes non-government grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services obligations are performed, or the tangible capital assets are acquired. Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

g) Investment income

Investment income is reported as revenue in the period earned. When required by the funding government or related act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance. Investment income is allocated to various reserves and operating funds on a proportionate basis.

h) Financial Instruments

The City recognizes its financial instruments when the City becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value. At initial recognition, the City may irrevocably elect to subsequently measure any financial instrument at fair value. The City has not made such an election during the year.

The City subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. The City has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses).

Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method. Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

1. Significant Accounting Policies (continued)

i) Cash equivalents

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

j) Debt

Debt is recorded net of principal repayments and actuarial adjustments.

k) Employee future benefits

The City and its employees participate in a Municipal Pension Plan. The Plan is a multi-employer contributory defined benefit pension plan. Payments in the year are expensed. Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefit costs as employees earn the future benefits.

l) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

m) Use of estimates

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accounts receivable, inventory, accrued liabilities, performing calculations of employee future benefits, estimating the useful lives of tangible capital assets, and estimating asset retirement obligations. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the City is responsible for. Developer contributions of tangible capital assets are recorded at the City's best estimate of fair value on the date of contribution, calculated using engineering plans and standardized item cost estimates. Actual results could differ from these estimates.

n) Refundable deposits

Receipts restricted by third parties are deferred and reported as refundable deposits under certain circumstances. Refundable deposits are returned when the third party meets their obligations, or the deposits are recognized as revenue when qualifying expenditures are incurred.

1. Significant Accounting Policies (continued)

o) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the City is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2025.

At each financial reporting date, the City reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The City continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

p) Inventory of Supplies

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost, using the first in, first out method.

q) Reserve accounts

Reserves for future expenditures are non-statutory reserves, which represent an allocation of revenue for specific purposes.

r) Asset retirement obligation

An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset that the City will be required to settle. The City recognizes asset retirement obligations when there is a legal obligation to incur retirements costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

Asset retirement obligations are initially measured at the best estimate of the amount required to retire atangible capital asset at the financial statement date. The estimate of a liability includes costs directly attributable to asset retirement activities.

Asset retirement obligations are recorded as liabilities with a corresponding increase to the carrying amount of the related tangible capital asset. Subsequently, the asset retirement costs are allocated to expenses over the useful life of the tangible capital asset. The obligation is adjusted to reflect period-to-period changes in the liability resulting from the passage of time and for revisions to either the timing or the amount of the original estimate of the undiscounted cash flows or the discount rate.

s) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition, construction, or interest from financing of the tangible capital asset. Contributed tangible capital assets are recorded as revenue at fair value at the time of contribution.

s) Tangible Capital Assets (continued)

The useful life is applied straight line to calculate amortization at the following estimated useful lives:

Asset	Useful life - years
Land improvements	10 to 20 years
Buildings, including building components	25 to 40 years
Machinery and equipment	5 to 30 years
Engineering structures	30 to 75 years
Storm systems	45 to 75 years
Transportation systems	15 to 60 years
Water systems	8 to 75 years
Sewer systems	8 to 75 years

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue. The City has capitalized interest costs associated with the construction of tangible capital assets, during the period of construction only. Natural resources that have not been purchased are not recognized as assets in the financial statements. Works of art and cultural and historic assets are not recorded as assets in these financial statements.

2. Investments

Investments include funds invested in Guaranteed Investment Certificates and Money Market Funds with Raymond James, The Municipal Finance Authority of B.C, and Canaccord Genuity. The investments are carried at market value which is equal to the carrying value. The investments have various maturity dates between 90 and 365 days with a range of interest rates between 2.00% and 6.00%.

3. Accounts Receivable

	2025	2024
Property taxes	\$ 1,992,653	\$ 2,196,970
Federal government	72,760	160,034
General	6,477,323	10,388,088
	\$ 8,542,736	\$ 12,745,092

4. Investment in government business enterprise

The investment in the Alberni Valley Community Forest Corporation (AVCFC) is reported as a government business enterprise (GBE) and accounted for using the modified equity method. Under this method, the government business' accounting principles are not adjusted to conform with those of the City and inter-
 corporate transactions are not eliminated. The City owns 100% of the issued and outstanding shares.

In the prior and current year, the AVCFC financial statements were prepared under International Financial Reporting Standards (IFRS). The following table provides condensed supplementary financial information for the corporation at December 31, 2025.

	2025	2024
Investment in Government Business Enterprise		
Financial Assets	\$ 3,597,223	\$ 2,268,907
Liabilities	667,416	325,807
Equity	2,921,062	1,943,100
	3,588,478	2,268,907
Operations		
Revenue	1,298,242	265,735
Expenses	311,535	435,977
Net income (loss)	\$ 986,707	\$ (170,242)

Summary of investment in GBE

	2025	2024
AVCFC shares	\$ 1	\$ 1
Accumulated earnings to date	2,921,063	1,934,356
	\$ 2,921,064	\$ 1,934,357

In 2025 the City did not receive a dividend from AVCFC (2024 - \$300,000)

5. Accounts payable and accrued liabilities

	2025	2024
Other local governments	\$ 27,848	\$ 882
Trade accounts	5,161,670	7,794,205
Salaries and wages	807,548	1,546,552
Accrued debenture interest	143,972	120,715
Accrued employee benefits (Note 6)	2,196,932	2,233,946
	\$ 8,337,970	\$ 11,696,300

6. Employee future benefits

The City provides benefits for sick leave, vacation pay and certain retirement benefit arrangements to its employees.

a) Retirement benefit payments

The City provides retirement benefits to qualifying employees who cease employment with the City after a specified length of service. Retirement benefits are estimated for individual employees as per the appropriate collective agreement, based on estimated salary costs at the time of anticipated retirements, and discounting expected pay-outs over estimated years of service. The retirement liability requires no contribution from the employees.

	2025	2024
Benefit liability – beginning of year	\$ 914,500	\$ 912,500
Add: current service costs	118,000	94,300
Interest on accrued benefit obligations	35,500	37,500
Amortization of actuarial loss	6,000	5,100
Less: Benefits paid	(157,800)	(134,900)
Benefit liability – end of year	1,158,500	914,500
Unamortized actuarial loss	(242,300)	(8,000)
Accrued benefit obligation – end of year	\$ 916,200	\$ 906,500

b) Accrued vacation liability

	2025	2024
Accrued vacation payable - end of year	\$ 1,280,732	\$ 1,327,446

6. Employee future benefits (continued)

c) Accumulated sick leave liability

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by the appropriate collective agreement. Sick leave for management employees does not accumulate. At December 31, 2025, this liability is estimated at \$218,300 (2024 - \$139,790).

d) Employee benefit obligations

Accrued Benefit Obligation assumptions were reviewed for the 2025 year end and updated based on current market conditions. Accumulated sick leave liability is segregated from the accrued benefit obligation liability for statement presentation.

	2025	2024
Accrued benefit obligation	\$ 916,200	\$ 906,500
Accrued vacation payable	1,062,432	1,187,656
Accumulated sick leave liability	218,300	139,790
Total employee benefit obligations	\$ 2,196,932	\$ 2,233,946

7. Deferred revenue

Capital grants are restricted to spending on capital project expenses. Other deferred revenue relates to fees received in advance of services rendered.

	2025	2024
Opening Balance	\$ 18,171	\$ 681,353
Capital grants, receipts	2,370,062	860,822
Capital projects recognized into revenue	(2,378,176)	(1,524,004)
Capital grants, ending balance	10,057	18,171
Property taxes	2,573,139	2,327,885
Other	2,150,873	1,522,470
Development cost charges	4,019,640	3,635,898
Total	\$ 8,753,710	\$ 7,504,424

Development cost charges (DCCs)

Opening Balances	\$ 3,635,898	\$ 3,246,595
Add: DCCs received during the year	328,312	322,508
Add: Interest	55,430	66,796
Total	\$ 4,019,640	\$ 3,635,898

8. Canada's Community Building Fund

Canada's Community Building funding is provided by the Federal government. The use of funding is established by a funding agreement between the City and the Union of British Columbia Municipalities (UBCM). These funds may be used towards designated infrastructure projects that help communities build and revitalize public infrastructure supporting economic growth and a clean environment. These funds are held in the Community Building Fund Reserve (see Note 16).

	2025	2024
Canada's Community Building Fund		
Opening Balance	\$ 3,882,888	\$ 3,237,726
Add: Funding received during the year	894,815	894,814
Less: Amount recognized as revenue	(515,742)	(376,514)
Add: Interest	84,950	126,862
	\$ 4,346,911	\$ 3,882,888

9. Local Housing Initiatives Grant

The Local Government Housing Initiatives program provides grant based funding to help facilitate implementation and support local governments to meet new legislative requirements for residential development, transit-oriented areas, and to adopt new authorities for development financing.

The grant funding will support local governments in creating Local Government Housing Initiative requirements for small-scale multi-unit housing. These funds are being held in Projects & Purchases Reserve (see Note 16).

	2025
Local Government Housing Initiative Grant	
Opening balance	\$ 35,778
Official Community Plan Framework & Engagement	\$ (35,778)
	-

10. Financial Instruments

The City as part of its operations carries a number of financial instruments. It is management's position that the City is not exposed to significant interest, currency, or credit risks arising from these financial instruments unless otherwise disclosed.

11. Debt Reserve Fund

The Alberni-Clayoquot Regional District (ACRD) obtains long-term debt, on behalf of the City, through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under the authority of the Local Government Act, to finance certain capital expenditures. The MFA is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of a debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund.

The loan agreements with the ACRD and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the City.

As a condition of the loan agreements, the City is obligated to provide security by way of demand notes and interest-bearing cash deposits (sinking fund balances) based on the amount of the debt. If the debt is repaid without default, the deposits are refunded to the City. The demand notes are held by the MFA and upon maturity of the debt, the demand notes are released. As of December 31, 2025, there are contingent demand notes of \$430,810 (2024 - \$430,810) that are not recorded in the City's financial statements.

Long-term Debt

All debenture debt is owed to the MFA and is reported at gross amount. The City has no debt assumed by others on its behalf and has assumed no debt for others. MFA Debenture debt by Bylaw is detailed on Schedule 3. Principal payments on long-term debt as of December 31, 2025, for the next 5 years are as follows:

Long Term Debt	
2026	533,269
2027	533,269
2028	533,269
2029	533,269
2030	533,269
Total \$	2,666,345

Scheduled long-term debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was \$533,269 (2024 - \$526,214). Total interest expense during the year was \$843,561 (2024 - \$729,507). Included in revenue is \$169,929 (2024 - \$149,424) of actuarial adjustments on the City's annual debt principal repayments invested by MFA. This annual investment income results in a reduction in the overall cost of borrowing.

12. Asset Retirement Obligations

The City owns and operates tangible capital assets that are known to have asbestos and lead paint, which represent a health hazard upon demolition or renovation of the assets. There is a legal obligation to remove and dispose of the hazardous materials. The City is also obligated under the Environmental Management Act to decommission and restore waste water lagoons. Following the adoption of Public Accounting Standard PS 3280 Asset Retirement Obligations, the City recognized an obligation relating to the removal of the hazardous materials in assets and decommissioning and restoration of waste water lagoons as estimated at January 1, 2023.

The transition and recognition of asset retirement obligations involved an accompanying increase to the buildings and waste water infrastructure tangible capital assets. The increase in tangible capital assets is amortized on a straight-line basis over the remaining expected useful life of the related assets.

Estimated costs totaling \$21,562,613 have been discounted using a present value calculation with a discount rate of 3.7%. The timing of these expenditures is estimated to occur between 2025 and 2053 with the regular replacement, renovation, or disposal of assets. No recoveries are expected at this time.

	2025	2024
Opening Asset Retirement Obligation	\$ 20,802,008	\$ 42,617,953
Increase due to accretion	1,107,609	592,061
Disposal of Assets	-	(149,566)
Decrease due to Revision of Estimates - Sewer Lagoons	-	22,258,440
Closing Asset Retirement Obligation	\$ 21,909,617	\$ 20,802,008

13. Trust Funds

The City operates a cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Interment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. As at December 31, 2025, the balance of funds held in trust was \$221,752 (2024 - \$163,228).

14. Municipal Pension Plan

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide

14. Municipal Pension Plan (continued)

benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2024, indicated a \$2.675 million funding surplus for basic pension benefits on a going concern basis. The City of Port Alberni paid \$1,608,412 (2024 - \$1,533,232) for employer contributions while employees contributed \$1,415,635 (2024 - \$1,581,339) to the plan in fiscal 2025

The next valuation will be as at December 31, 2027, with results available in 2028. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

15. Tangible capital assets

Tangible Capital Assets are stated at their net book value.

	2025	2024
Land	\$ 10,133,430	\$ 10,133,430
Land improvements	11,356,468	11,286,499
Buildings	24,191,060	24,230,036
Machinery and equipment	10,422,160	9,465,365
Engineering structures	2,815,810	2,856,622
Storm Drains	16,805,859	17,049,079
Transportation	10,079,934	8,096,122
Water	24,862,830	25,094,945
Sewer	68,373,762	71,857,659
Leased asset	68,889	68,889
	179,110,202	180,138,646
Work-in-progress: Assets under construction not being amortized	5,795,802	5,044,901
	\$ 184,906,004	\$ 185,183,547

For more information on additions, disposals, and amortization, refer to Schedule of Tangible Capital Assets (Schedule 1).

No Interest was capitalized in 2025 or the prior year (2024). No amortization has been recorded on work in progress assets not in use in 2025.

**CITY OF PORT ALBERNI
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2025**

16. Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2025	2024
Operations		
General	\$ (10,387,475)	\$ 8,412,277
Water	(1,387,633)	(565,160)
Sewer	(18,382,739)	(13,723,553)
	\$ (30,157,847)	\$ (5,876,436)
Capital		
General	25,557,773	23,792,164
Water	4,764,559	3,404,580
Sewer	(6,058,661)	(28,787,578)
	24,263,672	(1,590,834)
Equity in tangible capital assets		
General	\$ 86,840,736	\$ 82,917,646
Water	23,441,981	24,019,677
Sewer	33,089,213	37,116,552
	\$ 143,371,930	\$ 144,053,875
Reserves		
Reserve funds – statutory		
Parkland acquisition	\$ 376,378	\$ 362,757
Land Sale	1,673,418	1,514,743
	2,049,796	1,877,500
Reserve funds – restricted		
Equipment replacement	5,112,941	5,157,800
Carbon fund	869,875	878,576
Parks and recreation capital	1,056,798	895,110
Capital works	215,752	55,673
Community Building Fund Reserve (Note 8)	4,346,911	3,882,888
Growing Communities Fund	4,112,952	4,060,617
Aquatic Centre Reserve Fund	62,452	61,688
Alberni Valley Community Forest Corporation reserve	492,863	1,051,441
	16,270,544	16,043,793
Reserve funds – unrestricted		
General fund - project and purchases (Note 9)	2,513,264	2,439,380
Asset Management Reserve Museum purchases	243,730	240,751
Facilities Asset Renewal Reserve RCMP - contract surplus	67,446	64,777
	323,785	-
McLean Mill project	341,509	1,064,416
BC Transit Reserve Fund	15,602	37,780
Water fund - projects and purchases	100,000	-
	9,025,309	7,413,891

16. Accumulated surplus (continued)

	2025	2024
Sewer fund - projects and purchases	7,689,759	6,789,240
	20,320,404	18,050,235
Total reserves	38,640,744	35,971,528
	\$ 176,118,500	\$ 172,558,134

a) Growing Communities Fund

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The City of Port Alberni received \$5,269,000 of GCF funding in March 2023. In 2025 \$59,880 of grant proceeds were spent, in 2024 \$1,581,339 were spent.

	2025	2024
Growing Communities opening balance	\$ 4,060,617	\$ 5,396,338
Interest Earned	112,215	245,618
Eligible expenses	(59,880)	(1,581,339)
Closing balance of unspent funds	\$ 4,112,952	\$ 4,060,617

17. Grants and Transfers

	2025	2024
Operating Grants		
Provincial	\$ 1,613,715	\$ 1,896,547
Local	110,200	296,940
Capital		
Federal	894,814	4,092,991
Federal/Provincial	52,482	326,420
	947,296	4,419,411
Total Government Grants and Transfers	2,671,211	6,612,898
Other Grants - Non Governmental	117,400	456,254
Total Grants and Transfers	\$ 2,788,611	\$ 7,069,153

18. Commitments and Contingencies

a) Regional District Debt

Debt issued by the Regional District of Alberni Clayoquot is a direct joint and several liability of the District and each member municipality including the City.

b) Claims for damages

In the normal course of a year, the City is faced with lawsuits and other claims for damages of a diverse nature. At year end, the City's estimated exposure for such liabilities is not considered to be significant. The City carried general liability insurance with a private insurance carrier in the amount of \$5 million, plus an umbrella policy in the amount of \$45 million. When claims are paid the expense is charge to the General Government expense category.

c) Commitments

The City entered into a long-term contract with the Royal Canadian Mounted Police for the provision of police services effective April 1, 2012. Under the terms of this contract, the City is responsible for 90% of policing costs. The 2026 estimated cost of this contract is \$8,581,657 (2027 - \$8,890,415).

19. Subsequent Event

a) Major Purchases

Subsequent to the year end, the City announced the purchase of 4835 Argyle street, The development and engineering services building, for expanded administrative use. The City will finance the \$3.4 million Acquisition through the Municipal Finance Authority of BC. The Loan authorization bylaw will be brought to council spring of 2026. This acquisition represents a significant milestone in the City's ongoing commitment to improving administrative services for the residents of Port Alberni.

The "City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138" was also amended to facilitate the acquisition of the Clutesi Haven Marina infrastructure in the amount of \$1,000,000, the purchase will be funded through a payment agreement with the Port Alberni Port Authority, payment of \$250,000 will be made annually over the next 4 years (2026-2029).

20. Budget

The budget data presented in these consolidated financial statements includes both operating and capital gets. The City of Port Alberni budget was approved by Council on March 10, 2025, with the adoption of the Five-Year Financial Plan (2025-2029) Bylaw No 5123, 2025. The chart below reconciles the approved budget per the Financial Plan to the budget reported in these consolidated financial statements.

	2025 Budget
Consolidated Budgeted Surplus, per City of Port Alberni Financial Plan Bylaw No. 5123	\$ -
Add	
Acquisition of TCA	8,877,402
Contingency	300,000
Debt repayments	(363,788)
Less	
Transfers to reserves	3,043,635
Consolidated Budgeted Surplus, per City of Port Alberni Statement of Operations	\$ 5,769,979

21. Segmented information

The City of Port Alberni provides a wide range of services to its citizens including police, fire, recreation, roads, sewer and water. For reporting purposes, the City's operations and activities are organized and reported by Fund as described in Note 1. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide are as follows:

General government services

General government provides internal support services to Council and other departments who provide direct services to its citizens. General government consists of governance, corporate management and program support. Internal departments include Legislative (Council), Chief Administrator's Office, Corporate Services Department, Financial Services, Information Technology, and Human Resources.

Protective services - Police, Fire, and Building Inspection

The Royal Canadian Mounted Police is Canada's national police service. They are committed to preserving the peace, upholding the law and providing quality service in partnership with Canadian communities and for all Canadian citizens. The mandate of the Port Alberni Fire Department is to provide fire suppression services; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders. Building inspection services are provided in order to assist residents and builders in constructing projects which meet minimum construction standards.

21. Segmented information (continued)

Transportation services

The Public Works Department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, traffic control and street lighting.

Environmental health services

The function of environmental health services is to provide for the collection and disposal of solid waste as well as providing cemetery services to the citizens of Port Alberni.

Environmental and economic development

Environmental development provides services relating to planning, economic development and tourism. The Planning Department develops and administers land use regulations to ensure an orderly and well-planned community. Economic Development includes responsibilities for diversification of the economy through business retention, business attraction and marketing key properties owned by the City.

Recreation and cultural services

The mission of the Parks, Recreation and Heritage Department is to enrich the quality of life of residents and visitors. The parks, facilities, programs and services are designed and delivered to provide the greatest benefit to the community as a whole. The Museum Department works with the community to collect, document, preserve and present all aspects of the cultural heritage of the Alberni Valley and West Coast of Vancouver Island. Cultural services also contribute towards the information needs of citizens through the provision of library services in partnership with the Vancouver Island Regional Library.

Water utility

The Water Department provides for the supply and treatment of safe drinking water to the citizens of Port Alberni.

Sewer utility

The Sewer Department provides for the collection and treatment of wastewater. The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in (Note 1). For additional information see Segmented Information (Schedule 2).

CITY OF PORT ALBERNI
SCHEDULE 1: TANGIBLE CAPITAL ASSETS
As at December 31, 2025

	ASSETS				ACCUMULATED AMORTIZATION				NET BOOK VALUE 2025	NET BOOK VALUE 2024
	Balance December 31, 2024	Additions 2025	Disposals 2025	Balance December 31, 2025	Balance December 31, 2024	Additions 2025	Disposals 2025	Balance December 31, 2025		
Land	\$ 10,133,431	\$ -	\$ -	\$ 10,133,430	\$ -	\$ -	\$ -	\$ -	\$ 10,133,430	\$ 10,133,430
Land Improvements	20,622,086	572,176	-	21,194,262	9,335,589	502,208	-	9,837,797	11,356,468	11,286,499
Buildings	48,348,881	1,273,958	(179,477)	49,443,276	24,118,845	1,232,301	(98,930)	25,252,216	24,191,060	24,230,036
Machinery & Equipment	21,462,806	1,899,828	(455,109)	22,907,610	11,997,441	911,680	(423,671)	12,485,453	10,422,160	9,465,365
Engineered Structures	4,271,879	-	-	4,271,879	1,415,258	40,812	-	1,456,070	2,815,810	2,856,622
Storm Drains	27,160,041	467,378	(339,903)	27,287,516	10,110,962	370,695	-	10,481,657	16,805,859	17,049,079
Transportation	46,947,687	2,524,164	-	49,471,851	38,851,565	781,237	(240,885)	39,391,917	10,079,934	8,096,122
Water	45,002,444	589,338	(123,170)	45,468,612	19,907,500	821,453	(123,170)	20,605,783	24,862,830	25,094,945
Sewer	92,016,941	147,998	(4,679)	92,160,260	20,159,283	3,631,196	(3,981)	23,786,498	68,373,762	71,857,659
Lease Assets	1,425,000	-	-	1,425,000	1,356,111	-	-	1,356,111	68,889	68,889
Work in progress	5,044,901	5,795,802	(5,044,901)	5,795,802	-	-	-	-	5,795,802	5,044,901
	\$ 322,436,097	\$ 13,248,162	\$ (6,147,239)	\$ 329,537,020	\$ 137,252,554	\$ 8,291,582	\$ (890,637)	\$ 144,652,847	\$184,906,004	\$185,183,547

CITY OF PORT ALBERNI
SCHEDULE 2: SEGMENTED INFORMATION
For the Year Ended December 31, 2025

	General government services	Protective services	Transportation services	Environmental health services	Environmental and economic development	Recreation and cultural services	Water utility	Sewer utility	Other	Consolidated 2025	Budget (Note 20)	Consolidated 2024
Revenues												
Taxation	\$35,767,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$35,767,175	\$35,909,244	\$30,936,748
Sale of services	85,150	388,283	480,725	1,932,333	290,448	1,984,486	4,301,554	3,670,206	1,504,312	14,808,337	12,697,795	14,345,968
Other revenue from own sources	767,869	1,028,481	-	20,163	243,928	-	42,268	36,994	169,929	2,309,632	1,751,469	1,960,921
Investment income	557,180	-	9,439	-	-	1,167	127,504	174,073	332,144	1,201,508	706,000	1,915,921
Grants and transfers	2,132,084	-	117,400	-	199,420	77,950	-	-	52,482	2,755,612	1,325,447	7,069,153
Recognition of developer contributions	-	-	-	-	-	-	-	-	150,000	150,000	-	682,716
(Loss) gain on disposal of tangible capital assets	-	-	-	-	-	-	-	-	(87,821)	(87,821)	-	2,247,610
Income (loss) from investment in government business	986,707	-	-	-	-	-	-	-	-	986,707	-	(170,242)
Total Revenues	40,296,165	1,416,764	607,564	1,952,496	733,796	2,063,603	4,471,326	3,881,273	2,121,046	57,924,149	52,389,955	58,988,795
Expenses												
Salaries, wages and benefits	3,438,099	7,437,822	2,805,071	474,750	961,105	5,726,391	1,223,328	630,841	-	22,697,405	23,195,294	21,685,046
Debt Servicing	63,948	100,276	-	-	-	26,239	72,503	700,936	-	963,902	1,208,215	867,266
RCMP Contract	-	7,457,826	-	-	-	-	-	-	-	7,457,826	7,968,738	7,118,292
Grants	20,000	-	-	-	31,362	-	-	-	-	51,362	163,500	494,285
Other Contracts	36,694	-	1,200,611	-	37,882	-	-	-	4,118	1,279,305	1,410,287	1,204,216
Goods and services	1,083,071	1,946,577	2,316,188	1,228,648	421,164	3,038,924	974,739	1,507,483	(2,002)	12,514,792	12,673,943	13,327,433
	4,641,809	16,942,502	6,321,870	1,703,398	1,451,513	8,791,554	2,270,570	2,839,260	2,116	44,964,592	46,619,977	44,706,545
Amortization	322,262	360,169	1,817,885	1,347	68,426	1,268,844	821,453	3,631,196	-	8,291,582	-	8,979,023
Accretion	15,606	8,147	1,065	-	459	53,322	1,020	1,027,990	-	1,107,609	-	592,061
Total expenses	4,979,678	17,310,818	8,140,820	1,704,745	1,520,398	10,113,720	3,093,043	7,498,445	2,116	54,363,783	46,619,977	54,277,629
Annual surplus (deficit)	\$35,316,488	\$(15,894,054)	\$(7,533,256)	\$ 247,751	\$(786,602)	\$(8,050,117)	\$ 1,378,283	\$(3,617,173)	\$ 2,118,930	\$ 3,560,365	\$ 5,769,979	\$ 4,711,168

CITY OF PORT ALBERNI
SCHEDULE 2: SEGMENTED INFORMATION
For the Year Ended December 31, 2025

	General government services	Protective services	Transportation services	Environmental health services	Environmental and economic development	Recreation and cultural services	Water utility	Sewer utility	Other	Consolidated 2024	Budget	Consolidated 2023
Revenues												
Taxation	\$ 30,936,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,936,748	\$ 31,218,075	\$ 27,873,962
Sale of services	73,173	589,806	358,582	1,802,856	734,095	1,930,055	3,996,406	3,400,501	1,460,495	14,345,969	12,107,858	13,889,841
Other revenue from own sources	703,187	782,161	-	19,112	223,649	-	44,278	39,110	149,424	1,960,921	1,692,005	1,261,637
Investment income	1,006,531	-	12,094	-	-	-	228,731	250,351	418,213	1,915,921	710,000	1,782,059
Grants and transfers	5,687,740	-	71,400	-	742,504	165,255	-	-	402,253	7,069,153	1,546,447	14,346,216
Recognition of developer contributions	-	-	-	-	-	-	-	-	682,716	682,716	-	-
Gain (loss) on disposal of tangible capital assets	-	-	-	-	-	-	-	-	2,247,610	2,247,610	-	(96,709)
Loss from investment in government business	-	-	-	-	(170,242)	-	-	-	-	(170,242)	-	(36,615)
Total Revenues	38,407,379	1,371,967	442,076	1,821,968	1,530,006	2,095,310	4,269,415	3,689,962	5,360,711	58,988,795	47,274,385	59,020,391
Expenses												
Salaries, wages and benefits	3,233,353	7,277,884	2,859,834	427,901	950,467	5,524,321	972,428	438,858	-	21,685,046	21,768,690	19,508,602
Debt Servicing	69,943	83,777	-	-	-	23,746	44,851	654,954	-	877,271	(168,512)	867,266
RCMP Contract	-	7,118,292	-	-	-	-	-	-	-	7,118,292	7,287,407	7,035,396
Grants	10,000	-	-	-	383,314	100,972	-	-	-	494,286	173,500	333,358
Other Contracts	59,869	-	1,126,317	-	13,913	-	-	-	4,118	1,204,217	1,430,165	1,213,073
Goods and services	1,701,368	1,731,458	2,536,665	1,128,713	610,178	2,941,408	957,027	1,706,481	14,135	13,327,433	12,473,521	11,937,258
	5,074,533	16,211,411	6,522,816	1,556,614	1,957,872	8,590,447	1,974,306	2,800,293	18,253	44,706,545	42,964,771	40,800,596
Amortization	271,337	361,516	1,564,142	2,183	68,289	1,245,450	794,001	4,672,105	-	8,979,020	-	9,082,957
Accretion	(132,967)	7,856	1,027	-	443	52,403	984	662,316	-	592,059	-	1,520,017
Total expenses	5,212,903	16,580,784	8,087,985	1,558,797	2,026,604	9,888,300	2,769,291	8,134,714	18,254	54,277,629	42,964,773	51,403,571
Annual surplus (deficit)	\$ 33,024,234	\$ (15,208,816)	\$ (7,645,909)	\$ 263,171	\$ (326,356)	\$ (7,792,990)	\$ 1,500,124	\$ (4,444,752)	\$ 5,342,458	\$ 4,711,168	\$ 4,309,613	\$ 7,616,820

**CITY OF PORT ALBERNI
SCHEDULE 3: DEBT
As at December 31, 2025**

Security Issuing Bylaw	Purpose	Term in Years	Annual Interest Rate	Maturity Date	Original Issue	Balance Dec 31, 2024	Principal Paid	Actuarial Recognized	Balance Dec 31, 2025	Debt Reserve Cash Dec 31, 2024	Debt Reserve Income & Expenses	Debt Reserve Cash Balance Dec 31, 2025
4575	General	25	1.53%	19-Apr-31	\$ 3,375,064	\$ 1,296,710	\$ 81,042	\$ 83,134	\$ 1,132,534	\$ 58,921	\$ 1,764	\$ 60,685
4807	General	30	3.00%	14-Oct-44	428,300	124,537	8,164	3,439	112,934	5,646	345	5,991
4846	General	20	2.20%	08-Apr-35	912,000	577,625	32,249	11,703	533,673	11,358	164	11,522
					4,715,364	1,998,872	121,455	98,276	1,779,141	75,925	2,273	78,198
4848	Water	30	2.20%	08-Apr-45	2,000,000	1,598,297	38,743	14,060	1,545,494	25,293	757	26,050
4807	Waste Water	30	3.00%	14-Oct-44	5,321,700	4,394,559	101,415	42,720	4,250,424	68,199	2,042	70,241
4939	Water Water	30	1.99%	09-Apr-50	4,450,000	3,997,892	109,692	9,042	3,879,158	50,085	1,500	51,585
5038	Waste Water	30	4.15%	05-Jun-53	8,500,000	8,338,035	161,965	5,831	8,170,240	89,663	2,685	92,348
					18,271,700	16,730,486	373,072	57,593	16,299,822	207,947	6,227	214,174
					\$ 24,987,064	\$ 20,327,655	\$ 533,269	\$ 169,929	\$ 19,624,457	\$ 309,164	\$ 9,257	\$ 318,422

CITY OF PORT ALBERNI
SCHEDULE 4: TAX LEVIES AND GRANTS IN LIEU OF TAXES
For the Year Ended December 31, 2025

	Budget (Note 20)	2025	2024
Tax Levies			
General Purpose	\$ 34,816,781	\$ 34,648,590	\$ 29,831,273
Off-Street Parking	19,282	19,118	18,540
Utility	841,420	733,454	797,087
	35,677,483	35,401,162	30,646,900
Grants in lieu of taxes	231,761	366,013	289,847
Total Municipal Taxes	35,909,244	35,767,175	30,936,748
Collections For Other Governments			
School Districts	7,287,250	7,702,780	7,342,972
Alberni Clayoquot Regional Hospital District	685,000	684,950	679,292
Alberni Clayoquot Regional District	2,094,578	2,038,271	1,853,099
B.C. Assessment	226,600	233,493	215,900
Vancouver Island Regional Library	1,139,722	1,139,722	1,072,702
Municipal Finance Authority	1,236	-	1,067
	11,434,386	11,799,216	11,165,032
Total Taxes Collected	\$ 47,343,630	\$ 47,566,391	\$ 42,101,779

CITY OF PORT ALBERNI
SCHEDULE 5: GENERAL GOVERNMENT SERVICES EXPENSES
For the Year Ended December 31, 2025
 (UNAUDITED)

	Budget (Note 20)	2025	2024
Legislative	\$ 338,983	\$ 333,088	\$ 395,972
Chief Administration Officer	367,269	379,995	287,267
Municipal clerk's office	774,525	677,530	753,666
Legal fees	25,000	66,063	49,224
Financial management	1,173,189	1,234,754	1,159,067
Administration vehicle	13,018	25,867	20,749
External audit	35,000	32,250	32,369
Purchasing	139,549	169,762	138,553
Buildings	251,260	361,974	299,599
Information services	1,017,002	937,538	1,007,805
Appraisals	27,500	26,000	-
Personnel	508,861	453,701	480,685
Training and development	259,069	163,240	215,659
Damage claims	21,000	23,444	20,028
Grants and grant funded programs	11,000	20,000	10,000
Office equipment supplies and printing	633,706	330,214	408,216
Public liability insurance	175,809	218,280	414,410
Other general services	360,044	16	68
Administration Recoveries	(545,900)	(569,904)	(554,004)
Reconciliation Committee	-	1,838	3,623
Asset Management Plan	-	30,000	-
Debt servicing	909,242	64,030	69,946
Total	\$ 6,495,126	\$ 4,979,678	\$ 5,212,901

CITY OF PORT ALBERNI
SCHEDULE 6: PROTECTIVE SERVICES EXPENSES
For the Year Ended December 31, 2025
 (UNAUDITED)

	Budget (Note 20)	2025	2024
Police protection	\$ 10,645,717	\$ 10,297,355	\$ 9,712,157
Fire protection	5,153,436	5,468,547	5,467,084
Emergency measures	2,027	18,090	15,684
Building and plumbing inspections	305,951	310,140	304,074
Animal pound operations	158,331	161,517	169,677
Bylaw enforcement	(132,543)	954,892	828,331
Debt servicing	83,777	100,276	83,777
Total	\$ 16,216,697	\$ 17,310,818	\$ 16,580,784

CITY OF PORT ALBERNI
SCHEDULE 7: TRANSPORTATION SERVICES EXPENSES
For the Year Ended December 31, 2025
 (UNAUDITED)

	Budget (Note 20)	2025	2024
Common Services			
Engineering administration	\$ 750,884	\$ 479,187	\$ 766,184
Engineering consulting services	179,435	391,830	515,771
Public works supervision	414,828	522,426	428,091
Equipment and supplies	58,136	103,954	129,469
Building and yard maintenance	439,393	280,028	264,310
Equipment maintenance	858,107	1,431,104	1,291,245
	2,700,783	3,208,526	3,395,070
Road and Street Maintenance			
Roadway surfaces maintenance	1,409,599	2,082,979	1,908,019
Snow and ice removal	200,000	143,704	182,011
Parking	18,620	19,526	19,036
Gravel	135,438	101,665	77,384
Bridges and retaining walls	30,922	51,565	48,707
Street lighting	423,387	483,307	526,572
Traffic control	303,391	466,949	289,794
	2,521,357	3,349,695	3,051,523
Other			
Ditch and dyke maintenance	113,888	163,764	116,272
Storm sewers	322,835	583,096	708,303
Public transit	1,253,892	1,200,789	1,126,072
Other	225,706	136,436	124,837
Recoveries	(519,000)	(501,489)	(434,092)
	1,397,321	1,582,596	1,641,392
	\$ 6,619,460	\$ 8,140,820	\$ 8,087,985

CITY OF PORT ALBERNI
SCHEDULE 8: RECREATION AND CULTURAL SERVICES
For the Year Ended December 31, 2025
 (UNAUDITED)

	2025				2024		
	Budget Revenue	Actual Revenue	Budget Expense	Actual Expense	Budget Operating Deficit	Actual Operating Deficit	Actual Operating Deficit
Recreation Services							
Administration	\$ -	\$ -	\$ 888,316	\$ 965,030	\$ (888,316)	\$ (965,030)	(821,214)
Leisure Centre	273,731	319,113	591,799	811,604	(318,068)	(492,491)	(400,460)
Swimming pool	224,635	298,687	576,826	590,426	(352,191)	(291,739)	(408,926)
Arena	796,518	780,400	1,346,871	2,120,672	(550,353)	(1,340,272)	(1,278,408)
Parks, Playgrounds, and other Programs	20,085	23,918	2,247,625	2,359,675	(2,227,540)	(2,335,757)	(2,543,050)
	403,733	486,469	2,139,337	2,173,860	(1,735,604)	(1,687,391)	(1,552,470)
	1,718,702	1,908,587	7,790,774	9,021,267	(6,072,072)	(7,112,680)	(7,004,528)
Cultural Services							
Museum services	72,800	56,018	678,510	774,273	(605,710)	(718,255)	(681,141)
McLean Mill	-	29,900	212,320	318,180	(212,320)	(288,280)	(272,573)
Provincial Grants	100,000	65,000	-	-	100,000	65,000	-
Federal Grants	25,000	4,098	-	-	25,000	4,098	-
	197,800	155,016	890,830	1,092,453	(693,030)	(937,437)	(953,714)
	\$ 1,916,502	\$ 2,063,603	\$ 8,681,603	\$ 10,113,720	\$ (6,765,103)	\$ (8,050,117)	(7,958,246)

CITY OF PORT ALBERNI
SCHEDULE 9: SALES OF SERVICES
For the Year Ended December 31, 2025
 (UNAUDITED)

	Budget (Note 20)	2025	2024
General Revenue			
General services	\$ 3,107,518	\$ 3,243,876	\$ 3,468,242
Arena	796,518	780,400	826,003
Leisure Center	273,731	347,772	305,865
Parks, playgrounds and other	20,085	19,818	17,670
Swimming Pool	224,635	297,924	223,079
Programs	403,733	486,469	502,400
Museum	59,800	50,863	40,220
McLean Mill	-	29,900	31,386
	4,886,020	5,257,020	5,414,865
Miscellaneous Revenue	-	1,504,310	1,460,495
Services Provided to Other Governments	75,000	75,246	73,703
Water Revenue			
Sale of water	4,005,972	4,298,803	3,991,049
Connections and sundry charges	111,500	2,751	5,357
	4,117,472	4,301,554	3,996,406
Sewer Revenue			
Sale of sewer services	3,393,276	3,436,942	3,242,552
Connections and sundry charges	226,027	233,264	157,949
	3,619,303	3,670,206	3,400,501
	\$ 12,697,795	\$ 14,808,337	\$ 14,345,968

CITY OF PORT ALBERNI
SCHEDULE 10: OTHER REVENUE FROM OWN SOURCES
For the Year Ended December 31, 2025
 (UNAUDITED)

	Budget (Note 20)	2025	2024
Licenses and permits	\$ 708,071	\$ 461,456	\$ 376,609
Fines and costs	17,000	567,025	405,552
Land and building rentals	257,110	243,928	223,649
Penalties and interest	490,733	555,184	495,209
Miscellaneous revenue	278,554	312,110	310,478
Other revenue from own sources - Capital Fund	-	169,929	149,424
	<u>\$ 1,751,468</u>	<u>\$ 2,309,632</u>	<u>\$ 1,960,921</u>

CITY OF PORT ALBERNI
SCHEDULE 11: SEWER AND WATER UTILITIES
For the Year Ended December 31, 2025
 (UNAUDITED)

	Budget (Note 20)	2025	2024
Water Utility			
Administration	\$ 1,150,637	\$ 1,248,104	\$ 1,042,552
Service of supply	123,164	308,120	332,191
Pumping	298,932	328,811	322,577
Transmission and distribution	836,914	1,135,505	1,027,121
Debt servicing	44,000	72,503	44,851
	\$ 2,453,648	\$ 3,093,044	\$ 2,769,293
Sewer Utility			
Administration	1,154,133	1,273,272	1,183,767
Sewage treatment and disposal	282,434	4,438,037	5,502,453
Sewage collection system	350,131	799,195	503,878
Sewage pump stations	317,475	287,005	289,662
Other	1,000	-	-
Debt servicing	519,558	700,936	654,954
	\$ 2,624,731	\$ 7,498,445	\$ 8,134,713

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.

January to March 2026

1st Quarter Policing Report



Port Alberni RCMP

Prepared by Insp K.M.M. BRUCE





First Quarter 2026

- **Operations – general overview**
 - **Proactive Enforcement**
- **City of Port Alberni**
- **Monthly Calls for Service**
- **Graphs**
- **Mental Health**
- **Crime Rate**
- **GIS**
- **Crown Submissions**



Operations

Port Alberni RCMP – Calls for Service by Year (all areas)		
2022	13356	% Change
2023	13982	+4.5
2024	13281	-5.2
2025	13951	+4.8
2026	15432	

Port Alberni – Calls for Service by Quarter (all areas)				
2025	Q1	Q2	Q3	Q4
	2965	3543 (+20.3 %)	4061 (+14.6%)	3364 (-17.2%)
2026	Q1	Q2	Q3	Q4
	3268	3931	4504	3729
% Difference	+10.2%			



Curfew Checks

Port Alberni – Curfew Checks (all areas)					
2025	Q1	Q2	Q3	Q4	Totals
	453	307	283	242	1285
2026	Q1	Q2	Q3	Q4	
	254				1



Traffic Enforcement

Port Alberni – Traffic Enforcement (all areas)					
2025	Q1	Q2	Q3	Q4	Totals
	181	259	226	164	830
2026	Q1	Q2	Q3	Q4	
	234				

Enforcement	Violation Tickets	Warnings
Seatbelt	1	
Intersection	11	
Speeding	20	16
Electronic Device		1
Fail to Stop (Bus)	4	
No Insurance	9	7
No D/L	13	1
Other	29	14

COLLISIONS	Municipal	Rural
Fatalities	1	
Injury MVIs	20	11
Property Damage Over \$10,000 & Hit and Run	5	1
Property Damage Under \$10,000 & Hit and Run	22	24



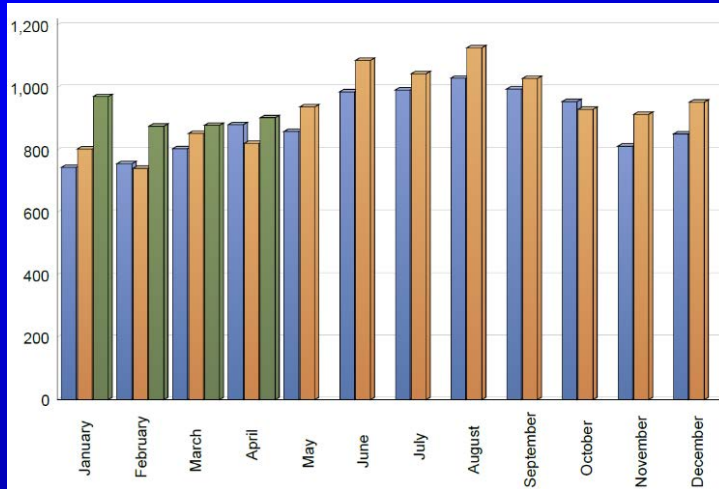
City of Port Alberni

Occurrence Type	Quarterly Data									Year to Date			
	Q1/ 2024	Q2/ 2024	Q3/ 2024	Q4/ 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	YTD 2025	YTD 2026	+/- Chg	% Chg
Calls for Service* (Port Alberni Municipal Police Service Area only)	2304	2,726	3,017	2,618	2,397	2,846	3,200	2,797	2,726	2,397	2,726	329	13.7%
Founded CC Offences^(Zone = PAC & PAY only)	712	801	909	793	856	884	982	952	1005	856	1005	149	17.4%
Persons Violent Crime# (1000 series)	141	175	191	158	180	174	203	179	173	180	173	-7	-3.9%
Property Crime (2000 series)	333	379	406	373	357	429	477	496	508	357	508	151	42.3%
Other CC Offences (3000 series)	238	247	312	262	319	281	302	277	324	319	324	5	1.6%
Founded Non-CC Offences (Zone = PAC & PAY only)	128	161	153	121	122	165	173	127	127	122	127	5	4.1%
Drug Offences (4000 series)	7	13	14	11	13	20	23	11	16	13	16	3	23.1%
Federal Statutes (6000 series)	1	5	1	4	1	5	3	4	3	1	3	2	200.0%
Provincial Statutes (7000 series)	55	64	71	38	37	52	60	55	49	37	49	12	32.4%
Bylaw/Other Occurrence (Prov Traffic) (8000 series)	42	51	37	43	45	62	47	36	28	45	28	-17	-37.8%
Impaired/Dangerous Driv (Crim Code) (9000 series)	23	28	30	25	26	26	40	21	31	26	31	5	19.2%
Total Founded Occurrences	840	962	1062	914	978	1049	1155	1079	1132	978	1132	154	15.7%

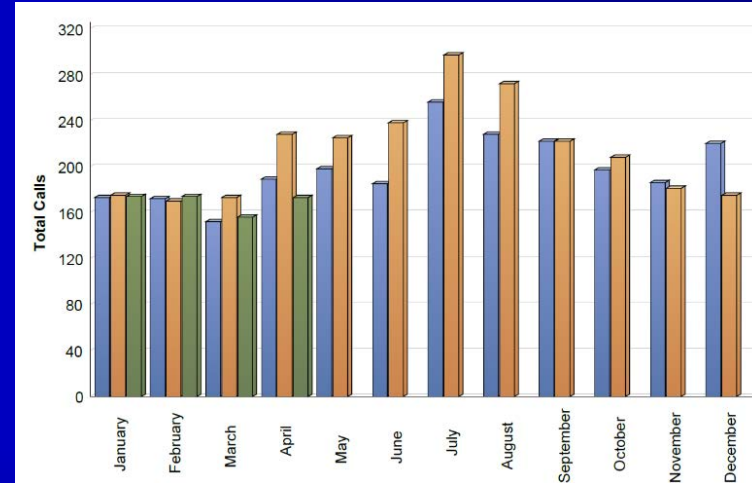


Monthly Calls for Service

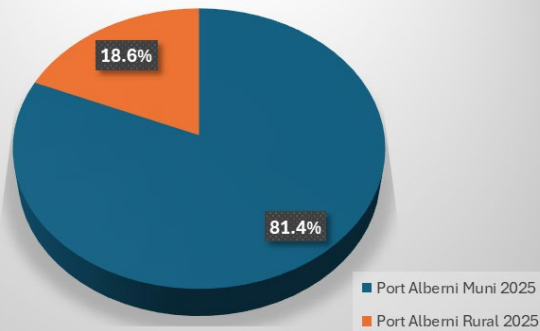
Municipal Police Service Area



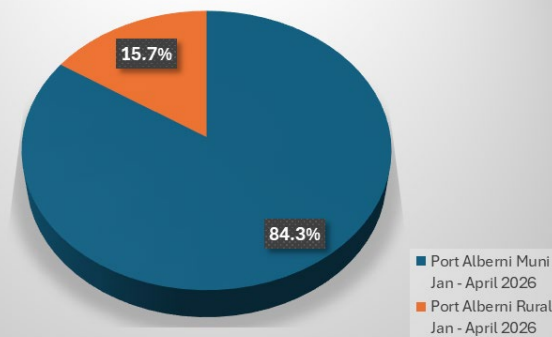
Rural Police Service Area



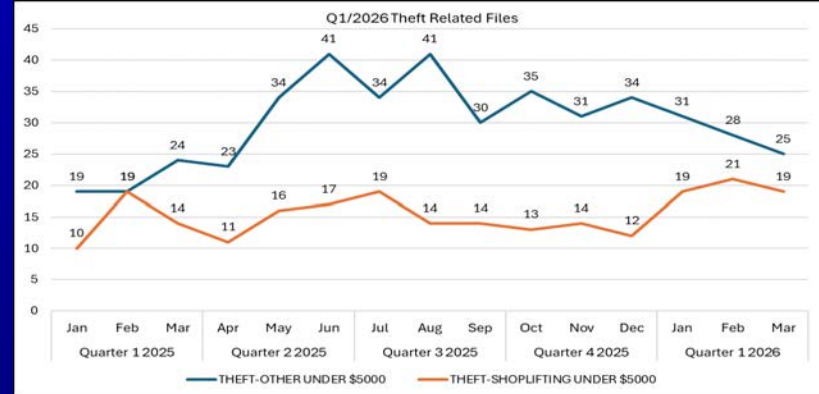
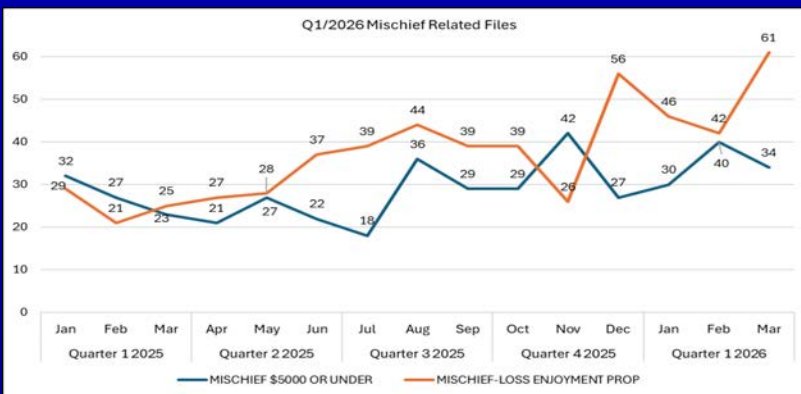
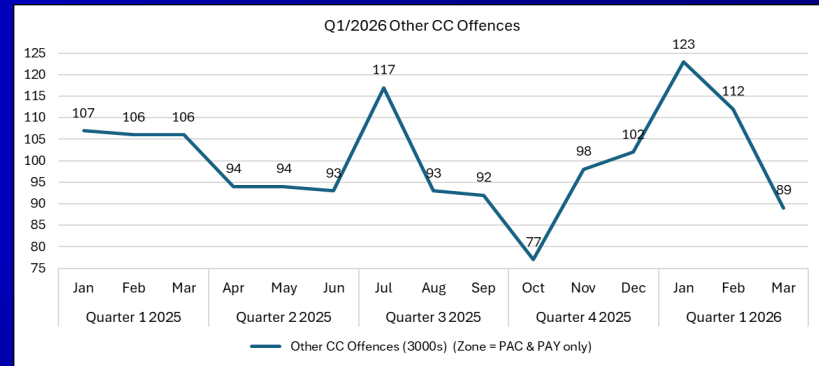
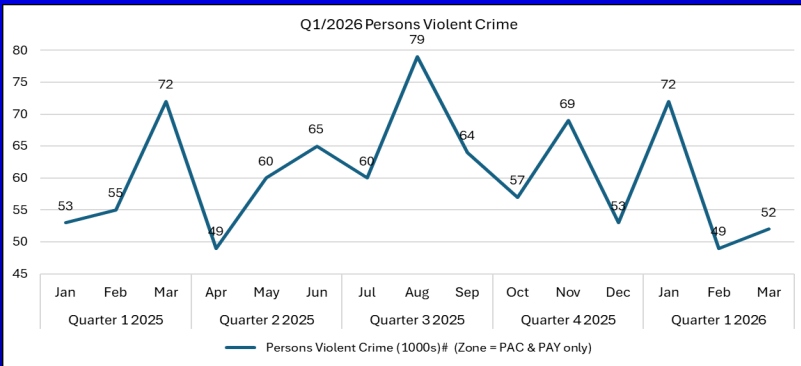
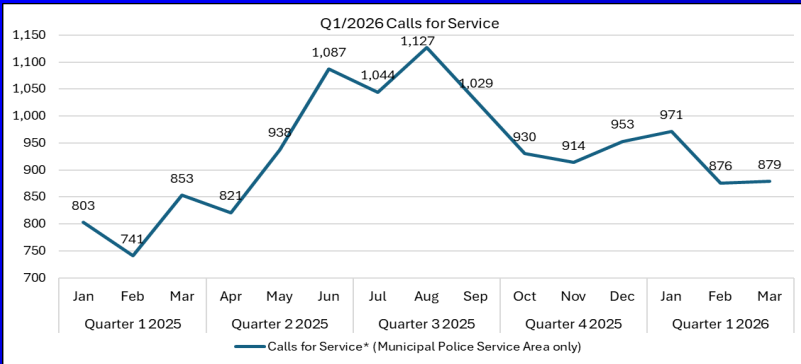
Port Alberni Municipal vs Port Alberni Rural
Calls for Service Year End 2025



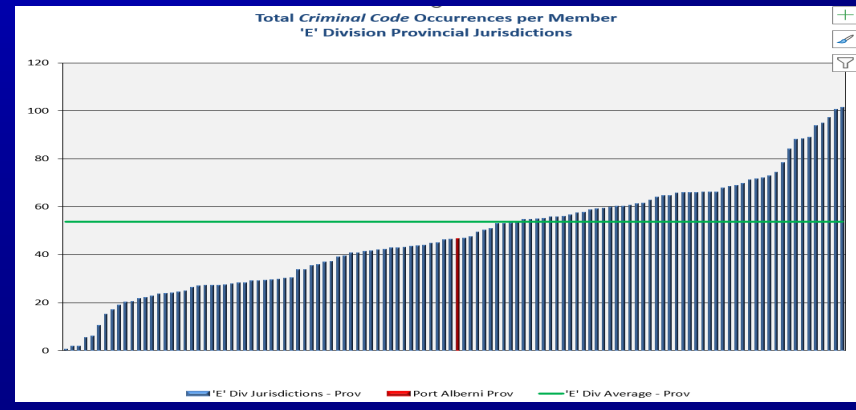
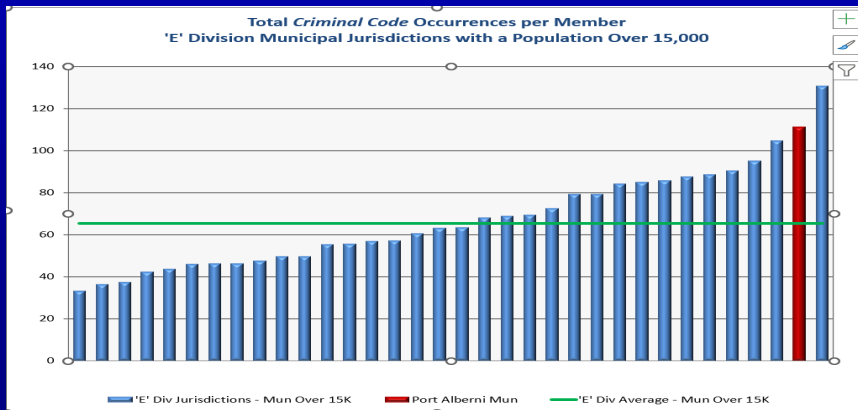
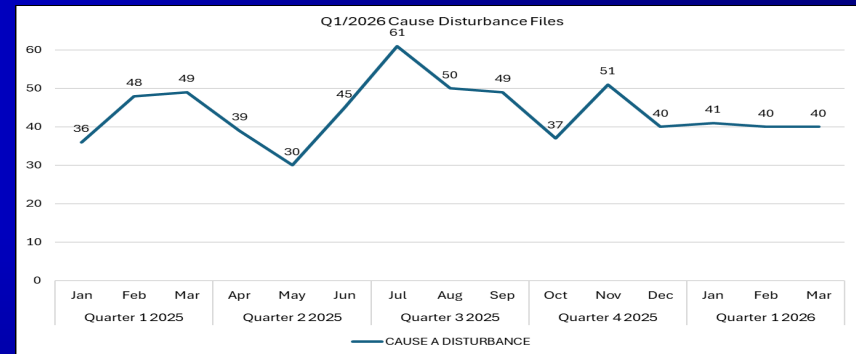
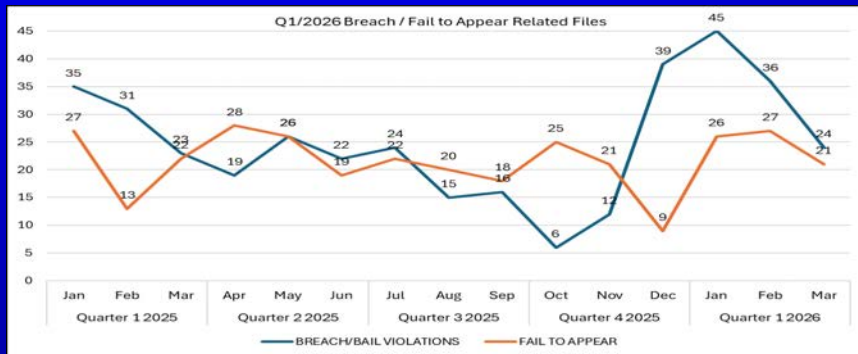
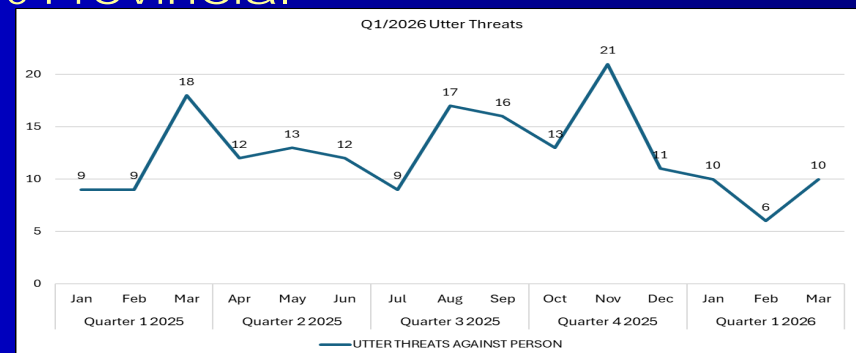
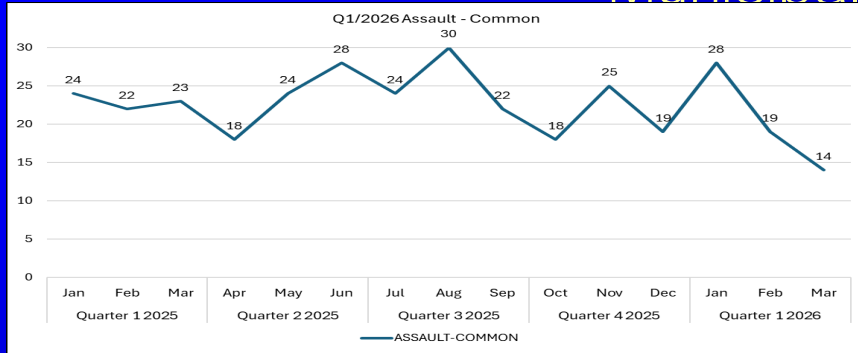
Port Alberni Municipal vs Port Alberni Rural
Calls for Service First Four Months of 2026



Graph Stats



Graph Stats continued w/ Criminal Case Load Comparisons – Municipal vs Provincial



Mental Health Related

Annual Totals	2022	2023	2024	2025	2026
Municipal	772	934	689	840	264
Provincial	94	108	82	79	
FN Comms	17	23	11	19	

Q1	2022	2023	2024	2025	2026
January	79 / 24	76 / 19	60 / 7	103 / 22	94/12
February	64 / 21	77 / 13	66 / 17	105 / 15	94/15
March	68 / 12	85 / 17	72 / 19	79 / 17	76/10



Port Alberni Crime Rate

10 Year Crime Rate (# of Criminal Code Offences per 1000 Persons)										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
City of Port Alberni	117.3	124.4	114.0	140.2	172.6	165.2	161.2	169.9	179	169
Rural Area	37.2	43.2	37.6	42.8	49.4	45.2	50.3	54.0	47	40

According to the 2024 report on Police Resources for British Columbia, the average provincial crime rates for municipal and provincial units policed by the RCMP is 79 and 66 respectively.

Port Alberni's municipal crime is at 169 and the provincial crime rate is at 40. This is a drop from 179 and 47 respectively.



Port Alberni GIS

Staffing: IPV – SA – MP

Caseload = approximately 50

Homicides and additional Serious Crimes

Funding



Crown Submissions

Port Alberni (Municipal & Provincial)			
Q1	2024	2025	2026
January	82	111	72
February	73	87	81
March	65	81	61
Total	220	279	214
Year to Date	220	279	214

2026	
<u>Jan - March</u>	<u>YTD</u>
Port Alberni	214
Nanaimo	360
Comox	174
Duncan	164
Campbell River	154

2025	
<u>Jan- March</u>	<u>YTD</u>
Port Alberni	279
Nanaimo	328
Comox	165
Duncan	114
Campbell River	146

2024	
<u>Jan - March</u>	<u>YTD</u>
Port Alberni	220
Nanaimo	310
Comox	215
Duncan	155
Campbell River	164



Thank-you
for your continued support.



Port Alberni RCMP



CITY OF PORT ALBERNI
LOAN AUTHORIZATION BYLAW
BYLAW NO. 5142

A Bylaw to Authorize Borrowing for the project:
'Municipal Office Building Purchase Loan Authorization, Bylaw No. 5142, 2026'

WHEREAS it is deemed desirable and expedient to purchase an office building located at 4835 Argyle Street, Port Alberni, BC, V9Y 1V9;

AND WHEREAS the estimated total cost of purchasing the office building is the sum of three million, five hundred thousand dollars (\$3,500,000);

NOW THEREFORE, the Council for the City of Port Alberni in open meeting assembled enacts as follows:

1. The Council is hereby empowered to purchase an office building in accordance with general plans on file in the municipal office, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the municipality a sum not exceeding three million five hundred thousand (\$3,500,000).
 - b. To acquire all such real property, easements, right-of-way, licenses, rights, or authorities as may be requisite or desirable for or in connection with the purchase of a office building for municipal offices and leasing of surplus spaces.
2. The maximum term for which the debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
3. This bylaw may be cited as **'Municipal Office Building Purchase Loan Authorization Bylaw No. 5142, 2026'**.

READ A FIRST TIME this 26th day of January, 2026.

READ A SECOND TIME this 26th day of January, 2026.

READ A THIRD TIME this 26th day of January, 2026.

APPROVAL PROVIDED BY THE INSPECTOR OF MUNICIPALITIES
this 24th day of April, 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer

From: ahmjahangir@agrohope.ca <ahmjahangir@agrohope.ca>

Sent: Sunday, May 3, 2026

Subject: Re: Final Venue Booking & Setup Request: 2026 Alberni Valley Indigenous-Led Soccer Community Celebration

1. Emergency Services Planning: We have formally circulated the event plan to the RCMP, Fire Department, and BCEHS.

2. Permitting Requirements: We have completed Special Event Business Licence and Sign Permit applications.

3. In-Kind Support Requests: Our submission clearly identifies requests for rental fee waivers and the use of City barriers. These are supported by our confirmed \$90,000 provincial grant.

4. Site Plan & Service Requirements: We have provided the 2026_AVIL_Soccer_Community_Celebration_Full_Complex_Layout-Structural View, 2026_AVIL_Soccer_Community_Celebration_Full_Complex_Layout-Areal View.pdf and 2026_AVIL_Soccer_KCC_Site_Plan.pdf. These maps identify electrical/water needs and the required 6-meter wide emergency vehicle lane.

5. Barriers: We acknowledge the deposit requirement for City-owned barriers and look forward to coordinating logistics with Louis's team following Council's decision.

6. Event Safety Planning: We have reviewed the *Report of the Study Commission of Inquiry into Community Events Safety* and integrated its principles into our operational planning.

7. Event Vision & Preliminary Layout: The Concept Plan - 2026 Alberni Valley Indigenous-led Soccer Community Celebration.pdf details our "Festival of Soccer" vision, multicultural concert series, and FIFA public viewing compliance.

Urgency & Next Steps: We respectfully request confirmation during the May 11th Council Meeting. This timeline is critical to finalize our FIFA Public Viewing Licenses and satisfy Provincial Grant due diligence, confirming the venue has been municipal-vetted. Once confirmed, we can immediately begin promoting the event and engaging the community at large. Given the scope of the celebration, we will only have a narrow window for final logistics preparation and volunteer mobilization.

We look forward to seeing this request brought forward to Council.

Best regards,



Abu Hasan Muhammed Jahangir

General Secretary & Co-Lead, Organizing Committee - FIFA 2026 Activities in Alberni Valley

President & CEO, Agrohope Farms & Products Inc

3072 4th Avenue, Port Alberni BC V9Y 2B9

(O) 877 709 1808 (D) 778 548 4313

Website: <https://fwc26vifest.ca>

Supported by:



We respectfully acknowledge that we conduct our business on the unceded traditional territories of the Hupacasath and Tseshaht First Nations.

Concept Plan: 2026 Alberni Valley Indigenous-led Soccer Community Celebration

Notice: *This concept plan is a working draft and remains subject to change based on the final confirmation of community resources, stakeholder availability, and volunteer responses.*

1. Executive Overview

The **Alberni Valley Soccer Community Celebration** is a 9-day "Festival of Soccer" designed to integrate elite international tournament viewing with the cultural heartbeat of the Nuu-chah-nulth people. Hosted across multiple community hubs, the event balances high-energy soccer clinics, interactive theater, and a live multicultural concert series to create a meaningful and lasting community legacy in the Alberni Valley.

2. Strategic Viewing Areas & Venues

To ensure regional accessibility and operational redundancy, three primary sites have been selected:

- **Multiplex Parking Lot (Primary Site):** An expansive outdoor Fan Zone featuring a high-definition LED screen and the **Main Stage** for live musical performances and large-scale community gatherings.
- **KCC (Indoor Site):** A dedicated indoor viewing environment for specific match dates (June 13, 21, 24, 26, and July 2) to ensure all-weather participation and comfort.
- **Bamfield Site:** A satellite celebration hub serving coastal community members, managed in partnership with the **Huu-ay-aht First Nations**.

3. Live Multicultural Concert Series

The celebration features a live music program that reflects the diverse heritage and global spirit of the Alberni Valley:

- **National Indigenous Peoples Day (June 21):** A signature showcase featuring regional Indigenous headliners and traditional drumming groups on the Multiplex Main Stage.
- **"Samba vs. Bagpipes" (June 24):** A multicultural "musical battle" scheduled between match broadcasts to celebrate the diverse global cultures represented in the World Cup.
- **Legacy Finale Concert (July 19):** A post-tournament victory party featuring a regional headliner to celebrate the community's collective achievements and the successful conclusion of the event.

4. Community Activation Pillars

- **Athletics (AASC):** The **Alberni Athletics Soccer Club** will lead "Low-Task, High-Fun" drills, including *Dribble Knockout* and a *Jamboree-format Mini World Cup*, promoting youth engagement and physical literacy.

- **The Variety Hub (Capitol Theatre):** A rotation of daily magic shows, soccer-themed comedy, and youth talent showcases designed to provide high-quality entertainment between match broadcasts.
- **Cultural Village:** A dedicated heritage space featuring daily Nuu-chah-nulth storytelling ("*Legends of the Swift-Footed*"), traditional drumming, and a curated artisan market.

5. Compliance & Operations

- **Governance:** The event is overseen by a weekly steering committee with rotating representation from the **Hupacasath, Tseshaht, and Huu-ay-aht Nations** to ensure unified Indigenous leadership.
- **Technical Management:** Audio-visual systems will be professionally managed by **Five Acre Shaker** to ensure high-fidelity sound for both live match commentary and musical performances, meeting international broadcast standards.
- **Non-Commercial Integrity:** In alignment with FIFA regulations and provincial grant requirements, all events are **free to attend**. Performers and vendors are engaged as community partners; no corporate branding will be permitted to interfere with the match broadcast or the "Clean Site" status of the viewing areas.



ACTION REQUIRED: Event Safety Review – 2026 Alberni Valley Indigenous-led Soccer Community Celebration

From ahmjahangir@agrohope.ca <ahmjahangir@agrohope.ca>

Date Sat 5/2/2026 6:47 PM

To mike owens@portalberni.ca <mike owens@portalberni.ca>; kim.bruce@rcmp grc.gc.ca <kim.bruce@rcmp grc.gc.ca>; PlannedEvents@bcehs.ca <PlannedEvents@bcehs.ca>

Cc Mary Clare Massicotte <maryclare massicotte@portalberni.ca>; Brandy Lauder <brandy@hupacasath.ca>; Bob Beckett <bbeckett@acrd.bc.ca>; Jeff Cook [REDACTED]; Terry INEO Empl Service <terry@ineoemployment.com>; Andrew Taylor [REDACTED]

Bcc Andrew McGifford <andrew_mcgifford@portalberni.ca>; Debbie Haggard <debbie_haggard@portalberni.ca>

📎 6 attachments (2 MB)

2026_AVIL_Soccer_Community_Celebration_Full_Complex_Layout-Areal View.pdf;
 2026_AVIL_Soccer_Community_Celebration_Full_Complex_Layout-Structural View.pdf; 2026_AVIL_Soccer_KCC_Site_Plan.pdf;
 Concept Plan - 2026 Alberni Valley Indigenous-led Soccer Community Celebration.pdf; Provincial Grant Approval Letter.pdf;
 2026_AV_Soccer_Celebration_Permit_Application.pdf;

To the Port Alberni RCMP, Fire Department, and BCEHS,

The Organizing Committee for the 2026 Alberni Valley Indigenous-led Soccer Community Celebration is formally submitting our updated site layout and event schedule for professional safety review. This documentation is provided to satisfy the City of Port Alberni's "Emergency services planning" requirements for our May 11th Council delegation.

1. Organizational Context This 9-day initiative is an Indigenous-led partnership involving the Hupačasath, Tseshaht, and Huu-ay-aht First Nations, supported by a \$90,000 grant from the Province of British Columbia's Community Event Support Fund. Technical site management and audio-visual operations are overseen by Five Acre Shaker.

2. Venue Schedule and Attendance We request your review of the following configurations as detailed in the attached documents:

- **Outdoor (Multiplex/Athletics Hall):** June 12 & July 19, 2026. Expected attendance: 1,500+.
- **Indoor (Kinsmen Community Centre):** June 13, 21, 24, 26, & July 2, 2026. Expected attendance: 700–800.

3. Safety and Access Provisions

- **Emergency Lane:** The outdoor layout maintains a **6-meter wide unobstructed** emergency vehicle lane between the building frontage and Roger Street, protected by City-lent water/concrete barriers.
- **Fire Safety:** All indoor fire exits at the KCC and outdoor exits at the Multiplex/Hall will remain clear and unobstructed.
- **Medical Stations:** Designated first aid points are anchored at the Athletics Hall Foyer (outdoor) and KCC Main Lobby (indoor).

4. Request for Confirmation

To meet the City’s submission deadline, we request a brief email reply by **Monday, May 4, 2026, at 12:00 noon**, confirming that your department has 'no concerns with the proposed layout.' We recognize the short notice and appreciate your assistance in helping us meet the timeline for the May 11th Council delegation. This will allow sufficient time for provincial due diligence and the necessary lead time to promote these community events.

Sincerely,



Abu Hasan Muhammed Jahangir

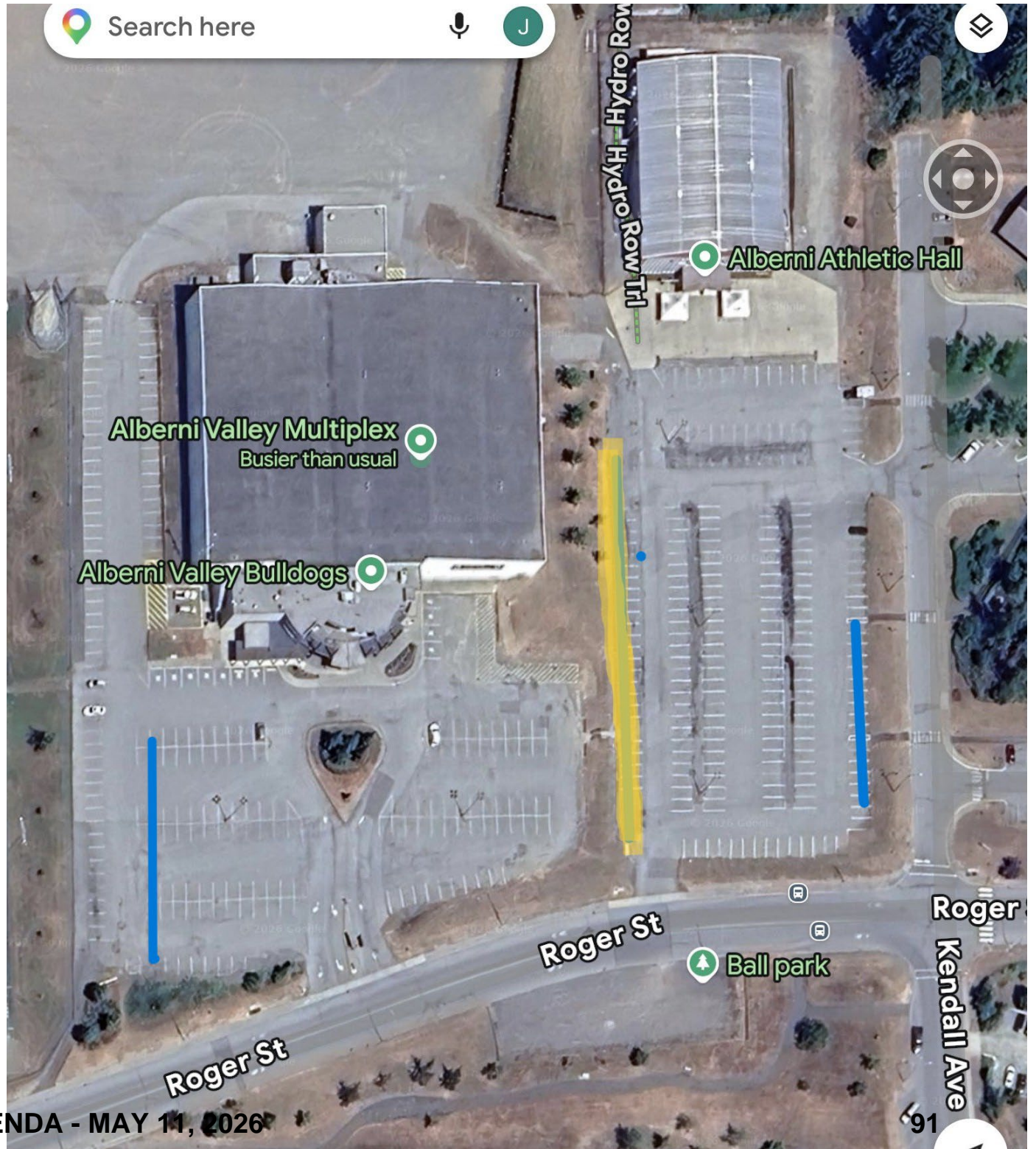
General Secretary & Co Lead, Organizing Committee FIFA 2026 Activities in Alberni Valley
President & CEO, Agrohope Farms & Products Inc
3072 4th Avenue, Port Alberni BC V9Y 2B9
(O) 877 709 1808 (D) 778 548 4313

Website: <https://fwc26vifest.ca>

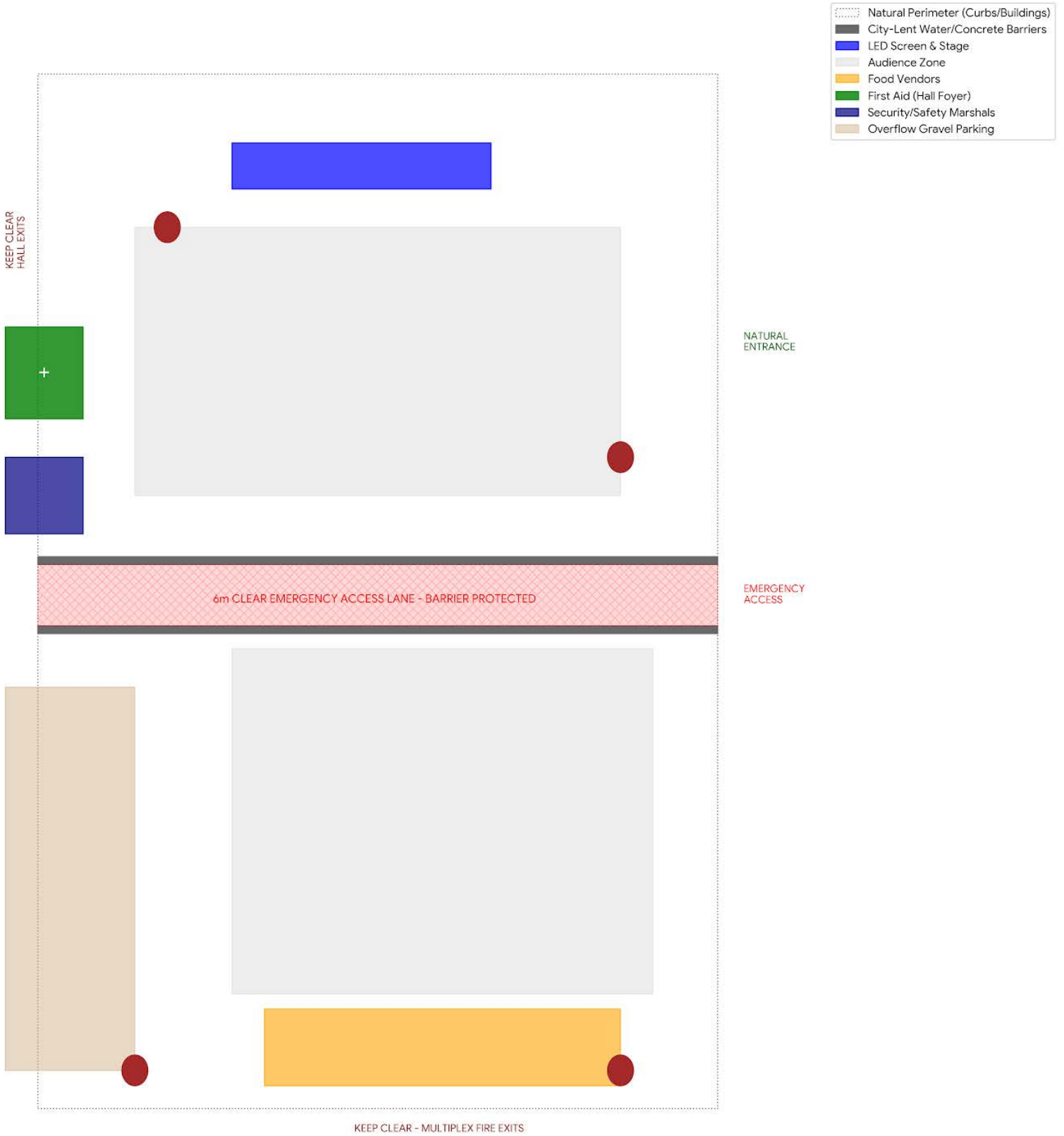
Supported by:

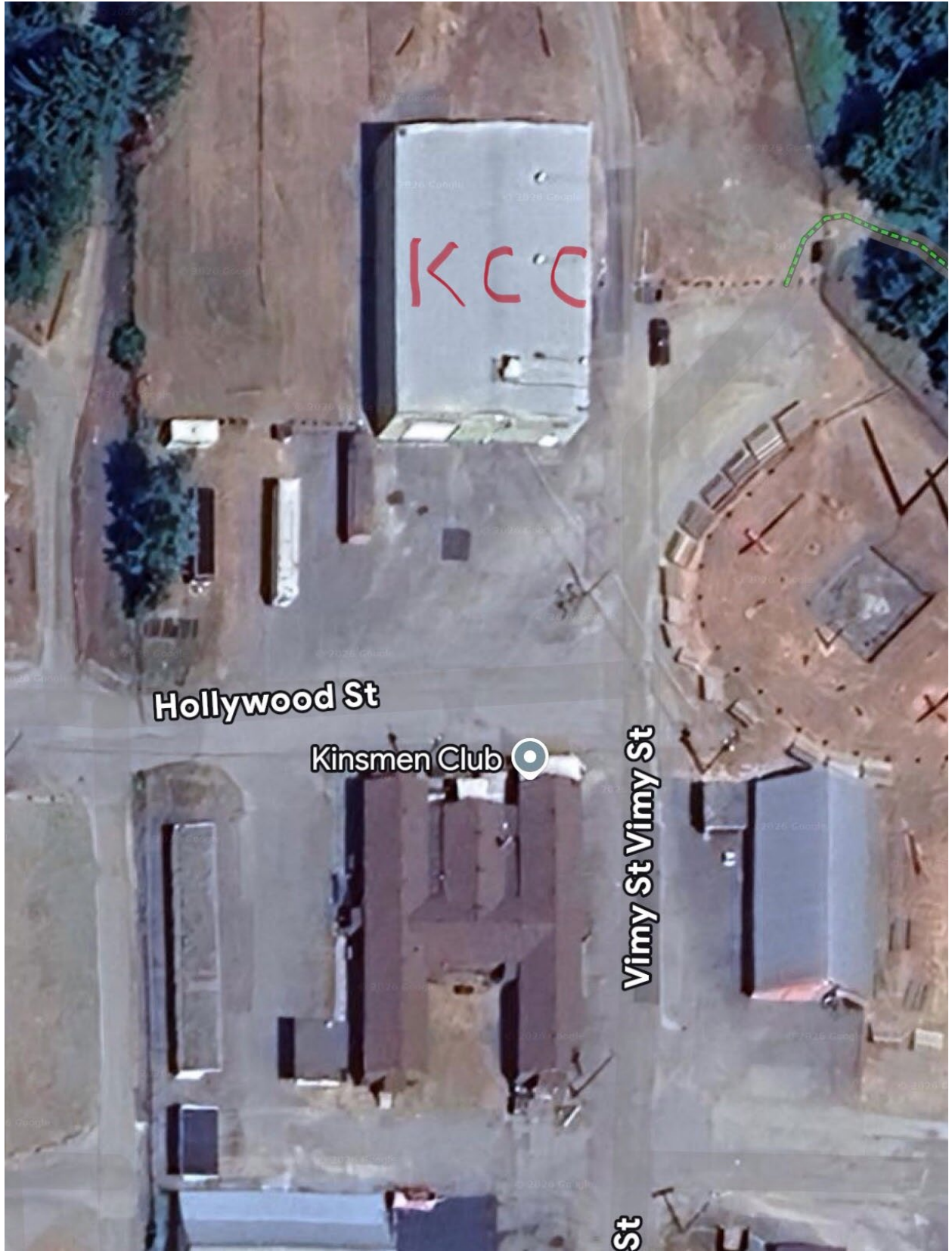


We respectfully acknowledge that we conduct our business on the unceded traditional territories of the Hupacasath and Tseshaht First Nations.



LOW-COST TECHNICAL SITE LAYOUT: FIFA 2026 COMMUNITY CELEBRATION
Utilizing City In-Kind Barriers & Natural Perimeter (No Paid Fencing)





APPENDIX D – Event Safety Plan

Event Information

- **Event Name:** 2026 Alberni Valley Indigenous-Led Soccer Community Celebration.
- **Event Date:** Friday, June 12, 2026, and Sunday, July 19, 2026.
- **Event Location:** 3737 Roger Street (Athletic Hall & Multiplex Parking Grounds).
- **Event Type:** Cultural and Sporting Celebration.
- **First Nations Land:** Yes; Hupačasath and Tseshaht First Nations have been consulted. Hupačasath is the primary applicant.
- **Estimated Attendance:** 1,500 – 2,000 throughout the day.
- **Estimated Peak Attendance:** 1000 people (during the final match/concert).
- **Event Start/End Times:** 9:00 AM – 11:00 PM.
- **Event Set-up/Take-Down:** Set-up: 6:00 AM – 9:00 AM; Take-down: 11:00 PM – 1:00 AM.

Contact Information

- **Event Day Contact:** Abu Hasan Muhammed Jahangir/Jeff Cook (Organizing Committee).
- **Event Day Contact Info:** 778-548-4313 / 250-735-1772
- **Safety Officer/Leader:** [To be appointed from the community with Professional Security background].
- **Secondary Contact:** Terry Deakin (250-723-4675).

First Aid

1. **Provider:** Nursing Students/ Community First Aid Volunteers.
2. **Attendants:** Minimum of 4 attendants on-site with Standard First Aid/CPR-C or higher.

Security / Crowd Management

1. **Personnel:** 12 **Safety Marshals** (Vetted Volunteers in high-viz vests).
 - **Roles:** 4 at Fire Exits, 2 at Emergency Lane, 4 at Vehicle Barriers, 2 Roaming.
2. **Management:** Marshals will monitor the Natural Entrance near Roger St. to prevent bottlenecks. If capacity is reached, "one-in, one-out" protocols will be triggered via phone or microphone.

Liability and Insurance

- **Coverage:** Minimum \$5,000,000 General Liability Insurance.

- **Requirements:** Name the City of Port Alberni as an additional insured; include a cross-liability clause.

Road Closure & Pedestrian Safety

1. **Closures:** No full public road closures; however, the internal parking lot entries at Roger St. and Kendall Ave. will be restricted.
2. **Pedestrian Safety:** Marshals in reflective vests will assist pedestrians at the Natural Entrance.

Fire Safety

1. **Open Flames:** Restricted to the Food Vendor Zone. Vendors must have current BC Fire Code-compliant extinguishers.
2. **Fire Exits:** Marshals will ensure the 4 designated Fire Exits (marked red on layout) remain 100% unobstructed by chairs or vendor equipment.

Risk Mitigation (Emergency Incidents)

- **Lost Child:** Reported to Staff Headquarters (Hall Foyer). Reunification verified via ID.
- **Medical Emergency:** Call 9-1-1; Marshals will clear the 6m Emergency Access Lane and meet the ambulance at the "Emergency Access" gate.
- **Evacuation:** Announced via PA/Megaphone. Attendees directed to the secondary gravel parking lot or interior foyers in the event of severe weather.

Communication Plan

1. **Methods:** Primary: Two-way radios (Channel 1: Safety/Logistics). Secondary: Mobile text group.
2. **Headquarters: Alberni Athletic Hall Foyer** (marked green on site layout).
3. **Vendor Briefing:** Pre-event safety memo sent via email; mandatory 8:15 AM briefing on event morning.

APPENDIX E – Event Risk Assessment

This assessment has been systematically organized to meet the standards of the Commissioner’s Inquiry into Community Events Safety. It documents who might be harmed, existing controls, and the further actions required to ensure the 2026 Soccer Community Celebration is as low-risk as reasonably possible.

Event Details

- **Event Name:** 2026 Alberni Valley Indigenous-Led Soccer Community Celebration
- **Event Date(s):** Friday, June 12, 2026, and Sunday, July 19, 2026
- **Event Location:** Parking lot area of Port Alberni Athletic Hall & Multiplex (3737 Roger Street)
- **Organizing Group:** Organizing Committee – FIFA 2026 Activities in Alberni Valley authorized by Hupacasath First Nation partnered with Tseshaht and Huu-ay-aht First Nation
- **Risk Assessment Prepared By:** Abu Hasan Muhammed Jahangir, General Secretary, Organizing Committee
- **Organizing Committee Website:** <https://fwc26vifest.ca>
- **Date of Assessment:** May 5, 2026
- **Risk Assessment Approved by:** [To be signed by CAO/Council]

Identified Hazards & Mitigation Measures

Hazard (Potential Harm)	People at Risk	Risk Level	Control Measures (Existing)	Further Actions (Who & When)
Vehicle Intrusion (Unauthorized vehicle entry/ramming)	Attendees, Staff, Vendors	High	Strategic use of City Concrete Barriers at primary entry points.	Organizing Committee: Deploy Volunteer Vehicle Barriers (heavy trucks) to secondary perimeters after permit approval.
Crowd Congestion (Pushing/tripping at bottleneck)	Attendees	Medium	Utilization of the "Natural Entrance" and 6m clear egress paths marked on layout.	Safety Marshals: Monitor Roger St. gate density; trigger staggered entry if density exceeds limits. (Event Day)

Hazard (Potential Harm)	People at Risk	Risk Level	Control Measures (Existing)	Further Actions (Who & When)
Fire Exit Obstruction (Blocked emergency egress)	Attendees, Staff	Medium	"Keep Clear" zones to be marked for Multiplex and Athletic Hall fire exits.	Safety Marshals: Continuous stationing at exit points (to be marked) to ensure no gear/seating is placed in paths. (Event Day)
Traffic Management (Road safety/access)	Public, Attendees	Medium	Use of existing curbs and 6m Barrier-Protected Emergency Access Lane.	Logistics Lead: Confirm volunteer vehicle positions 2 hours before setup. (June 12/July 19)
Temporary Structures (Tent/stage instability)	Attendees, Performers	Medium	Placement of LED Screen and Stage in the designated area.	Logistics Lead: Conduct final structural inspection and anchoring check. (Setup Phase)
Inclement Weather (Lightning/slippery surfaces)	Attendees, Staff	Low	Standard indoor foyers available for shelter.	Lead Organizer: Execute "Safe Exit Strategy"; move audience into Hall Foyer if lightning is detected. (As needed)
Food & Beverage (Health/Sanitation)	Attendees	Low	Area marked for Food Vendor Zone separate from audience seating.	Vendors/Staff: Health authority guidelines will be followed.
Knowledge Gap (Volunteer error)	Everyone	Low	Use of the technical site plan for volunteer deployment.	Chief Safety Officer: Conduct Pre-Event Briefing for all Safety Marshals after Provincial Intimation.

Operational Note: Formal recruitment and briefing of Safety Marshals and volunteers will commence immediately upon receiving City Permit Approval and Provincial Intimation. This ensures all personnel are trained on the final, municipal-vetted safety standards.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

RECEIVED

APR 27 2026

CITY OF PORT ALBERNI

April 24, 2026

Mayor and Council
City of Port Alberni

- Checklist of departments: Council, Mayor, CAO, Finance, Corporate Services, Agenda, Economic Development, Engineering/PW, Parks, Rec. & Heritage, Development Services, Community Safety, Other. Includes handwritten notes: 'RCM May 11' and '0410-60-ACRD'.

Email: corp_serv@portalberni.ca

Dear Mayor and Council,

RE: Agricultural Land Commission Referrals to the Agricultural Advisory Committee

At their April 8, 2026 regular Board of Directors meeting, the Alberni-Clayoquot Regional District (ACRD) Board resolved 'THAT the Alberni-Clayoquot Regional District Board of Directors request that the City of Port Alberni refer all Agricultural Land Commission applications in the region to the ACRD Agricultural Advisory Committee for input.'

The Agricultural Land Commission (ALC) uses local government referrals to determine local agricultural conditions and effects on agriculture of ALC applications, from subdivision to soil and fill applications. With only 5% of the land in BC suitable for agriculture, it is crucial that every ALC decision result in a net benefit to agriculture.

The Agricultural Advisory Committee (AAC) exists to 'provide advisory recommendations to the ACRD Board of Directors and the Agricultural Land Commission on land use within the Agricultural Land Reserve and policies affecting the development of agri-business opportunities.' The AAC is comprised of local producers and those with an agricultural business and finance background; they are dedicated to ensuring that any proposed development on ALR lands considers agricultural interests.

As the ALC local government referral structure currently bypasses input by the AAC that may raise genuine agricultural concerns and protect food security in the long term, we request that the City of Port Alberni Council direct their planning staff to refer all ALC applications within city limits through the Agricultural Advisory Committee for input. This referral in no way removes the authority of Council to make the final decision on whether or not an ALC application is referred back to the Commission for decision – it is strictly to ensure agricultural land, business and interests are considered during the development process.

Sincerely,

Handwritten signature of John Jack

John Jack, Chairperson
Alberni-Clayoquot Regional District Board of Directors

RECEIVED

APR 29 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 # 0630-01

From: Diana Jolly <diana@viea.ca>
Sent: Wednesday, April 29, 2026 9:41 AM
To: Sharie Minions <sharie_minions@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>; john douglas@portalberni.ca; Debbie Haggard <debbie_haggard@portalberni.ca>; Todd Patola <Todd_Patola@portalberni.ca>; Charles Mealey <Charles_Mealey@portalberni.ca>; Dustin Dame <Dustin_Dame@portalberni.ca>; Pat Deakin <patrick_deakin@portalberni.ca>
Cc: Julie Sperber <julie@viea.ca>
Subject: Request for Proclamation - Island Good Days - May 22 to May 29, 2026

Hello Mayor Minions and Council,

Please see the following proclamation request on behalf of Julie Sperber, President and CEO of Vancouver Island Economic Alliance (VIEA)
 Address: P.O. Box 76, Stn. A, Nanaimo, V9R 5K4
 Phone: 250-668-5389
 Email: julie@viea.ca

WHEREAS the Vancouver Island Economic Alliance created the Island Good product brand in 2018 to support local producers and manufacturers by making it easier for shoppers to find and buy products made, grown, and manufactured on Vancouver Island and the rural islands, strengthening the sustainability and resiliency of the Island economy; and
WHEREAS Island Good is celebrating its 8th anniversary, now representing over 155 licensed businesses, including 16 in the City of Port Alberni and
WHEREAS Island Good connects consumers with local businesses, highlights the people behind the products, and encourages everyday choices that support local jobs, skills, and communities; and
WHEREAS this is an opportunity to recognize and celebrate the contributions of Island Good businesses to our local economy and community;
NOW, THEREFORE, I, Sharie Minions, Mayor of the City of Port Alberni, do hereby proclaim the week of May 22 to 29, 2026 as **Island Good Days** within the City of Port Alberni.

Many thanks,
Diana Jolly | Project Administrator



P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4
 T 250-240-9450 | E: diana@viea.ca | www.viea.ca
 Building Alliances for Economic Vitality & Sustainability
 VIEA operates on the traditional and unceded lands of the Coast Salish, Kwakwaka'wakw and Nuu-chah-nulth Peoples.

RECEIVED

MAY 06 2026

CITY OF PORT ALBERNI

From: Alberni Valley Pride <alberniavalleypride@gmail.com>

Sent: May 5, 2026 5:02 PM

To: Corporate Services Department <corp_serv@portalberni.ca>

Subject: Declaration of Pride Month in Alberni & Request for Flag Raising

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other _____
- File # 0630-01 *RCM May 11*

Dear Mayor and Members of Council,

On behalf of AV Pride, I am writing to respectfully request that the City of Port Alberni officially recognize June 2026 as Pride Month, and support the return of our core Pride Week activities from June 1st–7th, 2026.

Pride Month is an important opportunity to celebrate the diversity, resilience, and contributions of 2SLGBTQIA+ individuals in our community. It is also a time to reaffirm our shared commitment to inclusion, safety, and belonging for all residents. In communities like ours, where connection and visibility matter deeply, this recognition plays a meaningful role in fostering understanding and strengthening community ties.

We would also like to formally request a Pride flag raising at City Hall on June 1st, 2026, to mark the beginning of Pride Month. This gesture has become a powerful symbol of welcome and support, and we would be honoured to work with the City to coordinate a respectful and inclusive ceremony.

AV Pride is committed to hosting a week of accessible, community-driven events that bring people together in celebration, education, and connection. Our programming will continue to center youth, families, and community members from diverse backgrounds, while promoting equity and wellbeing across Port Alberni.

We deeply appreciate the City’s ongoing efforts to support inclusive initiatives, and we look forward to continuing to build a community where everyone feels seen, valued, and safe.

Thank you for your time and consideration. We would be happy to provide additional details or attend a Council meeting to speak to this request.

Sincerely,

Graham Hughes

On behalf of AV Pride

--

Alberni Valley Pride Society



Abashiri - Port Alberni Sister City Society

網走・ポータルバーニ姉妹都市交流協会

RECEIVED

c/o City Hall, Minami 5, Higashi 1,
Abashiri, Hokkaido, JAPAN 093-8555

MAY 01 2026

CITY OF PORT ALBERNI

April 28, 2026

Mayor Sharie Minions
City of Port Alberni
4850 Argyle Street,
Port Alberni, B.C. CANADA

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda RCM May 11
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage *[Sheila]*
 - Development Services
 - Community Safety
 - Other _____
- File # 0400-10

Dear Mayor Minions.

On behalf of the Abashiri - Port Alberni Sister City Society, I wish to convey our sincerest congratulations on the occasion of the 40th anniversary of the sister-city relationship between Abashiri and Port Alberni.

The Abashiri - Port Alberni Sister City Society has had the privilege of enjoying a close relationship with our Sister City of Port Alberni for four decades. It is a distinct honor to be a part of this Society, which has fostered lasting memories over these many years and has been instrumental in the development of numerous profound friendships and extensive cultural exchanges.

Over the past 40 years, the sister-city relationship has fostered highly beneficial cultural and educational exchanges, particularly for our youth. A significant number of students have participated in and benefited from these programs, and it is our sincere hope that these valuable exchanges between our two cities will continue.

I hope this milestone will further strengthen our friendship and that our ties will continue to flourish for many years to come.

With warmest regards and deep appreciation.

Hiroshi Kato

Hiroshi Kato,
President
The Abashiri - Port Alberni Sister City Society



- Council
- Mayor
- CAO
- Finance
- Corporate Services
- Agenda
- File # 0400710
- Economic Development
- Engineering/PW
- Parks, Rec. & Heritage (Sheila)
- Development Services
- Community Safety
- Other _____

CITY OF ABASHIRI



City Hall,
Minami 5, Higashi 1,
Abashiri, Hokkaido, JAPAN 093-8555

RECEIVED

April 28, 2026

MAY 01 2026

Mayor Sharie Minions
City of Port Alberni
4850 Argyle Street,
Port Alberni, B.C. CANADA

CITY OF PORT ALBERNI

Dear Mayor Minions.

On behalf of the City of Abashiri, it is my great honor to send our warmest greetings to you and all the residents of Port Alberni as we celebrate the 40th Anniversary of our sister city relationship. Over the past four decades, our partnership has grown to represent much more than a formal agreement; it has become a profound and genuine bond shared between our citizens.

Since our partnership was formalized in 1986 our cities have built a lasting friendship based on mutual respect, cultural exchange, and shared goals. Over these past 40 years, we have brought our communities closer together through student exchange programs, cultural exchanges, or sports exchanges.

Despite the geographical distance, our bonds have only grown stronger, allowing us to learn from each other and share in common successes. I would like to take this opportunity to express my deepest gratitude to all the volunteers, City officials, Twinning Society officials, School District 70 Pacific Rim and residents who have worked tirelessly to maintain this vibrant relationship.

Our preparations for the official 40th anniversary ceremony, which is scheduled for Saturday, 30 May 2026, are progressing smoothly. We are excited about connecting with Port Alberni in real time using video technology during the event.

As we celebrate this significant milestone together, we look forward to deepening our cooperation and ensuring that our friendship continues to flourish for many more years to come.

With respect and friendship.
CITY OF ABASHIRI

水谷 洋一

Yoichi Mizutani
Mayor



COUNCILLOR HAGGARD – COUNCILLOR REPORT MAY 11, 2026 - REGULAR COUNCIL MEETING

March 31, 2026 – I met with a local member of the community to discuss the proposed supportive housing project.

April 8, 2026 – Alberni Clayoquot Regional District Board of Directors Board meeting

Highlights include:

- Representatives from KPMG gave a presentation of the 2025 audit findings for ACRD
- The ACRD Board of Directors request that the City of Port Alberni refer all Agricultural Land Commission applications in the region to the ACRD Agricultural Advisory Committee for input
- A representative from the Clayoquot Biosphere Trust gave a presentation on their organization

April 9, 2026 – Tsawakwin Public Advisory Group

- An operational update was given by the TFL Forester. Tsawakwin is expecting to be logging 25,000 cubic meters per month, with time off for fire season. There is plenty of road building occurring and other roads are being returned to productive forests. A term of reference presentation was given for 2025 and a report on key indicators being met.

April 14, 2026 – Council and Board Dinner

Members of Council and the Board of the **Friendship Centre** met to discuss issues of mutual importance affecting members of our community. We also discussed how to more effectively work together to better serve our residents.

April 21, 2026 – Port Alberni Healthcare Summit

- Update on the proposed campus of care
- Medical personnel are being recruited from other provinces and the US
- A new hospitalist has been hired
- Suggested that we develop a coordinated approach to “red carpet” welcomes or a community task force

April 22, 2026 – Alberni Clayoquot Regional District Board of Directors meeting

Highlights include:

- The ACRD Board of Directors direct staff to issue a letter of support endorsing the advancement of legislation to modernize the Island Coastal Economic Trust to position the Trust for long-term impact through strategic provincial investment
- The ACRD Board of Directors direct staff to write a letter to B.C. Transit requesting the initiation of a feasibility study into the viability of interregional transit service between Port Alberni and the Regional District of Nanaimo, as identified in the Port Alberni Transit Future Service Plan

April 24 - 26, 2026 – AVICC

I attended the Association of Vancouver Island & Coastal Communities 77th Annual General Meeting and General Convention in Victoria April 24 – 26. It was a very busy three days with several sessions and workshops of relevance to elected officials from both municipalities and regional districts, resolutions and networking opportunities with elected officials from other communities.

- *Navigating the Big Divide: This was an interactive workshop that offered a practical and reflective space for elected leaders to navigate divisiveness with greater intention and skill.*
- *Where are We Headed and Where are We Now?:* Keynote speaker, Shachi Kurl, gave an informed discussion on the state of the economy and the current political climate with humour, charisma and insight.
- *UBCM Governance Review Update and Engagement:* This update and engagement on the UBCM governance review process responded to requests from the membership through resolutions and direct correspondence. This review focused on the composition of the UBCM Executive Board and the name of the organization.
- *Federation of Canadian Municipalities Update:* The Federation of Canadian Municipalities (FCM) is the national voice of local governments in Ottawa. This updated focused on new FCM programs in the past year and included a brief update on the future of federally supported local government programs.
- *AVICC Advocacy Update, Resolutions & Advocacy Prioritization Survey:* Members had the opportunity to participate in an online survey to assist in prioritizing resolutions and guiding advocacy efforts for the upcoming term.
- *Partnering on Vancouver Island & Coastal BC Healthcare Recruitment:* This session panel participants discussed how housing resources, transportation information, and community navigation can help shape a supportive experience for prospective recruits and their families.
- *Troubled Waters – Regulation of Activities in and Around Waterways:* This presentation discussed how local governments can effectively and lawfully regulate activities in and around bodies of water. Topics included the removal of abandoned vessels from the ocean, the regulation of construction in the foreshore, and the use of land title instruments to develop flood mitigation plans to address sea level rise and other hazards.
- *The Future of Forestry on Vancouver Island & Coastal BC:* This session discussed the economic, social and the environmental realities shaping forestry-dependent communities. Part of the conversation centered around climate change and wildfire resilience, workforce impacts, and land stewardship.
- *Strong Towns: Bottom-Up Revolution to Build Canadian Prosperity:* During this session, the presenter discussed:
 - Why our cities are on the cusp of a long, slow decline
 - Why inducing growth and development has been the conventional response to urban financial struggles – and why it just doesn't work
 - Why old, blighted areas are often more financially productive than shiny new ones
 - The power of “little bets” to strengthen communities and improve the lives of citizens
 - The surprising ways that strong neighborhoods make us better people

April 27, 2026 – I met with the Executive Director of Community Futures Alberni-Clayoquot to further discuss the proposed campus of care.



COUNCILLOR SOLDA – COUNCILLOR REPORT MAY 11, 2026 - REGULAR COUNCIL MEETING

April 23, 2026 – AVICC

- Partnering on Vancouver Island and Coastal BC Healthcare Recruitment
 - As we work to expand our health care workforce, through focused US, national, and local recruitment campaigns, collaboration between health authorities and local governments has never been more important. This workshop will offer perspectives and opportunities for collaboration on all parts of the recruitment journey, from first interest to working and living in the community. The interactive session will ask participants to discuss how housing resources, transportation information, and community navigation can help shape a compelling and supportive experience for prospective recruits and their families. We will generate ideas regarding how we can all welcome healthcare workers to find their place at Island Health and Vancouver Coastal Health.
 - This aligns with the efforts that the City of Port Alberni is using to recruit doctors.
- *How do we solve a problem like engagement?*
 - How can local governments deepen trust, reduce polarization, and make better decisions through more meaningful public engagement? This interactive session examines practical methods for local governments to enhance public trust, reduce polarization, and make better decisions through meaningful engagement. Participants will consider why traditional tools like public hearings fall short and will join a facilitated deliberation on democratic values and challenges in BC municipalities.
- *Strong Towns: A Bottom-Up Revolution to Rebuild Canadian Prosperity*
 - In this presentation, we explain, in plain language, how so many Canadian cities have found themselves in decline after decades of “growth.” And then we show you a revolutionary way forward that could create enduring prosperity – if we just have the courage to change our minds.
- *What Councils Need to Know – AI in Local Government:*
 - Artificial intelligence is already appearing in the tools local government staff use every day, often before formal policies or council direction are in place. For elected officials, this raises important questions: how can councils ask the right questions, ensure responsible adoption, and establish appropriate guardrails without needing to become AI experts?

May 1, 2026 – Met with member of the public regarding zoning and business licensing regarding Short Term Rentals.

May 2, 2026 – Train Ride to the Barclay

- The Alberni Pacific Railway and Island Corridor Foundation put on a free family fun event and train ride to the Barclay Hotel. The event included hot dogs, drinks, and snacks outside of the train station, and with a train ride to the Barclay Hotel, where we will have some folks step off the train to “Cut the Ribbon” officially opening the new route. There were speeches and songs performed from both Tseshaht and Hupacasath First Nations.


- They discussed their intentions to take the route even further, potentially as far as Cameron Lake, as well as the necessary infrastructure work needed to accomplish this.

May 6, 2026 – Alberni Valley Chamber of Commerce

Highlights include:

- Looking to their AGM
- Evaluating policies
- Updated information on visitor policies
- Looking to partner and collaborate with local governments and First Nation governments

Date: April 17, 2026
 File No: 0640-30-May 11, 2026
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: **Reconciliation Fund Support | Indigenous Educational Summer Employment and Indigenous-led traditional knowledge programming**

Prepared by: <i>S. PERRY</i> <hr/> <i>S. Perry</i> Manager of Culture	Supervisor: <i>L. DAUPHIN</i> <hr/> Director of Parks, Recreation and Culture	CAO Concurrence:  <hr/> A. McGifford, CAO
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RECOMMENDATIONS

THAT Council approve the allocation of \$20,000 from the Reconciliation Fund to support Indigenous Educational Summer Employment and Indigenous-led traditional knowledge programming at the Alberni Valley Museum during the summer of 2026.

PURPOSE

To seek Council approval for Reconciliation Fund support for the Alberni Valley Museum to employ two Indigenous summer students, and to engage an Indigenous Cultural Programmer on contract for the delivery of Indigenous led, culturally grounded programming during the summer of 2026.

BACKGROUND

The Alberni Valley Museum is a civic cultural institution with a mandate to preserve, interpret, and share the human and natural history of the Alberni Valley. In recent years, the Museum has worked collaboratively with Indigenous partners to strengthen reconciliation-focused initiatives, particularly those centred on Indigenous youth employment, mentorship, and traditional knowledge sharing.

The Alberni Valley Museum has received Young Canada Works funding to cover approximately 50% of student wages and a grant of \$2,500 from the Alberni Valley Community Foundation towards the contracting of an Indigenous Cultural Programmer. Building on the success of previous Reconciliation Fund supported initiatives, the Museum is proposing an expanded Indigenous Educational Summer Employment program for 2026. The proposal includes the employment of two Indigenous students and the establishment of a short-term Indigenous Cultural Programmer contract to guide, mentor, and support culturally appropriate program development and delivery.

ALTERNATIVES/OPTIONS

1. THAT Council of the City of Port Alberni approve the allocation of \$20,000 from the Reconciliation Fund to support Indigenous Educational Summer Employment and Indigenous-led traditional knowledge programming at the Alberni Valley Museum during the summer of 2026.

2. Defer the decision. Council may request additional information or a presentation from staff. However, this may delay the planning and execution of the upcoming summer programming.
3. Decline the request.

ANALYSIS

The proposed initiative includes the employment of two Indigenous students who will support the design and delivery of traditional knowledge programming through summer camps, on-site programming, and outreach initiatives.

In addition, an Indigenous Cultural Programmer will be engaged on contract to mentor students, develop programming, and ensure cultural integrity.

IMPLICATIONS

The costs requested from the Reconciliation Fund include \$13,000 for student wages, \$6,000 for the Indigenous Cultural Programmer contract, and \$1,000 for supplies for a total request of \$20,000. The Reconciliation Fund consists of \$50,000. To date for 2026, no funds have been allocated.

COMMUNICATIONS

Approved programming will be promoted through Museum channels, City communications platforms including Play in PA, and on-site public engagement throughout the summer season.

BYLAWS/PLANS/POLICIES

This initiative aligns with Council strategic priorities relating to reconciliation, inclusion, and cultural vitality.

SUMMARY

This initiative represents a meaningful investment in reconciliation through Indigenous leadership, youth employment, and community education. Approval supports the City's commitment to inclusive civic spaces and Indigenous-led programming.

ATTACHMENTS/REFERENCE MATERIALS

1. 2025 Reconciliation Fund Request Final Report AVM
2. 2026 Proposal – Reconciliation Fund Request AVM

FINAL REPORT | RECONCILIATION FUND SUPPORT: EDUCATIONAL SUMMER EMPLOYMENT FOR A TSESHAHT STUDENT AT THE ALBERNI VALLEY MUSEUM

Internship Overview | The summer internship for Sophia Bill, a second-year student at the University of British Columbia studying history and education, was highly successful. Sophia demonstrated exceptional commitment and creativity in developing and delivering inclusive educational programming for children at the Alberni Valley Museum. Her work advanced the City of Port Alberni's reconciliation goals by integrating Tseshaht and Nuuchahnulth perspectives into museum activities, fostering intercultural understanding, and strengthening community relationships. It is interesting to note that our other Summer Museum Assistant, Lea Dumont, is Metis, which provided an additional indigenous perspective to AVM programming this summer.

Reconciliation Outcomes | This initiative successfully:

- Elevated Indigenous voices in educational programming.
- Provided meaningful employment and skill-building for an Indigenous youth.
- Strengthened ties between the museum, Tseshaht First Nation, and the broader community.

Financial Summary |

- Total Wages Paid: \$11,428.41
- Funding Sources: Reconciliation Fund: \$10,000 (approved)
- Additional funding from the CMA/YCW program covered the remaining balance of Sophia's salary.

Conclusion | The internship met and exceeded its objectives, delivering significant cultural, educational, and community benefits. Sophia's contributions have set a strong foundation for future reconciliation-focused programming at the Alberni Valley Museum.

2026 PROPOSAL FOR RECONCILIATION FUND SUPPORT INDIGENOUS EDUCATIONAL SUMMER EMPLOYMENT AT THE ALBERNI VALLEY MUSEUM

OVERVIEW

The Alberni Valley Museum respectfully submits this proposal requesting Reconciliation Fund support for 2026 to advance Indigenous-led traditional knowledge programming within the Museum's summer programming and camps. Building on the model and success of previous Reconciliation Fund-supported initiatives, this proposal includes:

- Two Indigenous summer student positions
- The establishment of a short-term Indigenous Cultural Programmer contract.

Together, these roles will strengthen traditional knowledge programming for children, families, and visitors, while supporting Indigenous youth employment, mentorship, and community relationship-building.

ALIGNMENT WITH RECONCILIATION EFFORTS

This proposal aligns closely with the City of Port Alberni's commitment to reconciliation and the mandate of the Reconciliation Committee to foster kindness, inclusion, and collaborative relationships with local First Nations. By creating Indigenous-led programming and mentorship opportunities, this initiative prioritizes Indigenous voices, knowledge systems, and leadership within a civic cultural institution.

The program contributes meaningfully to reconciliation by:

- Supporting Indigenous youth in paid learning and career-development opportunities
- Creating space for intergenerational knowledge sharing through mentorship
- Offering culturally grounded programming that benefits Indigenous and non-Indigenous community members alike.

INDIGENOUS STUDENT POSITIONS (SUMMER 2026)

Two Indigenous students will be employed in full-time summer positions at the Alberni Valley Museum.

Their work will focus on the design, development, and delivery of traditional knowledge programming for:

- Museum summer camps for children
- On-site summer programming
- Outreach activities connected to community events and tourism.

STUDENT RESPONSIBILITIES

The student positions will include the following duties:

- Assisting with the design and facilitation of culturally informed summer camps and educational programs
- Integrating traditional knowledge, storytelling, art, and land-based perspectives into age-appropriate activities
- Supporting hands-on learning experiences that reflect Nuu-chah-nulth values, history, and ways of knowing

Sheila Perry | Manager of Culture

2026-05-05

- Working closely with the Indigenous Cultural Programmer to ensure cultural integrity and authenticity
- Engaging with community members and visitors to support welcoming, inclusive learning environments.

STUDENT BENEFITS

The students will benefit directly from:

- Meaningful paid employment in a supportive cultural institution
- Professional mentorship from an experienced Indigenous cultural programmer
- Skill development in program design, facilitation, public engagement, and cultural interpretation
- Relationship-building within the local Indigenous community, the Museum, and the City of Port Alberni.

INDIGENOUS CULTURAL PROGRAMMER (CONTRACT POSITION)

This proposal also requests funding to establish a contract position for an Indigenous Cultural Programmer.

ROLE OF THE INDIGENOUS CULTURAL PROGRAMMER

The Indigenous Cultural Programmer will:

- Mentor and support the students throughout their summer employment
- Develop traditional knowledge programming that can be delivered through Museum camps and public programs
- Create culturally grounded experiences that can be facilitated through the PRC facilities during the summer season
- Support relationship-building between the Museum, local Nations, community members, and visitors
- Ensure that programming is respectful, meaningful, and reflective of Indigenous values and protocols.

This role strengthens capacity within the Museum and ensures Indigenous-led guidance, rather than placing cultural responsibility solely on student workers.

COMMUNITY AND CITY BENEFITS

This initiative delivers strong benefits beyond the Museum:

- Community Impact: Children, families, and visitors gain access to authentic traditional knowledge-based programming that fosters understanding, respect, and connection
- Indigenous Leadership & Mentorship: Indigenous youth are supported through mentorship and meaningful work experience, contributing to future leadership in cultural and educational sectors
- Cultural Tourism & Public Engagement: Programming delivered through camps, Museum activities, and other engagement opportunities enhances the cultural vibrancy of Port Alberni for residents and visitors.

Sheila Perry | Manager of Culture
2026-05-05

Collectively, this initiative supports a more inclusive, welcoming city grounded in respect for Indigenous histories and knowledge.

FUNDING CONTEXT AND BUDGET REQUEST

The Alberni Valley Museum has been successful in its Young Canada Works grant application, which will fund 50% of the wages for the two Indigenous student positions. A grant of \$2,500 from the Alberni Valley Community Foundation will help underwrite the contracting of the Indigenous Cultural Programmer.

Support from the Reconciliation Fund is requested for the remaining costs, outlined below:

Requested Funding from Reconciliation Fund

- Remaining 50% of student wages: approximately \$13,000
- Indigenous Cultural Programmer contract: \$6,000
- Supplies and materials (programming and cultural activities): \$1,000


Total Reconciliation Fund Request: \$20,000

This 2026 proposal represents a meaningful, practical step toward reconciliation through Indigenous-led programming, youth mentorship, and community education. By investing in Indigenous students and establishing a dedicated cultural programmer role, the Reconciliation Fund will help ensure that traditional knowledge is shared respectfully, authentically, and sustainably and by supporting this initiative, the City affirms its commitment to fostering inclusive, vibrant community spaces where Indigenous voices lead and inspire.

Thank you for considering this request.

Sheila Perry | Manager of Culture
2026-05-05

Date: May 5, 2026
 File No: 0640-30-May 11, 2026
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: Tseshahat Lightning Basketball | 2026 CIP Supplemental Request

Prepared by: <i>S. PERRY</i> <hr/> S. Perry Manager of Culture	Supervisor: <i>L. DAUPHIN</i> <hr/> Director of Parks, Recreation and Culture	CAO Concurrence:  <hr/> A. McGifford, CAO
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RECOMMENDATIONS

THAT Council approve the conversion of \$5,000 from the 2026 Community Investment Program (CIP) in-kind allocation to the Tseshahat Basketball Association into financial assistance (cash award) in support of the 2026 Tseshahat Basketball Tournament.

PURPOSE

To seek Council approval to reallocate a portion of the approved 2026 CIP in-kind support for the Tseshahat Basketball Association to financial assistance, in recognition of changes to the scale and scope of the upcoming tournament and the organization’s identified operational funding needs.

BACKGROUND

The Tseshahat Basketball Association was approved for in-kind support through the 2026 Community Investment Program in support of its annual basketball tournament. The original CIP proposal anticipated a larger tournament footprint, including extensive facility usage and a higher number of Parks, Recreation and Culture (PRC) recreation passes.

Since the approval of the 2026 CIP allocation, tournament organizers have confirmed that the scale and scope of the event have changed. As a result, the tournament will require reduced facility usage and fewer PRC passes than originally anticipated. Concurrently, the organization has identified a greater need for direct financial support to address operating expenses associated with hosting the tournament.

ALTERNATIVES/OPTIONS

THAT Council approve the conversion of \$5,000 from the 2026 Community Investment Program (CIP) in-kind allocation to the Tseshahat Basketball Association into financial assistance (cash award) in support of the 2026 Tseshahat Basketball Tournament.

1. Defer the decision and request additional information from staff.
2. Decline the request, maintaining the allocation strictly as in-kind support.

ANALYSIS

Converting a portion of the approved in-kind allocation to financial assistance provides flexibility to better align City support with the revised needs of the tournament. Given the reduced demand for facilities and recreation passes, the conversion represents an efficient and responsive adjustment to the original CIP allocation without increasing the overall funding approved for the organization.

Staff have confirmed that the 2026 CIP contingency has sufficient capacity to accommodate this request should Council require the award to be supported through contingency funding mechanisms. The proposed conversion does not adversely affect service delivery or PRC operational capacity.

Providing financial assistance in lieu of in-kind services supports the successful delivery of the tournament while maintaining alignment with the intent of the Community Investment Program, including supporting Indigenous-led community events and fostering cultural and recreational opportunities.

IMPLICATIONS

The financial implication of this request is limited to the conversion of previously approved in-kind support. No additional CIP funding is being requested. If approved, \$5,000 would be issued as a cash award to the Tseshaht Basketball Association, offset by a corresponding reduction in in-kind service provisions and would be deducted from the program's contingency.

COMMUNICATIONS

Upon Council approval, staff will formally notify the Tseshaht Basketball Association of the revised funding structure and coordinate payment and reporting requirements in accordance with CIP guidelines.

BYLAWS/PLANS/POLICIES

This request is consistent with the objectives of the Community Investment Program and aligns with Council priorities related to reconciliation, inclusion, and community partnership support.


SUMMARY

The requested conversion reflects a practical adjustment to the 2026 CIP allocation that responds to the revised scope of the Tseshaht Basketball Tournament. Approval supports the organization's operational needs while ensuring City resources are allocated effectively and in alignment with Council intent.

ATTACHMENTS/REFERENCE MATERIALS

n/a

Date: May 5, 2026
 File No: 0640-30-May 11, 2026
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: **ICET Capital and Innovation Program Funding Application**

Prepared by: <i>P. DEAKIN</i> MANAGER OF ECONOMIC DEVELOPMENT	Supervisor: <i>A. MCGIFFORD</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATION[S]

THAT Council authorize the City of Port Alberni to apply to the Island Coastal Economic Trust’s Capital and Innovation Funding Program, under the Entrepreneurs and Local Business Impact focus area, for grant funding of up to \$200,000 to support improvements to the City-owned Marine Building and Spirit Square at the Alberni Harbour Quay.

PURPOSE

This report is provided to seek Council’s approval for a grant application to the Island Coastal Economic Trust for improvements to the City-owned Marine Building and Spirit Square at Alberni Harbour Quay.

BACKGROUND

The Island Coastal Economic Trust (ICET) supports inclusive economic development, diversification, and innovation in partnership with communities across Vancouver Island and the coast. ICET offers several funding programs for a range of eligible initiatives and funding levels.

Following discussions with ICET staff, the proposed improvements to the City-owned facilities at Alberni Harbour Quay have been identified as eligible for funding through ICET’s Capital and Innovation Funding Program, under the Entrepreneurs and Local Business Impact focus area, to a maximum of \$200,000.

ICET provides funding based on a community’s population category. With a population of 18,259 according to the 2021 Census, Port Alberni falls within ICET’s small urban communities’ category. Under this classification, ICET may contribute up to one-third of eligible project costs, requiring the applicant to fund the remaining two-thirds.

To be considered at the May 29, 2026 Regional Advisory Committee meeting, applications must be submitted by May 15, 2026.

ALTERNATIVES/OPTIONS

- Option 1: That Council authorize the City of Port Alberni to apply to the Island Coastal Economic Trust’s Capital and Innovation Funding Program, under the Entrepreneurs and Local Business Impact focus area, for grant funding of up to \$200,000 to support improvements to the City-owned Marine Building and Spirit Square at the Alberni Harbour Quay.
- Option 2. That Council take no action.

ANALYSIS

Option 1: Submit an application

Submitting an application to ICET for the maximum available funding of \$200,000 would support the planned improvements at Alberni Harbour Quay and help leverage external funding for the project.

The proposed project is consistent with ICET program criteria, and the City would be required to provide its share of eligible project costs in accordance with program requirements. Council authorization is required in advance of the application deadline to allow staff to complete and submit the application.

Option 2: - Take no action

If Council chooses not to proceed, no staff time would be required to prepare the application. However, the City would forgo the opportunity to secure up to \$200,000 in external funding for the project.

IMPLICATIONS

If the application is successful, the City will be required to provide the applicable share of eligible project costs in accordance with ICET program requirements. Staff time will be required to prepare and submit the application by the program deadline. If successful, staff will also be responsible for grant administration, project coordination, and reporting.

COMMUNICATIONS

No external communications are recommended at this time. If the application is successful, staff may bring forward communications related to the funding award and project implementation.

BYLAWS/PLANS/POLICIES

[Five Year Financial Plan 2026-2030 - Consolidated](#)

SUMMARY


Council approval is requested to authorize an application to the Island Coastal Economic Trust for up to \$200,000 to support improvements to the City-owned Marine Building and Spirit Square at Alberni Harbour Quay. The application would enable the City to pursue external funding for the project in accordance with ICET program requirements.

ATTACHMENTS/REFERENCE MATERIALS

[Island Coastal Economic Trust Capital and Innovation Guidelines](#)

Copy: *Director of Finance*
Director of Corporate Services

Date: May 5, 2026
 File No: 4020-30-NR-3044 4th Avenue
 To: Mayor & Council
 From: A. McGifford, CAO
 Subject: Remedial Action Requirement | 3044 4th Avenue

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

THAT Council

Remedial Action:

1. Find that MOHAMMED, SHAGUFTA G. is the registered owner (the "Owner") of the property located at 3044 4th Avenue, Port Alberni, British Columbia, legally described as LOT 6 BLOCK 55 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B (the "Property");
2. Pursuant to sections 72 and 73 of the Community Charter, find that the fire damaged remains of the structure on the property, associated fire debris, collapsed building materials, refuse, loose rubble, compromised site security, and the unsecured ground opening are in or create an unsafe condition and/or contravene applicable enactments, including the "City of Port Alberni Building Standards, Bylaw No. 4975, 2018", the "Property Maintenance Bylaw 2009, No. 4712", and the "Fire Control Bylaw No. 5122, 2024";
3. Find that that the fire-damaged remains of the structure, associated fire debris and collapsed building materials, refuse, loose rubble, and the unsecured ground opening located on the Property are matters or things to which section 73 of the Community Charter applies, in that they are in or create an unsafe condition;
4. Pursuant to sections 72 and section 74 of the Community Charter, declare that the fire damaged remains of the structure, associated debris, refuse, and related site conditions located on or about the Property constitute a nuisance, including because they are so dilapidated or unclean as to be offensive to the community;
5. Pursuant to section 72, 73 and 74 of the Community Charter, order that the Owner complete the following remedial action on the property;
6. Require the Owner, within 30 days after notice of this resolution is sent, to complete all of the following remedial action:
 - a. remove and lawfully dispose of all fire debris, collapsed building materials, structural remnants, refuse, scattered materials, and other debris remaining on the Property, including any buried or partially concealed materials identified during cleanup;
 - b. secure the Property against unauthorized access in a manner acceptable to the City;
 - c. secure, cover, barricade, or otherwise remediate any unsecured ground opening so that it no longer presents a safety risk;

- d. *remove, relocate, repair, or secure fencing and any related obstruction so that public alley access and neighbouring property egress are not impeded;*
- e. *ensure that any handling, removal, transportation, or disposal of hazardous materials, including asbestos-containing materials, is carried out in accordance with applicable legal requirements and by appropriately qualified persons; and*
- f. *complete all related minimum work necessary to render the Property clean and safe and to address the unsafe condition and nuisance identified in this resolution.*

Compliance & Reconsideration Notice Time Limit Recommendations:

- 7. *Direct that notice of this remedial action requirement be provided in accordance with Section 77 of the Community Charter, including notice that the person subject to the requirement and the Owner may request reconsideration by Council in accordance with section 78 of the Community Charter.*

Municipal Action at Defaulter's Expense:

- 8. *Authorize that if the Owner has not completed the required remedial action by the compliance date specified in this resolution, the City may, in accordance with section 17 of the Community Charter and any other applicable lawful authority, enter onto the Property and fulfil the remedial action requirement at the expense of the Owner, and the City may recover its costs, together with applicable interest in the same manner and with the same remedies as municipal property taxes in accordance with the Community Charter.*

PURPOSE

This report seeks Council direction to impose a remedial action requirement under sections 72 to 79 of the *Community Charter* in respect of 3044 4th Avenue due to the unsafe condition and nuisance arising from the fire-damaged remains of the structure, associated debris, compromised site security, and the unsecured ground opening on the Property. The report also seeks authority for the City to carry out the required work at the Owner's expense if compliance is not achieved within the time specified by Council.

BACKGROUND

Community Charter Remedial Action Authority and Process

Sections 72 through 80 of the *Community Charter* establish the statutory framework for remedial action requirements. Remedial action requirements are imposed by Council resolution and do not require adoption of a bylaw. A remedial action requirement may be imposed in relation to matters referred to in sections 73 and 74 by resolution of Council.

Section 72 provides Council with general authority to impose remedial action requirements on an owner, lessee or occupier of land in relation to a unsafe condition or declared nuisance. Council may require the person to remove or demolish the matter or thing, fill it in, cover it over or alter it, bring it up to a standard specified by bylaw, or otherwise deal with it in accordance with Council's directions.

Section 73 authorizes Council to impose a remedial action requirement in relation to matters referred to in that section where Council considers that the matter or thing is in or creates an unsafe condition or contravenes the provincial building regulations. For 3044 4th Avenue, staff are of the view that the fire-damaged remains of the structure, associated fire debris, collapsed building materials, and the unsecured ground opening support a finding that the Property is in or creates an unsafe condition.

Section 74 authorizes Council to impose a remedial action requirement in relation to a declared nuisance. This authority extends to matters or things that are so dilapidated or unclean as to be offensive to the community.

On the present facts, the fire-damaged remains of the structure, discarded materials, refuse, collapsed building materials, and debris on the Property support a finding that the Property is also a nuisance within the meaning of section 74. Administration also notes that the current condition of the Property has generated repeated complaints and ongoing neighbourhood impacts, including concerns regarding unauthorized entry, compromised fencing, and obstruction affecting access in the vicinity of the Property.

Section 76 stipulates that the compliance period set by Council must be at least 30 days after notice is sent to the person subject to the remedial action requirement.

Section 77 governs the notice requirements following Council's decision to impose a remedial action requirement. The City must provide notice of the resolution in accordance with section 77, including personal service or registered mail to the person subject to the requirement and the owner, and mailed notice to each holder of a registered charge whose name appears on the assessment roll and to any occupier of the land. If the work is not completed by the compliance date, the City may rely on section 17 of the *Community Charter* to enter onto the Property and complete the work at the owner's expense, with recovery of costs in accordance with the *Community Charter*.

Section 78 allows a person affected by a remedial action requirement to request that Council reconsider its decision and provides an opportunity for that person to make representations to Council. The default period to request reconsideration is 14 days from the date notice is sent, unless Council permits a longer period or shortens the period under section 79 where Council considers there is a significant risk to health or safety if action is not taken earlier.

In preparation for possible City-directed remedial action and to inform the scope and safe execution of any required work, the City retained a qualified professional consultant to assess the site for hazardous materials. The City has received a hazardous materials survey report confirming the presence of asbestos-containing materials at the Property. This information is relevant both to the safe handling of debris and to the need for qualified contractors and appropriate controls if remediation is required.

In this case, administration is of the view that Council has a sufficient basis to proceed under sections 72, 73 and 74 of the *Community Charter* in respect of the post-fire condition of the Property.

Site History/Issues

This property was purchased by the current owner on April 1, 2010. The registered owner on title for the Property is MOHAMMED, SHAGUFTA G. (the "Owner"). Since that time, the Property has been subject to the following enforcement history:

1. Eight (8) Bylaw Violation Notices and three (3) Notices of Attendance for Property Maintenance
2. Six (6) Bylaw Violation Notices for Building Standards
3. Five (5) Fire Inspection Reports, plus one letter summarizing a report
4. One (1) Conclusion of Fire Investigation and Release of Property letter
5. Four (4) Warning letters respecting possible remedial action sent on 2013-02-13, 2019-02-26, 2024-08-30, and 2024-10-17

The outstanding fines from 2011-2026 amount to \$38,525, not including expenses incurred by the City to secure the site after the fire.

The Bylaw Department has expended significant resources to gain compliance. The previous warning letters respecting possible remedial action sent to the property owner did not result in voluntary compliance. Those letters were not statutory notices issued following a Council remedial action requirement resolution.

Bylaw violations noted on inspection on August 23, 2024, included excessive grass, weeds, and brush; accumulations of refuse including scattered litter, scrap metal, discarded appliances, a wrecked vehicle and other debris; rat infestation; and failure to maintain the structure in compliance with the Building Standards Bylaw.

On August 30, 2024, a registered letter was sent to the property owner advising that continued non-compliance could result in a remedial action report being brought forward to Council, with a compliance date of September 20, 2024. The lawyer representing the property owner responded on September 20, 2024, indicating that their client was not aware of any previous Bylaw Offence Notices having been issued for this property. The lawyer requested an extension for compliance of 90 days and indicated the Owner wished to have their property manager undertake the work required to remedy the state of repair, including the provision of an engineering report and an environmental bulk asbestos certificate of analysis report. To date, no reports or applications have been received by the City of Port Alberni Building Department.

On October 17, 2024, a follow-up letter was sent to the lawyer with all previous Bylaw Offence Notices attached, with an extended date of December 17, 2024, to bring the property into compliance and pay all outstanding fines. To date, no action has taken place, and no fines have been paid.

A July 10, 2025, re-inspection letter from the Port Alberni Fire Department documented safety concerns respecting the stability of the building due to its state of disrepair and advised that those concerns needed to be addressed before a fire safety inspection could be safely completed.

Following the fire at the Property on January 2, 2026, a further Bylaw Violation Notice was issued on February 11, 2026, identifying accumulations of refuse, including the fire-damaged remains of the structure, associated fire debris, collapsed building materials and other debris, and directing that the property be rendered clean and safe by March 6, 2026.

On April 1, 2026, the City issued a Notice of Attendance advising that conditions remained in violation of *"Property Maintenance Bylaw 2009, No. 4712"*.

As of April 29, 2026, the debris had still not been cleaned up. City correspondence confirmed that temporary fencing previously available to the Owner had been withdrawn by a neighbouring property owner, leaving the site unsecured and in violation of *"Fire Control Bylaw No. 5122, 2024"* sections 25.1 and 25.2. Due to the ongoing public safety risk and liability concern, the City advised it would retain a fencing contractor to secure the site and charge all associated costs to the Owner.

Administration has continued to receive reports that unauthorized persons have entered the site and scavenged through debris on the Property. Combined with the compromised security of the site and the fire-damaged condition of the structure and surrounding materials, this ongoing unauthorized access increases the risk of injury, hazardous materials exposure, and further destabilization of site conditions.

On May 1, 2026, updated inspections of the Property were completed by Bylaw Services, Building Inspection, and the Port Alberni Fire Department. The resulting inspection materials document the ongoing condition of the fire-damaged site, including site security concerns, debris, access impacts, and continuing risks to the public and neighbouring properties. In particular, the Fire Department has identified concern regarding the quantity of combustible materials remaining on the Property and the risk that, if another fire were to occur, adjacent properties could be affected. Administration notes that the January 2026 fire affected the property to the south, including broken windows, melted window frames, and smoke damage. The continued presence of combustible debris on the Property therefore remains a significant public safety concern.

The updated inspection materials also identify specific contraventions of applicable provincial building regulations, including provisions of the BC Building Code and BC Fire Code, as set out in Appendix A. Those contraventions further support administration's view that the conditions on the Property are in or create an unsafe condition within the meaning of section 73 of the *Community Charter*.

ALTERNATIVES/OPTIONS

- 1) That Council find that the conditions on the Property are in or create an unsafe condition and constitute a nuisance and approve the remedial action requirements set out in the recommendations of this report, requiring debris removal, site security, remediation of the unsecured ground opening, and related minimum work to render the Property clean and safe.
- 2) That Council provide administration with alternate direction.
- 3) That Council take no action at this time.

ANALYSIS

Administration is of the view that the available evidence supports findings under both sections 73 and 74 of the *Community Charter*. The fire-damaged remains of the structure, associated fire debris, collapsed building materials, unsecured ground opening, compromised site security, and ongoing unauthorized access support a finding that the Property is in or creates an unsafe condition. The continuing presence of discarded materials, refuse, loose debris, and the dilapidated post-fire condition of the site also support a declaration that the Property constitutes a nuisance, including because it is so dilapidated or unclean as to be offensive to the community.

Administration further notes that the City has made repeated efforts over an extended period to obtain voluntary compliance through inspections, correspondence, notices, and enforcement activity, and those efforts have not resulted in meaningful remediation of the current post-fire condition. In those circumstances, administration considers a formal remedial action requirement to be a proportionate and appropriate next step.

The hazardous materials survey confirming asbestos-containing materials reinforces the need for the Property to be secured and for any debris removal or related remediation to be undertaken in a controlled and lawful manner by appropriately qualified persons. The updated inspection reports from Bylaw Services, Building Inspection, and the Port Alberni Fire Department provide further current evidence supporting these conclusions.

IMPLICATIONS

The Property remains in violation of City bylaws and is the subject of numerous outstanding violation tickets and ongoing complaints. Letters, orders, tickets, fire inspection correspondence, and site inspections from 2011 through April 2026 have not resulted in voluntary compliance. The continuing presence of fire debris and the unsecured condition of the site create ongoing risks to neighbouring properties, the public, City administration, contractors, and first responders.

The presence of asbestos-containing materials at the site further increases the importance of controlling access and ensuring that any remediation is carried out by appropriately qualified persons using proper hazardous materials procedures.

The continuing and sustained pattern of non-compliance is negatively impacting the community, and the condition of the building and site creates significant safety concerns. The City has already had to arrange temporary fencing in order to reduce immediate risk, and additional enforcement or remediation costs may need to be charged back to the Owner if Council's order is not complied with.

If Council adopts the remedial action requirement and the Owner fails to comply, the City may incur costs for contractors, site security, debris removal, hazardous materials handling, disposal, staff time, administration, and related expenses. Those costs may be recoverable in accordance with the *Community Charter*.

COMMUNICATIONS

If Council adopts the remedial action requirement, notice of the resolution must be provided in accordance with section 77 of the *Community Charter*. Notice must be given by personal service or registered mail to the person subject to the requirement and the owner of the Property, and mailed to each holder of a registered charge whose name appears on the assessment roll and to any occupier of the land. The notice must also include the information required by section 77(3), including the compliance date, the right to request reconsideration by Council, and notice that the City may take action at the Owner's expense if the required work is not completed.

As a courtesy, administration also intends to provide a copy of the notice to the Owner's legal counsel, but such courtesy copy will not replace the statutory notice requirements.

BYLAWS/PLANS/POLICIES

[City of Port Alberni - Property Maintenance Bylaw 2009, No. 4712](#)

[City of Port Alberni - Building Standards, Bylaw No. 4975, 2018](#)

[City of Port Alberni - Fire Control Bylaw No. 5122, 2024](#)

SUMMARY

This report provides Council with information pertaining to the ongoing unsafe condition and nuisance at 3044 4th Avenue, including the fire-damaged remains of the structure, associated debris, the unsecured ground opening, compromised site security, ongoing unauthorized access concerns, and the confirmation of asbestos-containing materials. The recommendations in this report are intended to provide Council with a clear statutory basis to require remediation of the property and if the Owner does not comply, to authorize the City to carry out the required work and recover its costs in accordance with the *Community Charter*.

ATTACHMENTS/REFERENCE MATERIALS

1. *Appendix A – City of Port Alberni Bylaws, BC Fire Code, and BC Building Code – Relevant Provisions*
2. [Fire Inspection Report 2016-06-15](#)
3. [Fire Inspection Report 2021-03-16](#)
4. [Notice of Remedial Action 2013-02-13](#)
5. [Notice of Remedial Action 2019-02-26](#)
6. [Bylaw Compliance Notice 2024-08-30](#)
7. [Lawyer’s letter to City of Port Alberni 2024-09-20](#)
8. [Bylaw Compliance Notice 2024-10-17](#)
9. [Port Alberni Fire Department re-inspection letter 2025-07-10](#)
10. [Port Alberni Fire Department Conclusion of Fire Investigation and Release of Property 2026-01-22](#)
10. [Bylaw Violation Notice 2026-02-11](#)
11. [Notice of Attendance 2026-04-16](#)
12. [Hazmat Report – Lewkowich Engineering Associates 2026-04-27](#)
13. [City correspondence re unsecured site and fencing 2026-04-28](#)
14. [Port Alberni Fire Department - Fire Inspection Report 2026-05-01](#)
15. [Bylaw Department Photos 2026-05-01](#)
16. [Community Charter Sections 72-80](#)

Copy: A. McGifford, CAO
M. Owens, Fire Chief
K. Bruce, OIC, RCMP
S. Darling, Director of Corporate Services
S. Smith, Director of Development Services/Deputy CAO

APPENDIX A

CITY OF PORT ALBERNI BYLAWS, BC BUILDING & FIRE CODE(S) – RELEVANT PROVISIONS

CITY OF PORT ALBERNI BYLAWS

FIRE CONTROL BYLAW NO. 5122, 2024

25. DAMAGED BUILDINGS

25.1 The Owner of a building or other structure that has been damaged due to fire, explosion or other incident which the Fire Department has been called to, must immediately, once permitted by the Fire Chief or their designate, ensure that all openings and points of entry into the building are kept securely closed and fastened in a manner acceptable to the Fire Chief so as to prevent the entry of unauthorized persons, or that one or more Security Guards are stationed to prevent such entry.

25.2 If the Owner cannot or will not comply immediately with 25.1, the Fire Chief may cause the work to be carried out at the cost and expense of the Owner.

PROPERTY MAINTENANCE BYLAW 2009, NO. 4712 - RELEVANT PROVISIONS

The definition of “unsightly” means an untidy or otherwise non-aesthetic accumulation of filth, discarded materials or refuse on any real property, and includes graffiti.

Section 4(a) requires all real property to be maintained by the property owner or their designate.

Section 4(b) no property owner shall cause or permit the accumulation of refuse on his or her property.

Section 4(f) no property owner shall cause or permit grass, weeds, or uncultivated brush to grow higher than 15cm.

Section 4(j) No property owner shall cause or permit a parcel to become infested with rats.

Section 4(k) No property owner shall permit graffiti in a place visible from adjacent public or private property.

CITY OF PORT ALBERNI BUILDING STANDARDS, BYLAW NO. 4975, 2018 - RELEVANT PROVISIONS

3. GENERAL REGULATIONS

The definition of “vacant building” means a Building that is deemed by the Building Official or Bylaw Enforcement Officer as unoccupied or unsecured, displays some visible signs of deterioration, is or should be boarded up, may be considered a danger to life or property, does not hold a valid building permit or vacant building permit, and does not include a Building already approved for demolition.

The definition of "Hazard or Hazardous" shall mean a physical condition created by neglect, a controlled substance property, fire, or flood damage and is considered unsafe for habitation or storage without remedial action. Hazardous conditions may arise in violations to City and Provincial Health and Safety regulations, bylaws, or as determined by a certified hygienist. Hazardous conditions could arise from:

Substantial mold growth;

- Water damage which could contribute to mold or structural failure;
- Subsiding of foundations which could lead to water damage and structural failure;
- Incomplete construction (expired permit) which could deteriorate and lead to structural failure or hazards to adjacent properties and or general public;

- Incomplete demolition or standing water in excess of 24" in depth; and
- Electrical, plumbing, mechanical or a combination of which could adversely
- affect structural integrity.

(1) Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out in Schedule "A", attached hereto and forming part of this Bylaw.

(2) Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.

(3) If, at any time, the Bylaw Enforcement Officer, Building Official, or Fire Chief, or any combination of the three, determines that an immediate risk to health, safety, or welfare of the occupants or community exists, a "Do Not Occupy" order shall be posted on the premises and the Building shall be vacated and boarded in accordance with Schedule "B" of this Bylaw. Costs incurred by the City shall be recoverable as specified in the Fees & Charges Bylaw.

(4) No person shall obstruct or interfere with a Bylaw Enforcement Officer or Building Official in the exercise of his duties.

4. GENERAL REGULATIONS

(1) Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out in Schedule "A", attached hereto and forming part of this Bylaw.

(2) Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.

(3) If, at any time, the Bylaw Enforcement Officer, Building Official, or Fire Chief, or any combination of the three, determines that an immediate risk to health, safety, or welfare of the occupants or community exists, a "Do Not Occupy" order shall be posted on the premises and the Building shall be vacated and boarded in accordance with Schedule "B" of this Bylaw. Costs incurred by the City shall be recoverable as specified in the Fees & Charges Bylaw.

(4) No person shall obstruct or interfere with a Bylaw Enforcement Officer or Building Official in the exercise of his duties.

VACANT PREMISES

For the purpose of Section 4, "Vacant Premises" includes any lot, building, or other structure in respect of which water or electricity services have been intentionally discontinued, other than for temporary maintenance, repair, or upgrading, so that the condition of the premises is not suitable for human habitation or other occupancy that is normally permitted.

- (1) The owner of a Vacant Premises must promptly act to ensure that, at all times:
 - a. The Vacant Premises is free from litter, debris, and accumulations of combustible or flammable materials; except where storage of combustible or flammable materials is in strict accordance with the BC Fire Code and City Bylaws; and
 - b. All openings in the Vacant Premises are securely closed and fastened in a manner acceptable to the Manager of Bylaw Services or their designate, so as to prevent hazardous conditions or the entry of unauthorized persons.

(2) Where an owner fails to secure a Vacant Premises as required by Section 4(1)(b), the Manager of Bylaw Services or their designate may, by written notice, order the owner to secure the Vacant Premises in accordance with this Bylaw.

(3) The Manager of Bylaw Services or their designate shall serve notice as follows:

- a. by hand-delivering it to the owner or occupant of the real property that is subject to the notice; or

- b. if the Manager of Bylaw Services is unable to effect notice pursuant to section 4(3)(a) above, by posting it in a conspicuous place on the real property that is the subject of the notice and the notice shall then be deemed to be validly and effectively served for the purposes of this Bylaw.

(4) If the owner of a Vacant Premises fails to bring the property into compliance within twenty-four (24) hours of receiving a notice under Section 4(2) and 4(3), the Manager of Bylaw Services or their designate may order the Vacant Premises to be secured by City employees or agents, who shall board up or otherwise secure doors, windows, and other points of entry into the premise in order to prevent hazardous conditions or unauthorized entry, at the cost and expense of the owner.

VACANT BUILDING REGULATIONS

4) Vacant Building must ensure:

- (a) that all combustible materials within a Vacant Building are removed to reduce any potential fire load.

CITY OF PORT ALBERNI BUILDING STANDARDS, BYLAW NO. 4975, 2018 - SCHEDULE "A"

The Owner of a Building or Vacant Building must comply with the following maintenance standards of this Schedule.

PART 1: EXTERIOR WALLS

1.1 The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.

1.2 Without restricting the general obligation set out in subsection 1.1:

- a. all exterior surfaces must consist of materials that provide adequate protection from the weather;
- b. all exterior walls and their components, including casing and flashing, must be maintained in good repair;
- c. all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
- d. exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
- e. the mortar of any masonry or stone exterior wall may not be loose or dislodged.
- f. the exterior of every building must be free of graffiti;
- g. loose material must be removed from exterior walls, doors, and window openings;
- h. all windows must be in good repair and properly glazed; and
- i. all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:

- a. rainwater or melting snow falling on the roof from entering the Building;
- b. rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
- c. objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:

- a. Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;

- b. Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
 - i. accumulates or causes ground erosion;
 - ii. causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
 - iii. accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

2.3 Loose or unsecured objects and materials, including accumulations of snow or ice or both that are likely to fall on passersby or are likely to result in the collapse of the roof, must be removed from the roof of a building or an accessory building.

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES

3.1 Fire escapes, stairs, balconies, and porches shall be maintained:

- a. In a safe and clean condition;
- b. In good repair; and
- c. Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS

4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.

4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION

5.1 An owner shall ensure that residential and commercial premises are kept free of rodents, vermin, and insects at all times, and appropriate extermination measures shall be taken, as necessary.

PART 6: FLOORS

6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS

7.1 Existing doors and frames shall be maintained in good repair and weather tight.

7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS

8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

Section 13 of this bylaw permits City Administration to carry out work required on a property if the owner fails to comply with a formal notice/order to remediate. Costs incurred by the City can be recovered through the real property tax roll and collected in the same manner as property taxes.

Section 14 of this bylaw reiterates Council's authority to impose a remedial action requirement under Division 12, Part 3 of the Community Charter. Remedial action can include, but is not limited to, requiring a property to be fully compliant with City bylaws and regulations within 30 days.

Section 15, Recovery of City Costs through the Sale of Property. In accordance with Section 80 of the Community Charter, if remedial action requirements have not been satisfied by the date specified for compliance, the City may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

BC BUILDING CODE

Section 1.1 General

1.1.1.1. Application of this Code

1) This Code applies to any one or more of the following:

- h) the correction of an unsafe condition in or about any building.
- j) the work necessary to ensure safety in parts of a building
- i) that remain after a demolition,
- ii) that are affected by but that are not directly involved in alterations, or
- iii) that are affected by but not directly involved in additions,

k) except as permitted by the British Columbia Fire Code, the installation, replacement, or alteration of materials or equipment regulated by this Code,

1.1.1.2. Application to Existing Buildings

1) Where a building is altered, rehabilitated, renovated or repaired, or there is a change in occupancy, the level of life safety and building performance shall not be decreased below a level that already exists. (See Note A-1.1.1.2.(1).)

Section 1.1. General

1.1.4. Fire Safety Plan

1.1.1.4.1. Fire Safety Plan

1) Fire safety plans shall conform to the British Columbia Fire Code.

Section 1.2. Compliance

1.2.1. Compliance with this Code

1) Compliance with this Code shall be achieved by

- a) complying with the applicable acceptable solutions in Division B (seeNoteA-1.2.1.1.(1)(a)), or
- b) except as required by Sentence (3), using alternative solutions, accepted by the authority having jurisdiction under Section 2.3 of Division C, that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions (seeNoteA-1.2.1.1.(1)(b)).

2) For the purposes of compliance with this Code as required in Clause 1.2.1.1.(1)(b), the objectives and functional statements attributed to the acceptable solutions in Division B shall be the objectives and functional statements referred to in Subsection1.1.2. of Division B.

3) An alternative solution shall not be used in place of an acceptable solution if the acceptable solution expressly requires conformance to a provincial enactment other than Book I (General) or Book II (Plumbing Systems) of the British Columbia Building Code.

1.2.1.2. Responsibility of Owner

1) Unless otherwise specified in this Code, the owner of a building shall be the person responsible for carrying out the provisions of this Code in relation to that building.

2) The owner of a building is in no way relieved of full responsibility for complying with this Code by the authority having jurisdiction

- a) granting a building permit,
- b) approving drawings or specifications, or
- c) carrying out inspections.

Section 3.3 Fire Protection, Occupant Safety and Accessibility

Section 3.3 Safety within Floor Areas

3.3.1.5. Egress Doorways

1) Except for dwelling units, a minimum of 2 egress doorways located so that one doorway could provide egress from the room or suite as required by Article 3.3.1.3. if the other doorway becomes inaccessible to the occupants due to a fire which originates in the room or suite, shall be provided for every room and every suite c) in a floor area that is not sprinklered throughout, and

i) the area of a room or suite is more than the value in Table 3.3.1.5.-A, or

ii) the travel distance within the room or suite to the nearest egress doorway is more than the value in Table 3.3.1.5.-A

3.3.1.23. Obstructions

1) No obstruction shall be permitted in any occupancy that would restrict the width of a normal means of egress from any part of a floor area to less than 750 mm unless an alternative means of egress is provided adjacent to, accessible from, and plainly visible from the obstructed means of egress. (See Note A-3.3.1.23.(1).)

3.3.4.7. Stairs, Ramps, Landings, Handrails and Guards for Dwelling Units

1) Except as required in Article 3.3.4.8., stairs, ramps, landings, handrails and guards within a dwelling unit shall conform to the appropriate requirements in Section 9.8.

3.3.4.8. Protection of Openable Windows

3.3.4.9. Resistance to Forced Entry

1) Dwelling units shall conform to Article 9.7.2.1. and Subsection 9.7.5

Section 7.1. General

7.1.1. Scope

1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.

7.1.1.2. Application

1) This Part applies to the design, construction, extension, alteration, renewal or repair of plumbing systems.

7.1.2. Design and Installation

7.1.2.1. Conformance

1) Every plumbing system shall be designed and installed in conformance with Book II (Plumbing Systems) of this Code.

7.1.3. Required Facilities

7.1.3.1. All Buildings Except Dwelling Units

1) Buildings shall be equipped with plumbing facilities as required in Subsection 3.7.2. and Article 3.8.2.8.

7.1.3.2. Dwelling Units

1) Dwelling units shall be equipped with plumbing facilities as required in Section 9.31.

7.1.4. Definitions

7.1.4.1. Defined Terms

1) Words that appear in italics are defined in Article 1.4.1.2. of Division A.

City of Port Alberni Fire Control Bylaw No. 4876

Section 16; Fire Protection Equipment

(a) Every owner of premises must ensure that all Fire Protection Equipment required under the Building Code or Fire Code is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the Building Code, the Building Bylaw, the Fire Code, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.

BC FIRE CODE

Section 2.1. General

2.1.1. Scope

2.1.1.1. Application

1) This Part provides for the safety of the occupants in existing buildings, the elimination or control of fire hazards in and around buildings, the installation and maintenance of certain life safety systems in buildings, the installation and maintenance of posted signs and information, and the establishing of a fire safety plan in those occupancies where it is considered necessary.

2.1.3.3. Smoke Alarms

(See Note A-2.1.3.3.)

- 1) Smoke alarms shall be installed in each dwelling unit and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.
- 2) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.
- 3) Smoke alarms shall be installed in conformance with CAN/ULC-S553, "Installation of Smoke Alarms."
- 4) Smoke alarms are permitted to be battery operated in a) a building that is not supplied with electrical power, or b) locations within a dwelling unit where smoke alarms were not required by the British Columbia Building Code at the time of construction or alteration of the dwelling unit.

2.1.3.6. Inspection, Maintenance and Testing of Fire Safety Devices

(See Note A-2.1.3.6.)

1) Where specific references to the inspection, maintenance and testing of fire safety devices and building fire safety features are not made in this Code, such devices and features shall be maintained to ensure they operate as per their design or function according to their original intent.

2.1.4. Posted Information

2.1.4.1. Posting

- 1) Where a sign, notice, placard or information is required to be posted, it shall be
 - a) clearly legible, and
 - b) except as provided in Sentence (2), permanently mounted in a conspicuous or prominent location in proximity to the situation to which it refers.
- 2) Where the situation for which posting is required is of a temporary nature, permanent mounting need not be provided.

2.1.4.2. Maintenance

1) Every sign, notice, placard or information that is required to be posted shall be maintained in conformance with Article 2.1.4.1.

2.1.5. Portable Extinguishers

2.1.5.1. Selection and Installation

- 1) Portable extinguishers shall be installed in all buildings except dwelling units.
- 2) Except as otherwise required by this Code, portable extinguishers shall be selected and installed in accordance with NFPA 10, "Portable Fire Extinguishers."
- 5) Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk. (See Note A-2.1.5.1.(5).)

2.1.3. Fire Safety Installations

Section 2.7. Safety to Life

2.7.1. Means of Egress 2.7.1.1. Means of Egress

- 1) Means of egress shall be provided in buildings in conformance with the British Columbia Building Code.

2.7.1.6. Maintenance

- 1) Means of egress shall be maintained in good repair and free of obstructions.

2.7.3. Exit Lighting, Exit Signs and Emergency Lighting

- 2.7.3.1. Installation and Maintenance 1) Means of egress lighting, emergency lighting, exit signs and the location of exit signs in buildings shall conform to the British Columbia Building Code. (See Note A-2.7.3.1.(1).)

- 2) Exit lighting and exit signs shall be illuminated during times when the building is occupied. 3) Emergency lighting and exit signs shall be maintained in operating condition, in conformance with Section 6.5.

- 2.8.2.7. Posting of Fire Emergency Procedures 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.

Section 2.8. Emergency Planning

2.8.1. General

2.8.1.1. Application

- 1) Fire emergency procedures conforming to this Section shall be provided for a) every building containing an assembly, care, treatment or detention occupancy, b) every building required by the British Columbia Building Code to have a fire alarm system, c) demolition and construction sites regulated under Section 5.6., d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9., e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training of Supervisory Administration

- 1) Supervisory administration shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)

2.8.1.3. Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory administration.

2.8.2. Fire Safety Plan

2.8.2.1. Measures in a Fire Safety Plan

1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include

a) the emergency procedures to be used in case of fire, including

i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i)),

ii) notifying the fire department,

iii) instructing occupants on procedures to be followed when the fire alarm sounds,

iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(1)(a)(iv)),

v) confining, controlling and extinguishing the fire,

b) the appointment and organization of designated supervisory administration to carry out fire safety duties,

c) the training of supervisory administration and other occupants in their responsibilities for fire safety,

d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,

e) the holding of fire drills,

f) the control of fire hazards in the building, and g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Note A-2.8.2.1.(1).)

2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.