



AGENDA - REGULAR MEETING OF COUNCIL
Monday, June 23, 2025 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

THAT the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 11

1. *THAT the Minutes of the Special and Regular meetings of Council on June 9, 2025 be adopted as presented.*

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

E. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.

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. **OCF and Zoning Bylaw Amendments | 6123 & 6151 Russell Place - Page 16**
Report dated June 16, 2025 from the Manager of Planning requesting Council consideration for third reading of the proposed bylaws.
 - a. *THAT "Official Community Plan Amendment Bylaw No. 5118" be read a third time.*
 - b. *THAT "Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119" be read a third time.*
 - c. *THAT the minutes of the Public Hearing on May 12, 2025 be adopted, as presented.*
2. **Utility Bylaw Amendments - Page 59**
Report dated June 2, 2025 from the Director of Finance requesting Council consideration for three readings of the proposed bylaws.
 - a. *THAT "Waterworks Bylaw No. 5131, 2025" be now introduced and read a first time.*
 - b. *THAT "Waterworks Bylaw No. 5131, 2025" be read a second time.*
 - c. *THAT "Waterworks Bylaw No. 5131, 2025" be read a third time.*
 - d. *THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be now introduced and read a first time.*
 - e. *THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a second time.*
 - f. *THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a third time.*
 - g. *THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be now introduced and read a first time.*
 - h. *THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a second time.*
 - i. *THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a third time.*
3. **Fees and Charges Amendment Bylaw No. 5125-1, 2025 - Page 94**
Report dated June 6, 2025 from the Deputy Director of Corporate Services requesting Council consideration for three readings of the proposed amendment bylaw.
 - a. *THAT "Fees and Charges Bylaw No. 5125-1, 2025" be now introduced and read a first time.*
 - b. *THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a second time.*
 - c. *THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a third time.*

4. **Kitsuksis Dike Repair - Page 113**
Report dated June 17, 2025 from the Director of Infrastructure Services presenting information on required repairs to Kitsuksis Dike.
THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$175,000 towards repairs of the Kitsuksis Dike with funding from the Line 29911 - Contingency Funds and create the capital project, "Kitsuksis Dike Repair" with a budget of \$175,000.
5. **Reserve Fund Establishment Bylaw No. 5086-2, 2025 - Page 115**
[Recommendation from the June 16, 2025 CoW Meeting]
 - a. *THAT "Reserve Fund Establishment Bylaw No. 5086-2, 2025" be now introduced and read a first time.*
 - b. *THAT " Reserve Fund Establishment Bylaw No. 5086-2, 2025" be read a second time.*
 - c. *THAT " Reserve Fund Establishment Bylaw No. 5086-2, 2025" be read a third time.*

[June 16, 2025 Staff Report](#)
6. **Argyle 1st Avenue to 3rd Avenue Redevelopment Project**
[Recommendation from the June 16, 2025 CoW Meeting]
THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$6,375,000 towards redevelopment of Argyle Street between 1st and 3rd Avenue with funding from the General Fund, Water Infrastructure Capital Reserve and Sewer Infrastructure Capital Reserve in the amount of \$2,125,000 each in the 2026 Capital Plan.

[June 16, 2025 CoW Staff Report](#)
[August 14, 2023 Staff Report](#)
7. **Franklin River Road Watermain Replacement Project**
[Recommendation from the June 16, 2025 CoW Meeting]
THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$4,033,000 towards the Franklin River Road Watermain Replacement Phase 1 with funding from the Water Infrastructure Capital Reserve in the amount of \$4,033,000 for completion in 2026;
AND FURTHER, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$4,444,000 towards the Franklin River Road Watermain Replacement Phase 2 with funding from the Water Infrastructure Capital Reserve in the amount of \$4,444,000 for completion in 2029.

[June 16, 2025 Staff Report](#)

8. **City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025**

[Recommendation from the June 16, 2025 CoW Meeting]

THAT Council amend "[City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025](#)" as follows:

- i. Decrease line 19114 - Operating Funds from Prior Years \$650,000
- ii. Increase line 21190 - Receptions and Other Services - \$195
- iii. Decrease line 21212 - Corporate Services - \$49,500
- iv. Increase line 21216 - Bylaw Enforcement - \$10,905
- v. Increase line 21217 - Bylaw Enforcement Vehicles - \$130
- vi. Increase line 21218 - Public Safety Building - \$640
- vii. Increase line 21221 - Financial Management Administration - \$92,275
- viii. Increase line 21226 - Purchasing Administration - \$6,250
- ix. Increase line 21252 - City Hall - \$3,680
- x. Increase line 21254 - Planning & Engineering Building - \$915
- xi. Increase line 21259 - Other Common Services - \$365
- xii. Increase line 21261 - Information Services - \$15,785
- xiii. Increase line 22122 - Police Services Administration - \$60,090
- xiv. Increase line 22160 - Police Building Maintenance - \$3,920
- xv. Increase line 22180 - Detention & Custody of Prisoners - \$27,280
- xvi. Increase line 22471 - Fire Building Maintenance - \$285
- xvii. Increase line 22480 - Vehicle Repair & Maintenance - \$545
- xviii. Increase line 22921 - Building & Plumbing Inspection - \$11,260
- xix. Increase line 23110 - Engineering Administration - \$21,060
- xx. Increase line 23129 - Clerical & Reception-Operation - \$5,490
- xxi. Increase line 23134 - Small Tools/Equipment/Supplies - \$160
- xxii. Increase line 23136 - Works Yard Maintenance - \$3,555
- xxiii. Increase line 23137 - Main Building Maintenance - \$2,235
- xxiv. Increase line 23138 - Shop Overhead - \$2,630
- xxv. Increase line 23160 - General Equipment Maintenance - \$9,930
- xxvi. Increase line 23161 - Vehicle Maintenance & Replacement - \$290
- xxvii. Increase line 23205 – Supv. Vehicle Mtce. & Replacement - \$3,215
- xxviii. Increase line 23220 - Streets Inspections - \$2,495
- xxix. Increase line 23231 - Roadway Surfaces Maintenance - \$13,345
- xxx. Increase line 23233 - Road Allowance Maintenance - \$12,885
- xxxi. Increase line 23236 - Street Sweeping - \$3,450
- xxxii. Increase line 23237 - Snow & Ice Removal - \$3,610
- xxxiii. Increase line 23241 - Bridges & Engineered Structures - \$120
- xxxiv. Increase line 23250 - Overhead & Decorative Lighting - \$930
- xxxv. Increase line 23261 - Signs & Traffic Marking - \$4,795
- xxxvi. Increase line 23272 - Off-Street Parking - \$320
- xxxvii. Increase line 23291 - Gravel - \$1,235
- xxxviii. Increase line 23311 - Ditch, Creek & Dyke Maintenance - \$4,095

- xxxix. *Increase line 23331 - Storm Sewer Maintenance - \$4,940*
- xl. *Increase line 23333 - Storm Sewer Lift Station - \$780*
- xli. *Increase line 23335 - Storm Sewer Connections - \$1,985*
- xl.ii. *Increase line 23881 - Training Program - \$2,220*
- xl.iii. *Increase line 23882 - Safety - \$1,825*
- xl.iv. *Increase line 23884 - Special Streets Work Orders \$355*
- xl.v. *Increase line 24320 - Residential Waste Collection - \$17,030*
- xl.vi. *Increase line 24322 - Solid Waste Containers Purchase & Mtce. - \$1,975*
- xl.vii. *Increase line 25161 - Cemetery Maintenance - \$525*
- xl.viii. *Increase line 25162 – Interments - \$1,645*
- xl.ix. *Increase line 25163 - Memorial Marker Installation - \$905*
 - I. *Increase line 26129 - Planning Administration - \$15,085*
 - li. *Increase line 26235 - Economic Development - \$285*
 - lii. *Increase line 26770 - Harbour Quay - Buildings Maintenance - \$2,765*
 - liii. *Increase line 27110 - Parks, Recreation & Heritage Mgmt. Serv. - \$13,935*
 - liv. *Increase line 27120 - Gyro Youth Centre Maintenance - \$1,510*
 - lv. *Increase line 27128 - Glenwood Centre Maintenance - \$1,680*
 - lvi. *Increase line 27129 - Bob Dailey Stadium - \$205*
 - lvii. *Increase line 27130 - Echo Activity Centre Maintenance - \$11,285*
 - lviii. *Increase line 27134 - Echo Aquatic Maintenance - \$15,365*
 - lix. *Increase line 27140 - AV Multiplex Concessions - \$6,590*
 - lx. *Increase line 27142 - AV Multiplex Skate Shop - \$1,270*
 - lxi. *Increase line 27144 - AV Multiplex Maintenance - \$33,225*
 - lxii. *Increase line 27146 - Parks Building & Fieldhouses - \$2,545*
 - lxiii. *Increase line 27148 - Echo Park Field House - \$2,030*
 - lxiv. *Increase line 27156 - Glenwood Centre Programs - \$3,150*
 - lxv. *Increase line 27160 - Echo Aquatic Programs - \$38,065*
 - lxvi. *Increase line 27163 - AV Multiplex Programs - \$6,970*
 - lxvii. *Increase line 27166 - Leisure Service Programs - \$11,985*
 - lxviii. *Increase line 27173 - Children's Programs - \$11,490*
 - lxix. *Increase line 27180 - Adult Programs - \$1,440*
 - lxx. *Increase line 27190 - Special Events - \$785*
 - lxxi. *Increase line 27198 - Vehicle Maintenance & Repair - \$320*
 - lxxii. *Increase line 27210 - Parks & Facility Management Services - \$235*
 - lxxiii. *Increase line 27215 - Parks Maintenance - \$33,545*
 - lxxiv. *Increase line 27220 - Horticultural Services - \$10,930*
 - lxxv. *Increase line 27225 - Vehicles & Equipment Mtce. & Repair - \$3,195*
 - lxxvi. *Increase line 27530 - Parks Upgrading - \$250*
 - lxxvii. *Increase line 27510 - Museum Services - \$5,310*
 - lxxviii. *Increase line 27515 - Museum Programs - Curatorial - \$6,340*
 - lxxix. *Increase line 27530 - Industrial Collections - \$215*
 - lxxx. *Increase line 27550 - Museum Maintenance - \$2,205*

- lxxxi. Increase line 27710 - McLean Mill City Operations - \$390*
- lxxxii. Decrease line 28211 - Transfers to Reserve - Asset Management - \$1,100,000*
- lxxxiii. Decrease line 29911 - Contingency Funds - \$110,000*
- lxxxiv. Increase line 64110 - Water Administration & Other - \$10,400*
- lxxxv. Increase line 64141 - Supply Inspection & Operation - \$4,385*
- lxxxvi. Increase line 64161 - Pumping Inspection & Operation - \$5,240*
- lxxxvii. Increase line 64181 - Transmission/Distribution System - \$9,750*
- lxxxviii. Increase line 64185 - Meters - \$6,090*
- lxxxix. Increase line 64187 - Hydrants - \$1,745*
- xc. Decrease line 68220 - Transfers to Water Capital Fund - \$37,610*
- xc. Increase line 104210 - Sewer Administration & Other - \$6,085*
- xcii. Increase line 104240 - Sewage Collection System Main - \$3,210*
- xciii. Increase line 104241 - Sewer Service Connections - \$5,270*
- xciv. Increase line 104260 - Sewage Lift Stations - \$4,935*
- xcv. Increase line 104280 - Sewage Treatment - \$4,820*
- xcvi. Decrease line 108220 - Transfer to Sewer Capital Fund - \$24,320*
- xcvii. Move line '21226 - Purchasing Administration' from 'Financial Management' to 'Public Works Administration'.*
- xcviii. Add 'Multiplex Chiller Rental and Installation' to the 2025 Capital Plan with funding sourced from the Parks and Recreation Reserve in the amount of \$285,000.*
- xcix. Consolidate the Burde Street Renewal under one project totalling \$2,481,700 under Paving & Road Construction.*
 - c. Add \$3,000 to 'Welcome Sign' to have the total of \$40,000 for the project as previously directed by Council.*
 - ci. Amend the Master Plan allocations for Growing Communities Fund (previously directed by Council);*
 - a. Fire Services Master Plan - \$100,000;*
 - b. Parks, Recreation & Culture Master Plan (incl. Facilities Condition Assessments) - \$326,000;*
 - c. Stormwater & Combined Sewer Overflow Master Plan - \$200,000;*
 - d. Transportation Master Plan - \$250,000;*
 - e. Watershed Protection Plan - \$50,000;*
 - f. Development Cost Charges - \$124,000*
 - cii. Add the annual budget for Amortization in a schedule within the 'Financial Plan'.*
 - ciii. Capital Plan - Remove 23055 - 'Burde Street - 11th Ave to Estevan 650m - Development related' - \$160,000.*
 - civ. Capital Plan - Remove 'Replace 2005 VOLVO TANDEM GRAVEL TRUCK #264' from ERRF in 2028.*
 - cv. Capital Plan - Remove project 24102 - 'CSO - 3rd Avenue Storm' - \$72,311.*

- cvi. *Capital Plan - Remove project 24103 - CSO - Burde St - 9th to North Park - \$1,242,000.*
- cvi. *Capital Plan - Reduce 'McLean Mill Capital Projects - John Dam Priority report' by \$60,000 in 2025 and in future years.*
- cvi. *Add 'Train Station Ventilation - \$50,000' to the Capital listing in the 2025 Capital Plan.*
- cix. *Increase line 22121 - Police Contract Services:*
 - *add \$271,093 (0.75%) in 2026;*
 - *add \$299,071 in 2027;*
 - *Add \$260,332 in 2028; and*
 - *Add \$116,423 in 2029.*
- cx. *Add new line to "TRANSFERS TO RESERVE ALLOWANCES" - 28211 – To Water Infrastructure Reserve (PW roof) – add \$241,000.*

[June 16, 2025 Staff Report](#)

- 9. **2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025** - Page 119
 - a. *THAT the "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be now introduced and read a first time.*
 - b. *THAT " City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be read a second time.*
 - c. *THAT " City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-1, 2025" be read a third time.*

G. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- 1. **Correspondence Summary** - Page 121
 - a. G. Johns, M.P. | Copy of letter to Minister of Energy & Natural Resources re: Forestry Sector Economic Revitalization and Resilience
 - b. Island Health | Updated Local Health Area profiles
 - c. Audit Committee | October 1, 2024 & November 26, 2024 Minutes
 - d. Traffic Advisory Committee | April 27, 2024 Minutes
 - e. AV Museum and Heritage Commission | May 7, 2025 Minutes

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 152**
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. **2025 UBCM Strategic Priorities Fund**
[Recommendation from the June 16, 2025 CoW Meeting]
 - a. *THAT Council authorize staff to submit an application for the 2025 UBCM Strategic Priorities Fund - Capital Infrastructure Stream for the Argyle 1st to 3rd Avenue Redevelopment Project and, therefore commits to the City of Port Alberni providing overall grant management and supporting any potential cost overruns associated with the project.*
 - b. *THAT Council authorize staff to submit an application for the 2025 UBCM Strategic Priorities Fund - Capacity Building Stream for the development of a Community Safety and Well-Being Strategy and therefore commits to the City of Port Alberni providing overall grant management and supporting any potential cost overruns associated with the project.*

[June 16, 2025 Staff Report](#)

2. **McLean Mill | Historic Zone**
[Recommendation from the June 16, 2025 CoW Meeting]
 - a. *THAT Council direct Administration to complete safety upgrades to the McLean Mill National Historic Site for \$50,000 with funding from the McLean Mill Reserve.*

[June 16, 2025 Staff Report](#)

3. **Municipal Alcohol Policy (MAP)**
[Recommendation from the June 16, 2025 CoW Meeting]
THAT Council approve Municipal Alcohol Policy No. 3002-9.

[June 16, 2025 Staff Report](#)

4. **Alberni Valley Bulldogs | Multiplex Feature Wall**
[Recommendation from the June 16, 2025 CoW Meeting]
THAT Council approve in principle the proposed artwork for a feature wall at the Multiplex and direct Administration to develop an agreement with the Alberni Valley Bulldogs regarding its ownership, installation and maintenance.

[June 16, 2025 Presentation](#)

5. **Annual Report 2024** - Page 155
Report dated June 16, 2025 from the Director of Corporate Services providing the 2024 Annual Municipal Report for Council consideration.
THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2024, as presented.
6. **Statement of Financial Information | Year Ending December 31, 2024** - Page 158
Report dated June 16, 2025 from the Director of Finance providing Council with the Statement of Financial Information [SOFI] for the year ended December 31, 2024.
THAT Council approve the statements and schedules included in the 2024 Statement of Financial Information, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 16, 2025.
7. **2024 Reserve Balances** - Page 201
Report dated June 16, 2025 from the Deputy Director of Finance providing information about the City's consolidated reserve activities and current reserve commitments.
THAT Council receive the "2024 Reserve Balances & Commitments" report dated June 16, 2025 as information.
8. **UBCM Minister Meeting Requests** - Page 213
Report dated June 16, 2025 from the Chief Administrative Officer regarding UBCM meeting requests.
THAT Council direct Administration to schedule meetings at the 2025 UBCM Convention with Ministers and Ministry staff, based on the topics outlined in the staff report "UBCM Minister Meeting Requests" dated June 23, 2025, in the following order:
Minister Meetings
 1. *Ministry of Forests*
 2. *Ministry of Housing and Municipal Affairs*
 3. *Ministry of Tourism, Arts, Culture and Sport*
 4. *Ministry of Emergency Management and Climate Readiness*
 5. *Ministry of Health*
 6. *Ministry of Public Safety and Solicitor General*
 7. *Ministry of Jobs, Economic Development and Innovation*
 8. *Ministry of Post-Secondary Education and Future Skills*
 9. *Ministry of Social Development and Poverty Reduction*
 10. *Ministry of Transportation and Transit*
 11. *Ministry of Water, Land, and Resource Stewardship*
 12. *Ministry of Education and Childcare***Ministries, Agencies, Commissions and Corporations Meetings [Staff]**
 1. *Ministry of Forests*
 2. *Ministry of Housing*
 3. *Ministry of Public Safety and Solicitor General*

4. *Ministry of Health (incl. Island Health and Provincial Health Services Authority)*
5. *Ministry of Social Development and Poverty Reduction*
6. *BC Emergency Health Services*

9. **UBCM Grant – 2025 Next Generation 911** - Page 223

Report dated June 5, 2025 from the Fire Chief requesting Council support the grant application for the UBCM 2025 Next Generation 911 program.

THAT Council support the application to the UBCM 2025 Next Generation 911 (NG911) program to support local preparedness for the implementation of NG911 in the amount of \$66,379.

10. **Alberni Valley Museum | Deaccessioning of Firearms** - Page 225

Report dated June 12, 2025 from the Manager of Culture requesting Council approve the deaccessioning of three firearms and one rifle case from the Alberni Valley Museum (AVM) collection.

THAT Council approve the deaccessioning and disposal of the following items from the permanent collection of the Alberni Valley Museum:

- *Winchester Model 1897 Pump-Action 12-Gauge Shotgun (Acc. No. 1971.80.2)*
- *Savage Model 1899 Lever Action Rifle “Smokeless Steel” (Acc. No. 1976.26.1)*
- *Ithaca Hammerless Double Barrel 12-Gauge Shotgun (Acc. No. 1976.27.1)*
- *Large Rifle Gun Case (un-accessioned storage unit)*

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 IN-CAMERA MEETING OF COUNCIL
MONDAY, June 9, 2025 @ 12:30 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions @ 12:37 p.m.
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor C. Solda
Councillor T. Verbrugge

Regrets: Councillor T. Patola

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
M. Massicotte, Manager of Community Safety and Social Development
S. Darling, Director of Corporate Services

Call to order: @ 12:30 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, specifically outlined as follows:

Section 90 (1)(c) labour relations or other employee relations;

Section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Section 90 (1)(g) litigation or potential litigation affecting the municipality;

Section 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

The meeting adjourned at 2:00 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, June 9, 2025 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Regrets: Councillor T. Patola

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
R. Macauley, Deputy Director of Finance
D. Arsenault, Manager of Engineering
P. Datta, Information Services Support

Gallery: 1

A. CALL TO ORDER & APPROVAL OF THE AGENDA

MOVED AND SECONDED, THAT the agenda be approved as circulated.
CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on May 26, 2025 be adopted, as presented.
CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. 2024 Development Cost Charges

MOVED AND SECONDED, THAT Council receive the "2024 Development Cost Charges" report dated June 2, 2025 as information.

CARRIED | Res. No.25-258

F. BYLAWS

1. Council Remuneration and Expenses Bylaw Amendment

MOVED AND SECONDED, THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be now introduced and read a first time.

MOVED AND SECONDED, THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be amended to reflect the addition "with the changes set to take effect in 2026, following the next election".

CARRIED | Res. No.25-259

MOVED AND SECONDED, THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be now introduced and read a first time, as amended.

CARRIED | Res. No.25-260

MOVED AND SECONDED, THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a second time.

CARRIED | Res. No.25-261

MOVED AND SECONDED, THAT "Council Remuneration and Expenses Amendment Bylaw No. 4835-5, 2025" be read a third time.

CARRIED | Res. No.25-262

G. CORRESPONDENCE FOR ACTION

Mayor Minions left the meeting at 2:21 p.m, declaring a conflict of interest as it relates to her relationship with the Executive Director of the Tsuma-as Housing Society.

Councillor Solda assumed the Chair at 2:21 p.m.

1. Tsuma-as Housing Society

MOVED AND SECONDED, THAT Council direct Administration to provide a letter of support to the Tsuma-as Housing Society for their funding application to BC Housing's Community Housing Fund for their affordable housing projects.

CARRIED | Res. No.25-263

Mayor Minions returned to the meeting at 2:23 p.m. and resumed the Chair.

2. Western Vancouver Island Industrial Heritage Society (WVIHS) | Annual Antique Truck & Machinery Show

MOVED AND SECONDED, THAT Council authorize WVIHS access to City streets from 5:00 p.m. on Friday, August 29, 2025 to 5:00 p.m. on Sunday, August 31, 2025 on Dunbar Street, from the corner of 7th Avenue to 9th Avenue for the purpose of an antique trucks and machinery show subject to:

- *the notification of emergency services and BC Transit;*
- *consultation with all affected businesses/residents;*
- *provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;*
- *provision of standard liability insurance in the amount of \$5M [minimum].*

CARRIED | Res. No.25-264

H. PROCLAMATIONS

1. Lifesaving Society Canada | National Drowning Prevention Week

MOVED AND SECONDED, THAT Council on behalf of Lifesaving Society Canada proclaim July 20-26, 2025 as National Drowning Prevention Week in Port Alberni.

CARRIED | Res. No.25-265

I. CORRESPONDENCE FOR INFORMATION

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

- a. Ministry of Housing and Municipal Affairs | Small-Scale Multi-Unit Housing Requirements
- b. Ministry of Housing and Municipal Affairs | Miscellaneous Statutes Amendments Act [Bill 13]
- c. Ombudsperson British Columbia | Quarterly Reports April 1 – September 30, 2024
- d. Mosaic | Watersheds, Wildfire Protection and April 2025 Newsletter

MOVED AND SECONDED, THAT Council receive the June 9, 2025 correspondence summary as information.

CARRIED | Res. No.25-266

J. REPORT FROM IN-CAMERA

1. Council released for public consumption approval of the draft 2024 Annual Municipal Report as presented including proceeding with the public inspection period as per legislative requirements.

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.25-267

L. NEW BUSINESS

1. Infrastructure Planning Grant Application

MOVED AND SECONDED, THAT Council endorse application to the BC Local Government Infrastructure Planning Grant Program (LGIP) for the following projects, in order of preference:

- i. Watershed Protection Plan
- ii. Drinking Water Master Plan
- iii. Condition Assessment of Wastewater Pumping Stations

CARRIED | Res. No.25-268

M. QUESTION PERIOD

N. Anderson

Inquired regarding Council remuneration.

-
- N. ADJOURNMENT**
MOVED AND SECONDED, THAT the meeting adjourn at 2:35 p.m.
CARRIED

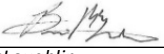


Mayor

Corporate Officer

Date: June 16, 2025
File No: 0640-30-June 23, 2025 | 6123 & 6151 Russell Place

To: Mayor and Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments for Property at 6123 & 6151 Russell Place, Port Alberni**
LOT 1, SECTION 9, ALBERNI DISTRICT, PLAN 15459 (PID: 001-868-128)
LOT 2 SECTION 9 ALBERNI DISTRICT PLAN 15459 (PID: 001-823-591)

Applicant: D. Firouzli Architecture Inc. dba West Coast Native Health Care Society

Prepared by:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATIONS(S)

- THAT “Official Community Plan Amendment Bylaw No. 5118” be read a third time.
- THAT “Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119” be read a third time.
- THAT the minutes of the Public Hearing on May 12, 2025 be adopted as presented.

PURPOSE

To consider OCP and Zoning Bylaw amendments that would create a new institutional “P3 Care Campus” zone for care facilities with accessory housing, and limited services to support their residents. The amendments would also rezone 6123 and 6151 Russell Place, which form the Tsawaayus (Rainbow Gardens) complex. This would enable future development of affordable seniors housing.

BACKGROUND

The West Coast Native Health Care Society has submitted a proposal for development of additional housing at 6123 Russell Place, which forms part of the Tsawaayus (Rainbow Gardens) complex. The intent is to provide affordable and subsidized units for seniors living independently. The location would allow residents to age-in-place, and to move into the care facility in the future if they choose. The applicant intends to apply to BC Housing for project funding, but bylaw amendments would be required to enable future development.

Status of the Application

The development application was referred to the Advisory Planning Commission (APC) on October 17th, 2024. The APC passed a motion recommending Council support the application. At the Regular Council Meeting on March 24, 2025, Council gave 1st and 2nd readings to the amending bylaws. A Public Hearing was held on May 12th, 2025.

Figure 1 – Subject Property Map



Figure 2 - OCP Land Use Map

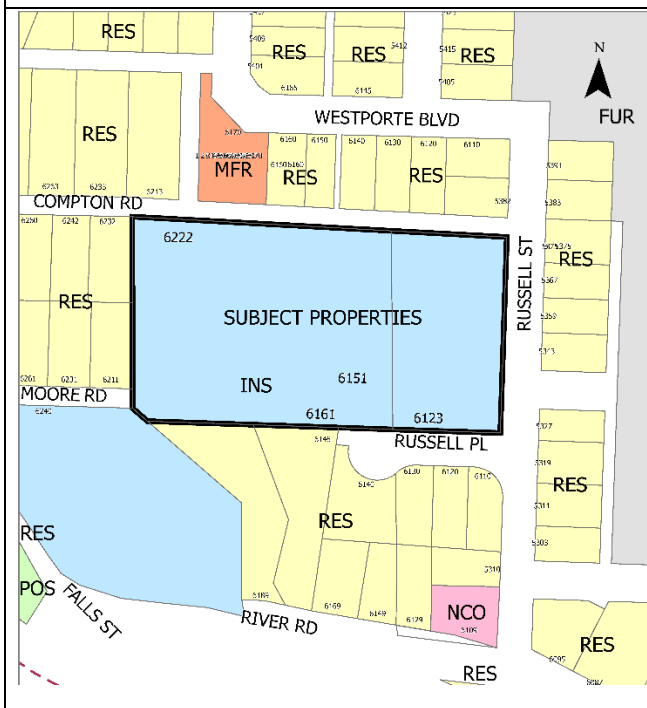
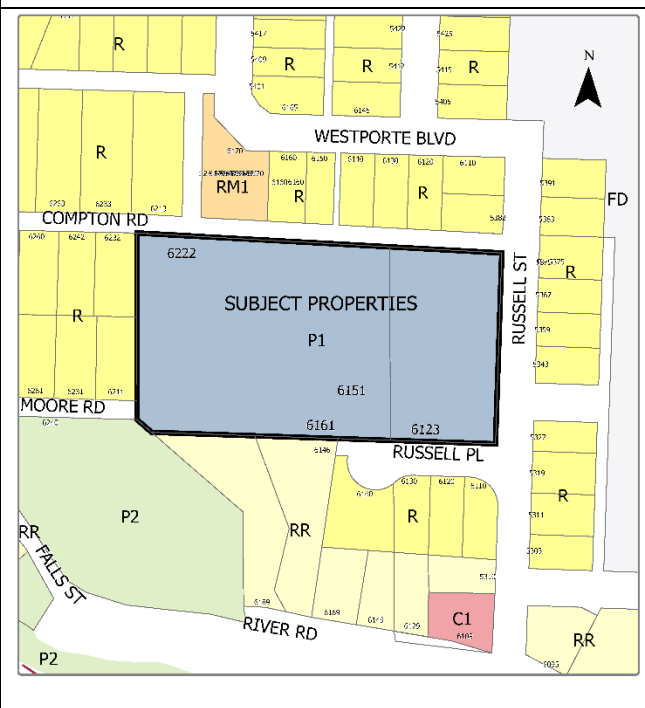


Figure 3 – Zoning Map



Site Context – Tsawaayuus (Rainbow Gardens)

The subject properties are 6123 & 6151 Russell Place, which are located approximately 100 metres north of River Road/Hwy 4. Both properties are designated *Institutional (INS)* in the Official Community Plan (OCP) and are classified *P1 Institutional* in the Zoning Bylaw. Surrounding properties are a mix of *R Primary Residential*, *P2 Parks and Recreation* and *P1* zoning (Figure 3).

The existing care facility is located to the west on 6151 Russell Place along with a 5-storey multi-residential building. The remaining parcel at 6123 Russell Place is occupied by a 1-storey multi-residential building. The eastern portion of 6123 Russell Place is currently open space.

Location	At the corner of Russell Pl. and Russell St. approximately 120m north of River Rd. / Highway 4
Current Land Use	<i>Institutional (INS)</i>
Current Zoning	<i>P1 Institutional</i>
Proposed Zoning	<i>P3 Care Campus</i>
Total Area	20,283 m ² (5 acres)

Care Facilities and Housing in Port Alberni

Over several decades, care facilities in Port Alberni have built or leased affordable and subsidized housing to help meet the needs of the community. This includes the Tsawaayuus (Rainbow Gardens) complex, Echo Village, and Fir Park Village.

The City’s bylaws provide no policy guidance, or support, for residential housing (without care or supports) to operate on Institutional land. The City’s bylaws also distinguish between purpose-built facilities where direct care/support is provided to residents, and residential housing intended for anyone to live independently regardless of tenure.

ALTERNATIVES/OPTIONS

1. *THAT “Official Community Plan Amendment (6123 & 6151 Russell Place) Bylaw No. 5118” be read a third time.*
THAT “Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119” be read a third time.
2. *Council may decline to give third reading.*
3. *Council may provide Administration with alternative direction.*

Administration recommends Option 1.

ANALYSIS

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

- a) Align the City’s OCP and Zoning Bylaw with an historical practice of permitting housing to be built on Institutional land where a care facility is located.
- b) Enable affordable housing to be built in-line with the City’s [2024 Interim Housing Needs Report](#), including

rentals for people who are living independently, but expect to require care in the future.

- c) Rezone the Tsawaayus (Rainbow Gardens) complex to enable future development of affordable seniors rental housing at 6124 Russell Place.
- d) Provide a zoning option for future care facilities to co-locate with rental housing.

Below is a summary of proposed amendments to the OCP and Zoning Bylaw:

1. Amend the text of the OCP to support care facilities having accessory residential units, and limited accessory services on land designated Institutional.
2. Amend the Zoning Bylaw text to add a new P3 Care Campus zone on Institutional land.
3. Amend the Zoning Bylaw map to change 6123 and 6151 Russell Place from P1 Institutional to P3 Care Campus.

Official Community Plan Text Amendment

The proposed text amendment would align OCP policy with the status quo in Port Alberni, where care facilities are co-located with affordable seniors housing. An OCP amendment is required because there is currently no policy to support the inclusion of residential uses on land designated Institutional (INS). Council Policy for in *Section D, 3.1.1* states that institutional uses include schools, recreation facilities, government buildings, hospitals, assembly facilities, and public care facilities.

Specifically, the OCP text amendment would:

- Add support for residential units and limited accessory services as part of a care facility on lands designated Institutional (INS).
- Add support for the co-location of rental housing with care facilities on Institutional (INS) lands as part of a care facility campus.

Proposed changes to *OCP Section D: Plan Policies* are summarized in Table 2. A detailed side-by-side comparison of edits is attached to this report.

Table 1 - Excerpt from OCP Section C: Table 3 Land Use Designations		
Land Use Designation	Short Form	Designation Description
Institutional	INST	Identifies areas that accommodate community facilities such as schools, recreation facilities, government buildings, hospital, assembly facilities etc., and public care facilities.

Table 2 - Proposed OCP Text Amendments to Section D: Plan Policies	
OCP Section	Proposed Text Amendment (new text in blue)
Section D: Plan Policies	Council Policy ...
3.1 Public Administration / Institutional	2. Care facilities in areas designated Institutional (INS) may include limited accessory services intended to meet the daily needs of residents, and accessory residential dwelling units (including multi-residential). This may include dwelling units for seniors, or for those living independently but expecting to require supportive care in the future. The City recognizes that people require different forms of housing at various stages of life, and this policy supports a spectrum of housing in the community.

Section D: Plan Policies	...The Plan does not support concentration of specialty housing such as specialty senior’s housing in a single location. Rather, it promotes integration of such housing throughout the community in order to provide greater housing diversity. However, the Plan supports co-location of housing with a care facility on institutional lands as part of a care facility campus.
4.0 Residential	
Affordable Housing 6123 &	

Zoning Bylaw Text and Map Amendment

An amendment to the Zoning Bylaw is required to create a new P3 Care Campus zone, and to re-classify the properties owned by Rainbow Gardens on the Zoning Bylaw map.

P3 Care Campus zone is based-off the existing P1 Institutional and RM2 Medium Density Multi-Residential zones, but with slightly reduced side yard setbacks, and a larger minimum lot size for subdivision. Maximum building height and density match the RM2 zone. The proposed zone also contains conditions to ensure the following:

- a) That tenure of accessory residential units is limited to rental-only.
- b) That common outdoor amenity space is accessible and provided to all residents.
- c) That reduced parking requirements for affordable seniors housing is possible with a Housing Agreement. This aligns with existing parking requirements for “*seniors housing*” in section 7 of the Zoning Bylaw.
- d) That small-scale accessory personal services such as a barber or beauty shop are allowed in care facilities to accommodate residents. These are limited by floor space maximums.
- e) That a landscape buffer is provided along the boundary with surrounding residential properties.

The full P3 Care Campus zone description is in the attached amending Bylaw No. 5119.

Future Development (6123 Russell Place)

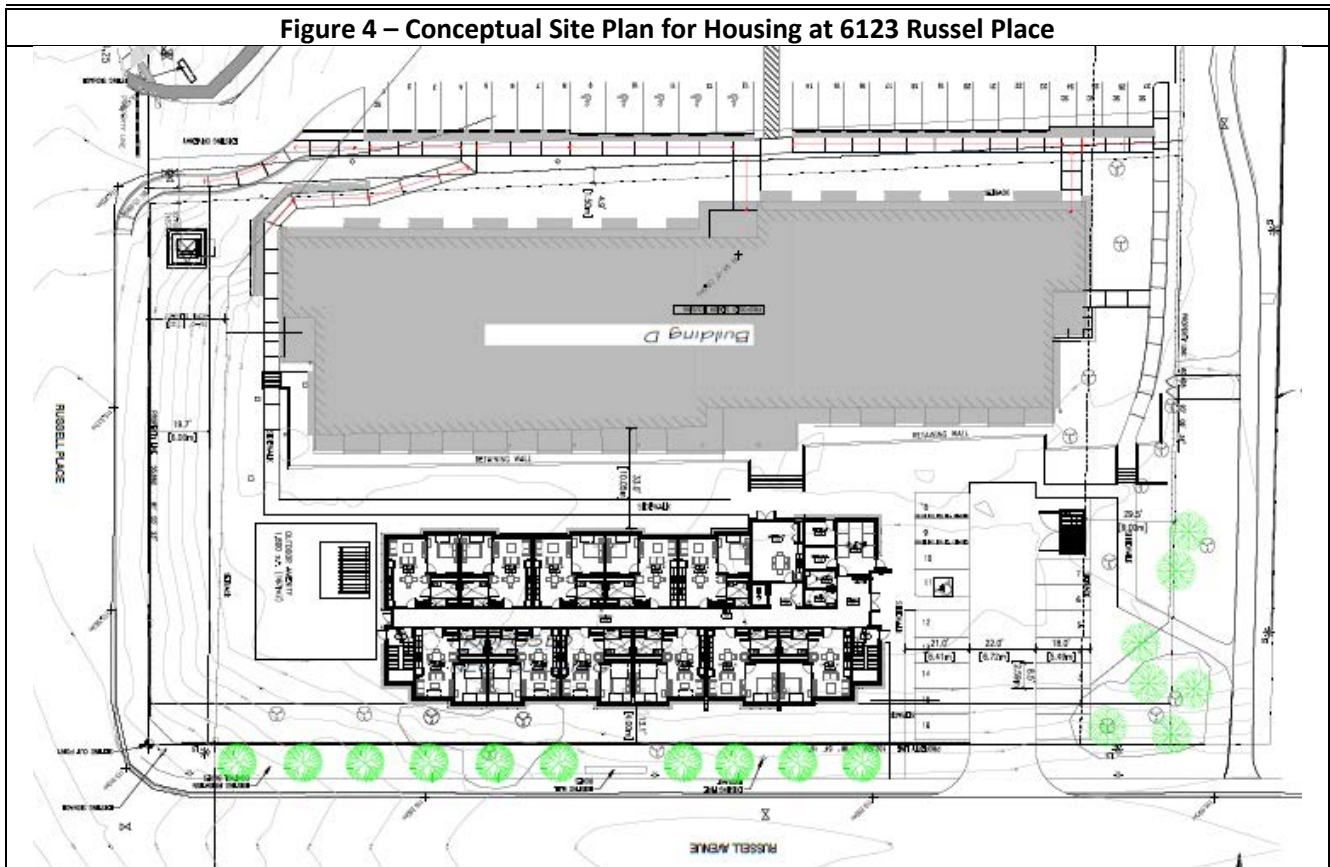
The proposed development consists of housing for low-to-moderate income seniors on a portion of open space at 6123 Russell Place (Figure 4). The three-storey apartment building would contain thirty-five (35) one-bedroom purpose-built rental dwellings.

Transportation Impact Assessment

The City required the applicant submit a Transportation Impact Assessment (TIA) from a professional engineer because the rezoning would enable future multi-residential development. The TIA noted the following:

- The neighborhood road network can accommodate traffic created by the proposed housing development.
- Infrastructure for active transportation in the vicinity of the site is not suitable for all ages and abilities.
- Public transportation service in the area is limited.
- There is a bus stop available within a 5-minute walk of the site, however it has limited amenities for passengers.

Figure 4 – Conceptual Site Plan for Housing at 6123 Russel Place



IMPLICATIONS

The proposed amendments would enable the development of rental housing and limited services in conjunction with a care facility on lands designated Institutional in the OCP. The amendments would bring the City's bylaws into alignment with the status quo in Port Alberni, and enable future rental housing on vacant lands at the Rainbow Gardens complex.

While the location means access to services may be a challenge for those without a vehicle, there is an exceptionally high demand for adequate and affordable seniors housing in the community as indicated by the [2024 Interim Housing Needs Report](#) and [data inventory](#).

Creation of Care Campus zoning would help preserve existing supportive and non-market housing, and provide options for building more in the future. Co-locating housing with care facilities will also provide Port Alberni residents with more housing options that allow for aging-in-place. The future development proposed by Rainbow Gardens would deliver 35 affordable rentals, which is 17% of Port Alberni's immediate need for non-market housing.

COMMUNICATIONS

Public Hearing

A public hearing was held at 6:00 p.m. on May 12th, 2025 in City Hall Council Chambers. Full minutes are attached to this report. Below is a summary of concerns:

- Concern for scale/density of proposed development

-
- Concern for lack of public transit and sidewalk access
 - Concern for traffic safety issues on Russel Street and at the intersection with Highway 4
 - Concern for removal of green space and general lack of park space
 - Concern for reduced parking and traffic congestion
 - Concern for commercial vehicles making deliveries to the property
 - Concern for disturbances during construction
 - Concern for tsunami risk and evacuation of residents

Ministry of Transportation and Infrastructure (MOTI)

The amending bylaws were referred to MOTI for comment on May 14th 2025 because the properties are located within 800 metres of Highway 4. The Ministry has no objections to the rezoning.

OCP Amendment Pre-Engagement

In accordance with *Section 475* of the *Local Government Act* (LGA), the City provided an additional opportunity for residents to receive information and provide input. A Public Information Meeting was held on June 6th, 2024 at the Rainbow Gardens complex, and a detailed summary of pre-engagement comments is attached to this report.

Advisory Planning Commission (APC)

The APC reviewed the application at their October 17th, 2024 meeting. The APC discussed the housing proposal and made a motion recommending that Council support it. However, APC raised concerns about location of the property within the community and the distance to services. They noted this may mean residents are more reliant on vehicles, and the proposed future development would have reduced parking. A copy of the meeting minutes is attached to this report.

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

The proposed amendment would do the following:

- a) Add text to *Section D: Plan Policies, 3.1 Public Administration / Institutional* to support residential rental units and limited accessory services as part of a care facility on lands designated Institutional (INS).
- b) Add text to *Section D: Plan Policies, 4.0 Residential – Affordable Housing* to support the co-location of rental housing with care facilities on Institutional (INS) lands as part of a care facility campus.

Zoning Bylaw No. 5105

The proposed amendment would do the following:

- a) Add text to *Section 5: Establishment of Zones* to create P3 Care Campus as a new zone.
- b) Change the Zoning Bylaw map to rezone 6123 & 6151 Russell Place from P1 Institutional to P3 Care Campus.

2024 Interim Housing Needs Report

The City's [2024 Interim Housing Needs Report](#) and [data inventory](#) identifies extreme challenges for seniors. Affordable seniors housing is greatly needed in Port Alberni.

- Up to 50% of senior households experiencing core housing need.
- A total 1,220 dwellings units are needed over the next 5 years to meet Port Alberni’s immediate housing needs. This includes 176 units of deep subsidy and supportive rental, and 206 units non-market rental.

SUMMARY

The City has received an application for OCP and Zoning Bylaw amendments which would create a new institutional “P3 Care Campus” zone for care facilities with accessory rental housing, and limited services to support their residents. The proposed amendments would also rezone the Tsawaayuus (Rainbow Gardens) complex at 6123 and 6151 Russel Place to enable future development of affordable rental housing for seniors.

ATTACHMENTS/REFERENCE MATERIALS

1. *Proposed OCP Text Amendment Details*
2. *OCP Amendment Pre-Engagement Response Summary*
3. *Public Hearing Minutes - May 12, 2025*
4. *Advisory Planning Commission – October 17th Meeting Summary Minutes*
5. *Transportation Impact Assessment – WATT Consulting Group*
6. *Official Community Plan Amendment Bylaw No. 5118*
7. *Zoning Amendment (6123 & 6151 Russell Place) Bylaw No. 5119*

PROPOSED OCP TEXT AMENDMENT DETAILS

OCP Section	Current OCP Text	Proposed Text Amendment (new text in blue)
<p>Section D: Plan Policies</p> <p>3.1 Public Administration / Institutional</p>	<p>Council Policy</p> <p>1. Public Administration and Institutional uses will be permitted in areas designated Institutional (INS) on Schedule "A" (Land Use Map). These uses will include: schools, recreation facilities, government buildings, hospital, assembly facilities, and public care facilities.</p> <p>2. The City shall continue supporting police and fire protection services in order to ensure a safe and liveable community.</p> <p>3. The City supports a partnership between the police and community to address issues that affect safety in the community.</p> <p>4. The City shall monitor land use patterns to determine the need for fire halls in order to ensure that an adequate level of service is provided.</p> <p>5. The City supports fire fighting agreements with other jurisdictions within the Alberni Valley</p>	<p>Council Policy</p> <p>1. Public Administration and Institutional uses will be permitted in areas designated Institutional (INS) on Schedule "A" (Land Use Map). These uses will include: schools, recreation facilities, government buildings, hospital, assembly facilities, and public care facilities.</p> <p>2. Care facilities in areas designated Institutional (INS) may include limited accessory services intended to meet the daily needs of residents, and accessory residential dwelling units (including multi-residential). This may include dwelling units for seniors, or for those living independently but expecting to require supportive care in the future. The City recognizes that people require different forms of housing at various stages of life, and this policy supports a spectrum of housing in the community.</p> <p>3. 2. The City shall continue supporting police and fire protection services in order to ensure a safe and liveable community.</p> <p>4. 3. The City supports a partnership between the police and community to address issues that affect safety in the community.</p> <p>5. 4. The City shall monitor land use patterns to determine the need for fire halls in order to ensure that an adequate level of service is provided.</p> <p>6. 5. The City supports fire fighting agreements with other jurisdictions within the Alberni Valley</p>

<p>Section D: Plan Policies</p> <p>4.0 Residential</p> <p>Affordable Housing</p>	<p>BYLAW 4725 The provision of affordable housing is central to the liveability of a community. A number of measures can be used to quantify the threshold for affordability. One such measure used by Canada Mortgage and Housing Corporation is that the cost of adequate shelter should not exceed 30% of household income. A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods. Housing in the community should include options aimed at ending homelessness and providing the range of supports necessary to enable those who are at risk of homelessness to maintain stable and secure residence. The Plan does not support concentration of specialty housing such as specialty senior's housing in a single location. Rather, it promotes integration of such housing throughout the community in order to provide greater housing diversity.</p>	<p>BYLAW 4725 The provision of affordable housing is central to the liveability of a community. A number of measures can be used to quantify the threshold for affordability. One such measure used by Canada Mortgage and Housing Corporation is that the cost of adequate shelter should not exceed 30% of household income. A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods. Housing in the community should include options aimed at ending homelessness and providing the range of supports necessary to enable those who are at risk of homelessness to maintain stable and secure residence. The Plan does not support concentration of specialty housing such as specialty senior's housing in a single location. Rather, it promotes integration of such housing throughout the community in order to provide greater housing diversity. However, the Plan supports co-location of housing with a care facility on institutional lands as part of a care facility campus.</p>
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OCP Amendment Pre-Engagement Response Summary

Application: OCP24-01, ZON24-01	
Address: 6123 Russell Place, Port Alberni	Date: March 4, 2025
Applicant: Daryoush Firouzli Architecture Inc.	

RE: Application to amend Official Community Plan to enable multi-residential development at the 6123 Russel Place.

Description:	<p><u>Mail-out:</u></p> <p>On Wednesday May 15th, 2024 a letter was mailed to all owners and occupants of property within 100 metres of 6123 Russell Place. This letter contained a description of the requested OCP amendment and proposed development, along with a subject property map, site plan, and conceptual drawing. The letter also provided instructions on how to contact City staff with comments on the proposal either in-person at City Hall, or by email or phone. The letter requested that all feedback be received by 4:30 pm on Friday June 14th, 2024.</p> <ul style="list-style-type: none"> • A total of 101 letters were mailed to property owners and occupants within 100 metres of 6123 Russell Place. The distance of the mail-out is consistent with the City of Port Alberni's <i>Development Procedures Bylaw No 5076, 2023</i>. • A total of 4 written letters/emails and 1 phone call were also received in response to the mailed letter. Respondents included residents within the 100 metre mailing area. <p><u>Public Information Meeting</u></p> <p>The letter notified recipients of an applicant-hosted public information meeting being held from 7:00 pm to 9:00 pm on Thursday June 6th at the Huupsitas Building (Amenity Room) at 6161 Russell Place.</p> <ul style="list-style-type: none"> • The meeting was attended by 19 members of the public including residents of the Rainbow Gardens complex, and residents of the surrounding neighbourhood. • Development Service staff attended to observe and provide information.
Summary of Responses:	<p><u>Areas of Support:</u></p> <ul style="list-style-type: none"> • Support for increased affordable and seniors housing in Port Alberni. <p><u>Areas of concern:</u></p> <p><i>Scale of Development & Design</i></p> <ul style="list-style-type: none"> • Concern for height of building. Feel that 2 storeys would be more appropriate. • Feel that number of units should be reduced. • Concern that development will grow in size once enabled through zoning. <p><i>Open Space</i></p> <ul style="list-style-type: none"> • Concern for removal of remaining greenspace and reduced quality of life for Rainbow Gardens residents.



- Expressed disappointment that organization never built a park on the site as was suggested during previous applications.
- Concern for lack of greenspace/open space in Westporte and impacts to entire neighbourhood. Request that a park be built.
- Concern for lack of landscaping features.

Location in Community & Transportation Options

- Concern that subject property is not well-situated for higher density as it is not close to any goods/services. Feel that this type of development should be located closer to town.
- Concern that location of property is not well-situated for targeted demographic (low-income seniors) as residents may be less likely to have vehicles and will more impacted by travel distances to goods/services/facilities.
- Concern that the property is located too far from the nearest bus stop. Request that a closer bus stop be established.
- Concern that the pedestrian route to the bus stop is not easily accessible for all users. Residents expressed challenges reaching the bus.
- Concern that bus service to area is not frequent enough. Note that Handydart can also take several days to book.
- Expressed need for more transportation options and/or better access to existing options. Request that Rainbow Gardens provide alternative transportation options for residents.

Active Transportation Infrastructure & Pedestrian Safety

- Concern for the lack of active transportation infrastructure from subject property to goods/services/facilities.
- Concern for lack of sidewalks in Westporte area and impacts on pedestrian safety, including along Russell Place and on Russell Street hill down to River Road. Request that sidewalks be installed.
- Feel that site isn't well-designed for people who use mobility aids.
- Request that substantial secure storage be provided for motorized mobility aids. Note that resident mobility aids have been damaged in the past.
- Concern for pedestrian safety at access from Falls Road due to blind corner. Request that access be improved for pedestrians.

Parking, Access, and Traffic

- Concern for lack of proposed parking and express that the site already has inadequate parking for existing multi-residential building.
- Concern for use of street parking on Russell Street and Russell Place.
- Concern for traffic safety along Russell Street. Vehicles drive too fast and there is a lack of pedestrian safety features. Concern that traffic safety issues will be worsened by access off of Russell Street and noted that speed limit may need to be reduced.



- Concern for traffic congestion at Russell Street and River Road intersection. Note that it is already difficult to pull in/out of Westport during busy summer months.
- Concern that proposed site access will impact access to mailboxes on Russell Street. May cause traffic/pedestrian conflicts.
- Concern for lack of traffic safety/traffic calming signage in area. Request that pedestrian crossing signs be installed and that stop line be painted for Russell Place stop sign.
- Concern for pedestrian/traffic safety at Russell Street/River Road intersection. Request that a pedestrian crossing light be installed so that pedestrians can safely cross to the water-side.

Impacts on Surrounding Neighbourhood

- Expressed that soil compaction during construction of previous Rainbow Gardens building caused extreme shaking that resulted in damage to neighbouring properties. Concern that this will happen again with new construction.
- Expressed that lack of maintenance of property has had negative visual impacts. Concern that this will continue.
- Concern for lack of privacy for Rainbow Gardens residents and for surrounding properties.
- Concern for impacts to neighbouring properties during construction period, including:
 - shaking;
 - congestion on road from work trucks;
 - littering;
 - lack of traffic control/signage; and
 - dirty roads and dust.
- Concern for lack of communications between operators and neighbours during construction process and that their concerns will not be heard/addressed.

Miscellaneous

- Request that a Westport Place sign be installed along Russell Street.

PUBLIC HEARING REPORT
Monday, May 12, 2025 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions (Chair)
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Verbrugge

Absent: Councillor T. Patola
Councillor C. Solda

Staff: M. Fox, CAO
S. Darling, Director of Corporate Services
B. McLoughlin, Manager of Planning
K. Motiuk, Deputy Director of Corporate Services

Gallery: 34

CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:00 pm.

MOVED AND SECONDED, THAT the agenda be approved as circulated.

CARRIED

Chair Minions noted that the Public Hearing is held pursuant to sections 465 and 466 of the *Local Government Act*. Chair Minions then invited the Director of Corporate Services to provide a summary of the application.

1. Description of the Application:

The Director of Corporate Services provided a summary of the application as follows:

- The applicant has applied to change the zoning of the property located at 6123 and 6151 Russell Place to enable future development of affordable seniors housing.

The proposed bylaws are:

- i. "Official Community Plan Amendment (6123 and 6151 Russell Place) Bylaw No. 5118".

If amended, this bylaw:

- Adds text to *Section D: Plan Policies, 3.1 Public Administration / Institutional* to support residential rental units and limited accessory services as part of a care facility on lands designated Institutional (INST); and
- Adds text to *Section D: Plan Policies, 4.0 Residential – Affordable Housing* to support the co-location of rental housing with care facilities on Institutional (INST) lands as part of a care facility campus.

ii. "Zoning Amendment (6123 and 6151 Russell Place) Bylaw No. 5119".

If amended, this bylaw:

- Adds text to *Section 5: Establishment of Zones* to create 'P3 Care Campus' as a new zone.
- Changes the zoning bylaw map to rezone 6123 and 6151 Russell Place from 'P1 Institutional' to 'P3 Care Campus'.

2. **Background Information from the Development Services Department:**

The Manager of Planning provided background information regarding the proposed amendment by way of summarizing the report of May 7, 2025.

3. **Correspondence:**

- Email dated May 5, 2025 from R. Williams
- Email dated May 7, 2025 from G. and L. Walerius
- Letter received May 8, 2025 from D. Hunter

4. **Late Correspondence Regarding the Matter:**

- Email dated May 11, 2025 from C. De St. Remy

5. **Questions/Comments from Council:**

Council asked staff about the lack of an appropriate location bus stop for Rainbow Gardens residents, and the ability for the City to contact BC Transit about moving a bus stop closer to facility.

- *CAO, M. Fox informed Council that changes in service are possible, but would affect the details and cost of the service agreement with BC Transit.*

Council inquired about the parameters of the rental rates for seniors.

6. **Questions/Comments from Public:**

J. Jessup & Associates Consultant, J. Jessup: Spoke to current cost for rentals as per BC Housing rates and percentages of allocated housing units in the proposed build.

P. Mendelson: Confirmed the current rates for affordable housing for seniors.

A. Pohar: Commented on area issues during construction, general quality of life for residents, and tsunami preparedness concerns.

G Price: spoke to loss of neighbourhood park space, children using streets for play, marked crosswalk access in the area, and senior's transportation options for residents.

W. Freeburg: Shared approval of the Transportation Master Plan Study, and summer traffic access concerns in the area, and asked about the difference in tax rates for apartment buildings vs. a Care Campus.

- *Manager of Planning B. McLoughlin explained how properties are taxed according to their actual use.*

D. Hunter: Spoke to densification in the area, and tsunami zone evacuation concerns.

D. Appleton, President of West Coast Native Health Care Society (WCNHS) Board of Directors, spoke to current evacuation plans for the site.

D. Firouzli, Architect, spoke to flood plains data used in site planning.

- *Manager of Planning B. McLoughlin spoke to a requirement of a geotechnical study as part of the building permit application process.*

P. Cote: Spoke to operations of the facility in regard to tsunami planning, ACRD emergency planning considerations for the area, and her positive experience on the Rainbow Gardens Board of Directors, the facility operations, and effect the proposed development would have on the greater City community.

K. Casey: Asked about bylaw regulations being amended for this building in regard to fire prevention, and spoke to potential future water pressure concerns in the subdivision.

- *Manager of Planning B. McLoughlin explained how minimum fire separation requirements are specified in the BC Building Code, and that engineering studies would be required for service provision prior to building permit issuance.*

M. Solmer: Expressed concerns about existing traffic issues in the area, accessibility, sidewalk access (safety), ambulance access to Rainbow Gardens, delivery vehicle traffic, and public parking issues in the cul-de-sac.

- *Chair Minions addressed the loss of park space in the area, and current development of the Parks Master Plan.*

J. Charlesworth: Spoke to neighbourhood vehicle traffic on Halloween, and public parking access on private property.

C. De St. Remy: Shared concern regarding continuous development of structures in the neighbourhood, seniors lack of access to greenspaces, lack of park spaces for kids, overall increased neighbourhood traffic and the need for increased traffic safety in the area.

K. Nesbitt: Asked about the possibility of future safety improvements to the area including sidewalk access, marked crosswalks, street parking and location of proposed parking, speed regulation, and development of recreation places for neighbourhood children.

- *Manager of Planning B. McLoughlin informed Council that the construction of sidewalks would not likely be considered for this development, and last Council is not likely to secure that infrastructure through development of subsidized and below market housing. The City would likely need to make that investment.*

Chair Minions asked about conducting a future traffic safety pattern study in the neighbourhood of the proposed development.

- *CAO, M. Fox stated that a traffic/speed count could be considered for the area.*

WCNHS Board of Directors President, D. Appleton: Shared that reducing speed in the area has been discussed previously. He stated that a planned sidewalk at Russell Place is part of the new proposed development. He also described the many available options for Rainbow Gardens residents to access transportation.

L. Walerius: Shared concerns about local Halloween traffic, area tsunami safety and evacuation plans, BC Transit bus zones, and the need for speed control measures in the neighbourhood.

A. Pohar: Asked about the height of the proposed building development.

J. Cook: Spoke to traffic safety issues in the area.

D Hunter: Asked a question regarding earthquake evacuation plan for Rainbow Gardens residents.

- *WCNHS Board of Directors Vice President, B. Denning addressed delivery truck issues and staff driving speeds, and spoke to evacuation plans for the care home for various critical incidents/natural disaster plans.*

H. Nielsen: Expressed frustration with parking/delivery truck issues, and requested changes to city infrastructure for traffic control in the area.

7. **Closing Remarks from the Chair:**

Chair Minions reminded those present that once the Public Hearing has closed members of Council may not, as a group or as individuals, receive any further oral or written presentations on this matter including what might be perceived as informal discussions immediately after the termination of this meeting. She asked all parties to comply with this.

Before closing the Public Hearing, Chair Minions called three times for any further speakers on any of the matters contained in the proposed bylaw.

Chair Minions called the first time for input from the public.

Chair Minions called for a second time for input from the public.

Chair Minions called for a third time for input from the public.

There being no further speakers, Chair Minions declared the Public Hearing closed.

8. **Termination of the Public Hearing:**

MOVED and SECONDED, THAT this Public Hearing terminate at 7:52 p.m.

CARRIED

Sara Darling
Director of Corporate Services



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on October 17, 2024 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Stefanie Weber (CHAIR)
Harley Wylie (VICE-CHAIR, Tseshah (č išaaʔath) F.N)
Dan Holder
Sandy McRuer
Larry Ransom (S.D.70 Liaison)
Councilor Dustin Dame (Council Liaison)
Derrin Fines (P.A.F.D. Liaison)
Sgt. Jordyn Hamlyn (R.C.M.P. Liaison)

Regrets

Joe McQuaid
Councilor Serena Mayer, (Hupačasath F.N)
Callan Noye
Jack Roland

Staff

Scott Smith, Director of Dev. Services/Deputy CAO
Haley Stevenson, Planner I
Cara Foden, Planning Technician

Guests

Applicants: D. Firouzli, D. Appleton, B. Denning, J. Jessup
Members of the public: None

Alternates and Staff not in attendance

Christine Washington (Alternate - School District #70)
Ken Watts (ECC, Alt. Tseshah (č išaaʔath) F.N)
Councilor Deb Haggard (Alt. Council Liaison)
Brian McLoughlin, Manager of Planning



1. Acknowledgements and Introductions

- The Chair acknowledged that this meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the Tseshah (č išaaʔath) First Nation.

2. Adoption of previous meeting minutes:

- Summary Report/Minutes from the APC Meetings held on June 20, 2024

(Holder / McRuer) CARRIED

**3. DEVELOPMENT APPLICATION: Official Community Plan (OCP) and Zoning Bylaw
6123 Russell Place (Rainbow Gardens) - Lot 2, Section 9, Alberni District, Plan, 15459
PID: 001-823-591 PID: 001-823-591
APPLICANT: Daryoush Firouzli Architecture Inc.**

- The Planner presented a summary of the application. A full report dated September 27, 2024 was included in the Agenda package for this meeting.
- Attendees discussed the proposed bylaw amendments as follows:
 - A public information meeting was held on June 6th, 2024. Approximately 10-15 people (mostly residents of existing multi-family building) attended. Concerns included accessibility and walkability.
 - Distance to services may increase number of residents using cars and need for parking.
 - Less than 0.5 parking spaces per dwelling unit is proposed.
 - The operators have access to two (2) busses used for the adjacent care facility, and intend to organize regular trips to town for residents of the multi-residential buildings. This program is not yet in place.
 - City bus stop approximately 350 m away.

Page 1 of 2

- Applicant intends for parking on adjacent Rainbow Gardens property to be shared for this development.
- The applicant expressed that the parking ratio for the RG48 building (existing 5-storey multi-residential building on adjacent property) is similar to what is proposed for this development, and is based on parking requirements for seniors and long-term care facilities.
- Most tenants are lower-income and do not own cars. Applicant felt that ~ 50% of residents may have cars.
- Handi-Dart service is available in Port Alberni.
- There is no playground on the site now.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that Council support the application.*

(Ransom / McRuer) CARRIED


4. Updates from the Director of Development Services

- Council direction will be sought for development at 15th Ave and Montrose St. pending OCP timing.
- Microtel project on Johnston Rd. is moving forward and awaiting release letter from Min. of Environment.
- OCP draft document is in progress and will incorporate community direction that recognizes the findings of recent Housing Needs Assessment reporting. The report indicated that a large increase in the number of dwelling units was recommended for Port Alberni
- Public Hearing was held on September 9, 2024 for Uchucklesaht development at 3830 5th Ave. (~112 units).
- Public Hearing for Beaver Creek Home Center was held on October 15th, 2024.
- Development at 4th Ave. & Mar St. (5 storey's, 40 units, mixed use) is M'akola Housing in conjunction with BC Housing. A Building Permit must be obtained prior to construction.
- Current construction on Burde St. will result in new underground infrastructure and above ground streetscape improvements.

5. Other Business: None

6. **Adjournment** – The meeting adjourned at 1:00 pm. The next regular meeting is scheduled for 12:00 pm on **Thursday, November 21, 2024.**

(McRuer / Wylie) CARRIED



(Chair)

DRAFT-APC-SummaryMinutes-Dec19-2024 - Clean for Signature of Chair

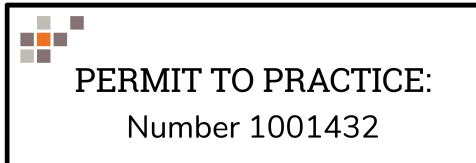


5350 RUSSELL STREET, PORT ALBERNI

Transportation Impact Assessment

Alexandra Hughes
Transportation Technical Assistant
Author

Kristen Machina, P.Eng.
Senior Transportation Engineer
Reviewer



Prepared For:
Date: March 18, 2024
Our File No: 3704.B01

WATT VICTORIA
302 – 740 Hillside Ave
Victoria, BC V8T 1Z4
250-388-9877



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1.0 INTRODUCTION

WATT Consulting Group is retained by The WestCoast Native Health Care Society to prepare a Transportation Impact Assessment (TIA) for a proposed affordable housing development at 5350 Russell Street in Port Alberni, BC.

1.1 The Site Today

The site today is currently vacant. The site is surrounded by single family houses to the North, East, and South side. The Rainbow Gardens neighbourhood care campus is to the West.

1.2 Proposed Development

The proposed development consists of an infill expansion to the Rainbow Gardens campus. One new 3-storey building with 35 residential units for low to moderate income seniors and people with disabilities is proposed. The site plan is provided in **Appendix A**.

1.3 This Report

This report provides the following:

- An overview of the existing and evolving transportation context
- An overview of the proposed development and the transportation-related features of the proposed site plan
- A projection of the site's trip generation potential
- An assessment of existing traffic patterns and volumes in the study area during the weekday AM and PM peak hours



2.0 TRANSPORTATION CONTEXT

2.1 Road Network

2.1.1 Existing Road Network

An outline of the characteristics of the existing roads and intersections within the study area are provided in **Table 1** and **Table 2**, respectively.

Table 1 – Existing Road Network

Road Name	Ownership	Classification	Extents	# of Lanes	On-Street Parking	Posted Speed Limit
Russell Street	Port Alberni	Local	From River Road to Westport Boulevard	2 lanes (1 each way with no paint lines)	Yes	50
Russell Place	Port Alberni	Local	From River Road to Rainbow Gardens parking lot	2 lanes (1 each way with no paint lines)	Yes	50
River Road (Highway 4, Pacific Rim Highway)	MOTI	Provincial Highway	From Highway 19 to Tofino	2 lanes (1 each way with left turn lane at intersection)	Yes	50

Table 2 – Study Area Intersection Overview

Intersection	Control Type	Crosswalks
Russell Street / Russell Place	Stop controlled on Russell Place	None
Russell Street / River Road	Stop-controlled on Russell Street	None



2.1.2 Safety Assessment

ICBC crash data was analyzed for Russell Street, Russell Place, and the intersection of River Road / Russell Street. between 2018 – 2022. The River Road / Russell Street intersection had a total of 6 crashes; 2 resulting in fatalities, and the other 4 with property damage only. Both fatal crashes were side impact and occurred on a Sunday. It should be noted that 50% of the crashes at this intersection occurred on a Sunday and almost all between the hours of 12:00 – 17:59. This may suggest that drivers returning home from recreational trips on Sunday afternoons may not be expecting the road or traffic conditions present near this intersection, or they may be exhibiting unsafe behaviour in their haste to return home.

Russell Street had a total of 3 crashes, all involving a parked car. Similarly for Russell Place, all 5 crashes took place in the parking lot or with a parked car. There were no animals, motorcycles or heavy vehicles involved in any of the crashes.

Both Russell Street and Russell Place have wide cross sections (between 11.5 – 12.5 metres wide), with low traffic volumes, and limited on-street parking activity. The curb radius on the southern corner at the Russell Street / Russell Place intersection is also exceedingly large (approximately 15 metres), and there is a downhill grade on Russell Street as it approaches River Road. These factors may all contribute to higher selected speeds for drivers travelling along these two streets.

The River Road / Russell Street intersection is located along a straightaway at a very slight skew, however it is located very close (within 150 metres) of a horizontal curve that restricts visibility in both directions. The proximity of the Riverbend Cafe & General Store at 6109 River Road to the edge of the traveled way may also restrict sightlines for drivers turning onto River Road.

2.2 Transit Network

2.2.1 Existing Transit Network

The existing transit network in the vicinity of the site includes two bus routes; Route 3: River Road and Route 4: Crosstown which only operates in the evenings. Both routes have a stop located on Compton Road / Falls Road. This stop is located around 350m from the proposed building (about a 5 minute walk); however, there are no amenities at the stop (no shelter, bench or trashcan), there are no marked crossing facilities for pedestrians to cross Falls Road, and the stop is only in one direction, as the route only operates in a counterclockwise loop.



2.3 Active Transportation Network

2.3.1 Existing Active Transportation Network

River Road has a sidewalk the north side of the road and a gravel path on the south side. No dedicated cycling facilities are provided. Russell Street does not have any sidewalks or infrastructure for cyclists / pedestrians; however, it has low traffic volumes. The ability to travel to downtown Port Alberni without a vehicle is challenging, as it is about 6km away, and facilities for pedestrians, cyclists, and people using mobility devices require travelling in mixed vehicle traffic, or directly adjacent to it.

3.0 PROPOSED DEVELOPMENT

The proposed development consists of an infill expansion to the Rainbow Gardens campus. One new 3-storey building with 35 residential units for low to moderate income seniors and people with disabilities is proposed. The current site plan is provided in **Appendix A**.

3.1 Site Access

One new vehicular access is proposed from Russell Street, approximately 30m north of Russell Place, on the south side of the building. The main access is on the south side of the building, with other access on the north side and west side, located by the current Rainbow Gardens building. There is only 50m from the new proposed vehicular access to the intersection of Russell Street / Russell Place, where there is a steep hill after. The stopping sight distance required for a design speed of 50 km/h is 65 m. Only 50 m of stopping sight distance is provided looking south from this access due to the sharp drop-off south of the Russell Street / Russell Place intersection. It is recommended that the posted speed limit on Russell Street be reduced to a minimum of 40 km/h to better align the available sight distance with an appropriate posted speed. Due to the high proportion of seniors with limited mobility in the area, it is proposed to further reduce the posted speed limit to 30 km/h in this area. The circulation plan can be found in **Appendix B**.



3.2 Vehicular Parking

The proposed development is proposing 16 parking spaces located in a surface parking lot adjacent to the apartment buildings. There is one accessible parking spot as well as 2 possible EV charging stations. There is scooter parking located in the building by the South entrance with storage.

A swept path assessment demonstrating the ability of a passenger vehicle and a garbage truck to maneuver through the proposed parking lot can be found in **Appendix C**. Passenger vehicles can generally enter and exit the proposed spaces successfully, however an increased apron at the west end of the parking lot is recommended to accommodate maneuvering into / out of the parking space at the end of the aisle.

Garbage trucks must enter the site, collect garbage, and reverse out onto Russell Street. Due to the low traffic volumes and wide pavement width on Russell Street, this is acceptable.

4.0 TRAFFIC OPERATIONS ANALYSIS

4.1 Existing Conditions

4.1.1 Existing Traffic Volumes

Turning movement counts were established for intersections in the study area for the weekday AM and PM peak hours. Traffic counts adopted as the basis for this study are summarized in **Table 3**. The existing conditions found from the traffic counts are summarized in **Table 4**.

Table 3 – Existing Turning Movement Counts

Intersection	Count Date	Time Period	Source
River Road / Russell Street	February 21, 2024	8:00 – 9:00 AM 4:00 – 5:00 PM	WATT
Russell Street / Russell Place	February 21, 2024	8:00 – 9:00 AM 4:00 – 5:00 PM	WATT



Table 4 - Existing Conditions

Movement	v/c	LOS	Delay (s)	95% Queue (m)
River Road / Russell Street				
SBL	0.08 (0.11)	B (C)	14.12	0 (0)
SBR	0.00 (0.00)	B (B)	10.49	0 (0)
EBL	0.00 (0.00)	A (A)	7.81	0 (0)
EBT	0.00 (0.00)	A (A)	0.00	0 (0)
WBR	0.00 (0.00)	A (A)	0.00	0 (0)
WBT	0.00 (0.00)	A (A)	0.00	0 (0)
Russell Street / Russell Place				
NBL	0.01 (0.01)	A (A)	7.27 (7.27)	0 (0)
NBT	0.00 (0.00)	A (A)	0.00 (0.00)	0 (0)
SBT	0.00 (0.00)	A (A)	0.00 (0.00)	0 (0)
SBR	0.00 (0.00)	A (A)	0.00 (0.00)	0 (0)
EBL	0.00 (0.00)	A (A)	8.84 (8.98)	0 (0)
EBR	0.01 (0.01)	A (A)	8.58 (8.46)	0 (0)

Notes:

1. ## (##) = AM (PM)
2. ## = Value exceeding threshold

All movements at both intersections in the study area operate at LOS A during both the weekday morning and afternoon peak periods except for the southbound turning movements from Russell Street onto River Road, which operate at LOS B or C. Queues are negligible, and the streets are well under capacity. No mitigation measures are required. The intersection locations with the AM and PM existing traffic volumes can be found in **Figure 1**.

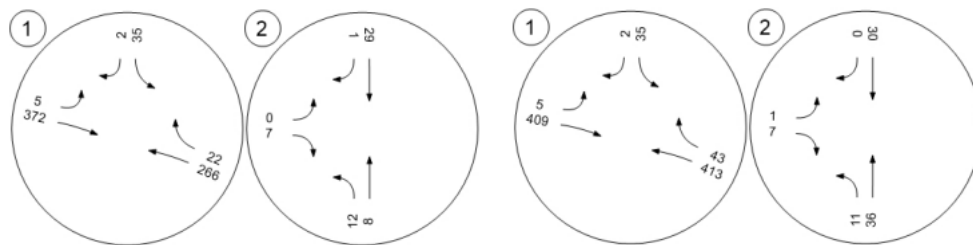


Figure 1 - Existing AM and PM Traffic Volumes

4.1.2 Site Trip Generation

Vehicular trip generation rates are based on the *ITE Trip Generation Manual* (11th Edition). The trip generation forecast for the site is provided in **Table 5**. The proposed development is forecast to generate 7 new trips during the weekday AM peak hour and 3 new trips during the weekday PM peak hour. Most trips are anticipated to come from and head to the east on River Road. The new development can be acceptably accommodated on the road network in the study area.



Table 5 – Site Trip Generation

Use	AM Peak Hour			PM Peak Hour		
	In	Out	2-Way	In	Out	2-Way
Trip Generation Rates						
Affordable Housing – Seniors (ITE 223 ^[1])	0.10	0.08	0.18	0.05	0.04	0.09
Vehicular Trip Generation						
35 units	4	3	7	2	1	3

Notes:

1. Trip rates are per dwelling unit.



5.0 CONCLUSIONS

The proposed building has 16 parking spots, two of which to have possible EV charging ports, as well as 1 accessible parking spot. The circulation of the parking lot is acceptable for the garbage removal and loading when they pull into the parking lot and reverse out. Additional manoeuvring space for vehicles accessing the parking space at the end of the aisle is required. Refer to the vehicle movements attached in **Appendix C**.

Infrastructure for active transportation in the vicinity of the site is not suitable for all ages and abilities. There is a bus stop available within a 5 minute walk of the site, however it has limited amenities for passengers.

All movements at both intersections in the study area currently operate at LOS C or better during both the weekday AM and PM peak periods. No mitigation measures are required.

The new building is an affordable housing building for low to moderate income seniors and residents with disabilities. The building will generate a total of 7 trips during the peak AM hours and 4 trips during the peak PM hours. Most of the trips are anticipated to travel eastbound on River Road. The proposed development will have limited impact on the existing road network.

The access of the parking lot is located 50m north from the Russell Street / Russell Place intersection. Due to the sharp drop-off located after the intersection, the stopping sight distance provided does not meet the requirements for a 50 km/h design speed. It is recommended that the posted speed limit on Russell Street be reduced to 30 km/h to better align the available sight distance and high population of seniors with an appropriate posted speed.

6.0 RECOMMENDATIONS

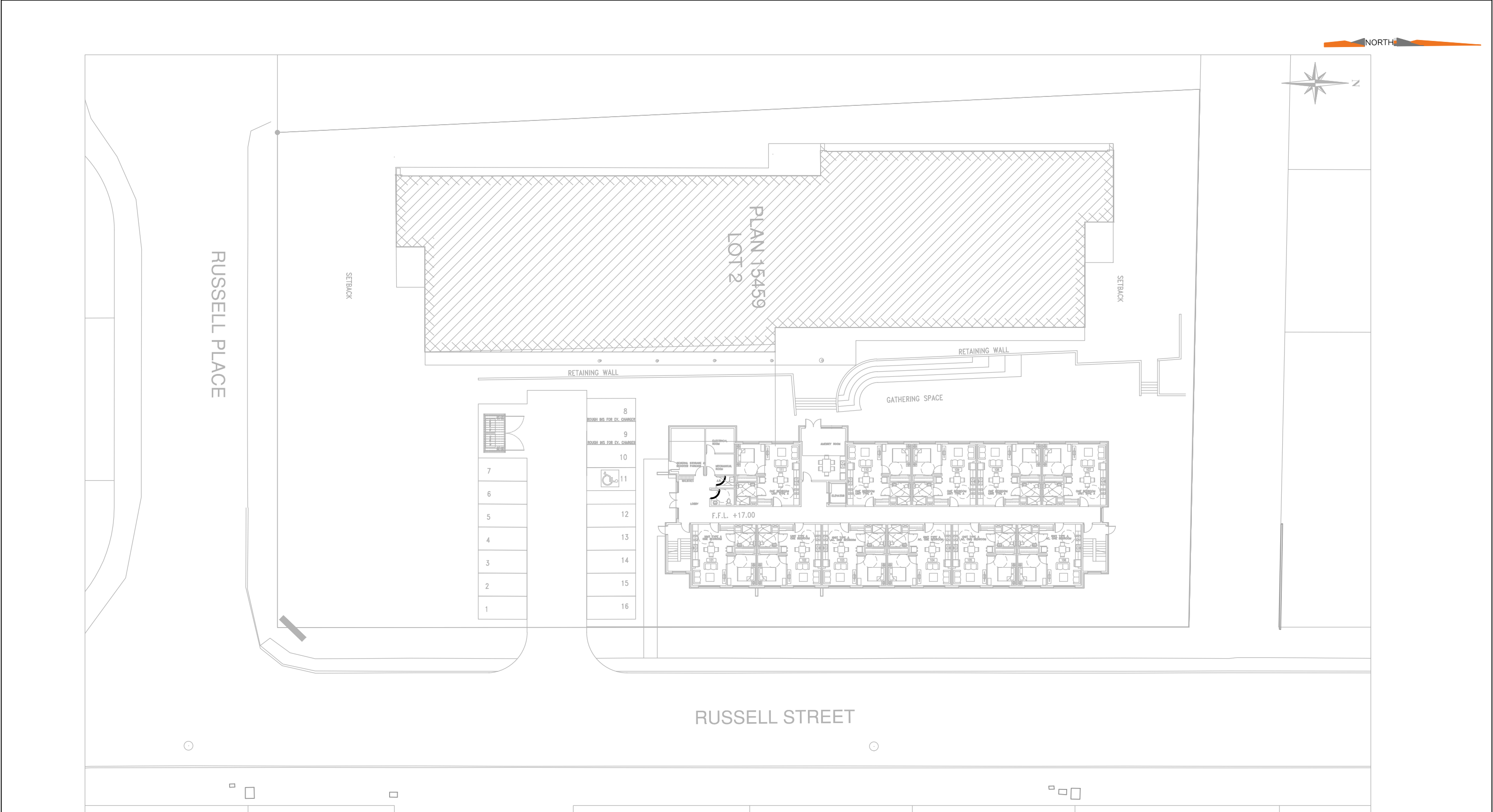
The developer should expand the apron of the parking lot at the west end to facilitate maneuvering into and out of the parking spaces at the end of the aisle.

The City of Port Alberni should reduce the posted speed limit on Russell Street to a maximum of 40 km/h to better align the available sight distance with an appropriate posted speed. However, based on the high population of seniors in the area, it is recommended that the posted speed limit should be further reduced to 30km/h.

The city of Port Alberni should work with BC Transit to improve passenger amenities and service at the Compton Road / Falls Street bus stop.



APPENDIX A – SITE PLAN



LEGEND:

PERMIT TO PRACTICE:

THESE DESIGN DOCUMENTS ARE PREPARED SOLELY FOR THE USE BY THE PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS ENTERED INTO A CONTRACT, AND THERE ARE NO REPRESENTATIONS OF ANY KIND MADE BY THE DESIGN PROFESSIONAL TO ANY PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS NOT ENTERED INTO CONTRACT.

SEAL:

REVISIONS		
0	REVISION DESCRIPTION	YYYY-MM-DD
1	Issued For Review	2024-03-08
2		
3		
4		
5		
6		
7		

3704.B01
Site Plan
5350 Russell Street

DRAWING NO:
FD-01


DESIGN SPEED:

SCALE:
1:400

DESIGN VEHICLE:
-

DRAWN:
AH

CHECKED:
KM



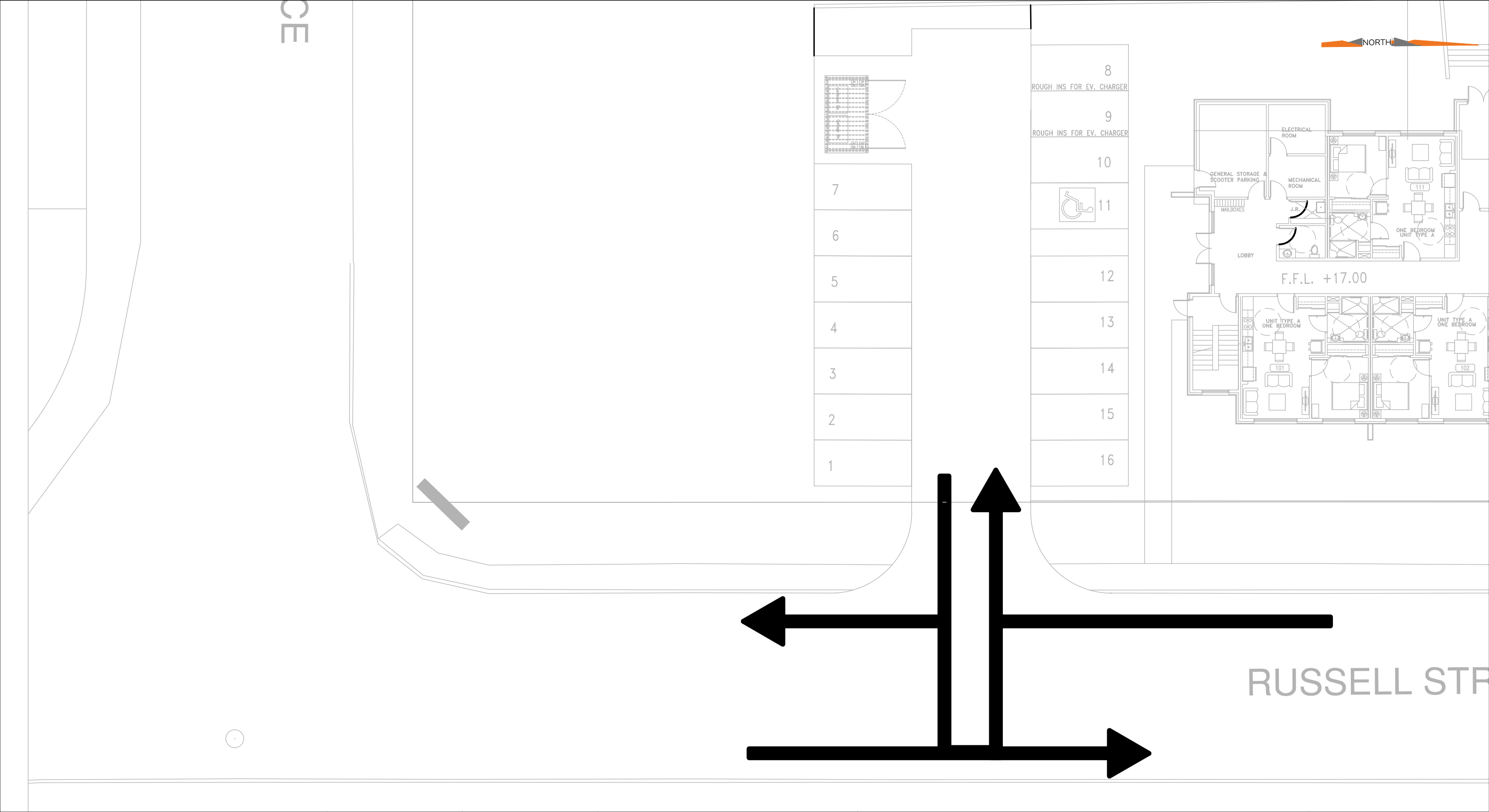
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PROJECT NO: 3704.B01



APPENDIX B – CIRCULATION PLAN



LEGEND:

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REVISIONS		
0	REVISION DESCRIPTION	YYYY-MM-DD
1	Issued For Review	2024-03-08
2		
3		
4		
5		
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7		

3704.B01
Parking Circulation
5350 Russell Street

DRAWING NO:
FD-02


DESIGN SPEED:

SCALE:
1:200

DESIGN VEHICLE:
-

DRAWN:
AH

CHECKED:
KM



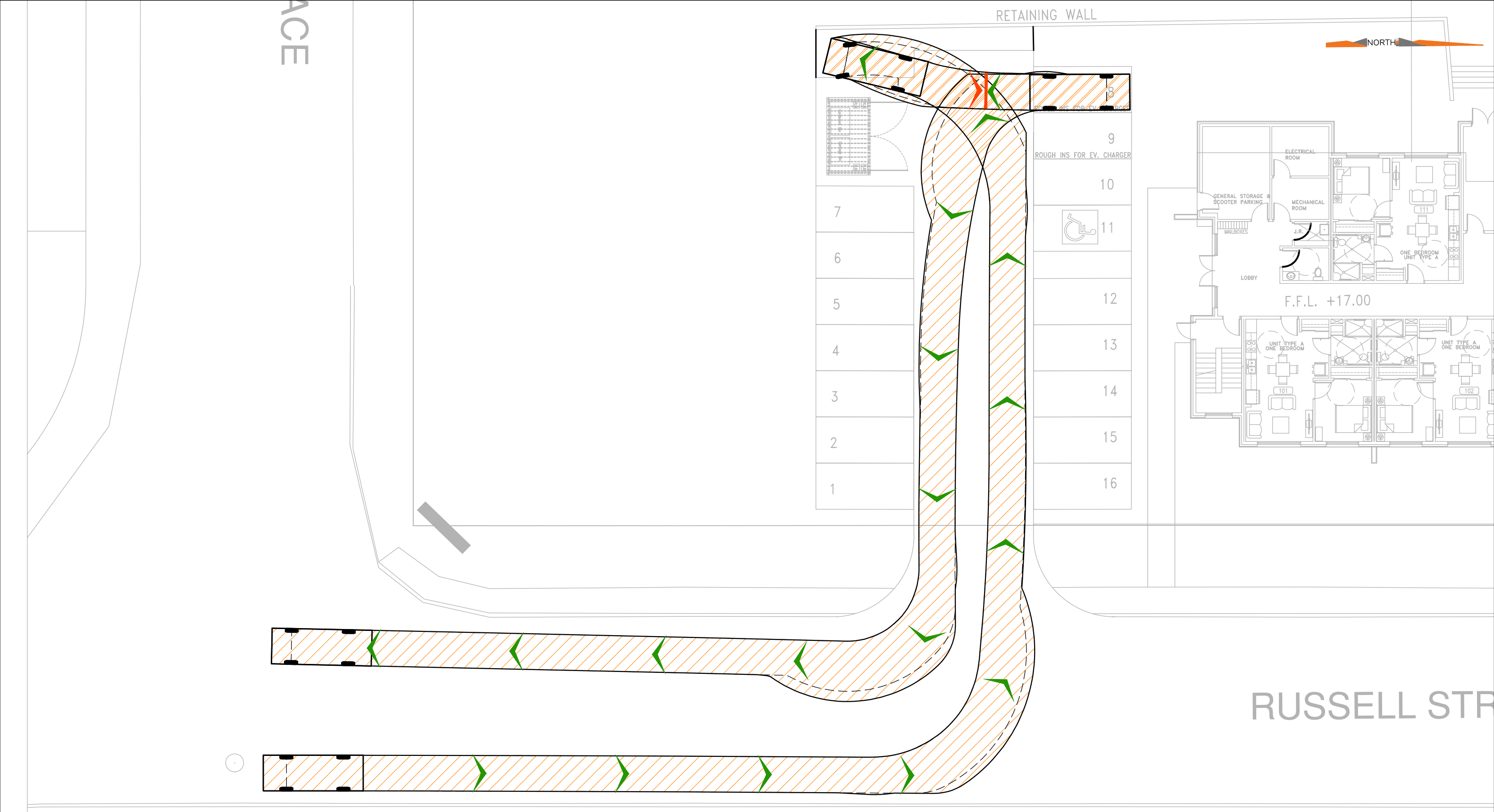
WATT
Consulting Group

WATTCONSULTINGGROUP.COM

PROJECT NO. 5004.B01



APPENDIX C – SWEPT PATH ASSESSMENT



LEGEND:

P - Passenger Car
Overall Length 5.600m
Overall Width 2.000m
Overall Body Height 1.555m
Min Body Ground Clearance 0.340m
Track Width 2.000m
Lock-to-lock time 4.00s
Curb to Curb Turning Radius 6.300m

PERMIT TO PRACTICE:

THESE DESIGN DOCUMENTS ARE PREPARED SOLELY FOR THE USE BY THE PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS ENTERED INTO A CONTRACT, AND THERE ARE NO REPRESENTATIONS OF ANY KIND MADE BY THE DESIGN PROFESSIONAL TO ANY PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS NOT ENTERED INTO CONTRACT.

SEAL:

REVISIONS		
0	REVISION DESCRIPTION	YYYY-MM-DD
1	Issued For Review	2024-03-08
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3704.B01
Parking Circulation
5350 Russell Street

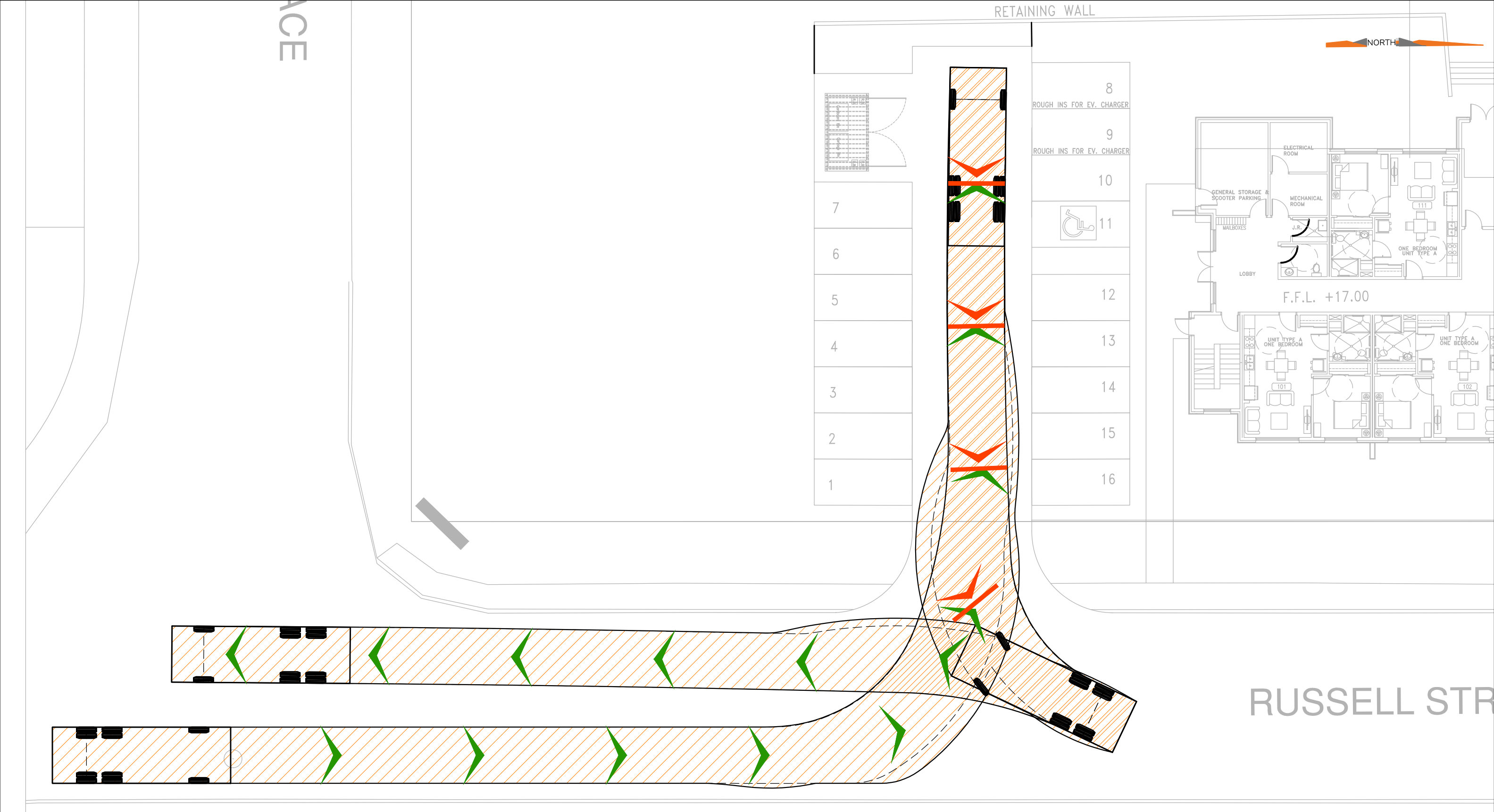
DRAWING NO: FD-03	SCALE: 1:200	DRAWN: AH
DESIGN SPEED:	DESIGN VEHICLE: Passenger Car	CHECKED: KM

WATT Consulting Group
WATTCONSULTINGGROUP.COM

REGULAR COUNCIL AGENDA - JUNE 23, 2025

PROJECT NO: 3704.B01

52



LEGEND:

City of Richmond Private Garbage
Overall Length 10.000m
Overall Width 3.150m
Overall Body Height 0.551m
Min Body Ground Clearance 0.551m
Track Width 3.150m
Lock-to-lock time 6.00s
Wall to Wall Turning Radius 12.500m

PERMIT TO PRACTICE:

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SEAL:

REVISIONS		
0	REVISION DESCRIPTION	YYYY-MM-DD
1	Issued For Review	2024-03-08
2		
3		
4		
5		
6		
7		

3704.B01
Parking Circulation
5350 Russell Street

DRAWING NO:
FD-04

DESIGN SPEED:

SCALE:
1:200

DESIGN VEHICLE:
Garbage Truck

DRAWN:
AH

CHECKED:
KM

WATT Consulting Group

WATTCONSULTINGGROUP.COM

PROJECT NO: 3704.B01

REGULAR COUNCIL AGENDA - JUNE 23, 2025

CITY OF PORT ALBERNI

BYLAW NO. 5118

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

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

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment Bylaw No. 5118**".

2. Official Community Plan Text Amendment

- 2.1 Add the following text to Section D: Plan Policies, 3.1 Public Administration / Institutional as 3.1.2 of Council Policy, and re-number subsequent list items:

"2. Care facilities in areas designated Institutional (INS) may include limited accessory services intended to meet the daily needs of residents, and accessory residential dwelling units (including multi-residential). This may include dwelling units for seniors, or for those living independently but expecting to require supportive care in the future. The City recognizes that people require different forms of housing at various stages of life, and this policy supports a spectrum of housing in the community."

- 2.2 Add the following text to the end of Section D: Plan Policies, 4.0 Residential, Affordable Housing:

"However, the Plan supports co-location of housing with a care facility on institutional lands as part of a care facility campus."

READ A FIRST TIME this 24th day of March, 2025.

READ A SECOND TIME this 24th day of March, 2025.

A PUBLIC HEARING WAS HELD this 12th day of May, 2025.

READ A THIRD TIME this day of , 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

CITY OF PORT ALBERNI

BYLAW NO. 5119

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as “Zoning Amendment (6123 & 6151 Russell Place), Bylaw No. 5119”.

2. Zoning Text Amendment:

- 2.1 Add the following text to Establishment of Zones Section 5.1:
“P3 – Care Campus”
- 2.2 Zoning Bylaw No. 5105, 2024 is hereby amended by adding the following text under Section 5:

P3 – CARE CAMPUS

- 5.33** The purpose of this *zone* is to establish areas for institutional care facilities with accessory uses intended to meet the needs of residents. This includes accessory residential dwellings for those living independently, or semi-independently, but expecting to require care in the future.

5.33.1 Permitted Uses

Principal Uses

Community Care facility
Hospital
Supportive housing

Accessory Uses

Childcare centre
Dormitory
Medical service
Multi-residential dwellings
Office
Personal Services
Parking Lot
Semi-detached dwelling
Single detached dwelling

5.33.2 Site Development Regulations

Minimum <i>Lot Area</i>	2000 m ²	(10,764 ft ²)
Minimum <i>Frontage</i>	15 m	(49.2 ft)
Maximum <i>Coverage</i>	50%	
Minimum <i>Setbacks</i> (Exterior Lot Lines):		
<i>Front yard</i>	6.0 m	(24.6 ft)

<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	4 m	(13.1 ft)
Minimum Setbacks (Interior Lot Lines)	1.5 m	(4.9 ft)
Maximum <i>Floor Area Ratio</i>	0.8	
Maximum <i>Height</i>		
Principal <i>Building</i>	12.5 m	(41.0 ft)
Accessory Residential <i>Building</i>	12.5 m	(41.0 ft)

5.33.3 Conditions of Use

- a) Occupancy of accessory residential dwelling units is restricted to *Residential Rental Tenure*.
- b) Abutting parcels zoned P3, and designated Institutional in the Official Community Plan, may be considered a single Care Campus.
- c) Accessory residential dwellings are permitted in a building that does not contain a *Principal Use*.
- d) Groups of single and semi-detached or multi-residential dwellings are permitted, as an exception to Section 6.1 of this Bylaw.
- e) *Useable Open Space* of 3.0 m² per unit must be provided as a common outdoor amenity area on any property with accessory residential dwellings. The common outdoor amenity area shall:
 - i. Be available for all residents of the principal buildings;
 - ii. Provide for pedestrian amenities, greenery, recreational space, and other leisure activities normally occurring outdoors.
 - iii. Not be located within a required exterior *setback*.
- f) Required number of on-site parking spaces for accessory multi-residential dwellings may be calculated at the rate specified for *Seniors Housing* in Section 7.9, where tenure for affordable seniors housing is specified in a housing agreement under Section 483 of the Local Government Act.
- g) Community care facilities for seniors may include an accessory beauty shop or other provision of personal services, limited to 16 m² (172 ft²) in floor area and 2 service chairs.
- h) A *landscape buffer* must be provided along any side or rear boundary of a lot in a P3 zone that abuts an R, RR, RM, or A zone.
 - i. Notwithstanding Section 6.7.4, *screening* not less than 1.5 m (4.9 ft) and not more than 1.8 m (6.0 ft) in height shall be provided

3. Zoning Map Amendment

- 3.1 The properties, legally described as LOT 1, SECTION 9, ALBERNI DISTRICT, PLAN 15459 (PID: 001-868-128) located at 6151 Russel Place, and LOT 2 SECTION 9 ALBERNI DISTRICT PLAN 15459 (PID: 001-823-591) located at 6123 Russel Place shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, are hereby rezoned from 'P1 Institutional' to '**P3 Care Campus**' zone.
- 3.2 Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 5105 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this 24th day of March, 2025.

READ A SECOND TIME this 24th day of March, 2025.

A PUBLIC HEARING WAS HELD this 12th day of May, 2025.

READ A THIRD TIME this day of , 2025.

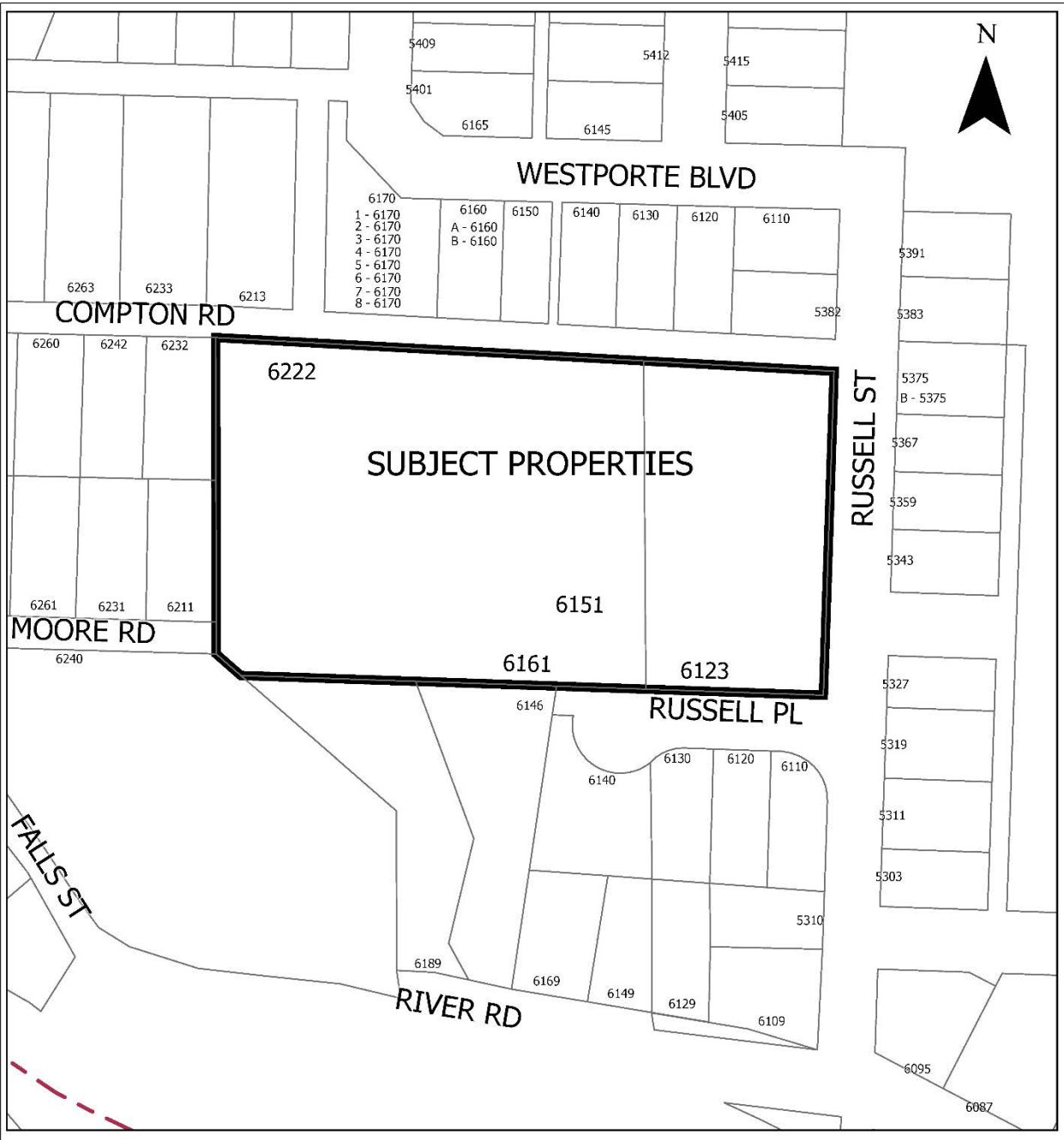
APPROVED BY THE MINISTRY OF TRANSPORTATION this day of , 2025.

FINALLY ADOPTED this day of , 2025.


Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5119
Site Plan



Date: June 2, 2025
File No: 0640-30-June 23, 2025
To: Mayor & Council
From: Mike Fox, CAO
Subject: **Utility Bylaw Amendments 2025**

Prepared by: <i>A. McGIFFORD</i> DIRECTOR OF FINANCE	Supervisor: <i>MIKE FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

- a. THAT "Waterworks Bylaw No. 5131, 2025" be now introduced and read a first time.
- b. THAT "Waterworks Bylaw No. 5131, 2025" be read a second time.
- c. THAT "Waterworks Bylaw No. 5131, 2025" be read a third time.
- d. THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be now introduced and read a first time.
- e. THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a second time.
- f. THAT "Sewer Connection and Regulation Bylaw No. 5132, 2025" be read a third time.
- g. THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be now introduced and read a first time.
- h. THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a second time.
- i. THAT "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be read a third time.

PURPOSE

For Council to consider amending the utility bylaws to reflect removal of rates now included in the City's Fees and Charges Bylaw.

BACKGROUND

Since 2014, the City has made annual increases to utility rates based on the Waterworth [Econics Enterprises] recommendations. As the master planning process progresses, Administration will be updating the model, anticipating its completion to inform future rate-setting decisions. This will enhance our long-term capital plans and facilitate a model refresh for 2026 and beyond.

The City aims to implement a full cost recovery model for utility services. This approach focuses on accurately determining service costs, ensuring equity, and designing rates that promote conservation and align with billing objectives.

ALTERNATIVES/OPTIONS

1. That "Waterworks Bylaw No. 5131, 2025", "Sewer Connection and Regulation Bylaw No. 5132, 2025", and "Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025" be introduced and read three times.
2. That Council request revisions prior to applying readings of the proposed bylaws.

ANALYSIS

Effective September 1, 2025, the "City of Port Alberni 2025 – 2029 Financial Plan Bylaw No. 5123, 2025" includes a targeted 5.00% increase for overall revenue on metered sales of water consumption, connections and sundry services; a 5.00% increase for sewer fees, connections and sundry charges; and 5.26% for solid waste charges.

The bylaws for consideration today, reflect previous consolidated bylaws into one new overarching bylaw taking into consideration updated formatting and structures as well as the removal of the associated fee schedules as they are now reflected in the City's overarching Fees and Charges Bylaw.

IMPLICATIONS

With the adoption of the "City of Port Alberni 2025 – 2029 Financial Plan Bylaw No. 5123, 2025" and the approved water and sewer budgets, the City's existing water and sewer rates bylaw require amendments prior to the September 1, 2025 billing period to reflect removal of fee schedules which are now captured in the City's overarching Fees and Charges Bylaw. Increases noted within the Fees and Charges bylaw are as follows:

Utility	Annual	4-month billing	Monthly
Water	24.94	8.31	2.08
Sewer	20.79	6.93	1.73
Solid Waste	10.00	3.33	0.83
Total	53.73	18.57	4.64

COMMUNICATIONS

Information regarding the increase to utility rates will be included on the 3rd tri-annual utility billing of 2025, sent out in January 2026.

BYLAWS/PLANS/POLICIES

- ["Waterworks Bylaw No. 5107, 2024"](#)
- ["Sewer Connection and Regulation Bylaw No. 5108, 2024"](#)
- ["Solid Waste Collection and Disposal Bylaw No. 5120, 2025"](#)

SUMMARY

Administration has provided new utility bylaws for consideration that reflect the previous consolidated bylaws and to remove the associated fee schedules now reflected in the City's overarching Fees and Charges Bylaw.

ATTACHMENTS/REFERENCE MATERIALS

- Draft – *"Waterworks Bylaw No. 5131, 2025"*
- Draft – *"Sewer Connection and Regulation Bylaw No. 5132, 2025"*
- Draft – *"Solid Waste Collection and Disposal Bylaw No. 5120-1, 2025"*

Copy: Sara Darling, Director of Corporate Services
Clinton Wright, Manager of Operations
Sanni Onnela, Utility Clerk

CITY OF PORT ALBERNI

BYLAW NO. 5131

A BYLAW RESPECTING THE WATERWORKS SYSTEM

The Council of the City of Port Alberni in open meeting assembled enacts as follows:

1. Title

This Bylaw may be cited for all purposes as "Waterworks Bylaw No. 5131, 2025".

2. Definitions

Unless the context specifically indicates otherwise, the meaning of the terms used in this bylaw shall be as follows:

"At Cost" means:

- a. Any Owner who applies to the City for work which is to be done "at cost" shall pay a cost determined by the City and which includes the amount expended by the City for gross wages and salaries, employee fringe benefits, materials, equipment rentals at rates paid by the City or set by the City for its own equipment and any other expenditure incurred in doing the work, plus administration charges;
- b. The Engineer shall supply an estimated cost and any Owner shall make an advance payment in the amount estimated prior to the commencement of any work; and
- c. The estimated cost will be the cost paid by the Owner, regardless of whether the actual costs were greater or less than the estimate.

"Backflow" means the flow of water from an Owner's Premises to the Waterworks.

"Building and Plumbing Inspector" means the Chief Building and Plumbing Inspector of the City or any person appointed by the Council to serve in the capacity and his/her duly authorized representative.

"Business Unit" means a separate Premises or unit in which business is conducted whether or not the Premises or units are supplied with water.

"City" means the City of Port Alberni.

"Council" means the Municipal Council of the City of Port Alberni.

“Cross Connection” means any actual or potential physical connection between a Potable Water line and any pipe, vessel, or machine containing a non-potable fluid, such that it is possible for non-potable fluid to enter the Potable Water system by Backflow.

“Curb Stop” means a shut off valve installed by the City on a Service Connection with a protective housing to the ground surface. The Curb Stop is located on the Main side of the property line.

“Distribution System” means all Mains and appurtenances thereto, including Fire Hydrants, pumping stations, reservoirs, pressure reducing stations, Meters and Service Connections installed within any highway, municipal right-of-way or easement or municipal property.

“Dwelling Unit” means one or more rooms constituting a separate self-contained unit or living accommodation used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

“Engineer” means the Municipal Engineer of the City or any person appointed by the Council to serve in that capacity and will be referred to herein as the Engineer, and his/her duly authorized representatives.

“Engineering Department Standards and Specifications” means the document so titled and adopted by Council as “Schedule B” to the City of Port Alberni Subdivision and Development Bylaw.

“Fire Hydrant” means a device equipped with special threaded connections installed by the City within a highway, municipal right-of-way, easement or on Municipal property, or private devices as permitted by the Engineer, connected to a Main to provide water for fire protection purposes.

“Fire Line” means a Supply of Water which has one separate and secure Service Connection devoted solely to serving Fire Hydrants and/or fire sprinklers as needed on an emergency basis only.

“Main” means a pipe including valves, fittings and other appurtenances other than a Service Connection, pumping station, treatment plant or reservoir in the Distribution System.

“Meter” means a device used to measure and indicate the volume of water passing through the device and shall include remote reading accessories and all other accessory materials required for the installation and operation of the Meter.

“Owner” means “owner” as defined in section 1 of the *Local Government Act*, R.S.B.C. 1996, which is copied here for convenience purposes only: “owner in respect of real property means (a) the registered owner of an estate in fee

simple, (b) the tenant for life under a registered life estate, (c) the registered holder of the last registered agreement for sale, (d) the holder or occupier of land in the manner referred to in section 356 *[taxation of Crown land used by others]* or section 357 *[taxation of municipal land used by others]*, and (e) an Indian who is an owner under letters patent of a municipality incorporated under section 12 *[incorporation of reserve residents as a village]*.”

“Person” means any person and includes any company, corporation, individual, partnership, firm, association, society or party but excludes the City of Port Alberni or any person authorized to act on its behalf.

“Potable Water” means water that is fit for human consumption as defined in the *British Columbia Health Act, Safe Drinking Water Regulation*.

“Premises” means land and land and improvements.

“Service Connection” means a pipe and the necessary valves and protective boxes, connections and any other material necessary to and actually used to connect the Main to a Curb Stop.

“Treasurer” means the Treasurer of the City or any person appointed by the Council to serve in the capacity of Financial Officer under section 199 of the *Local Government Act*, and his/her duly authorized representative.

“Water Consumption” means the amount of water used at a Premises in a period of time as indicated by the difference between the Meter readings at the previous read date and the present read date.

“Water Service” means a pipe including all valves, connections, taps and Meters connecting a Curb Stop to a house or building and includes the tail nut of the Curb Stop.

“Supply of Water” means the flow of water available to the Premises from the Waterworks.

“Waterworks” means the entire waterworks system of the City including the Distribution System, reservoirs, treatment facilities, pumpstations, dams and intakes.

3. Authority for City to Supply Water

The City hereby establishes a Waterworks to supply water to the inhabitants of the City and adjacent localities. The provisions of this bylaw shall extend to and be binding upon any Owner so supplied, and the City reserves the right to alter or discontinue services in emergencies or when deemed necessary.

4. Responsibility

This bylaw shall be administered by the Engineer, who shall have the authority to enforce compliance with all provisions herein, issue orders, impose penalties for violations, and oversee any necessary inspections.

5. Prohibitions

No Person shall:

- a. bathe or wash or cleanse any material, or place a nuisance or any offensive matter or thing within or near the sources of supply of the Waterworks, or reservoir, or in any lake, river, pond or spring from which such water is obtained, or cause to throw or put any poisonous, noxious or offensive matter or thing therein, or cause, or permit, or suffer the outflow of any sink, drain or sewer to run or be conveyed into the same, or carry out work which allows silt or mud to foul the water supply, or cause or permit or suffer any other matter or thing to be done whereby the Waterworks may be fouled;
- b. make any connection to the Waterworks or in any way tamper with, operate, remove, or make any alteration to any Fire Hydrant, Meter, Curb Stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the Waterworks without first applying for, on the form provided by the Engineer, and obtaining written permission from the Engineer;
- c. without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the Waterworks;
- d. sell, give, or convey water beyond Premises connected to the Waterworks, without prior written permission of the Engineer;
- e. willfully waste any water or use any water for powering machinery or any other use which the Engineer deems extraordinary;
- f. use water on a Premises for purposes other than those specified in the application(s) for Service Connection;
- g. connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container or appliance in a manner which, under any circumstances, may allow water, waste water, or any harmful liquid or substance to enter the Waterworks;
- h. connect or attempt to connect, or allow to be connected, or allow to remain connected to the Waterworks any property or Premises otherwise

than in accordance with the provisions of this Bylaw;

- i. install water services on private property other than in accordance with the Building Bylaw and with the approval of the Building and Plumbing Inspector prior to connection being made to the Service Connection at the property line;
- j. refuse or fail to abide by a notice issued by the Engineer of a prohibition, restriction or limitation of the use of water;
- k. lay or cause to be laid any pipe to connect with any Main or Service Connection of the Waterworks or in any way obtain or use water supplied thereby without the permission of the Engineer;
- l. turn on the Water Service at the Curb Stop for occupancy use until the private plumbing system has been approved by the Building and Plumbing Inspector and has been inspected for cross-connections;
- m. knowingly give inaccurate information to the City regarding the description of Premises, the number and description of business and/or residential Premises, and other information necessary for the formation of a correct estimate of the rates and charges to be charged;
- n. use water from a fire line Service Connection or from the fire line branch of a dual-purpose Service Connection for any purpose other than firefighting;
- o. in any way tamper with or remove the Meter or operate sealed bypass valves after installation without first obtaining the permission of the Engineer.

6. No Guarantee of Water Supply, Pressure or Quality

The City does not guarantee continuous or uninterrupted water supply, quality, or pressure. The City reserves the right to alter operational pressures or interrupt service as necessary for repairs, maintenance, extensions, or emergencies.

7. Liability

Neither the City, its officers, employees or agents shall incur any liability of any kind whatsoever by reason of the cessation in whole or in part of the Supply of Water, or changes in operating pressures, or by reason of the water containing chlorine sediments, pathogens, deposits, or other foreign matter.

It is a condition of the Supply of Water that:

- a. In the event that the Supply of Water to any Owner shall fail, whether from natural causes or accident or from any other causes whatsoever, the City shall not be liable for damage by reason of such failure.
- b. The City shall not be liable for any injury or damage to any Person or property arising or occurring from the use of water from the Waterworks.
- c. The City does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process.

8. Owner Depending on Continuous or Pure Water to Provide Their Own Facilities

Owners depending on a continuous and uninterrupted Supply of Water or having processes or equipment that require particularly clear or pure water shall provide such emergency storage, oversize piping, pumps, tanks, filters, pressure regulators, check valves, additional service pipe or other means for a continuous and adequate Supply of Water suitable for their requirements.

9. Access by City

Every Owner under this Bylaw shall at all reasonable times allow, suffer and permit the Engineer or any person authorized by him for such purpose, to enter into the Premises for the purpose of installing, repairing, maintaining, examining, reading, and inspecting, water pipes, connections, fixtures, taps, Meters, Fire Hydrants, and any other apparatus used in connection with the Waterworks.

Every Owner, tenant or occupant of Premises shall provide and maintain an adequate and convenient passageway to the Meter, and shall keep such passageway reasonably accessible at all times for the reading, inspection, repairing, maintaining, and removal of the Meter.

10. Responsibility to Repair Leaks

The Owner has a duty to expeditiously detect and repair any leaks which result in the waste of water as described in Section 15 of this Bylaw.

Every Owner having Metered service shall pay for the full amount of water as registered by the Meter, according to the rates applicable to the service, and no deduction shall be allowed on account of any waste of water.

11. Termination of Supply of Water

The Engineer may order the termination of the Supply of Water to any Owner on ten (10) days written notice for violation of any of the provisions of this Bylaw, for failure to maintain the Water Service in good condition without any leaks, for the

non-payment of rates and charges when due, for refusing to provide for the proper installation of a Meter, for system repairs, or for lack of water.

12. Water Use Restrictions

In the event of a water supply shortage, due to any reason whatsoever, the Engineer may issue a notice prohibiting, restricting or limiting the use of water by any or all of the Owners.

Such notice shall be sufficiently given if broadcast by the local radio or television station or advertised in a newspaper circulating in the City.

It shall not be a defense to any Person prosecuted hereunder that notice, as aforementioned, shall not have reached or been brought to their attention.

13. Service Connections

Each property shall have its own Service Connection which shall be installed by the City. Each building shall have only one Service Connection except when a separate connection is required for fire protection purposes or when otherwise approved by the Engineer. Where two or more buildings exist on one parcel of land and where such parcel or land can be subdivided, each building shall have a separate Service Connection.

All connections with the City's Mains or Service Connections shall be made by employees or authorized agents of the City.

A strata development, regardless of the number of internal lots or structures, shall have only one metered domestic Service Connection to the Waterworks.

The Engineer shall determine the location of a Service Connection. If an Owner desires to have a Service Connection installed in any particular location, he shall in writing notify the Engineer of such desire.

Where possible, the Service Connection will be located at the location requested by the Owner. In the event the Owner's preferred location is not practicable due to the existence of installed surface improvements, or is in conflict with installed underground utilities or is cost prohibitive, the Engineer shall designate the location of each Service Connection to each parcel of land or Premises.

The minimum inside diameter of a Service Connection shall be nineteen millimetres (19 mm) (3/4 inches). The size of the Service Connection for any Premises shall be approved by the Engineer. If the requested Service Connection exceeds the then available capacity of the Waterworks, the Engineer may limit the size of the connection.

All Service Connections shall be installed to conform to the latest revision of the Engineering Department Standards and Specifications.

Where street surface improvements by way of paving are scheduled for installation by the City, the Engineer may order a Service Connection to be installed to any property abutting such street and served by the Waterworks regardless of whether or not any improvement is constructed on the property, but no water shall be supplied to such property except as provided in Section 18 of this Bylaw.

14. Cross Connection Control

Notwithstanding Section 11 above, if a condition is found to exist which, in the opinion of the Engineer is contrary to Subsection 5.g. above, the Engineer may either:

- a. forthwith shut off the Water Service or services, or
- b. give notice to the Owner to correct the fault within 96 hours, or a specified lesser period, and if the Owner fails to comply with such notice, forthwith shut off the Water Service or services.
- c. Without prejudicing the aforesaid, the Engineer may require Cross Connection control devices to be installed. The device and installation shall be approved by the Engineer and installed by and at the expense of the Owner.

Notwithstanding Subsection 5.l. of this Bylaw, use of a Water Service for construction purposes on a temporary basis is not prohibited, provided the Engineer is satisfied that adequate provision is made to prevent Backflow into the Waterworks.

No new Service Connection for any building, irrigation system or sprinkling system, will be given to an Owner unless the Engineer is satisfied that cross-connections do not exist, or unless an approved cross-connection control device has been installed by an approved installer. The said installation must then be inspected and approved by the Chief Building and Plumbing Inspector and tested by a Certified Tester of Cross Connection control devices.

Where a Cross Connection control device is required the said device shall be approved by the Engineer and conform to the requirements of the latest revision of the Engineering Department Standards and Specifications.

The installation, repair and maintenance of all cross-connection control devices are the responsibility of the Owner who must ensure that the devices are in proper working order. These devices are to be tested by a Certified Tester of

Cross-Connection Control Devices, and the test results, including repairs performed, submitted to the City on an annual basis or as required by the Engineer.

15. Water Service

The City shall install that portion of the Water Service between the Curb Stop and property line. Any fittings required to join the City's pipe to the Owner's shall be the Owner's responsibility. All Water Services shall be installed with a Meter.

The Water Service shall be maintained by the Owner at his sole expense. In the event that any defect is suspected in the Service Connection or Water Service, the Owner shall immediately notify the City and the Engineer will, as soon as practical, operate the Curb Stop and determine thereby if the defect exists in the Water Service or in the Service Connection. If the defect is determined to be located in the Water Service, the Owner shall affect repairs within ten (10) days.

In the event the Owner refuses or neglects to carry out repairs within the specified time the Engineer may either terminate the Water Service in accordance with Section 11, or by his workers or others, make the necessary repairs at the expense of the Owner, and the City shall recover the total actual costs thereof.

16. Meters

The City shall be entitled at any time to install a Meter upon any Premises whereon water is supplied and substitute a metered user rate for the unmetered user rate thereon, whether such unmetered user rate has already been paid or not.

The establishment of a Rate for Water Consumption for unmetered (refusals) Premises does not interfere with or relieve an Owner of their obligation to have a Meter installed on their Premises as required in Section 16, above.

In the event of the installation of a Meter, an allowance shall be made to the Owner of so much of the unmetered user rate already paid by him as is proportionate to the unexpired portion of the time covered by such unmetered user rate, and from the time of such installation the rate payable shall be according to the reading of the Meter installed.

Unless otherwise determined by the Engineer, all Owners shall install a Meter in a configuration as required in the latest revision of the Engineering Department Standards and Specifications.

The Engineer shall determine the size of Meter required and the City shall supply, at the City's expense, the Meter to the Owner or his agent for installation.

First-time installation of Meters in existing structures will be at the City's expense. All other Meter installations shall be at the Owner's expense.

The Meters are and shall remain the property of the City or its authorized agents, who shall maintain, repair, replace, inspect and read the same. If such property is damaged or destroyed as a result of carelessness, willful damage, tampering, hot water or steam, or the action of frost or from any other cause not the fault of the City or its employees, the Owner in or on whose Premises the Meter has been placed shall pay the City, or its authorized agents, the value of the property so damaged or destroyed or the total actual cost of repairing same.

Where, in the opinion of the Engineer, convenient access to a Meter cannot be supplied, the City shall, by its employees or others, install suitable remote reading equipment at cost to the Owner.

Each individual Meter shall, whenever possible, be read once every billing period.

In no case shall a Meter reading be postponed for more than two (2) consecutive billing periods.

17. Rates and Customer Service Charges

Every Owner of Premises where a Meter is installed shall pay in addition to all other rates and charges for the use of the Waterworks the amounts specified in the City's Fees and Charges Bylaw. The rates enumerated in the City's Fees and Charges Bylaw are hereby imposed and levied by the City, and all such rates shall be due and payable on the date specified in the City's Fees and Charges Bylaw and shall form a charge on the lands and improvements to or upon which the Service Connection is made.

Every Owner of Premises where a Meter is not installed shall pay in addition to all other rates and charges for the use of the Waterworks the amounts specified in the City's Fees and Charges Bylaw. The rates enumerated in the City's Fees and Charges Bylaw are hereby imposed and levied by the City, and all such rates shall be due and payable on the date specified in the City's Fees and Charges Bylaw and shall form a charge on the lands and improvements to or upon which the Service Connection is made.

Every Owner requesting and/or receiving services shall be charged for those services as prescribed by the terms of the City's Fees and Charges Bylaw.

The Rates for Water Consumption as specified shall be applied commencing:

- a. in the case of new construction, on the date that the City issues the Meter to a private installer or the date that City staff install the Meter, and

- b. in the case of previously metered Premises, from the date of the application for turn on or, where service has been discontinued, from the date as determined by the Treasurer.

Fixed System Charges prescribed in Rates for Water Consumption, and Fire Line Rates in the City's Fees and Charges bylaw charged for the first billing period shall be pro-rated to the next following full month of service.

Except where there is a compound Meter, where more than one Service Connection or Meter serves any Owner's Premises, each Meter will be billed separately and in accordance with the respective applicable rates and charges prescribed in the City's Fees and Charges Bylaw.

Notwithstanding Section 16, above, when a Meter reading is postponed until the next billing period, the rate to be charged shall:

- a. for the billing period for which no reading is taken, be calculated on the average Water Consumption in the previous two (2) billing periods.
- b. for the billing period following that in which no reading was taken be calculated on the total actual Water Consumption in the two (2) billing periods, as read on the Meter, minus the estimated Water Consumption utilized in (i) above.
- c. if a Water Consumption estimate is not possible using the methods prescribed in (a) and (b) above, then the Treasurer shall estimate the Water Consumption for the billing period in a similar manner as described in Section 17 of this Bylaw.

Where the Engineer determines that a Meter fails to register or to properly indicate the quantity of water used or consumed, or where breakage of a Meter occurs on private property, the Treasurer shall estimate the Water Consumption and shall render an account to the Owner.

Where any account is rendered pursuant to this Section 17, the Treasurer, in estimating the account, shall consider previous billing periods when such Meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Treasurer, may affect the Water Consumption.

Where an adjustment is made to an account related to failure of a Meter, the Treasurer may charge an administration charge as set out in the City's Fees and Charges Bylaw.

No complaint of an error in any account for water rates or charges shall be

considered and no adjustment of any such error shall be made after a period of one (1) year has elapsed since the end of the period for which such rates or charges were made. After termination of this period all such rates and charges shall be deemed to have been properly and correctly made.

In the event of failure or stoppage of Supply of Water continuing for more than five (5) consecutive days, a pro-rated reduction shall be made on the Fixed System Charge prescribed in the Rates for Water Consumption and Fire Line Rates prescribed in the City's Fees and Charges Bylaw.

A penalty equal to 5% of the unpaid balance of the "Amount Due" noted on the period Utility Billing invoice (less any subsequent payments), shall be charged to the customer account thirty-one (31) days following the "Payment Due Date" noted on the period Utility Billing invoice.

If the rates and charges imposed during any one calendar year remain unpaid after the thirty-first day of December in that year, they shall be entered upon the tax roll as taxes in arrears against the property so served.

Non-receipt of an invoice or account will not be recognized as a valid excuse for failure to pay the rates when due.

18. Service Connections

The Council may from time to time by bylaw prescribe the charge to be paid to the City by an Owner applying for a Service Connection. No Service Connection shall be made until payment of the prescribed charge is received by the City.

Each application for a Service Connection shall be made to the City by the Owner or authorized agent and shall be in the form set by the Engineer and shall be signed by such Owner or agent, and delivered to the Engineer. Payment of the applicable Service Connection charge pursuant to the City's Fees and Charges Bylaw shall be made with the application.

Every Owner applying for a Service Connection shall make a full and true statement, of the description of the said Premises and the number and description of business and/or residential Premises and shall give all other information necessary for the formation of a correct estimate of the rates and charges to be charged.

Every Owner shall forthwith upon there being any change in the description of Premises or in the number or description of business and/or residential Premises notify the Treasurer in writing of said change.

If the statement made or information given under Section 18 shall be inaccurate in any particular so that any additional rate shall become chargeable, such

additional rate shall be payable forthwith to the City.

Upon receipt of an application for a Service Connection, the Engineer shall, as soon as he can do so conveniently, install a Service Connection from the Main pipe to the street boundary.

If such connection is not practicable the Engineer shall so notify the Owner and the City shall refund the Service Connection charge paid by the Owner.

19. Fire Line Service Connections

In the event that an Owner wishes to apply for both a fire line Service Connection and a Service Connection for normal use that can be installed concurrently, they may apply either for a dual-purpose Service Connection within one pipe, or separate Service Connections. The Engineer may require that the applications for the two types of services to a new structure be made concurrently, and may require that, in the case of separate Service Connections, they be installed concurrently and in the same location in order to minimize the disturbance of traffic, pavements and utilities.

If a dual-purpose Service Connection within one pipe is approved by the Engineer, the connection will be installed At Cost.

If totally separate Service Connections are approved by the Engineer, the rates and charges applicable shall be the total of the charges for the size and "type" (i.e. domestic or fire line) of each Service Connection as prescribed in the City's Fees and Charges Bylaw.

20. Use of Fire Hydrants

An Owner desiring to temporarily obtain water by connecting to a Fire Hydrant must apply for, using the form provided by the Engineer, and obtain written permission from the Engineer. At the time of application, the Owner will pay the charges as prescribed in the City's Fees and Charges Bylaw for this service. The Engineer will consider each application on its merits and will grant permission at his discretion.

21. Watermain Extensions

All applications for Main extension shall be made in writing to the Engineer, using the form provided by the Engineer, by the Owners of the property to be served by such Main extension.

Should the Engineer approve an extension of the Main to serve any Premises, the extension including Service Connections to the Owner's abutting property, shall be designed and installed in accordance with the Engineering Department

Standards and Specifications At Cost to the Owner.

Notwithstanding the diameter of the Main required to be extended as aforesaid the amount payable by the Owner shall not be greater than the cost of extending a 150 mm (6 inch) Main.

Where extension of a Main is capable of providing less than four Service Connections, the Engineer may agree if so requested to have the engineering design and associated services performed by the City At Cost. The Owner shall reimburse the City its costs incurred for the provision of engineering services.

Where a Main is extended At Cost to an Owner as provided herein, the Owner extending the Main shall be entitled to a refund for each Service Connection made to the said extension to serve property owned by another Owner where provided for under the City's "Subdivision and Development Bylaw".

22 Water Supply Turn On and Turn Off

Owners who desire to turn on or turn off their Supply of Water at the Curb Stop shall apply in writing, using the form provided by the Engineer, and at least two (2) days in advance, to the Engineer and the work will be done at the City's convenience. If the turn on or turn off is for purposes other than maintenance or repair or the commissioning of a new Service Connection or Supply of Water, the customer service charge for such turn on or turn off shall be as provided in the City's Fees and Charges Bylaw.

Notwithstanding the section above, any Owner who requests turn on or turn off of a Water Service for maintenance or repair on an emergency basis at dates and times other than regular City business hours shall be charged a customer service charge as prescribed in the City's Fees and Charges Bylaw.

Until the receipt of such application, the appropriate rates shall be charged to the end of the month in which the application for turn on or off was received.

No credit or rebate of any rates or charges paid or payable will be granted or allowed unless proper application has been made and the Supply of Water has been turned off for a period in excess of thirty (30) days.

When an Owner desires to have the Supply of Water renewed after it has been turned off for any reason, they shall apply therefor to the Engineer in writing giving five (5) days' notice, and shall pay all arrears of rates and charges as set out in the City's Fees and Charges Bylaw for the cost of turning water off and on together with any other expense the City may have incurred in connection with such discontinuance and resumption of supply. No Supply of Water shall be renewed to any Premises when there are arrears of rates or charges against such Premises or against the Owner for such renewal.

23. Interim Meter Read

Any Owner desiring an interim Meter read (i.e. a special read other than at the time of reading for the normal billing period) for a Premises for purposes including but not limited to buying/selling of the Premises, change of tenants, and statement of outstanding taxes from a lawyer, notary or others, must apply to the Treasurer, using the form provided by the Treasurer. A customer service charge as provided in the City's Fees and Charges Bylaw will be charged for this service. Written application must be received by the Treasurer at least two (2) working days in advance of the date that the interim Meter read is desired and the City will complete the work at its earliest convenience.

24. Meter Testing

If an Owner is dissatisfied with the Water Consumption as recorded by their Meter, they may, on application to the Engineer, have their Meter tested by the City. At the time of application, the Owner shall pay a deposit for Meter testing, prescribed in the City's Fees and Charges Bylaw. Upon receiving such application, the City will test at its earliest possible convenience.

If the test shows that the Meter is over-registering by more than 4%, the sum so deposited shall be refunded and the Owner shall be allowed a rebate on the Water Consumption for a period not exceeding the three (3) months immediately prior to such test and the amount of the rebate shall be determined by the percentage of the inaccuracy as shown by the test, or on some other equitable basis as determined by the Treasurer. If the test shows the Meter to be registering within the 4% the sum so deposited shall be forfeited to the City to defray in part the cost of making the test.

Any Meter may be tested by the City at any time and at its initiation and the provisions of the above sub-section for the adjustment of inaccuracies shall apply.

25. Adjustment of Account

Notwithstanding Section 10, above, any Owner desiring an adjustment to an account as a result of a leak from a breakage of any water pipe on their property, may apply to the Treasurer, using the form provided by the Treasurer, and the Treasurer will decide at his discretion whether or not to adjust the account based on the circumstances and other factors he considers relevant. The Treasurer may charge an application administration charge as set out in the City's Fees and Charges Bylaw.

26. Offenses and Penalties

Every Person who does anything this Bylaw prohibits or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw or who does any act which violates any of the provisions of this Bylaw, is guilty of an offense against this Bylaw and liable to the penalties hereby imposed. Each day that a violation continues to exist shall constitute a separate offense.

Every Person who commits an offense against this Bylaw shall be liable upon summary conviction to a fine in accordance with the City's Fees and Charges Bylaw and, for offenses not included in the City's Fees and Charges Bylaw, a fine of not more than \$2,000 for each offense, or to imprisonment for not more than 6 months, or to both, and in default of payment forthwith or within such time as the presiding Supreme Court Judge or Justice of the Peace shall direct, the fine imposed shall be recoverable under the provisions of the *Offence Act*, R.S.B.C. 1996, Chapter 338 and all amendments thereto.

27. Severability

If any provision of this bylaw is held to be invalid or unenforceable by a court of law, such invalidity shall not affect the validity and enforceability of the remaining provisions of this bylaw.

28. Repeal

Bylaw No. 4494 and all amendments thereto are hereby repealed.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

CITY OF PORT ALBERNI

BYLAW NO. 5132

A BYLAW TO REGULATE THE USE OF PUBLIC AND PRIVATE SEWERS, THE INSTALLATION AND CONNECTION OF BUILDING SEWERS, AND THE DISCHARGE OF WATERS AND WASTES INTO THE PUBLIC SEWER SYSTEM.

The Council of the City of Port Alberni in open meeting assembled enacts as follows:

1. Title

This Bylaw may be cited for all purposes as “Sewer Connection and Regulation Bylaw, No. 5132, 2025”.

2. Definitions

Unless the context specifically indicates otherwise, the meaning of the terms used in this bylaw shall be as follows:

“Approved” shall mean conforming with this bylaw and such designs, standard specifications, methods, and materials as adopted from time to time by the Engineer.

“BOD₅” (Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20° centigrade, expressed in parts per million by weight.

“Building drain” shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning three (3) feet outside the outer face of the building wall.

“Building sewer” shall mean that part of a drainage system outside a building commencing at a point three (3) feet from the outer face of the wall of the building and connecting the building drain to the public sewer or place of disposal of sewage.

“City” shall mean the City of Port Alberni.

“Council” shall mean the Council of the City.

“Engineer” shall mean the Engineer of the City of Port Alberni or such other person as the Council may by resolution appoint.

“Garbage” shall mean solid wastes from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage, and sale of produce.

“Health officer” shall mean the Medical Officer of Public Health for the City or any person to whom he may delegate a particular duty.

“Liquid Industrial wastes” shall mean the liquid wastes from industrial manufacturing process, trade, or business as distinct from sanitary sewage.

“Meter” means a device connected to the waterworks system used to measure and indicate the volume of water passing through the device and shall include remote reading accessories and all other accessory materials required for the installation and operation of the Meter.

“Natural outlet” shall mean any outlet into a water course, pond, ditch, lake, or other body of surface or ground water.

“Owner” shall mean the registered owner of a property or the purchaser thereof who is entitled to occupy and enjoy the property.

“Person” shall mean any individual, firm, company, association, society, corporation, or group.

“pH” shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

“Polluted water” shall mean drainage water or waste water which contains more than any of the following:

- a. Ten parts per million by weight of fat, oil, or grease;
- b. Thirty parts per million by weight of suspended solids;
- c. Twenty parts per million by weight of BOD₅;
- d. A median confirmed stage coliform count of 2400 per hundred milliliters;
or contains concentrations of such other substances which by themselves or in combination with other may be toxic or poisonous or otherwise detrimental to animal or vegetable life in the opinion of the Engineer. Notwithstanding this definition the constituent limitations of

waste water discharges shall always be subject to the requirements of the provincial authorities having jurisdiction.

“Properly shredded garbage” shall mean the waste from the preparation, cooking, and dispensing of foods that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particles greater than one-half inch in any dimension.

“Public sewer” shall mean a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.

“Sanitary sewer” shall mean a sewer which carries sewage and to which storm surface and ground waters are not intentionally admitted.

“Sewerage system” shall mean all facilities for collecting, pumping, treating and disposing of sewage.

“Sewage” shall mean water carried wastes from residences, business buildings, institutions and industrial establishments; excluding storm water.

“Sewer” shall mean a pipe or conduit including manholes and other appurtenances, for carrying sewage.

“Sewer connection” shall mean that portion of the Building Sewer within a highway.

“Sewage treatment plant” shall mean any arrangement of devices and structures used for or intended to be used for treating sewage.

“Storm sewer or storm drain” shall mean a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

“Combined sewer” shall mean a sewer which carries both sanitary and storm sewage.

“Storm water” shall mean surface and subsurface ground water, roof drainage, and all storm waters. In certain circumstances it may include cooling and waste waters in which the waste constituent is not of an organic nature.

“Suspended solids” shall mean solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.

“Watercourse” shall mean a channel in which a flow of water occurs either continuously or intermittently.

“Unpolluted” shall mean having constituents less than the specified limits of polluted waters.

3. Administration

This bylaw shall be administered by the Engineer, who shall have the authority to enforce compliance with all provisions herein, issue orders, impose penalties for violations, and oversee any necessary inspections.

4. Use of Public Sewers Required

1. No person shall place, deposit, cause or permit to be deposited any human or animal excrement, garbage or other objectionable waste in any manner that is unsanitary in the opinion of the Health officer upon public or private property within the City.
2. Except as permitted by this bylaw or the regulations of the provincial authority having jurisdiction, no person shall construct or maintain a privy, septic tank, cesspool, or other facility intended or used for the disposal of sewage.
3. The owner of every house, building or property used for human occupancy, employment, recreation, or other purpose, situated within the City and abutting on any street, alley, or right-of-way which there is now or hereafter located, a public sewer of the City is hereby required to install at his expense suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this bylaw within three (3) months of notice by registered mail to do so, provided said public sewer is within 100 feet of the nearest property line.
4. In the event that an owner or occupier who has been required to connect a building to a public sewer pursuant to Section 4.3 fails or neglects to connect the said building with the public sewer within three (3) months of the receipt of the said notice, the City may, by its workmen and others, have such work done at the expense of the owner. The City shall recover the expense of such work as provided in the “Municipal Act”.
5. Notwithstanding the foregoing, failure on the part of an owner or occupier to connect a building with the public sewer within three (3) months of the receipt of the said notice shall constitute a violation of this bylaw.

5. Use of Storm Sewers Required

1. The owner of every house, building or property used for human occupancy employment, recreation, or other purpose, situated within the City and abutting on any street, alley or right-of-way in which there is now or hereafter

- located a storm sewer of the City is hereby required to connect such facilities directly with the public storm sewer in accordance with the provisions of this bylaw within three (3) months of the notice by registered mail to do so, provided said storm sewer is within 100 feet of the nearest property line.
2. In the event that an owner who has been required to connect to a public storm sewer pursuant to Section 5.1 fails or neglects to connect the said building with the public storm sewer within three (3) months of the receipt of the said notice, the City may, by its workmen and others, have such work done at the expense of the owner. The City shall recover the expense of such work as provided in the "Municipal Act".
 3. Notwithstanding the foregoing, failure on the part of an owner to connect a building with the public storm sewer within three (3) months of the receipt of the said notice shall constitute a violation of this bylaw.

6. Private Sewage Disposal

1. Where a public sewer is not available under Section 4.3, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this bylaw and the regulations of the provincial authority having jurisdiction.
2. At such time as a public sewer becomes available to a property served by a private sewage disposal system, the provisions of Section 4.3 shall then apply to the property and a direct connection shall be made to the public sewer in compliance with this bylaw and any septic tanks, cesspools, and similar private sewage disposal facilities shall be abandoned and filled with suitable material as hereinafter provided.
3. The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the City.

7. Building Sewers and Connections

1. No sewer connection shall be constructed on any road allowance, easement, or other public land except by the City or under a contract or agreement with the City.
2. No unauthorized person shall uncover, make any connections with, or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining written permission from the Engineer.
3. The Council, under the Bylaw entitled "Fees and Charges Bylaw" will establish and impose upon the owners of real property a connection charge to defray the cost of laying connecting pipes from the public sanitary sewers to

land on which buildings or structures are situate or will be situate and from the public storm sewers to land required to be drained. An owner or his duly authorized agent shall apply for a sewer or storm sewer connection and at the time of application shall pay to the City a connection charge in accordance with the then current bylaw of Council determining such charge. A connection charge shall provide only for a sewer connection extending from the public storm sewer to the applicant's property line. All costs and expenses incidental to the installation and connection of the building sewer within the property of the applicant shall be borne by the owner.

4. In the event that a person fails to pay the connection charge or in the event that the City connects a building to a public sewer under the provisions of Section 4.3, the sewer connection charge as determined under Section 7.3 shall be collected from the owner as provided in the "Municipal Act".
5. The Engineer may refuse to approve any connection and direct the same not be made where, in his opinion, the public sewer is incapable of handling the additional load which would be cause thereby with the resultant danger of the sewer overflowing and flooding the applicant's or other property or, the sewage proposed to be discharged into the public sewer will be any way injurious thereto and impair the efficiency thereof or, such sewage does not comply with the limitations and provisions contained in this bylaw or, the length of the connection is excessive.
6. Upon receipt of the application to connect to the public sewer and of the fees required under Section 7.3 and upon approval of the application the City shall cause to be laid (unless already laid) a sewer connection extending from the public sewer to the applicant's property line.
7. Existing sewer connections may be used with regard to new buildings only when they are found, on examination and test by the City, to be completely satisfactory.
8. After a building has been connected to the public sewer all sewage from that building shall be discharged through the building sewer, and no person shall cause or permit such sewage to be drained, discharged, or disposed of in any other manner.

8. Use of Public Sewers

1. No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, foundation drains, sumps, or other collectors of surface or ground water, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.

2. Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated to accept storm waters, or to a natural outlet approved by the Engineer. Industrial cooling water or other unpolluted process waters may be discharged, on approval of the Engineer, to a storm sewer or natural outlet which in the opinion of the Engineer has sufficient capacity to receive such discharge.
3. Private conveyance systems designed to discharge industrial cooling waters, basement ground water, roof runoff or other unpolluted waters, shall be constructed or located in such a manner that will prohibit, in the opinion of the Engineer, the intentional or unintentional use of the sanitary sewer as a means of disposal.
4. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:
 - a. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
 - b. Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant, including but not limited to cyanides in excess of two (2) mg/1 as CN in the wastes as discharged to the public sewer.
 - c. Any waters or wastes having a pH lower than (5.5) or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
 - d. Solid or viscous substance in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, shells, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
 - e. Any sludge from or deposit in a septic tank. When any building has been previously served by a septic tank(s), the owner shall forthwith discontinue their use and shall remove the sludge and deposits, and either dismantle or remove the tank (s) or backfill such tanks with sand or gravel within three (3) months after the date of the sewer connection.

5. No person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely, in the opinion of the Engineer, that such wastes can harm either the sewers, sewage treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property or constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the Engineer will consider such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. Substances prohibited are:
 - a. Any liquid or vapour having a temperature higher than one hundred fifty (150) degrees Fahrenheit (sixty-five (65) degrees Centigrade).
 - b. Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) milligrams per liter or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees Fahrenheit (0 and sixty-five (65) degrees Centigrade).
 - c. Any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the Engineer.
 - d. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.
 - e. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Engineer for such materials.
 - f. Any waters or wastes containing phenols or other taste – or odour-producing substances, in such concentrations exceeding limits which may be established by the Engineer as necessary, after treatment of the composite sewage, to meet the requirements of the provincial authorities having jurisdiction for such discharge to the receiving waters.
 - g. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Engineer in compliance with applicable provincial or federal authorities having jurisdiction.
 - h. Any waters or wastes having a pH in excess of (9.5).

- i. Materials which exert or cause:
 - j. Unusual concentrations of inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues), or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulphate).
 - k. Excessive discolouration (such as, but not limited to, dye wastes and vegetable tanning solutions).
 - l. BOD₅ in excess of 300 parts per million when tested according to Section 8.10, or chemical oxygen demand in excess of 400 parts per million, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works.
 - m. Any waters, sewage or wastes containing more than 500 parts per million by weight of suspended solids except properly ground garbage permitted under subsection (c).
 - n. Unusual concentration of wastes.
 - o. Waters or wastes containing substances which, by themselves or in combination with others, are not amenable to treatment or reduction by the sewage treatment process employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of the provincial authorities having jurisdiction over discharge to the receiving waters.
 - p. Unusual volumes of sewage as determined by the Engineer.
6. If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 8.5 and which, in the judgment of the Engineer may have a deleterious effect on the sewage works, processes, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Engineer may:
- a. Reject the wastes;
 - b. Require pre-treatment to an acceptable condition for discharge to the public sewers;
 - c. Require control over the quantities and rates of discharge; and/or
 - d. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges.

7. If the Engineer permits the pre-treatment or equalization of waste flows, the design, installation, and operation of the plants and equipment shall be subject to the review and approval of the Engineer and subject to the requirements of all applicable codes, ordinances, and laws.
8. Grease, oil, sand interceptors or settling chambers shall be provided when, in the opinion of the Engineer, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, excessive solids or other harmful ingredients; except that such interceptors or settling chambers shall not be required for private living quarters or dwelling units. All interceptors and chambers shall be of a type and capacity approved by the Engineer, shall be located such as to be readily and easily accessible for cleaning and inspection, and shall be maintained by the owner at his expense.
9. Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
10. When required by the Engineer the owner of any property served by a building sewer which connects an industrial building, apartment building of more than 12 suites, shopping center, or any other establishments which may discharge wastes of unusual quantity or quality, shall install a suitable control manhole together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Engineer. The manhole, metering and other appurtenances, shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.
11. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in the bylaw shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater", published at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb, and property.
12. No statement contained in this section shall be construed as preventing any special agreement or arrangement between the City and any industrial

concern whereby an industrial waste of unusual strength or character may be accepted by the City for treatment, subject to payment therefore, by the industrial concern.

9. **Fish Processing Facilities**

1. Fish processing facilities, as a specific class of user of the Sewerage System, shall be subject to the regulations specified in this Section.
2. Liquid Industrial Wastes discharged from fish processing facilities into the City's Sewerage System will be subject to user charges set out in the City's Fees and Charges Bylaw. These charges are in addition to the usual charges associated with any connection to and use of the City's Sewerage System:
3. The maximum permitted Liquid Industrial Wastes volume that any fish processing facility may discharge to the City's Sewerage System is 2290 m³ per day, or as otherwise approved by the City Engineer based on the hydraulic and treatment capacity of the Sewerage System.
4. The charges shall be calculated in accordance with the following formula:

User Charge =

- i. *Quantity* of Liquid Industrial Wastes multiplied by (x)
 - ii. *Concentration* of the Quality Indicator in the Liquid Industrial Wastes multiplied by (x)
 - iii. each of the applicable *Charges* for the Concentration of the Quality Indicator(s) in the Liquid Industrial Wastes as specified in the Fees and Charges Bylaw.
5. The *Quantity* shall be equal to the daily water consumption as measured by a water meter approved by the City Engineer and installed at a location approved by the City Engineer.
 6. The *Concentration* of the Quality Indicator will be determined through lab analysis of samples of Liquid Industrial Wastes from the fish processing plant. Each owner or occupier of a fish processing facility shall supply a sample of effluent each day to a certified testing lab approved by the City Engineer. The sample shall be taken at a discharge location approved by the City Engineer.
 7. The City reserves the right to take its own samples of Liquid Industrial Wastes and if a discrepancy in the testing lab results occurs, the *Concentrations* of the City's samples shall be used to calculate the user fees.
 8. All tests, measurements, analysis and examination of Liquid Industrial Wastes shall be carried out at the cost of the owner or occupier of the fish

processing plant where the discharge occurs.

9. Billing shall be bi-monthly or at such time as may be deemed necessary by the City Engineer. Should the charges and fees remain unpaid after the 31st day of December in the year incurred, they shall be entered upon the tax roll as taxes in arrears against the property so served.
10. Where the charges and fees imposed by this section are unpaid for ninety (90) days past the date of billing, the City Engineer may cause the premise's connection to the City's Sewer System to be discontinued, provided however that sewer service shall not be discontinued until notice in writing has been given to the owners or persons responsible for payment, giving forty-eight (48) hours' notice of such discontinuance.

10. Rates and Customer Service Charges

1. Every Owner of Premises connected to the City sewerage system shall pay in addition to all other rates and charges for the use of the sewerage system the amounts specified in the City's Fees and Charges Bylaw. The rates enumerated in the City's Fees and Charges Bylaw are hereby imposed and levied by the City, and all such rates shall be due and payable on the date specified in the City's Fees and Charges Bylaw and shall form a charge on the lands and improvements to or upon which the connection to the sewerage system is made.
2. The Rates for the City sewerage system as specified shall be applied commencing:
 - a. in the case of new construction, on the date that the City issues the Meter to a private installer or the date that City staff install the Meter, and
 - b. in the case of previously metered Premises, from the date of the application for turn on or, where service has been discontinued, from the date as determined by the Director of Finance.
3. Where more than one Meter serves any Owner's Premises, sewer volumes will be billed on the aggregate consumption from all meters with the respective applicable rates and charges prescribed in the City's Fees and Charges Bylaw.
4. When a Meter reading is postponed until the next billing period, the rate to be charged shall:
 - a. for the billing period for which no reading is taken, be calculated on the average Water Consumption in the previous two (2) billing periods.

- b. for the billing period following that in which no reading was taken be calculated on the total actual Water Consumption in the two (2) billing periods, as read on the Meter, minus the estimated Water Consumption utilized in (a) above.
 - c. if a Water Consumption estimate is not possible using the methods prescribed in (a) and (b) above, then the Director of Finance shall estimate the Water Consumption for the billing period in a similar manner as described in Section 10.6 of this Bylaw.
- 5. Where the Engineer determines that a Meter fails to register or to properly indicate the quantity of water used or consumed, or where breakage of a Meter occurs on private property, the Director of Finance shall estimate the Water Consumption and shall render an account to the Owner.
- 6. Where any account is rendered pursuant to Subsection 10.4(c), the Director of Finance, in estimating the account, shall consider previous billing periods when such Meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Director of Finance, may affect the Water Consumption.
- 7. No complaint of an error in any account for sewer rates or charges shall be considered and no adjustment of any such error shall be made after a period of one (1) year has elapsed since the end of the period for which such rates or charges were made. After termination of this period all such rates and charges shall be deemed to have been properly and correctly made.
- 8. A penalty equal to 5% of the unpaid balance of the "Amount Due" noted on the period Utility Billing invoice (less any subsequent payments), shall be charged to the customer account thirty-one (31) days following the "Payment Due Date" noted on the period Utility Billing invoice.
- 9. If the rates and charges imposed during any one calendar year remain unpaid after the thirty-first day of December in that year, they shall be entered upon the tax roll as taxes in arrears against the property so served.
- 10. Non-receipt of an invoice or account will not be recognized as a valid excuse for failure to pay the rates when due.
- 11. **Protection from Damage**

No unauthorized person shall maliciously, wilfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is part of the sewage works, or drainage system. Violators of this section shall be subject to penalties as set out in Section 13.

12. Power and Authority of Inspectors

The Engineer and/or other duly authorized employees of the City bearing proper credentials and identification, shall be permitted to enter at reasonable times upon all properties or into any building, structure, plant, or place of business for the purpose of inspection, observation, measurement, sampling, and testing in accordance with the provisions of the bylaw. If such inspection discloses and failure, omission or neglect to clean out sumps, or discloses any defect in the location, construction, design, or maintenance of any of the sewerage system or any connection therefrom to the public sewer, or discloses the connection of roof drains, surface water drains, or drains of unpolluted waste waters to the public sewer, the person making such inspection shall in writing notify the said owner, proprietor or occupier to rectify the cause of complaint. Such notice shall specify a time limit to rectify the cause of complaint.

While performing the necessary work on private properties referred to in Section 12.1 of this Article, the Engineer or duly authorized employees of the City shall observe all safety rules applicable to the premises established by the owner and the owner shall be held harmless for injury or death to the City employees and the City shall indemnify the owner against loss or damage to its property by City employees, and against liability, claims and demands for personal injury or property damage asserted against the owner and arising from the inspection or gauging and sampling operation, except as such may be caused by negligence or failure on the part of the owner to maintain safe conditions as required in Section 8.9.

13. Enforcement and Penalties

Any person contravening or committing any breach of or committing any offence against any of the provision of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw or who refuses, omits or neglects to fulfil, observe, carry out or perform any duty, obligation, matter or thing whatsoever by this bylaw prescribed or imposed or required to be done is liable, on summary conviction, to a fine not exceeding five hundred dollars (\$500.00) or to a term of imprisonment not exceeding six (6) months, or both; and each day during which any violation, contravention or breach shall continue shall be deemed a separate offence.

Any person violating any of the provisions of this bylaw shall become liable to the City for any expense, loss or damage occasioned the City by reason of such violation.

14. Severability

If any provision of this bylaw is held to be invalid or unenforceable by a court of law, such invalidity shall not affect the validity and enforceability of the remaining provisions of this bylaw.

15. Repeal

Bylaw 3224 and all amendments thereto are hereby repealed.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

CITY OF PORT ALBERNI

BYLAW NO. 5120-1

A BYLAW TO AMEND SOLID WASTE COLLECTION AND DISPOSAL BYLAW NO. 5120, 2025

The Council of the City of Port Alberni in open meeting assembled enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as “Solid Waste Collection and Disposal Amendment Bylaw No. 5120-1, 2025”.

2. Amendments

"Solid Waste Collection and Disposal Bylaw No. 5120, 2025" is hereby amended as follows:

- a) Schedule "A" attached to "Solid Waste Collection and Disposal Bylaw No. 5120, 2025" which contains the fees schedule, is hereby deleted in its entirety.
- b) All fees and charges, that were previously contained within Schedule “A” shall now be established and maintained in a separate bylaw titled "Fees & Charges Bylaw", which may be amended from time to time.

3. Severability

If any section, subsection, or clause of this Bylaw is declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining sections, subsections, or clauses of this Bylaw.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

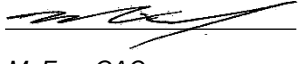
READ A THIRD TIME this day of , 2025.

ADOPTED this day of , 2025.

Mayor

Corporate Officer

Date: June 6, 2025
File No: 0640-30-June 23, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: Fees and Charges Bylaw 5125-1, 2025

Prepared by: K. MOTIUK DEP. DIRECTOR CORPORATE SERVICES	Supervisor: S. DARLING DIRECTOR CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- THAT "Fees and Charges Bylaw No. 5125-1, 2025" be now introduced and read a first time.
- THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a second time.
- THAT "Fees and Charges Bylaw No. 5125-1, 2025" be read a third time.

PURPOSE

The purpose of this report is to present "Fees and Charges Bylaw No. 5125-1, 2025", for Council's consideration, which amends the existing "Fees and Charges Bylaw No. 5125, 2025" to update specific fee schedules.

BACKGROUND

The City of Port Alberni maintains a "Fees and Charges Bylaw" (Bylaw No. 5125) to outline various fees and charges for municipal services. Periodically, these schedules require updating to reflect current costs, service delivery changes, or new services. This amendment bylaw, No. 5125-1, proposes specific revisions to several existing schedules and the addition of a new schedule.

ALTERNATIVES/OPTIONS

- That Council introduce and provide three readings of "Fees and Charges Bylaw No. 5125-1, 2025".
- That Council direct staff to amend "Fees and Charges Bylaw No. 5125-1, 2025", to incorporate specified changes.
- That Council take no action.

ANALYSIS

Option 1: Introduce and Provide 3 Readings of "Fees and Charges Bylaw No. 5125-1, 2025"

This option allows for the timely implementation of updated fees and charges, ensuring that the City's cost recovery and service delivery are aligned with current operational requirements. It provides clear and concise direction to staff regarding applicable fees. Schedules L (Sewer Connection and Regulation Metered Consumption Rates), M (Solid Waste Collection and Disposal Charges), and N (Waterworks Metered Consumption Rates) and other revisions and additions noted in Schedule K (Parks, Recreation and Culture Fees

and Charges will come into force on September 1, 2025, while Schedule O (Building Fees and Charges) will come into effect upon adoption.

Schedule “K” Parks Recreation and Culture

Error noted that fees for Cedar Room (Front/stage) and Cedar Room (Centre) were swapped, revision required to correct. Additional fee added to permit half day (up to 6 hours) or full day (6-12 hours) rental of Spirit Square.

Schedules “L”, “M”, “N” Utility Rates

Effective September 1, 2025, the *“City of Port Alberni 2025 – 2029 Financial Plan Bylaw No. 5123, 2025”* includes a targeted 5.00% increase for overall revenue on metered sales of water consumption, connections and sundry services; a 5.00% increase for sewer fees, connections and sundry charges; and 5.26% for solid waste charges.

Schedule “O” Building Fees and Charges

Include an additional schedule to reflect Building Fees and Charges associated with *“Building Bylaw No. 5077, 2023”*.

Option 2: Direct staff to amend Fees and Charges Bylaw No. 5125-1, 2025.

Provides Council with the flexibility to fine-tune the proposed fee adjustments based on further deliberation or public feedback. May delay the implementation of necessary fee updates, potentially impacting financial projections or service delivery. Requires additional staff time to revise the bylaw.

Option 3: Take No Action

The existing fees and charges may not accurately reflect current costs or service demands, potentially leading to financial shortfalls or an inability to appropriately charge for services. This could necessitate future, potentially more substantial, adjustments.

IMPLICATIONS

Financial:

The proposed amendments to Schedules K, L, M, N and O directly impact the City's revenue generation related to Parks, Recreation and Culture, Sewer Connection and Regulation Metered Consumption Rates, Solid Waste Collection and Disposal Charges, Waterworks Metered Consumption Rates and Development Services Building Fees and Charges.

With the adoption of the *“City of Port Alberni 2025 – 2029 Financial Plan Bylaw No. 5123, 2025”* and the approved utility budgets within, the City's existing utility rates bylaw require amendments prior to the September 1, 2025 billing period. Increases noted within the amending bylaws are as follows:

Utility	Annual	4-month billing	Monthly
Water	24.94	8.31	2.08
Sewer	20.79	6.93	1.73
Solid Waste	10.00	3.33	0.83
Total	53.73	18.57	4.64

Social:

Changes to fees and charges can have varying impacts on residents and businesses, depending on the specific services affected.

COMMUNICATIONS

Upon adoption, the new Fees and Charges Bylaw No. 5125-1, 2025, will be published on the City's website. Any direct communication to affected parties (e.g., specific notice for development service applicants, utility bill notifications) will be handled by the relevant departments as part of their standard operating procedures.

BYLAWS/PLANS/POLICIES

["Fees and Charges Bylaw 5125, 2025, No. 5125"](#)

["Building Bylaw No. 5077, 2023"](#)

["Waterworks Bylaw No. 5107, 2024"](#)

["Sewer Connection and Regulation Bylaw No. 5108, 2024"](#)

["Solid Waste Collection and Disposal Bylaw No. 5120, 2025"](#)

SUMMARY

"Fees and Charges Bylaw No. 5125-1, 2025", proposes amendments to several schedules within the existing "Fees and Charges Bylaw No. 5125, 2025", including the replacement of Schedules K, L, M, and N and the addition of Schedule O. These updates are essential for maintaining accurate and current fee structures for various City services.

ATTACHMENTS/REFERENCE MATERIALS

- Draft "Fees and Charges Bylaw No. 5125-1, 2025"

Copy: Finance

CITY OF PORT ALBERNI
FEES AND CHARGES BYLAW
BYLAW NO. 5125-1, 2025

A bylaw to amend the Fees and Charges Bylaw 5125, 2025

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts
AS FOLLOWS:

1. Citation

This bylaw may be cited for all purposes as “**Fees and Charges Bylaw 5125-1, 2025**”.

2. Amendments

“Fees and Charges Bylaw 5125, 2025 is hereby amended as follows:

- a) Schedule “K” attached to “Fees and Charges Bylaw 5125, 2025” is hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule K – Parks, Recreation and Culture Fees & Charges

- b) Schedule “L” attached to “Fees and Charges Bylaw 5125, 2525, is hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule L – Sewer Connection and Regulation Metered Consumption Rates

- c) Schedule “M” attached to “Fees and Charges Bylaw 5125, 2525, is hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule M – Solid Waste Collection and Disposal Charges

- d) Schedule “N” attached to “Fees and Charges Bylaw 5125, 2525, is hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule N – Waterworks Metered Consumption Rates

- e) Schedule “O” attached to “Fees and Charges Bylaw 5125, 2525, is attached hereto and forming part of this bylaw:

Schedule O – Development Services Building Fees & Charges

3. Severability

If any provision of this Bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the Bylaw left valid and enforceable.

4. Effective Date

Schedules K, L, M, and N come into force on September 1, 2025.

Schedules O will come into force upon adoption of this bylaw.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

ADOPTED this day of , 2025.

MAYOR

CORPORATE OFFICER

SCHEDULE K

PARKS, RECREATION AND CULTURE FEES AND CHARGES

On January 1 of each year, every fee within this bylaw shall increase by the same value as the Consumer Price Index (CPI) of the previous year.

Applicable taxes must be added to all rates within this bylaw.

Facility rentals on statutory holidays shall be subject to rates reflecting the additional cost in staff time to facilitate such rentals.

ADMISSIONS - SWIMMING, SKATING, FITNESS STUDIO

GLENWOOD CENTRE	
Drop-in Admission	
Child/Youth (5-18 years)	\$3.33
Adult (19-59 years)	\$6.19
Senior (60-74 years)	\$3.33
Family (max. 6 persons, min. 1 adult or senior, max. 2 adults)	\$13.33
Shower Only	\$3.33
10 Visits	
Child/Youth	\$30.15
Adult	\$57.15
Senior	\$30.15
Family	\$118.35
1 Month Membership	
Child/Youth	\$35.05
Adult	\$66.00
Senior	\$35.05
Family	\$154.60
3 Month Membership	
Child/Youth	\$89.83
Adult	\$174.25
Senior	\$89.83
Family	\$365.40
Annual Membership	
Child/Youth	\$265.30
Adult	\$447.50
Senior	\$265.30
Family	\$975.65
Get Active, Stay Active Pass	
Youth (unlimited drop-in & 20% off all registered programs, Jan. - Dec.)	\$196.70

FACILITY RENTALS

RENTALS - ALBERNI VALLEY MULTIPLEX	
Ice (per hour)	
Youth Non-Prime & Hockey Academy	\$72.28
Youth Prime	\$103.16
Adult Non-Prime	\$149.99
Adult Prime	\$224.43
Dry Floor (per hour)	
Youth	\$54.11
Adult	\$76.69
Ice Events (full day) + staff	
Primary Sheet - surface only	\$3,391.10
Primary Sheet - surface & arena seating	\$4,017.00
Primary Sheet - surface only (non-profit)	\$1,695.55
Secondary Sheet - surface & bleacher seating	\$3,350.00
Upper Lounge	\$500.00
Dry Floor Events (full day) + staff	
Primary Sheet - surface only	\$1,391.10
Primary Sheet - surface & arena seating	\$2,017.00
Primary Sheet - surface only (non-profit)	\$900.00
Secondary Sheet - surface & bleacher seating	\$1,317.00
Upper Lounge	\$500.00
Homasote Flooring (covering ice for dry floor events)	Staff time + 10%
Skates (per pair)	
Rental	\$3.33
Sharpening	\$5.72

RENTALS - ECHO AQUATIC CENTRE	
Youth Groups and Swim Meets (per hour) + staff	
Per Lane	\$21.75
Shallow Tank	\$122.39
Main Pool (6 lanes x 25 m)	\$123.70
Full Facility - hourly up to 4 hours	\$170.10
Full Facility - full day, incl. 2 Aquatic staff	\$769.70
Adult Groups (per hour) + staff	
Per Lane	\$26.80
Full Facility - hourly up to 4 hours	\$211.92
Full Facility - full day, incl. 2 Aquatic staff	\$957.88

RENTALS - ECHO '67 COMMUNITY CENTRE	
Room Rental (per hour)	
Dogwood Room - public and local non-profit org. fundraisers	\$34.23
Dogwood Room - religious, political and non-local org.	\$47.88
Hemlock Room - public and local non-profit org. fundraisers	\$24.78
Hemlock Room - religious, political and non-local org.	\$36.93
Fir Room - public and local non-profit org. fundraisers	\$24.78
Fir Room - religious, political and non-local org.	\$36.93
Cedar Room (Front w/stage) - public and local non-profit org. fundraisers	\$39.40
Cedar Room (Front w/stage) - religious, political and non-local org.	\$66.30
Cedar Room (Centre) - public and local non-profit org. fundraisers	\$43.30
Cedar Room (Centre) - religious, political and non-local org.	\$67.60
Cedar Room (Back/East) - public and local non-profit org. fundraisers	\$43.30
Cedar Room (Back/East) - religious, political and non-local org.	\$67.60
Cedar Room (Full) - public and local non-profit org. fundraisers	\$74.96
Cedar Room (Full) - religious, political and non-local org.	\$104.00
Small Kitchen - public and local non-profit org. fundraisers	\$27.25
Small Kitchen - religious, political and non-local org.	\$100.00
Large Kitchen - public and local non-profit org. fundraisers	\$50.00
Large Kitchen - religious, political and non-local org.	\$100.00
Craft Room - public and local non-profit org. fundraisers	\$30.00
Craft Room - religious, political and non-local org.	\$35.25
Full Facility - public and local non-profit org. fundraisers (full day)	\$650.00
Full Facility - religious, political and non-local org. (full day)	\$909.95

RENTALS - ECHO PARK FIELDHOUSE	
Room Rental	
Fieldhouse (per hour)	\$44.88
Fieldhouse (full day – adult)	\$198.00
Fieldhouse (full day – youth)	\$100.00
Concession (full day)	\$250.00
Concession (full day when rented and operated by a youth sport society)	\$100.00
Showers (full day)	\$32.50
Officials' Room (full day)	\$50.00

RENTALS - GLENWOOD CENTRE	
Rental (per hour)	
Youth Floor Rental + staff	\$47.05
Adult Floor Rental + staff	\$80.00
Floor Rental with Inflatable + staff	\$150.00
Tennis Court (per court)	\$15.00
Youth Batting Cage	\$35.70
Adult Batting Cage	\$57.75
Skating - Floor Rental (2 hours, incl. skate shop attendant)	\$293.60
Full Facility (full day) - public and local non-profit org. fundraisers	\$570.70
Full Facility (full day) - religious, political and non-local org.	\$2,143.20
Skate Rentals (pair)	\$3.33

RENTALS - GYRO YOUTH CENTRE	
Room Rental (per hour)	
Activity Room	\$42.20
Full Upstairs (incl. Activity Room, Kitchen and Media Room)	\$99.25
Birch Room	\$36.25

RENTALS - RECREATION PARK STADIUM	
Rental (per day)	
Local recreation groups	\$300.00
Religious, political and non-local org.	\$600.00
Concession (full day)	\$250.00
Concession (full day when rented and operated by a youth sport society)	\$100.00

RENTALS - BOB DAILEY STADIUM	
Local Recreation Group (per hour)	\$60.00
Local Recreation Group (per 1/2 day)	\$179.00
Local Recreation Group (full day)	\$300.00
Religious, political and non-local org. (full day)	\$597.00
Lighting - youth (per hour)	\$92.00
Lighting - adult (per hour)	\$92.00

RENTALS - SPORTS FIELDS	
Per Field, Diamond, or Pitch	
Youth - Practice/Game (per hour)	\$0.00
Youth - Tournament (per day)	\$0.00
Adult - Practice/Game (per hour)	\$18.75
Adult - Tournament (per day)	\$80.00

RENTALS – HARBOUR QUAY	
Spirit Square	
Half Day (Up to 6 Hours)	\$100.00
Full Day (6-12 Hours)	\$150.00

OTHER PARKS, RECREATION AND CULTURE FEES

Fifty percent (50%) of all fees collected from the rental of these items shall be allocated to Parks, Recreation and Culture reserves.

Item (Daily Cost + GST)	Per Piece (in-kind CIP Value)	Per Piece (Rental Cost)
Administrative Support		
Selling tickets for external events	10% of gross ticket sales	
Electronics		
Amplifier	\$10.00	\$100.00
Digital projector	\$10.00	\$50.00
Extension cord	\$1.00	\$10.00
Microphone	\$5.00	\$50.00
Podium/lectern	\$10.00	\$100.00
Portable speaker	\$5.00	\$25.00
Power bar	\$1.00	\$10.00
Projection screen	\$5.00	\$25.00
Food and Beverage		
Cambro (hot drinks)	\$5.00	\$50.00
Coffee urn	\$10.00	\$50.00
Cutlery (per dozen)	\$10.00	\$20.00
Dishes (per dozen)	\$10.00	\$50.00
Furniture		
Folding table	\$5.00	\$20.00
Plastic chair	\$2.00	\$5.00
Table skirt	\$1.00	\$25.00
Tablecloth	\$1.00	\$15.00
Outdoor Equipment		
Barricade (2 legs, 1 crossbar)	\$2.00	\$20.00
Delineator	\$1.00	\$10.00
Disc golf disc	\$1.00	\$10.00
Flexible plastic fencing with rebar (snow fence)	\$1.00	\$10.00

Garbage can	\$5.00	\$50.00
Garbage picker	\$1.00	\$10.00
High-vis vest	\$1.00	\$10.00
Marquee tent	\$300.00	\$450.00
Megaphone	\$5.00	\$50.00
Pylon	\$1.00	\$10.00
Sandbag	\$1.00	\$10.00
Signage		
Standing display sign	\$1.00	\$10.00
Sandwich board sign	\$1.00	\$10.00
Electronic reader board (Wallace St. & 10th Ave.)	\$5.00	\$40.00
Park, playground or spray park bookings		
	\$30.00	\$40.00

SCHEDULE L

SEWER CONNECTION AND REGULATION

METERED CONSUMPTION RATES AND BILLING

Rates for City Sewerage System

1. Rates for Sewer User Consumption

Rates for connection to the City Sewerage System for all users are based on water consumption in of cubic metres (m³). One cubic metre is 1,000 litres. Sewer user consumption rates are as follows:

Customer Category	Description	Volume Rate
Residential	Service to a single-family dwelling unit is billed at the residential unit rate	\$0.56 per m ³
Non-Residential (low volume)	Service that is not to a single-family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.78 per m ³
Non-Residential (high volume)	Service that is not to a single-family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high rate	\$0.68 per m ³

2. Fixed System Charge

Fixed System Charges are calculated monthly based on the size of water meter.

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$ 24.64
19	3/4	\$ 24.64
25	1	\$ 24.64
38	1 1/2	\$ 51.33
50	2	\$ 51.33
75	3	\$143.72

100	4	\$143.72
150	6	\$143.72
200	8	\$143.72
250	10	\$308.00

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption and Fixed System Charge determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

4. Septage Dump Fee

A charge of \$200.00 per load shall be charged for dumping of septage by tanker trucks.

5. Fish Processing Facilities

Liquid Industrial Wastes discharged from fish processing facilities into the City's Sewerage System will be subject to user charges set out in Table 1 below. These charges are in addition to the usual charges associated with any connection to and use of the City's Sewerage System:

Special User Charges for Fish Processing Facilities		
Quality Indicator	Concentration	Fee
Biochemical Oxygen Demand (BOD5)	0 - 0.69 tonne per day	No Charge
	0.7 - 1.6 tonne per day	\$457 per tonne
	over 1.6 tonne per day	Not Permitted
Total Suspended Solids (TSS)	0 - 1.1 tonne per day	No Charge
	1.2 - 2.6 tonne per day	\$249 per tonne
	Over 2.6 tonne per day	Not Permitted

SCHEDULE M

SOLID WASTE COLLECTION AND DISPOSAL CHARGES

1. Eligible Residence – Curbside Collection Annual Fee

Cart Size (litres)	Equivalent Standard 80 litre can (approx.)	Annual Fee Effective September 1, 2024
80 L	1	\$190.00
120 L	1.5	\$200.00
240 L	3	\$450.00
360 L	4.5	\$650.00

Waste collection fees are included 3 times per year on your City of Port Alberni utility bill. A pricing structure based on the size of your garbage can is used.

2. Requested additional curbside pick-up

Cart Size (litres)	Garbage	Recycling	Service Fee
80 L	Request by Owner	Not Available	\$10.00
120 L	Request by Owner	Not Available	\$10.00
240 L	Request by Owner	Not Available	\$20.00

3. Standard Container Exchange Fee

Request to change garbage cart size by owner	\$50.00 per request
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4. City Assisted Set Out/Set Back Service Fee

Properties approved by Manager of Operations will approve and then apply the set out and set back fee for all City carts in this program.	\$52.00 Annual fee
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5. Replacement Fee for Cart

Request for replacement of Lost/Stolen/Damaged* cart by owner	Actual cost of replacement of a cart
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*Damaged carts will first have in-house repairs attempted to fix damage. If found cart is damaged beyond repair, replacement charges will occur and replacement cart will be delivered to property.

SCHEDULE N

WATERWORKS

METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Rates for Water Consumption are calculated on the basis of cubic metre (m³).
One m³ equals 1,000 litres.

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single-family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.79 per m ³ Over 60 m ³ : \$1.04 per m ³
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.79 per m ³
Commercial	Service to commercial and light industrial units	\$0.68 per m ³
Industrial	Service to specific high-volume customers	\$0.48 per m ³
Outside Residential	Single family residential outside City boundaries	First 60 m ³ : \$1.06 per m ³ Over 60 m ³ : \$1.42 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshaht First Nation; Beaver Creek	\$0.61 per m ³

2. Fixed System Charge

Fixed System Charges are calculated monthly, based on the size of Meter in metric (millimetre or mm) measure.

Meter Size millimetres	Meter Size inches	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 23.75	\$ 32.09
19	3/4	\$ 23.75	\$ 32.09
25	1	\$ 49.34	\$ 66.61
38	1 1/2	\$ 63.70	\$ 85.98
50	2	\$ 83.30	\$ 112.41
75	3	\$ 131.84	\$ 178.00
100	4	\$ 186.75	\$ 252.09
150	6	\$ 316.07	\$ 426.74
200	8	\$ 462.83	\$ 624.82
250	10	\$ 626.98	\$ 846.45

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

UNMETERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Category of Single Family Residential or Commercial Premises	Monthly Rate
(a) Unmetered (refusals)	\$ 193.40
(b) Inside City Boundaries - awaiting Meter installation	\$ 48.35
(c) Outside City Boundaries - awaiting Meter installation	\$ 65.24

The establishment of a rate for unmetered (refusals) Premises in (a) above does not interfere with or relieve an Owner from the obligation under Section 34 of this Bylaw to have a Meter installed on their Premises.

2. Fire Line Rates

The monthly rate for all Fire Lines shall be \$33.00.

3. Billing Period

Unless otherwise determined by resolution of Council, accounts for the above shall be billed every four months in advance and shall be due and payable on the date stated on the invoice. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any Owner.


SCHEDULE O

DEVELOPMENT SERVICES BUILDING FEES & CHARGES

Building Permit	Fee
(a) Base Fee	\$100.00
(b) Plus, per \$1,000 of valuation, or portion thereof If a building permit is issued for a construction under the supervision of a Coordinating Registered Professional, the permit fee is reduced by 10% of the fees payable under this Bylaw, up to a maximum reduction of \$500.00.	\$7.00
Renewal of lapsed building permit	
(a) Base fee	\$100.00
(b) Plus, per \$1,000 of valuation, or portion thereof	\$9.50
Excavation and/or Foundation permit for Part 3 buildings	\$1,330.00 plus 1/3 the cost of the final building permit fee (plus applicable development cost charges)
Plumbing permit – per fixture	
(a) Base fee	\$65.00
(b) Per fixture	\$10.00
Fire sprinkler system – per fixture	
(a) Base fee	\$65.00
(b) Per sprinkler	\$2.00
Re-inspections (first inspection no charge)	\$100.00
Inspection – outside normal City business hours – per hour	\$200.00
Compliance inspection of existing buildings application	
(a) Up to 600 sq. m	\$100.00
(b) Over 600 sq. m	\$400.00
Transfer of building permit to new owner or update to owner's address	\$100.00
Plan check deposit – non-refundable	
(a) % of building permit fee	15%
(b) Minimum fee	\$100.00
This payment will be reduced from the final building permit issuance fees.	
Submission of new plans after plan review that include major changes that result in more than three hours of staff time to review, additional fees per hour of staff time may be applicable.	\$150.00
Installation of solid fuel burning appliance	\$100.00
Demolishing a building	
(a) Fee	\$100.00

(b) Bond fee	\$500.00
Siting of a manufactured building	
(a) For construction between \$30,000 and \$200,000	\$300.00
(b) For construction over \$200,000	\$600.00
Retaining walls – greater than 1.2 meters in height	\$150.00
Moving a building	\$200.00
Temporary building refundable security deposit This will be refunded in full upon removal of the temporary building.	10% of Construction Value
Report on equivalency with BC Building Code	\$200.00
Where any work has started prior to the issuance of a building permit	
(a) % of permit fee otherwise payable	200%
(b) Maximum penalty	\$10,000.00
Inspection or plan review not covered by other categories – per hour of staff time	\$75.00
Removal of Section 57 Notice on Title	\$500.00
Single family/two family dwelling – bonding against damage to the city street and final site servicing/grading	\$2,000.00
Multi-residential/commercial/industrial/institutional – bonding against damage to City Street and final site servicing/grading This fee is not applicable when the Owner has entered into a Works and Services agreement and provided necessary bonding	\$2,000.00 or \$110.00 per metre of frontage whatever is greater
Refunds – as a % of total building permit fees (excluding plan check deposit fee)	
(a) Prior to excavation or commencement of construction	85%
(b) After initiation of construction including foundation Any development cost charges paid as part of a building permit are non-refundable.	0%
Land title search This fee does not cover any other documents such as Covenants, Rights of Ways, etc. The cost of retrieving these from the LTSA shall be borne by the applicant. Land title searches are only completed as part of an application submission.	Fees are as per the LSTA charges
<i>Note: Fees will increase annually at the rate of the CPI unless the bylaw is amended</i>	

Date: June 17, 2025
File No: 0640-30-June 23, 2025
To: Mayor & Council
From: S. Smith, Director of Development Services/Deputy CAO
Subject: Kitsuksis Dike Repair

Prepared by: <i>JIM MACDONALD</i> Director of Infrastructure Services	Supervisor: <i>MIKE FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  S. Smith, Director of Development Services/Deputy CAO
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RECOMMENDATION

THAT Council amend "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025", by allocating \$175,000 towards repairs of the Kitsuksis Dike with funding from the Line 29911 - Contingency Funds and create the capital project, "Kitsuksis Dike Repair" with a budget of \$175,000.

PURPOSE

To present to Council the required repairs for the Kitsuksis Dike and acquire funding to complete.

BACKGROUND

The Kitsuksis Creek Flood Protection Dike was constructed by the BC Department of Highways between 1969 and 1971. The start of a slope failure of the Kitsuksis Dike, along the west bank at approximately 0+480, was identified during an inspection by staff on November 18, 2024. Ongoing monitoring inspections were conducted on December 17, 2024, and again on March 26, 2025. On April 8, 2025, during low tide, staff inspected this reach of Kitsuksis Creek and noted the escarpment width of the slope failure had increased since November 2024, with additional nearby slope failures and erosion of the toe caused by the Kitsuksis Creek being confined along the West Bank. The additional nearby slope failures have been identified as an Area of Concern that extends from approximately 0+400 to 0+530. These slope failures were likely present during prior inspections but obscured by dense vegetation and/or high-water levels.

Repairs are required to prevent further failure, and the City is legally responsible as the diking authority for the Kitsuksis Dike under the British Columbia Dike Maintenance Act. The requested funds will allow the consultant to complete a permanent rehabilitation design (\$42,000), as well as the estimated construction costs to complete (\$133,000).

The rehabilitation construction must occur within the regulated fish window of August to September 2025, and the design and procurement of a contractor will be completed as soon as possible to meet this deadline.

ALTERNATIVES/OPTIONS

1. That Council amend “*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*”, by allocating \$175,000 towards *repairs of the Kitsuksis Dike with funding from Line 29911 - Contingency Funds and create the capital project, “Kitsuksis Dike Repair” with a budget of \$175,000.*
2. Use reserve funding to for the project and retain contingency funding.
3. That Council provide alternate direction not listed.

ANALYSIS

This is a required emergency repair to the dike system and should be completed this year. There are limited funding options available and the contingency funding is the recommendation with \$190,000 available for use.

FINANCIAL IMPLICATIONS

In order to fund the Kitsuksis Dike rehabilitation design and construction costs, contingency funding for 2025 will be required to enable the work to occur. The contingency is provided for unexpected expenditures as the needs arise. The annual budgeted expenditures do not have the capacity for each line item to enable the unexpected needs through the year. Also, the reserve balances are limited based on the other capital commitments planned. If the recommendation is supported the value in *Line 29911 – Contingency Funds* would be \$15,000 after the amendment.

COMMUNICATIONS

Public notifications will take place prior to the start of construction of the repairs, identifying such things as schedule, detours, pedestrian and traffic management plan, etc. These will be published on social media as well as the City website once available.

BYLAWS/PLANS/POLICIES

- [“City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025”](#)

ATTACHMENTS/REFERENCE MATERIALS

n/a

Copy: S. Darling, Director of Corporate Services
A. McGifford, Director of Finance

CITY OF PORT ALBERNI

BYLAW NO. 5086-2

A BYLAW TO AMEND “RESERVE FUND ESTABLISHMENT BYLAW NO. 5086, 2023”

WHEREAS Section 188 (2) of the *Community Charter*, S.B.C. 2003, c. 26, as amended, authorizes a local government to establish by bylaw reserve funds for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS Section 189 (1) of the *Community Charter* authorizes the local government to provide for the expenditure of money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund;

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

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

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as "**Reserve Fund Establishment Bylaw No 5086-2, 2025**".

2. Amendments

- 2.1 Schedule “A” attached to “Reserve Fund Establishment Bylaw No. 5086, 2023” is hereby repealed and substituted therefore by the following Schedule “A” attached hereto and forming part of this bylaw for the purpose of the following:
- a) add “*Asset Management – Leased Property Reserve*” to Schedule ‘A’.
 - b) add “*Local Transit Fund Reserve*” to Schedule ‘A’.
 - c) add heritage fees collected for historic infrastructure projects into the “*McLean Mill Project Reserve*” description to schedule ‘A’.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

ADOPTED this day of , 2025.

Mayor

Corporate Officer

SCHEDULE “A” to Bylaw 5086

Reserve Fund	Purpose
	Statutory Reserves
Park Acquisition Reserve	Funded by the sale of park land or receipt of monies from amounts paid in lieu of provision of park land on subdivision with the intent to acquire park land.
Land Sale Reserve Fund	Funded by revenue generated from the sale of City owned lands. To provide funding for the assembly and marketing of land and related development costs; to purchase lands required for the City’s use and, for servicing or upgrading of City owned parcels and facilities.
	Non - Statutory Reserves
Capital Works Reserve	Funded by Taxation. Funding for General Capital projects from taxation are set aside in this reserve. The reserved funds will be used for new capital and the extension or renewal of existing capital infrastructure.
Canada Community - Building Fund Reserve	Funded by reoccurring senior government grants. The reserved funds will be used on projects eligible for the Canada Community - Building Fund Agreement. Projects are limited to the scope set out in the agreement with the Union of British Columbia Municipalities and the Federal Government. Canada Community - Building funds are to be deposited and tracked within the Reserve, inclusive of any interest earned.
Equipment Replacement Reserve Fund	Funded by Taxation and proceeds from the sale of old equipment. Annual contributions are made to offset the cost to replace equipment identified within the equipment replacement renewal program. The intent is to set sufficient funding aside to provide for depreciation and obsolescence of machinery and equipment after useful life.
Parks & Recreation Capital Reserve	Funded by 10% of Parks and Recreation revenues and by 100% of revenues collected from the sale of logs from parks. Expenditures from this reserve are limited to the City’s Parks & Recreation properties and facilities.
Alberni Valley Community Forest Reserve	Funded by dividends received from Alberni Valley Community Forest Corporation. The Reserve was established for the purpose of holding dividends received. Use of funds will be at the discretion of Council, following consultation with the AVCF board. Annually, \$10,000 to be distributed to support a special community project(s) identified by the Alberni Valley Community Forest Corporation Board.

Carbon Fund Reserve	Funded by taxation and carbon grant revenues provided by senior government. Used to fund eligible projects that are in scope of grant agreements and intended to reduce the City's greenhouse gas emissions.
Loss on Taxation Reserve	Funded by taxation or allocation of surplus. Funds are used to mitigate the risk of significant taxable assessment in the event of loss of major industry tax revenues or assessment appeals of material value. Further funds could be utilized to support purchase of property where a strategic need to act has been identified.
RCMP Surplus Reserve	Funded by RCMP annual contract surplus. Purpose to use as contingency in the event of any major crime investigations. To fund public safety programs and any retroactive RCMP costs that are approved within the Financial Plan.
Sewer Infrastructure Capital Reserve	Funded by Sewer fees and charges. Purpose to fund capital projects proposed through the annual financial plan process in conjunction with the City's Asset Management Plans that provide constructing, altering, repairing new and aging sewer equipment and infrastructure including linear assets, and buildings.
Water Infrastructure Capital Reserve	Funded by Water fees and charges. Purpose to fund capital projects proposed through the annual financial plan process in conjunction with the City's Asset Management Plans that provide constructing, altering, repairing new and aging water equipment and infrastructure including linear assets, and buildings.
Aquatic Centre Replacement Reserve	Funded by taxation or surplus allocation. Purpose is to fund replacement of the aquatic centre facilities, pool facilities and future costs of repairing, altering, and expanding the future aquatic centre over time.
Asset Management – General Infrastructure Replacement Reserve	Funded by taxation or surplus allocation. To fund capital projects proposed through the annual financial plan process in conjunction with the City's Asset Management Plans that repair, alter, upgrade or replace aging infrastructure in the City including Technological infrastructure (Not including water and sewer service infrastructure).
Strategic Priorities Reserve	Funded by taxation or surplus allocation. Purpose to support strategic priorities and initiatives, including operating initiatives, social issues and/or Council contingency funding.
McLean Mill Projects Reserve	Funded by taxation, surplus allocation, grant funding, Heritage fees collected (for historic infrastructure only). Purpose to fund McLean Mill historic and non-historic infrastructure projects at the McLean Mill National Historic Site.
Museum Reserve	Purpose to fund Museum projects from monies contributed by community donations.

Asset Management - Leased Property Reserve	Funded with 50% of lease revenues collected. Purpose to fund capital expenditure renewals of leased property that contribute to the reserve.
Local Transit Reserve Fund	Funded by BC Transit operational surplus. Purpose to fund improvement of transit services in the community that are a benefit to the transit experience. Funds can also be used to leverage grants for improvements in the transit system.

CITY OF PORT ALBERNI

BYLAW NO. 5123-1

**A BYLAW TO AMEND THE CITY OF PORT ALBERNI 2025-2029 FINANCIAL PLAN,
BYLAW NO. 5123**

WHEREAS section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

AND WHEREAS section 165 (2) of the *Community Charter* stipulates that for certainty, the financial plan may be amended by bylaw at any time;

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

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

1. That "City of Port Alberni 2025 - 2029 Financial Plan Bylaw No. 5123" is hereby amended by deleting Schedule 'A' in its entirety and substituting the amended Schedule 'A' as attached hereto and forming part of this Bylaw.
2. This Bylaw may be known and cited for all purposes as "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No.5123-1, 2025" and shall become effective upon adoption.

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

Schedule A to Bylaw No. 5123



CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2025 - 2029

	2025	2026	2027	2028	2029
Revenue					
Taxes					
Property Taxes	35,831,516	40,945,966	43,093,469	45,185,624	47,679,499
Other Taxes	860,702	886,716	913,518	941,131	988,189
Grants in Lieu of Taxes	231,761	231,772	231,784	231,795	231,825
Fees and Charges					
Sales of Service	5,126,468	5,249,172	5,356,040	5,497,475	5,733,390
Sales of Service/Utilities	7,871,234	8,272,581	8,624,247	8,750,340	8,975,648
Service to other Government	75,000	76,000	77,000	79,000	83,000
User Fees/Fines	636,171	650,588	665,396	680,608	705,804
Rentals	257,110	262,572	268,152	273,854	280,377
Interest/Penalties/Miscellaneous	1,275,063	1,291,888	1,309,232	1,327,110	1,357,168
Grants/Other Governments	1,085,000	1,095,150	1,105,402	1,115,755	1,129,713
Other Contributions	89,900	89,900	89,900	89,900	89,900
	<u>53,339,925</u>	<u>59,052,305</u>	<u>61,734,140</u>	<u>64,172,592</u>	<u>67,254,513</u>
Expenses					
Debt Interest	647,335	647,335	647,335	647,335	647,335
Capital Expenses	9,068,594	8,835,006	6,936,122	5,756,683	5,729,939
Other Municipal Purposes					
General Municipal	5,783,632	5,860,164	5,984,680	6,160,055	6,433,633
Police Services	10,688,243	11,287,934	11,686,505	12,016,892	12,405,030
Fire Services	5,154,265	5,312,791	5,522,881	5,741,853	5,988,710
Other Protective Services	477,569	479,080	522,239	505,794	525,334
Transportation Services	6,872,525	7,220,544	7,435,298	7,664,373	7,971,831
Environmental Health and Development	3,550,323	3,796,828	3,787,343	3,901,224	4,027,853
Parks and Recreation	7,892,419	8,039,532	8,277,710	8,509,162	8,802,417
Cultural	2,173,425	2,253,239	2,318,447	2,438,695	2,532,104
Water	2,447,258	2,474,629	2,545,124	2,617,722	2,715,349
Sewer	2,129,493	2,164,854	2,227,339	2,291,703	2,381,693
Contingency	190,000	300,000	300,000	300,000	300,000
	<u>57,075,081</u>	<u>58,671,936</u>	<u>58,191,023</u>	<u>58,551,491</u>	<u>60,461,228</u>
Revenue Over (Under) Expenses Before Other	<u>(3,735,156)</u>	<u>380,369</u>	<u>3,543,117</u>	<u>5,621,101</u>	<u>6,793,285</u>
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(363,788)	(363,788)	(363,788)	(363,788)	(363,788)
Transfer from (to) Reserves	4,098,944	(16,581)	(3,179,329)	(5,257,312)	(6,429,496)
	<u>3,735,156</u>	<u>(380,369)</u>	<u>(3,543,117)</u>	<u>(5,621,101)</u>	<u>(6,793,285)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Ottawa

Room 524
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-0903
Fax.: 613-992-0913

Parksville

Main Community Office
1209 East Island Hwy,
Suite 12
Parksville, BC
V9P 1R5
Tel.: 250-947-2140
Fax.: 250-947-2144



Gord Johns

Member of Parliament
Courtenay – Alberni

Gord.Johns@parl.gc.ca
<http://gordjohns.ca/>

Courtenay

Satellite Community Office
Open Wednesdays
437 5th Street
Courtenay, BC
V9N 1J7
Tel: 1-844-620-9924

RECEIVED

JUN 09 2025

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☒ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
File # 0400-40-MP *Rcm June 23/25*

June 6, 2025

The Honourable Tim Hodgson,
Minister of Energy and Natural Resources
Ottawa, ON
K1V 0A6
HonTim.Hodgson@nrcan-rncan.gc.ca

Dear Minister,

Congratulations on your appointment as Minister of Energy and Natural Resources and thank you for your willingness to serve Canada in this important role. If ever I can be of assistance to you and your team, please don't hesitate to let me know.

I write to you today to seek a meeting before the House rises for the summer. In conversation with the Prime Minister last week, I took the occasion to urge him to give consideration to the vital importance of the forestry sector in achieving the government's goals for economic revitalization and resilience in the face of escalating U.S. tariffs. He assured me that this is exactly the intention of the government, which was very encouraging.

There are a number of initiatives in my riding and elsewhere on Vancouver Island that I believe represent short and medium-term wins and I would appreciate the opportunity to call them to your attention directly. These include:

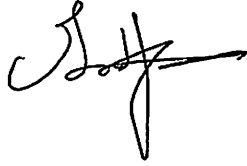
- federal re-investment in Canada Wood to help diversify markets,
- implementation of the Biomass Tax Credit as an ITC, promised in the Fall Economic Statement of 2023,
- federal support for Indigenous-led forestry initiatives; and,
- federal loan relief for businesses impacted by the softwood lumber dispute.

Communities in my riding and across the country depend on forestry for good jobs and long-term prosperity. I believe we have an opportunity to strengthen this sector as a pillar of Canada's economic and environmental strategy. An opportunity to share perspectives with you and explore how we can support workers, promote sustainable innovation and defend Canada's interests will be very much appreciated.

DEV/BOH

If you agree, I will ask my assistant to contact your office to arrange a time that fits with your schedule.

Yours truly,



Gord Johns, M.P. (Courtenay-Alberni)

Cc: Hon. Ravi Pamar, Minister of Forests
Mayor Minions and Council, City of Port Alberni
Chief Councillor Ken Watts, Tseshah First Nation
Chief Councillor John Jack, Hu-ay-aht First Nation

RECEIVED

JUN 10 2025

CITY OF PORT ALBERNI

Excellent health and care, for everyone,
everywhere, every time.



June 9, 2025

Sharie Minions
Mayor
City of Port Alberni
sharie_minions@portalberni.ca

<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 type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File # _____	

lem June 23/25
0400-90

Dear Mayor Minions:

As your Medical Health Officer, I am pleased to share the updated Local Health Area (LHA) profiles with you. This is the first update to the LHA profiles since 2019, and your region's profile can be accessed on the Island Health public website – [Population Health Statistics & Publications | Island Health](#).

Each LHA profile includes data on population demographics (e.g., birth and mortality rates), health status (e.g., chronic disease prevalence), determinants of health, and health service utilization. Determinants of health include housing, income and employment. Health service utilization data include emergency department visits as well as information on home support and home care clients. The profiles also include links to provincial dashboards which provide additional information and comparisons to other health authorities for some indicators.

These profiles serve as a valuable resource for population and public health efforts, healthcare partners, public health partners, local governments, and community organizations. They help foster a deeper understanding of community health and well-being, and inform planning and governance decisions.

I acknowledge that local First Nations, Inuit and Métis are the experts in identifying and interpreting indicators for their communities. Population and Public Health (PPH) is helping address current gaps in the assessment of the health of the population, by supporting local communities to claim access to and governance of their data. PPH is also supporting Island Health's engagement with Indigenous partners to create a data governance framework and explore ways to appropriately inquire about Indigenous self-identification.

I am available to answer any questions related to your LHA profile and I look forward to our continuing partnership to support the health and well-being of your community.

Yours in health,

Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer

Office of the North Island Medical Health Officer
355 – 11th Street
Courtenay, BC V9N 1S4 Canada

Tel: 250-331-8591 | Fax: 250-331-8513
islandhealth.ca

REGULAR COUNCIL AGENDA - JUNE 23, 2025

123

MINUTES OF THE AUDIT COMMITTEE
Tuesday, October 1, 2024 @ 9:30 AM
City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Councillor C. Solda, Chair
Councillor D. Dame

ABSENT: Councillor T. Patola

STAFF: A. McGifford, Director of Finance
M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
A. O'Connor, Recording Secretary

GALLERY: 3

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 9:30 AM.

MOVED AND SECONDED, THAT the agenda be approved as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on May 28, 2024, be adopted, as presented.

CARRIED

C. UNFINISHED BUSINESS

D. QUARTERLY ANALYSIS OF MAYOR AND COUNCIL TRAVEL + DEVELOPMENT EXPENSES

The Director of Finance provided an overview of Mayor and Council travel and development expenses up to June 30, 2024.

Members inquired as follows:

- Who went to FCM?
Mayor, 3 Councillors and 1 delegate
- \$480.25 for Mayor Minions and Councillor Dame but everyone else was higher.
It was the timing of the hotel reservations and the cost of the hotel was split between the four members of Council.

E. REPORTS

General Fund - Revenue

The Director of Finance provided a summary of the General Revenue Fund as follows:

- Real Property taxes – revised tax roll.
- Utility Tax 1% – coding adjustment required BC Hydro amounts need to be adjusted.
- Fire Department – Revenue budgeted down because of the timing of billing, will occur in the fall.
- Line 14710 Gyro Youth Centre – 87% for year; on target for revenue for services. Same with Museum; grant – will not achieve \$100,000 budgeted.
- Interest on investments – has not been recorded as time of report.

Members inquired as follows:

- Line 14400 Public Transit – was ridership down?
No, the revenue is on target for the year.
- Solid Waste?
Billing for the first four months and based on the timing our second billing for solid waste will occur at the end of August.
- Are children's programs down?
Will follow up.
- Youth programs as well? Business Licensing and Building?
We are what we would be half way through year; we anticipate the revenue to meet with what we receive; work done vs. accounting recognized; coding.
- Are rentals down?
They are not different based on estimates we are fairly close to plan.
- 16215 Community Gaming?
Timing of receiving.
- Regional Government – what is the difference; collected more?
ACRD made changes after we adopted the financial plan.

General Fund - Expenditures

The Director of Finance provided a summary of the General Revenue Fund as follows:

- Expenditures are on target overall
- General Administrative – Legal Services is slightly over.
- By law Enforcement – expenses high due to Port Pub remedial work.
- Insurance – paid out at start of year.
- Grants in Aid – Alberni Forest and WVIHS
- Protective Services – one contract; close to 50%.
- Fire Protection – retro expenditure; will see next quarter.
- Line 22510 Emergency Program (Tsunami Warning) – required repairs on units.
- Line 22926 Building Inspector Vehicle – Repairs higher than planned.
- Line 23121 Engineering Consulting Services – overbudget; road network miscoded; supervisor – wages across exempt group; common services – little above.
- Road Transportation, Road & Streets – under budget; line painting and crack sealing; next quarter will bring expenditure in line with plan.
- Public Works – trending lower; under budget, but expected to be closer to plan at end of year.
- Line 23510 Public Transit – invoicing behind; timing of entry.
- Line 26132 Consulting Services - OCP – high; complete grant fund.
- Line 27140 AV Multiplex Concessions – increased costs due to running longer with Bulldogs in playoffs.
- Line 27530 Industrial Collections – APR expense for trains; \$60,000 grant from 2024.
- Transfers happen August 1st; taxes are higher because of government expenses; should drop.

Members inquired as follows:

- Line 23233 Road Allowance Maintenance – what is happening?
Crack sealing; billed next quarter.
- Line 26701 & Line 26770 Alberni Harbour Quay Overhead & Building Maintenance – what is within this expenditure line?
Operations: BC Hydro in Capital Fund; cleaning, pressure washing, operational.
- Line 27700 McLean Mill Operator Agreement – why paid higher percent?
Invoiced at end of quarter; timing.
- Line 27230 Parks Upgrading
Upgrades part of operational work; timing; 3rd quarter in alignment.
- Line 29911 Contingency Funds – nothing to date?
Amendment to Financial Plan; IHS bring back to council to confirm.

Sewer Revenue Fund Update

The Director of Finance provided a summary of the Sewer Fund Revenue and Expenses as follows:

- Lower billing 1st & 3rd quarters.
- Full operations in lagoon due to pumping; look at options for change in operations; trending at 57%.

Water Revenue Fund Update

The Director of Finance provided a summary of the Sewer Fund Revenue and Expenses as follows:

- Same as Sewer; have review of expenditure; consultants; under plan; 7% under for year.

Members inquired as follows:

Line 54421 Metered Sales?

Timing of the bill is every four months, not in line with quarterly, therefore only one third of billing listed in the report for 2024.

Capital Funds Update

The Director of Finance provided a summary of the Capital Projects as follows:

- Project 21024 Child Care Spaces - Grant – finalizing project; bring amount forward.
- Project 23003 Somass Mill – redevelopment funding – still seeing positive revenue; some expenses; remediation expenses (p. 13) – \$20,000 in 2nd quarter; 1.1 million remaining for budget.
- Equipment & Vehicles – procured; outstanding procurement.
- Project 21018 McLean Mill septic site upgrades – complete; under budget.
- Project 22029 Connect the Quays – finalizing; signage; final number at end of year.
- Project 23026 Train Station - Phase II – \$70,000 over.
- Project 15482 Clock Tower Repair/Removal Plan – under budget; received grant funds; \$250,000 City.
- Master Plans – now in place; exp.
- New Equipment – four purchases.

- Project 24006 Burde Street renewal – Amendment made to proceed with project into 2025.
- Intersection Lighting – 1/3 budget spent.
- Financial Plan Amendment (p.14) – List of projects to be removed from financial plan. The ones highlighted in green highlight will stay in the financial plan.

Members inquired as follows:

- Signage?
Already answered above.
- Vehicles?
Updated prices – 2021/22 expenditures; superintendent – trying to procure through CANOE.
- Project 24055 Intersection Safety?
Might have some expenses coming up.
- Train Station?
Already answered above.
- Project 23093 Harbour Quay - Window Renewals – spent \$3,210 as of June 30th. Have they been fixed?
No, these are on the Port Building – Salmonberries. Finishing up in 2025. Does not include all windows at Harbour Quay.
- Project 23096 Train Station - Water Tower Assessment - Where are we at and when will it be done?
Done. Director of Finance to follow up with project manager.
CAO: We will see more expenses next quarter.
- Project 23059 - 2023 Water Meter Replacements? What is happening?
Procured. Contractor to install and complete.
- How many left to install?
CAO: Schedule for each year.
- Will they be contracting the work out? Money stay there? Rotation?
CAO: Money will be spent. We tried to do in house, but was contracted out.
- Project 24074 McLean Mill Capital Projects (heritage) – 2024 grant funded. What is that money allocated?
Historical portion of Mill for the amount provided by ACRD.
- Project 24080 City Hall - Front entrance. When will construction start?
CAO: We had to wait until Planning, Engineering and Building moved across the street, so that we could reuse the desks from downstairs. Construction will start around Christmas break.
- Do our staff have enough time to do the work; can our own staff do the work?
CAO: Follow up with the Project manager as there are overlapping projects; Somass & Quay to Quay wrapping up; try to keep expenses down.
- Project 24077 Harbour Quay - Rot Repair and Window Replacement. Why was nothing spent?
Timing, late this year; early next year. Scope of was changed. Director of Finance to follow up with Facilities Manager.

- Project 24078 Train Station - Water Tower Structure?
Repair complete.
- Project 22016 Argyle / 10th Roundabout (p. 14). Project is paused until the Master Plan is complete. What is the timeline?
CAO: Master Plan has been awarded, but it is complex; right treatment; more traffic through town going to Bamfield; Lots of research to be done.
- People avoiding 10th Avenue. What are the statistics regarding accidents? Are they in the report?
CAO: ICBC records accidents.

F. VENDOR CHEQUE REGISTER REPORT

Members inquired as follows:

- Payments to Addy Power Ltd. Are they a lighting company?
They are doing work on the Wolf Tower and various other projects. They were the successful bidder for the tender.
- Are they a local business?
Yes.
- Payments to Alberni District Co-op.
Director of Finance will look into this item. Might be for a landscaping deposit.
- Payment to Alberni Valley Chamber of Commerce in the amount of \$68,250.00.
Visitor Centre and McLean Mill Contract.
- Payments to Alberni Valley Refrigeration.
HVAC service provider.
- Payment to Canadian Mental Health Association in the amount of \$78,908.05.
Director of Finance will look into this item.
- Payments to Craig's Enterprises.
Director of Finance will look into these items.
- Payment to Travis Cross in the amount of \$29,767.50.
Return of a deposit; personal.
- Payment to Graphic Office Interiors in the amount of \$69,178.88.
Child care centre.
- Payments to MKM Projects Ltd.
Child care centre.
- Payment to North Island College in the amount of \$52,646.63.
Grant for salvage and work force education.
- Payment to Olam Films Ltd. in the amount of \$6,300.00.
Director of Finance will look into this item.
- Payment to P & R Truck Centre in the amount of \$71,605.32.
Director of Finance will look into this item.
- Payments to Safety Net Security. Is this for the Port Pub or Somass?
Port Pub.
- Why do Council names pop up?
Reimbursement for conferences.

- Payment to Warbrick Contracting Inc. in the amount of \$37,800.00.
Salvage at Somass; parking lot at child care centre; brushing/clearing of trail; different components; different awards.
- Are they a local business?
Yes.
- Payment to WSP Canada Inc. in the amount of \$87,103.80.
Facility condition assessment.

G. INVESTMENTS REPORT

The Director of Finance provided a verbal overview of the City's investment portfolio as of June 30, 2024.

High interest rates which is good; interest rates coming down; likely see decrease.

H. OTHER COMPETENT BUSINESS

I. QUESTION PERIOD

R. Smith inquired as follows:

- Who is replacing the Harbour Quay roof?
Addy Power.
- Will the Port building roof be considered for replacement in 2026?
CAO: All of the structure has to be replaced; council to approve; working with Port Alberni Port Authority for land ownership and assessment of building – 5-10-year plan; complaints about of appearance of roof.
- Does someone have results?
CAO: Final report is under review.
- Water Tower – foundation; no assessment on tank; structure not tank; tank needs repair; incorrect info?
CAO: Whole asset was looked at; ask contractor; not used as water tower; appearance: eye of beholder; frame to be fixed; does Committee would like more detail.
Chair: Committee members would like more information.
- Is the lagoon finished and is the old lagoon completely decommissioned?
Looking what we can do to achieve decommission; hire consultant.
- So, the lagoon is not completely decommissioned?
No.
- What are the expenses?
We will have to do a study on what it could cost and we are looking at different consultants. Done through Ministry of Environment. Looking at what our options are.
Chair: What is the time deadline? Is it provincial and federal?
CAO: Different groups have different ideas; DFO for a bird sanctuary; depends on ongoing costs and which Ministry we go with which will mandate the cost.
- How does City plan for costs?
CAO: Worst case scenario; wait to see what consultant says.
Lobby provincial and federal governments for grant funding.
- Are we having a meeting so we are caught up to capture next quarter?
The next meetings are in November and February.

- Do we have a total amount where the City is at for internal borrowing?
Direction from Council?
Chair: Yes.
- Water meters - Page 11 of cheque register; purchase of 300 meters?
Director of Finance to follow up.
- Plumbing and heating contractor?
Child care centre.
- Urban Systems?
GIS and planning.
- Identify the numbered company on Page 1 of cheque register.
Director to follow up.
- Bunzl on Page 4? Is this for city concession?
Cleaning supplies; will confirm.
- F H Black & Co. - Automation of financial statement and maintenance.
- Status of the replacement of the fuel tank at the fire department?
CAO: Had tank inspected; will review in future
- Procurement of fuel?
Director McGifford: Don't recall procurement supply, will review.
CAO: No resolution made. Will follow up. Vessel vs fuel.
- Value of contractor to do install of water meters?
Under \$100,000; Tilley's is contractor.

R. Fraser inquired as follows:

- Surprised that the lagoon decommissioned; should have been in one package.
CAO: Report coming to explain complicating factors.

L. Walerius inquired as follows:


- When will childcare centre open?
CAO: Aiming for today? End of September; waiting for Permit to open outside spaces.
- Are they extending into other spaces?
CAO: Nothing finalized; looking at it.
- Water tower? Wondering about 2 Spot – building shelter? Moving?
CAO: Not in budget; discussions with IHS; hasn't come back to Council.
Chair: Good to add to budget.

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 11:07 am.

CARRIED

CERTIFIED CORRECT


Councillor Cindy Solda, Chair

MINUTES OF THE AUDIT COMMITTEE
Tuesday, November 26, 2024 @ 9:30 AM
City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Councillor C. Solda, Chair
Councillor D. Dame
Councillor T. Patola [Arrived at 9:45 am]

STAFF: A. McGifford, Director of Finance
M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
T. Feltrin, Recording Secretary

GALLERY: 4

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 9:30 AM.

MOVED AND SECONDED, THAT the agenda be approved as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on October 1, 2024, be adopted, as presented.

CARRIED

C. UNFINISHED BUSINESS

The Director of Finance provided additional information request at the October 1, 2024 Audit Committee Meeting.

- Are children's programs down?
No, children's programs are not down, we separated children programs from youth programming.
- Water tower capital expenses?
Water tower capital expense – a report will come forward at a later date.
- Payment to Co-op?
The payment of \$45,000 was for a landscaping deposit.
- Payment to Canadian Mental Health Association?
The payment of \$78,908.05 was for the Community Action Team grant monies.
- Payment to Craig's Enterprises?
The payment was a deposit refund for Broughton Street development.
- Payment to Olam Films Ltd.?
The payment of \$6,300 was for a deposit refund.
- Payment to P & R Truck Centre in the amount of \$71,605?
The payment was for the purchase of a flat deck trailer.
- Purchase of 300 water meters?
300 water meters were purchased through Emcor.
- Numbered company on last meetings cheque register?
The numbered company is Nomad Tree Services.

- Procurement of Fuel?
No, new developments on this inquiry.

D. QUARTERLY ANALYSIS OF MAYOR AND COUNCIL TRAVEL + DEVELOPMENT EXPENSES

The Director of Finance provided an overview of Mayor and Council travel and development expenses up to September 30, 2024.

E. REPORTS

General Fund - Revenue

The Director of Finance provided a summary of the General Revenue Fund as follows:

- Fire in the 4th quarter has retro pay, this may result in spending over budget.
- Most expenditures are within budget.
- Parks and Recreation revenue trending higher due to summer programming.
- Museum under budget due to vacant positions.
- Building permit fees coming in on target. In 2022 we saw quite a large increase in building permits.
- Taxes & Penalties – higher than usual, these will go back down as interest rates go lower.

Members inquired as follows:

- Line 15210 Fines & Parking Tickets?
\$135,000 – fines associated with 4th Avenue property.
Where does the money go?
General Revenue Fund.
- How will the changes to dog licenses affect revenue?
Dog licenses won't have an effect on cost.
- Business License fees are up, why?
As we go through the year we adjust the revenue for businesses that are no longer active.
This revenue is expected to be reduced by year end.

General Fund - Expenditures

The Director of Finance provided a summary of the General Revenue Fund as follows:

- Legal services are up – due particularly from Port Pub.
- Fire Protection is in range.
- Protective Services is in range
- Tsunami Warning System is up due to needing repairs.
- Engineering Consulting Services is up due to projects
- Planning Administration expending service.
- Economic Development saw an increase due to grants received.
- Industrial Collections – this number will change.
- Taxes Collected for Others – over on some under for others.
- Interest Revenue – increase of interest – based on statutory rate.

Members inquired as follows:

- Line 26770 – Harbour Quay – Buildings Maintenance – what is happening there?
Director of Finance to follow-up.

- There appears to be \$72,000 left – what haven't we done, why do we have money left over?
CAO: Winterizing has taken place, not all items have been accounted for.

Sewer Revenue Fund Update

No additional information was requested by the Committee.

Water Revenue Fund Update

No additional information was requested by the Committee.

Capital Funds Update

The Director of Finance provided a summary of the Capital Projects as follows:

- Project 21024 Child Care Spaces – over budget – a report coming to Council.
- ERRF Replacement – long term vehicle replacement.
- Anderson/Burde St. is done – a report coming forward.
- Quay to Quay – work still being completed, some branding and signage still to come.
- Roger Creek – in budget.
- Train Station Phase II - \$70,000 over budget, needs to be brought back to Council.
- Fleet Manager to bring a report to Council.
- Train Station Water Tower – will look at the coding – over budget.
- Somass Project – Salvage to date \$1,440,824, remediation expenditure \$583,909, there is \$843,836 remaining. Some more revenue to come.

Members inquired as follows:

- What does working to procure mean?
That means that an item is on order. We have looked at used items when we can.

F. VENDOR CHEQUE REGISTER REPORT

No additional information was requested by the Committee.

G. INVESTMENTS REPORT

The Director of Finance provided a verbal overview of the City's investment portfolio as of September 30, 2024.

- High interest rates which is good; we anticipate lower rates into 2025.

H. OTHER COMPETENT BUSINESS

I. QUESTION PERIOD

R. Smith inquired as follows:

- Is it possible to provide a summary of the projects using Growing Communities Fund grant?
Director of Finance to follow up.
- What is the current interest rate on money paid in taxes?
4.45%
- What company is doing the roof at the Public Works Yard?
IDM Roofing for \$165,000.
- Desludging of sewage lagoon – where are we at?
Report coming to Council as more information is known regarding the approach required.

- Will this be a public report?
Yes, once completed by a consultant. We have found a couple of consultants for the ARO but a detailed plan will have to be made. We will need to work with the Tseshaht and Hupacasath First Nations.
- Will this be part of the 2025 budget?
CAO: We will be bringing a report forward once more is known.
- Do we have any internal borrowing?
We don't have any at this point. There wasn't any borrowing on the Burde Street project. We would use surplus from 2024.

D. Wiwchar inquired as follows:

- How much money has the City spent defending itself against the San Group?
We don't have numbers available at this time.
CAO: We don't have specific numbers available at this time.

L. Walerius inquired as follows:

- Last meeting questions were raised regarding the Water Tower and Two Spot. Would like to see a discussion around having the Two Spot moved down to the train station.
- General Purpose Taxes – at budget time how is it collected, when you haven't determined your tax rate?
Tax calculation sheet – overall increase year over year. Allocation of the none market change.
- Residents or businesses that haven't paid taxes, where is that recorded?
Tax sale for taxes left unpaid for three years.
- Line 14434 – Residential Solid Waste Collection; is this unpaid?
That is amount billed not collected.
- Line 15210 – Fines and Parking Tickets; the YTD is the same amount, why?
Director of Finance to follow up.
- Line 15320 – Rentals; why is it up 224%?
Director of Finance to follow up.
- Line 23121 – Engineering Consulting Services; why is it up 229.62%
Director of Finance to review.
- Line 26238 – Community Serv – Community Engagement; why is it up 1977.60%
Director of Finance to review.
- Childcare Service – why is that over?
Report coming to Council.
CAO: A report will be coming during budget season, likely January or February.
- I understand they are opening the childcare centre in January; is the City receiving lease payments?
Yes.
- What happened with the Facade Improvement Project?
In 2025 it will be moved to a placemaking strategy and reviewed by the Manager of Culture.
- Did the Racquetball Club apply for a Facade Improvement Grant?
Not under the Facade Improvement Grant.

- Port Pub; is the demo considered a capital project?
CAO: *The costs are placed on the property.*
DoF: *It would a revenue in the General Fund / Accounts Receivable against the property.*
- What is the estimated cost?
CAO: *We don't have the exact amount; these expenses will be going on their taxes.*
- The only way the City can recover this expense would be if the owner paid the taxes?
CAO: *Yes*
- The tax sale would be the cost of the expenses?
CAO: *Yes, that would be the starting point.*

J. Leskosek inquired as follows:

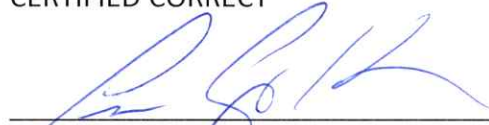
- Is the Multiplex concession manned by City employees or contracted?
CAO: *City staff operate it.*
- Line 27144 – over \$1m on maintenance, is that normal?
Yes
- What does CPA stand for?
City of Port Alberni.

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 10:44 am.

CARRIED

CERTIFIED CORRECT



Councillor Cindy Solda, Chair

MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING

Wednesday, April 17, 2024 @ 10:00 AM

City Hall Council Chambers

4850 Argyle Street, Port Alberni, BC

Present: Director of Infrastructure Services, Jim MacDonald
Councillor, Charles Mealey
Trustee, SD70, Christine Washington
Fire Chief, Mike Owens
Director of Corporate Services, Sara Darling [Recording Secretary]

Absent: Diversified Transportation, Kathy Deschamps
ICBC, Rowena Narayan
ICBC, Peggy Gibbs
Ministry of Transportation, Jessica Learn

Staff: Manager of Operations, Clinton Wright
Manager of Community Policing, Dave Cusson

Gallery: 0

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 10:07 AM.

MOVED, THAT the agenda be adopted, as circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED, THAT the minutes of the Traffic Advisory Committee meeting held at 10:00 am on January 17, 2024, be adopted, as circulated.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. CORRESPONDENCE FOR INFORMATION

1. Pacific Rim School District | Argyle Street Crosswalk Safety Concerns

MOVED, THAT the Traffic Advisory Committee recommend that Council direct staff to prepare a report outlining opportunities and associated cost implications for additional safety measures on Argyle Street between Anderson Avenue and EJ Dunn Elementary School.

F. NEW BUSINESS

1. Lathom Road Traffic Safety Concerns | Lathom Corridor Traffic Petition

MOVED, THAT the Traffic Advisory Committee recommend that Council direct staff to prepare a report outlining traffic calming opportunities, including the installation of a four-way stop at the intersection of Lathom Road and Helen Street and further, that staff proceed with the installation of traffic counts in the area.

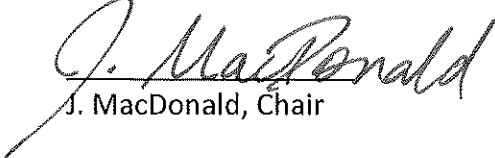
G. ROUNDTABLE

H. ADJOURNMENT

MOVED, THAT the meeting adjourn at 10:28 AM.

CARRIED

CERTIFIED CORRECT



J. MacDonald, Chair

SCHEDULE OF NEXT MEETING DATES:

July 17, 2024
October 16, 2024

DISTRIBUTION

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



RECEIVED

JUN 09 2025

CITY OF PORT ALBERNI

Heritage Commission Meeting

May 7th, 2025

Minutes

Location: McClean Mill

Attendees:

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

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

Regrets: Hupačasath First Nation
āššaaʔath (Tseshaht) First Nation

Visitors: Richard Spencer, CoC Staff

Called to Order at 7:02 pm by Chair Gareth Flostrand:

Note: Member Organizations are to forward their alternate's contact information.

1. Moved by Pam Craig that the agenda of the May 7th, 2025 meeting be approved.
2. Moved by Jolleen Dick that the minutes of the April 2nd, 2025 meeting be approved as circulated.
Moved by Pam Craig to accept the consent agenda containing monthly reports for April be approved as circulated.
3. Old Business
Staff reminded that member organizations are to identify the person, event, program, accomplishment they wish to feature in the heritage recognition initiative and forward it to staff.
4. Correspondence
Staff announced that the AVM has received a request to facilitate an academic in residence to support post-doc research on Nuuchah-nulth mythology.
5. New Business
Commissioners discussed various ways to incubate community engagement. Gareth Flostrand and Pam Craig volunteered to form a sub-committee to begin organizing an event for early fall.

<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 checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	<u>0540-20-AVMHC</u>

Rem June 23/25



Heritage Commission Meeting
May 7th, 2025
Minutes

6. REPORTS

A. Community Arts Council

Grove Gallery & CAC Updates:

Visitor Attendance:

- Total guests in March: 714

Gallery/Gift Shop Updates:

- The Grove is now open 7 days a week.
 - Mon – Sat 10 – 4
 - Sundays 10 – 3
- Spring Raffle Basket is completed, with notable donations from Flandangles, Bombers Cafe and Unilo Foods. The basket's value is over \$300! Raffle tickets are being sold at The Grove Gallery and at special events in the community, such as the Timbre! Choir.
- Book Sale update: we have invited a number of local authors, food vendors and bookstores to take part in the event.
- Working with the AV Museum in a collaborative children's art making workshop for the end of May. This event will be taught by Milo and offers a financial injection with the collaboration.
- Placed a job posting for the Teas at the Mill event coordinator, on indeed.

Workshops and Events:

- Watercolour Wednesdays classes hosted by Adrianna were well attended and are now being offered in May.
- Port Alberni Port Authority is working with us to promote and manage youth volunteers for the painting of their mural on the Dock+ building. This event engages the community, and offers a promotional opportunity for the PAPA and CAC, whereas news members will be invited to cover the event. The CAC also successfully negotiated a payment for the local muralist.
- Playhouse Paint Night was a big success, with 20 participants. We also invited two local musicians thanks to Kim Bothen, Xixi and the Bandit. V9Y Catering provided charcuterie, plus drink sales for Portal Players.



Heritage Commission Meeting
May 7th, 2025
Minutes

Upcoming Events & Exhibitions:

- **May 1:** Opening reception: "The Wednesday Collection" by the Alberni Valley Wednesday Painters, 6pm - 8pm
- **May 3:** Alberni Valley Wednesday Painters Meet & Greet, 1pm - 3pm
- **May 7:** Watercolour Wednesday at the Grove Gallery
- **May 9 & 10:** Annual MASSIVE Book Sale at the Athletic Hall
May 9th 6pm - 8pm, & May 10th 9am - 3pm
Be sure to drop off your gently used books, puzzles, and CD's in the white bin outside of The Grove. Or call ahead at 250-724-3412. This year the book sale will also have the Mt. Klitsa Gardening Club with their plant sale, as well as local authors with a very special live reading by Evelyn Thompson-George from her book "The Defiant 511 of The Alberni Residential School".
- **May 14:** CAC will be attending the ADSS Student Hiring Fair at the ADSS
- **May 17:** Drop-In Kids Workshop at the Grove Gallery
- **May 21:** Watercolour Wednesday at the Grove Gallery
- **May 24 and 25:** Dock+ Mural Painting at the Dock+
- **May 31:** Kids Workshop in collaboration with the Museum
- **June 20:** Summer Solstice Crafty Cruise, aboard the Frances Barkley



Heritage Commission Meeting

May 7th, 2025

Minutes

B. SD 70 – Pacific Rim

Heritage Commission Report May 7 2025:

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

C. Chamber of Commerce – NO REPORT



Heritage Commission Meeting
May 7th, 2025
Minutes

D. McLean Mill

McLean Mill National Historic Site Update, May 7th, 2025

Prepared by Elliot Drew

April saw a lot of activity out at the Mill. Amid the regular cleaning, planning and prep to get the 2025 season underway, we also hosted some very successful events. Job postings went out for our first round of hiring and we have filled those positions with returning staff. We are set to officially open Friday May 16th at which time our hours will be Wednesday thru Sunday 10 am to 4pm till July when we will add additional staff and be open 7days a week till Labour Day

This month we were please to welcome back both the McLean Mill 10km event and the Alberni Bowmen for their 3-day shoot. Each event saw some growth from last year but most importantly ran very smoothly as we become more experienced working with the organizers of these fantastic community groups. John Paul II Catholic School visited us on the 1st, along with a contingent of students from Japan, to tour the Site and learn more about the history of our region, the logging industry and of course the Mill itself. We were also very please to host the SalmonFest AGM and the Chamber Breakfast with speaker Josie Osbourne.

Most importantly we met with management from the City to work through safety concerns for this upcoming season and to begin the conversation around the future of the Mill.

Our calendar of events continues to fill for 2025 through 2026 with both private and community events requesting information.

Important Upcoming Dates:

Chamber of Commerce AGM – May 14th

Opening Day of Regular Operations – May 16th

Grad Photo Day – Jun 21st

Wedding – Jun 28th

Start 7 days a Week Operation – June 30th

Wedding – July 12th

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



Heritage Commission Meeting
May 7th, 2025
Minutes

E. Historical Society

ALBERNI DISTRICT HISTORICAL SOCIETY REPORT

MAY 7, 2025

- The Alberni District Historical Society's **AGM** will be held Thursday, May 29th, 7 pm in the Museum. There will be no guest speaker that night. There will be speakers at our 60th Birthday Party on June 12th in Echo Centre.
- Volunteer hours last month were 199 1/2.
- New items are being entered in our In-Magic program. This program numbers all the "treasures" we have – just like the Dewey-Decimal system libraries use.
- The latest "A Look Back at the Early Days of The Alberni Valley" (our Facebook article by Diane Dobson) features Readin', Writin' and Rithmatic – Beaver Creek & Gill Schools. Read and forward it to someone you think might be interested in the History of the Alberni Valley.
- The Archives is open Tues-Thur. 11am to 3 pm.



Heritage Commission Meeting
May 7th, 2025
Minutes

F. Maritime Heritage Society

**Port Alberni Maritime Heritage Society
May 7, 2025 Report to the Heritage Commission**

Current Hours

The Gallery and the Lighthouse have now reopened for regular public viewing with hours as follows:

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

In addition, tours outside these hours may still be arranged by contacting Dale Gross the Facilities Coordinator at the below noted contact information.

Summer Programs

We will once again be offering summer programs geared towards children and youth at the Gallery and the Lighthouse this summer. Funding for two summer students has been approved through the Canada Summer jobs program. We are also seeking additional funding to hopefully have three summer programming positions again this year. We will begin recruiting for these positions soon. Watch our facebook page for job postings.

"Teak Lady" Restoration

Our volunteers are continuing the renovation of this little vessel. If you are interested in knowing more about this vessel's interesting local and international history check the blog on our website. If you are interested in getting involved with its restoration please give us a call.

Contact Information

Telephone	250-723-6164
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com

Respectfully Submitted

Ken Watson , PAMHS Rep



Heritage Commission Meeting
May 7th, 2025
Minutes

G. Industrial Heritage Society

May 7, 2025 Report to the Heritage Commission

1. General WVIHS Information:

The Society will be participating in the upcoming "Welcome to Port Alberni" Event May 10th, at the Barclay Hotel hosted by Valley Vibe.

2. Alberni Pacific Railway – from Richard Spencer, APR Manager:

It has been a very busy month at the APR, and a busy few ahead.

*APR Crews have finished work to the MBL#11 after work to the engines, brakes, and bell was undertaken over the winter.

*An interior rebuild of the mark mosher coach is currently in progress.

*74 switch ties have been replaced on the Shop Lead after years of no maintenance. This was our biggest project and was performed by a mix of contractors and APR Crew.

*Council has vote in favour to enter a 5-Year Agreement with the IHS to operate the APR. We are currently awaiting the draft agreement for 2025-2029.

*We have released our schedule for the 2025 operating season, as well as tickets are now available

APR has multiple charters and private events booked, one taking place on May 10, one on May 18 and one in June.

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

April Events:

April 8 - hosted Retired Loggers' Social - more than 120 persons in attendance.

April 11 – with 3 trucks - took part in the first "Vaisakhi Parade" in Port Alberni

April 24 - hosted a visit by the Van Is. Garden Railway Club

with guided tour of the APR Roundhouse and Ind. Heritage Centre

Upcoming Events:

May 3 – hosting "Model A" club from the Mainland, incl. members of "BC Vintage Trucks Museum" in Cloverdale.

May 6 - hosting Alberni Elementary Kindergarten Class

May 25 - "Horsepower for Healing" Show at Fall Fair grounds - bringing a truck or two

June - hosting three School class visits

"Pop-Up" Souvenir Store

Continue to work on display and inventory for the "Pop-Up" Store.



Heritage Commission Meeting
May 7th, 2025
Minutes

Donations Received:

The Society received the Donation of a Photo and magazine articles Collection (18 albums) on the history of Logging trucks on the Coast, via Michael Dean of Ladysmith - a valuable resource of information.

Major Supporter:

"Kingsley Trucking" has been one of our major Supporters over the past seven years. With "Kingsley Trucking" being involved as one of the possible assets in the "SAN Group" Bankruptcy proceedings, this is adding to the Uncertainty Woes at the I.H.C. because "Kingsley" has been loaning us a 2000 "Volvo" highway tractor, with Insurance, to legally and safely transport vintage equipment to Shows and Events.

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

Industrial Heritage Centre – Shop:

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

4. WVIHS Memberships

* Memberships are now available for 2025.

Anyone wanting to renew a membership or become a member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to www.ihsportalberni.ca/membership.

Respectfully Submitted by,

Leslie Waleries
Western Vancouver Island Industrial Heritage Society



Heritage Commission Meeting
May 7th, 2025
Minutes

H. City Council

CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held April 28, 2025.
These are not the official minutes. For more information, please contact the Corporate Services
department at 250.723.2146 or email: corp_serv@portalberni.ca.

INTRODUCTORY REMARKS

Council held a moment of silence in recognition of the National Day of Mourning.

UNFINISHED BUSINESS

Administration provided Council with an update on the status of the remediation work at 5170 Argyle Street [Port Pub].

STAFF REPORTS

Quarterly Departmental Reports

Council received Quarterly Reports from the Development Services, Economic Development, Finance, Human Resources, and Parks, Recreation and Culture departments for the period January 1, 2025 – March 31, 2025.

Q1 Nuisance Abatement Working Group Report

Council received the Nuisance Abatement Working Group Quarterly Report for the period January 1, 2025 – March 31, 2025.

BYLAWS

"Animal Control and Pound Bylaw No. 5126, 2025" was adopted. This Bylaw provides for the regulation of the keeping of dogs and cats and other animals in the City of Port Alberni.

"Cemetery Management Bylaw No. 5127, 2025" was adopted. This Bylaw provides for the regulation and operation of the Greenwood Cemetery.

"Fees and Charges Bylaw No. 5125, 2025" was adopted. This Bylaw establishes fees and charges for various services provided by the municipality, aiming to ensure cost recovery and efficient service delivery.

"City of Port Alberni Tax Rates Bylaw No. 5124, 2025" was adopted. This Bylaw sets the tax rates required to balance the municipalities taxing obligations as outlined in the Financial Plan.

"Bylaw Notice Enforcement Bylaw No. 5128, 2025" was introduced and given three readings. This Bylaw upon adoption will provide for the enforcement of bylaw offence notices.

CORRESPONDENCE

2025 ADSS Prom Committee | Use of City Streets

Council authorized the 2025 ADSS Prom Committee access to City streets on Saturday, June 21, 2025 from 5:15 to 6:45 pm for the purpose of a prom parade from Burde St. to 10th Ave. through to Roger St., ending at the Athletic Hall [3727 Roger St.].

Council received their correspondence summary which included letters from:

- AVICC | 2025 AVICC AGM & Convention - Resolutions Disposition & Draft Minutes
- ACRD | Emergency Support Services Receive Provincial Funding
- Canadian Union of Public Employees (CUPE) 118 | National Day of Mourning

PROCLAMATIONS

On behalf of MS Canada, Council proclaimed the month of May 2025 as 'MS Awareness Month' in Port Alberni.

On behalf of Vancouver Island Economic Alliance (VIEA), Council proclaimed May 30, 2025 to June 6, 2025 as 'Island Good Days' in Port Alberni.

On behalf of Pacific Salmon Foundation, Council proclaimed June 1, 2025 as 'Wild Salmon Day' in Port Alberni.

REPORT FROM IN-CAMERA

Council released for public consumption notice of its intent to extend the Railway Operation and Maintenance Agreement with the Western Vancouver Island Industrial Heritage Society for a period of 5 years to include an annual City grant of \$60,000 + CPI for the duration of the agreement for the cost of operating insurance and miscellaneous operating expenses.

NEW BUSINESS

Alberni Valley Community Forest Corporation | Resolutions of Shareholder

Council endorsed the Alberni Valley Community Forest Corporation Resolutions of Shareholder in writing as presented.



Heritage Commission Meeting May 7th, 2025 Minutes

Multiplex Chiller Failure

Council directed staff to proceed with renting a plate and frame chiller and installing ice at the Multiplex for the period of June 2025 – May 2026 at the cost of \$285,000.

Council also directed staff to begin the process of replacing the current shell and tube chiller with a plate and frame chiller, with installation of the unit to occur in spring 2026 in time for summer 2026 ice operations.

BCCFA 2025 Conference & AGM | Authorize Council Registration

Council authorized Councillor Verbrugge to participate in the BC Community Forest Association (BCCFA) 2025 Conference and AGM, taking place May 26-28, 2025 in Nanaimo, BC, with authorization to include reimbursement of travel and accommodation expenses incurred as per Travel Policy No. 3009-2.

Tseshahat Lightning Open Basketball Tournament 2025

Council authorized the contribution of a combination of \$5,000 in kind or in cash from the Reconciliation Fund to the 2025 Tseshahat Lightning Open Basketball Tournament taking place May 16 – 19, 2025, and directed Administration to work with Tseshahat Lightning representatives to determine the best use of funds.

Short Term Rental Requirements

Council directed Administration to prepare a report providing an overview of short-term rental requirements in the City.

Tree Protection and Regulation Bylaw

Council directed Administration to research, draft and introduce a Tree Protection and Regulation Bylaw.

Volunteer Policy and Handbook

Council approved Volunteer Policy No. 3002-8 and the associated Volunteer Handbook.

Cathedral Grove

Council directed Administration to extend an invitation to the Ministry of Transportation and Transit requesting their attendance at a Regular meeting to provide a delegation regarding traffic safety plans in Cathedral Grove.

Vancouver Filipino Community

Council directed Administration to send a letter to the City of Vancouver offering condolences on the recent tragedy in the Vancouver Filipino community.

QUESTION PERIOD

J. Leskosek

Inquired about the purchase of a chiller for the Multiplex ice production.

COUNCIL MEETINGS

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

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

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

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

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

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

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

MEETINGS AT A GLANCE

Wednesday, May 7th

7:00 pm | Heritage Commission
Alberni Valley Museum

Monday, May 12th

2:00 pm | Regular Council
Council Chambers

Tuesday, May 20th

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



Heritage Commission Meeting
May 7th, 2025
Minutes

- I. Regional District – no report
- J. Community at Large – NO REPORT FOR APRIL

Regular Community Events/Meetings

- ~~Skysong~~ Community Choir meets @ Char's every Tuesday from 6-8pm
- CCO Blind meets 10am first Wednesday of each month @ Abbeyfield
- TOPS meets @ RCL Tuesdays 8-10am
- Spirit Square Farmers Market Saturdays 9-12 at Harbour Quay
- AV Coin Club 3rd Thursday @ 7pm craft room A @ Echo Centre
- AV Rock and Gem Club meet 1st Sunday @ 2pm at the Clubhouse Tebo RD
- AV Grief Care Group Sundays 2-3pm @ Southside Comm Church of the Nazarene
- AV Museum – Knit Nights Thursdays 6-8pm
- Golden Oldies Car Club – 1st Thursday @ RCL 7pm
- AV Photography Club 2nd and 4th Wednesdays @ Abbeyfield House 7pm
- ~~Skysong~~ Community Choir @ Char's every Tuesday 6-8pm
- Postpartum and Baby Group 1030-12 – Meet and engage with other postpartum families, all pieces of the family are invited – Bi-weekly

NEW – Free healing Yoga, Wednesdays @ AV Hospice 11-12 Feb 12-March 5

May Activities Around Town

- 7 – 3rd Annual Pediatric Stroke Awareness walk @ Blair Park 10am
- 8 – Workshop: Hiring for Success @ AVCOC 1-3pm
 - Sketch with Bob @ Harbour Quay 6-830 Free
- 9 – Dog and Cat teeth cleaning @ Bosleys 10-6
 - Blues Night at the Legion 630pm tix \$15
 - Poker at the Italian Hall 7pm \$65
- 9-10 – ADSS Theatre – Little Mermaid Tix 10/15 Fri 7pm – Sat 1&7pm
 - Massive Book Sale @ The Grove 6pm 9th – 3pm 10th
- 10 – 4th Annual Plant/Seedling sale Noon @ Harbour Quay
 - Meet your community welcome event – 10-2pm @ Echo CC
 - Spring Fling Market @ BW Barclay 11-4
 - Mt Klitsa Garden Club – Annual Plant Sale @ PA Athletic Hall 9-2
- 11 – Mother's Day Garage Sale – 7310 BC Road 10-3
- 14 – PA Lawn Bowling Open House – Wallace St -learn how to play
 - Hospice Volunteer Training 2579 10th Ave 4-630
- 16 – NTC Spring Event @ NTC Health Dept Redford St – culture, crafts, activities/surprises
- 16-19 Tseshaht Lightening basketball tournament @ Alberni Athletic Hall
- 22 – John Howitt Mad Hatter – CCC Hall 530-7, games/prizes/concession/cake walk/petting farm
- 23 – Pottery: Garlic Grater and Herb Stripper @ DMB 7pm – City of PA course/program
- 24 – Black Ty Gala @ Echo CC 6pm, dinner by Starboard Grill \$150, live and silent auctions, Music
- 25 – Horsepower for Healing – 10-2 @ fall Fairgrounds. Horsepower for Healing is a mental health and harm reduction-focused car show designed to bring people together through a shared love of classic and performance vehicles.
- 30 – Ladies Night @ Leave her Wild 4-7pm
- 31 – Battle of the Bands – The Zattoo Project @ KCC 6pm

June 6th – Friday Night Market @ Harbour Quay 5pm



Heritage Commission Meeting
May 7th, 2025
Minutes

K. Museum

AVM | APRIL AT A GLANCE

GENERAL ATTENDANCE:	1240
TOTAL ATTENDANCE:	1668
PROGRAMS:	18
INSTRUCTIONAL HOURS (STRUCTURED LEARNING):	130
HOURS OPEN TO PUBLIC:	133
OBJECT CARED FOR:	~5,400
REPOSITORY AGREEMENTS:	7

EXHIBITIONS |

***Resist* (18 March – 12 July, 2025)**

Resist is an exhibition featuring artworks by members of the Fibre Art Network, a cooperative based in Western Canada dedicated to advancing fibre as an art form. In this context, the double entendre of *Resist* refers both to the techniques employed in fabric manipulation and to methods of social activism. Visitors are encouraged to explore the diverse techniques applied to fabric while also reflecting on contemporary issues concerning the human condition.



Still Standing
By Sharon Allman



Grids and Strings and Other
Things
By Terry Aske



Fighting The Current
By Diana Bartelings



Resisting Change
By Darlene Bayley

PROGRAMS | FAMILY/CHILDRENS PROGRAMS: 8 TOTAL

- Wonder Workshops (6-12 years)
- Birthday Parties (Ages 5-10 years)
- Museum Minis – Pre-K
- SD 70 – School Tours

ADULT PROGRAMS: 10 TOTAL

- Kumihimo Workshop
- Cordage Workshop
- Spinners & Weavers | Knitters
- TIFF Film Series



Heritage Commission Meeting

May 7th, 2025

Minutes

L. Hupačasath First Nation – no report

M. čišaaʔath (Tseshaht) First Nation – no report

7. Next Meeting

A. June 4th, 7pm (PAMHS)

8. Moved by Pam Craig to adjourn at 8:30 pm.



COUNCILLOR HAGGARD – COUNCILLOR REPORT
JUNE 23, 2025 REGULAR COUNCIL MEETING

Summary of Federation of Canadian Municipalities Conference May 29, 2025 – June 1, 2025

Applying an Equity Lens to Municipal Decisions – How and when to use an equity lens tool and the important role it plays in ensuring inclusivity in municipal policies and programs. This workshop helped to gain an understanding of the critical questions and considerations that must be included to help identify barriers, reduce systemic inequities and shape inclusive municipal decisions.

Equipping Municipal Leaders to Combat Misinformation – With the rise of social media, false or misleading information can spread rapidly, shaping public perceptions and fueling opposition to evidence-based policies. This workshop provided tools and strategies for municipal leaders to counter misinformation, maintain credibility and strengthen community trust.

Keynote: FCM President Rebecca Bligh – She shared a deeply personal vision of municipalities being empowered to reach their full potential and play a crucial role in building a more prosperous, more resilient economy that leaves no one behind. She also emphasized Canadians' expectations that all orders of government work closely together for the benefit of the population.

Keynote: FCM CEO Carole Saab – She discussed the need to work together to build a strong and resilient Canada. In this pivotal moment in time, it is crucial that we have a renewed partnership with all orders of government and tackle Canadians' biggest concerns like housing, public safety and infrastructure.

Political Keynote: National Chief Cindy Woodhouse Nepinak, Assembly of First Nations – Chief Nepinak spoke to delegates about the importance of the ongoing reconciliation work and ensuring resilience and prosperity for all Indigenous communities.

Political Keynote: Prime Minister of Canada, Mark Carney – FCM was joined by Prime Minister Carney for one of his first public appearances since being elected. He spoke to delegates about the urgent need to address the housing crisis and the next steps for his newly formed government in the weeks ahead.

Political Keynote: Elizabeth May, Green Party of Canada – Elizabeth May expressed that cities are leading the charge toward a greener, more environmentally conscious future by tackling climate change and building climate resilience in their communities.

Rural Plenary: Uneashing the Future of Rural Canada – Rural Canada is the key to economic growth. This session brought together stakeholders from rural Canada, including industry, municipal associations, and federal and US decision-makers. Panelists assessed the state of rural Canada and offered their visions for a more prosperous rural Canada.

Political Keynote: Melissa Lantsman, Conservative Party of Canada Deputy Leader – Melissa Lantsman discussed the cost of living and affordability crisis our country is going through and its effects on generations to come.

Political Keynote: Gord Johns, NDP Party of Canada - Our MP, Gord Johns, who was a former municipal councillor, discussed the importance of municipalities working together with all orders of government to get things done through fiscal reform. I was never prouder than when he received a standing ovation!

Women in Local Government Workshop and Reception – This session explored the experiences of women in municipal leadership, the systemic barriers they face and strategies for fostering inclusive environments. Discussions were held on security and safety, support networks, and leading with resilience, with a focus on knowledge-sharing solutions.

Meeting with the Secretary of State of Sport – We met with a member of staff from the Secretary of State of Sport and talked about the local committee's vision of hosting a team in Port Alberni that will be playing in the FIFA 2026 World Cup for pre-training and climatization. I gave a history of the committee, activities taken to date, gave him a copy of the proposal and discussed next steps. The representative then gave some ideas and suggestions that will be very beneficial for the committee. I would like to recognize and thank Gord Johns for arranging this meeting.

Question and Answer Period in the House of Commons and Tour of the Senate – I attended the question-and-answer period in the House of Commons and did a tour of the Senate building. I was truly in awe of the long-standing traditions and customs and seeing our Canadian democracy in action.



COUNCILLOR SOLDA – COUNCILLOR REPORT JUNE 23, 2025 REGULAR COUNCIL MEETING

COUNCILLOR SOLDA

Abbeyfield 40th Anniversary – June 11, 2025

- History of Abbeyfield and how the facility came to be
- Need for repairs and also looking for sponsorships and donations

Orange Crosswalk – June 11, 2025

- Councillor Solda and Councillor Mealey attended the opening ceremony
- Crossing the street for unveiling of the plaque in dedication
- Elders and survivors painted the pole of the crosswalk and invited Councillor Solda and Councillor Mealey to contribute to the painting

North Island College Convocation – June 12, 2025

- Councillor Solda attended the ceremony at Alberni Athletic Hall
- Huge congratulations to all of the mature students who graduated as a part of the 2025 cohort.

Alberni Valley Museum – June 12, 2025

- Exhibition focused on history of the Alberni Mall
- Solda's Restaurant was located in the Alberni Mall

Alberni Valley Chamber of Commerce – June 18th, 2025

- Breakfast with the Mayor at the McLean Mill National Historic Site
- Mayor Minions spoke eloquently about the Strategic Plan and Council's priorities
- Discussion also addressed negative impacts to the community and what the City is doing about these issues.
- The gate to Somass Park has reopened. This is an example of how Council is always listening and wants the public to bring their concerns to Council.


COAST Mixer – June 18, 2025

- Councillor Solda attended the COAST Mixer with Councillor Dame and Councillor Haggard at the Starboard Grill
- COAST is an organization focused on the Blue Economy

109 Alberni Royal Canadian Sea Cadet Corps Annual Ceremonial Review – June 19th, 2025

- Councillor Solda presented the Long Service Award

Date: June 16, 2025
File No: 0640-20-2024
To: Mayor & Council
From: S. Smith, Director of Development Services/Deputy CAO
Subject: Annual Report 2024

Prepared by: S. DARLING DIRECTOR OF CORPORATE SERVICES	Supervisor: M. Fox CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  S. Smith, Director of Development Services/Deputy CAO
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RECOMMENDATION[S]

THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2024, as presented.

PURPOSE

To provide the 2024 Annual Municipal Report for Council consideration.

BACKGROUND

Under the *Community Charter*, each year prior to June 30th, municipalities are required to produce an annual report which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives.

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2024, as presented.
2. That Council provide amendments to the 2024 Annual Report prior to endorsement.

ANALYSIS

The *Community Charter* stipulates that each year Council must prepare an annual report and make the report available for public inspection. The annual report must include:

- The municipality's audited annual financial statements for the previous year
- A list of the permissive tax exemptions provided by the municipal council, and for each exemption, the amount of property tax that would have been imposed during the previous year if the exemption had not been granted
- A report on the municipality's services and operations for the previous year
- A progress report on the performance of the municipality with respect to established objectives and measures

- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the current year and following year
- The details of any declarations of disqualification made against individual council members during the previous year

Council may include any other information that it deems appropriate for the annual report.

The report was advertised in the June 4th and 11th editions of the Alberni Valley News, on the City website and Public Notice Posting Place. One item of public input was received requesting that the Annual Report include items previously captured [prior to and including 2019] in the City's comprehensive Financial Information reports that contained the following:

- Miscellaneous Statistics
- BC Assessment data for City - prior five years
- General & Debt Tax Rates and other classes collected on behalf of – prior five years
- Tax Levy, Collect, Unpaid & per capita
- Debt, Reserve – per capita
- Stats Can Data – Demographics – pull from community profile
- Top property tax payers – current year
- Summary of audited financial statements – prior five years
- General Summary of Capital Funded projects in current year

IMPLICATIONS

As per the *Community Charter* Section 98(1) before June 30 in each year, a council must

- (a) prepare an annual report, and
- (b) make the report available for public inspection under section 97.

Cost implications include advertisement in the Alberni Valley News for public notice and the production of hard copy reports.

COMMUNICATIONS

Section 99 of the *Community Charter* stipulates that the annual report must be made available for public inspection 14 days before the annual public meeting. The report was advertised in the June 4th and 11th editions of the Alberni Valley News, on the City website and Public Notice Posting Place.

Following endorsement, the finalized report will be posted to the City's website, shared via social media and a small run of hard copies produced.

BYLAWS/PLANS/POLICIES

- *2023-2027 Corporate Strategic Plan*

SUMMARY


Under the *Community Charter*, each year prior to June 30th, municipalities are required to produce an annual report which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives.

ATTACHMENTS/REFERENCE MATERIALS

- [2024 Annual Report](#)

c: S. Smith, Director of Development Services | Deputy CAO

Date: June 16, 2025
File No: 1880-25-SOFI
To: Mayor & Council
From: M. Fox, CAO
Subject: Statement of Financial Information - Year Ending December 31, 2024

Prepared by: A. MCGIFFORD Director of Finance	Supervisor: MIKE FOX MIKE FOX, CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox, CAO
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RECOMMENDATION

THAT Council approve the statements and schedules included in the 2024 Statement of Financial Information, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 16, 2025.

PURPOSE

To provide Council with the annual Statement of Financial Information [SOFI] for the year ended December 31, 2024 for approval.

BACKGROUND

Pursuant to *Section 2* of the *Financial Information Act*, the Local Government must prepare a Statement of Financial Information. The format is prescribed by regulation pursuant to *Section 3* of the *Financial Information Regulation*. The requirement that Council must approve the statement is prescribed by *Section 9(2)* of the *Financial Information Regulation*.

ALTERNATIVES/OPTIONS

That Council approve the statements and schedules included in the 2024 Statement of Financial Information, prepared to comply with the *Financial Information Act*, as outlined in the report from the Director of Finance dated June 16, 2025.

ANALYSIS

Attached is a copy of the Statement of Financial Information including all statements and schedules that are required for submission.

IMPLICATIONS

The Statement of Financial Information must be approved and submitted to the Ministry of Municipal Affairs by June 30, 2025.

COMMUNICATIONS

The SOFI report will be posted to the City's website.

BYLAWS/PLANS/POLICIES

Not applicable.

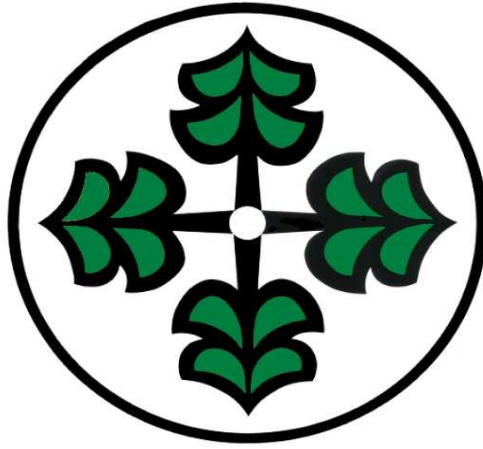
SUMMARY

Staff are requesting Council's approval of the Statement of Financial Information for the year ending December 31, 2024 in order to meet legislated requirements of the *Financial Information Act* by the submission deadline of June 30, 2025.

ATTACHMENTS/REFERENCE MATERIALS

- Statement of Financial Information - year ending December 31, 2024

J:\Common\A_Items_for_Agenda\Reports for Approval\Regular Council\2025_06_23\L.8 Statement of Financial Informaiton\2025_06_23_RTC_2024 Annual_SOFI Report.docx



CITY OF PORT ALBERNI
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2024

**CITY OF PORT ALBERNI
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

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CITY OF PORT ALBERNI MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

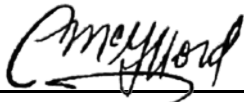
Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of Council. The Audit Committee meets with management four times a year, and the external auditors once a year.

The Director of Finance has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, MNP LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of Council and meet with it on a regular basis.

On behalf of the City of Port Alberni



Name	Andrew McGifford, CPA, CGA
Title *	Director of Finance
Date	Monday, June 16, 2025

* For municipalities, the officer assigned responsibility for financial administration signs

☐ Prepared pursuant to Financial Information Regulation, Schedule 1, section 9

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, 2024, and the consolidated statements of operations, financial position, 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, 2024, 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

May 12, 2025

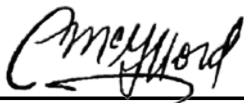
MNP LLP

Chartered Professional Accountants

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 4,669,223	\$ 1,807,017
Investments (Note 2)	28,271,474	34,263,623
Accounts receivable (Note 3)	12,745,092	9,933,228
Inventory for resale	44,575	50,570
Investment in government business enterprise (Note 4)	1,934,357	2,404,599
	47,664,721	48,459,037
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	11,696,300	9,792,923
Deferred revenue (Note 7)	7,504,424	7,155,985
Refundable deposits	1,280,652	1,970,988
Long-term debt (Note 11, Schedule 3)	20,327,655	21,003,293
Asset Retirement Obligations (Note 12)	20,802,008	42,617,953
	61,611,039	82,541,142
NET DEBT	(13,946,318)	(34,082,105)
Commitments and Contingencies (Note 18)		
NON-FINANCIAL ASSETS		
Inventory of supplies	962,060	883,822
Prepaid expenses	358,845	297,956
Tangible capital assets (Note 15, Schedule 1)	185,183,547	200,747,291
	186,504,452	201,929,069
ACCUMULATED SURPLUS (NOTE 16)	\$ 172,558,134	\$ 167,846,964

Approved on behalf of the City



Andrew McGifford
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, 2024

	Budget (Note 20)	2024	2023
REVENUE			
Taxation (Schedule 4)	\$ 31,218,075	\$ 30,936,748	\$ 27,873,962
Sale of services	12,107,858	14,345,968	13,889,841
Other revenue from own sources	1,692,005	1,960,921	1,261,637
Investment income	710,000	1,915,921	1,782,059
Grants and transfers (Note 17)	1,546,447	7,069,153	14,346,216
Recognition of developer contributions	-	682,716	-
Gain (loss) on disposal of tangible capital assets	-	2,247,610	(96,709)
Loss from investment in government business (Note 4)	-	(170,242)	(36,615)
	47,274,385	58,988,795	59,020,391
EXPENSES			
General government services	\$ 6,458,461	\$ 5,212,901	\$ 4,722,610
Protective services	14,858,714	16,580,784	15,073,926
Transportation services	6,497,624	8,087,985	8,012,334
Environmental health services	1,573,387	1,558,797	1,337,703
Environmental and economic development	1,730,047	2,026,603	1,589,825
Recreation and cultural services	7,850,310	9,888,300	9,167,954
Water utility	2,146,469	2,769,291	2,843,718
Sewer utility	1,849,760	8,134,714	8,655,501
Other	-	18,254	-
	42,964,773	54,277,629	51,403,571
ANNUAL SURPLUS	4,309,613	4,711,168	7,616,820
Accumulated surplus, beginning of year	167,846,964	167,846,964	160,230,144
ACCUMULATED SURPLUS - END OF YEAR	\$ 172,156,577	\$ 172,558,134	\$ 167,846,964

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, 2024

	Budget (Note 19)	2024	2023
ANNUAL SURPLUS	\$ 4,309,613	\$ 4,711,168	\$ 7,616,820
Aquisition of Tangible Capital Assets	(8,479,289)	(12,939,457)	(16,432,538)
Developer Contributed Assets	-	(682,716)	-
Amortization	-	8,979,023	9,082,957
Accretion	-	592,061	1,520,017
Gain disposal of tangible capital assets	-	(2,247,610)	96,709
Loss (Gain) from sale of tangible capital assets	-	46,500	-
Change in Tangible Capital Assets due to Asset Retirement Obligations	-	21,815,945	(42,617,953)
	(4,169,676)	20,274,914	(40,733,988)
Acquisition of supply inventory	-	(962,060)	(883,822)
Acquisition of prepaid expenses	-	(358,845)	(297,956)
Consumption of inventory of supplies	-	883,822	648,291
Use of prepaid expenses	-	297,956	237,277
	-	(139,127)	(296,210)
CHANGE IN NET DEBT	(4,169,676)	20,135,787	(41,030,198)
Net financial assets, (net debt) beginning of year	(34,082,105)	(34,082,105)	6,948,091
NET DEBT - END OF YEAR	\$ (38,251,781)	\$ (13,946,318)	\$ (34,082,105)

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, 2024

	2024	2023
Cash provided by (used in):		
OPERATING ACTIVITIES		
Annual surplus	\$ 4,711,168	\$ 7,616,821
Non-cash items		
Developer Contributed Assets	(682,716)	-
Amortization	8,979,023	9,082,957
Accretion	592,061	1,520,017
(Loss) gain on disposal of tangible capital assets	(2,247,610)	96,709
Income (loss) from investment in government business enterprise	170,242	36,615
Actuarial adjustment	(149,424)	(132,296)
Inventory of supplies	(78,238)	(235,531)
Prepaid expenses	(60,889)	(60,679)
Changes in working capital balances		
Accounts receivable	(2,811,864)	(3,403,897)
Inventory for resale	5,995	(2,506)
Accounts payable and accrued liabilities	1,903,377	(1,915,172)
Deferred revenue	348,439	228,471
Refundable deposits	(690,336)	720,236
	9,989,229	13,551,745
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(12,939,457)	(16,432,538)
Proceeds from sale of tangible capital assets	46,500	-
	(12,892,957)	(16,432,538)
INVESTING ACTIVITIES		
Dividend from government business enterprise	300,000	300,000
Change in Investments	5,992,149	(11,859,852)
	6,292,149	(11,559,852)
FINANCING ACTIVITIES		
Repayment of long-term debt	(526,214)	(364,249)
Proceeds from long-term debt	-	8,500,000
	(526,214)	8,135,751
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	2,862,207	(6,304,894)
Cash and Cash Equivalents - Beginning of Year	1,807,017	8,111,910
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 4,669,223	\$ 1,807,017

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 re-mediate 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, 2024.

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 a tangible 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.

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 2.90% and 4.95%.

3. Accounts Receivable

	2024	2023
Property taxes	\$ 2,196,970	\$ 1,412,629
Federal government	160,034	311,974
General	10,388,088	8,208,625
	\$ 12,745,092	\$ 9,933,228

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, 2024.

	2024	2023
Investment in Government Business Enterprise		
Financial Assets	\$ 2,268,907	\$ 3,057,742
Liabilities	325,807	644,399
Equity	1,943,100	2,413,343
	2,268,907	3,057,742
Operations		
Revenue	265,735	1,423,792
Expenses	435,977	1,460,407
Net loss	\$ (170,242)	\$ (36,615)
	2024	2023
AVCFC shares	\$ 1	\$ 1
Accumulated earnings to date	1,934,356	2,404,598
	\$ 1,934,357	\$ 2,404,599

During the year the City received a dividend from AVCFC of \$300,000 (2023 - \$300,000)

5. Accounts payable and accrued liabilities

	2024	2023
Other local governments	\$ 882	\$ 53,070
Trade accounts	7,794,205	6,691,718
Salaries and wages	1,546,552	780,869
Accrued debenture interest	120,715	107,199
Accrued employee benefits (Note 7)	2,233,946	2,160,066
	\$ 11,696,300	\$ 9,792,923

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.

	2024	2023
Benefit liability – beginning of year	\$ 912,500	\$ 881,200
Add: current service costs	94,300	100,000
Interest on accrued benefit obligations	37,500	26,300
Amortization of actuarial loss	5,100	14,100
Adjustment for Change in discount rates	-	26,400
Less: Benefits paid	(134,900)	(135,500)
Benefit liability – end of year	914,500	912,500
Unamortized actuarial loss	(8,000)	(2,900)
Accrued benefit obligation – end of year	\$ 906,500	\$ 909,600

The retirement liability requires no contribution from the employees.

b) Accrued vacation liability

	2024	2023
Accrued vacation payable - end of year	\$ 1,250,466	\$ 1,110,198

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, 2024, this liability is estimated at \$139,790 (2023 - \$140,268).

d) **Employee benefit obligations**

Accrued Benefit Obligation assumptions were reviewed for the 2024 year end and updated based on current market conditions. Accumulated sick leave liability is segregated from the accrued benefit obligation liability for statement presentation.

	2024	2023
Accrued benefit obligation	\$ 906,500	\$ 909,600
Accrued vacation payable	1,187,656	1,110,198
Accumulated sick leave liability	139,790	140,268
Total employee benefit obligations	\$ 2,233,946	\$ 2,160,066

7. Deferred revenue

Capital grants are restricted to spending on capital project expenses. Other deferred revenue is not restricted.

	2024	2023
Opening Balance	\$ 681,353	\$ 837,477
Capital grants, receipts	860,822	5,791,771
Capital projects recognized into revenue	(1,524,004)	(5,947,895)
Capital grants, ending balance	18,171	681,353
Property taxes	2,327,885	2,126,976
Other	1,522,470	1,101,061
Development cost charges	3,635,898	3,246,595
	\$ 7,504,424	\$ 7,155,985

Development cost charges (DCCs)

Opening Balances	\$ 3,246,595	\$ 3,177,801
Add: DCCs received during the year	322,508	(16,429)
Add: Interest	66,796	85,222
	\$ 3,635,898	\$ 3,246,595

8. 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).

	<u>2024</u>	<u>2023</u>
Canada's Community Building Fund		
Opening Balance	\$ 3,237,726	\$ 3,115,328
Add: Funding received during the year	894,814	872,264
Less: Amount recognized as revenue	(376,514)	(852,924)
Add: Interest	126,862	103,058
	<u>\$ 3,882,888</u>	<u>\$ 3,237,726</u>

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).

	<u>2024</u>
Local Government Housing Initiative Grant	
Received	\$ 237,804
Interim Housing Needs Report	(18,133)
Official Community Plan Framework & Engagement	(176,207)
Zoning Bylaw Consolidation Planning	(7,686)
Closing balance of unspent funds	<u>\$ 35,778</u>

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

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, 2024, there are contingent demand notes of \$430,810 (2023 - \$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, 2024, for the next 5 years are as follows:

Long Term Debt	
2025	526,214
2026	526,214
2027	526,214
2028	526,214
2029	526,214
Total \$	2,631,070

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 \$526,214 (2023 - \$364,249). Total interest expense during the year was \$729,507 (2023 - \$553,132). Included in revenue is \$149,424 (2023 - \$132,296) 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 \$21,591,613 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.

	2024	2023
Opening Asset Retirement Obligation	\$ 42,617,953	\$ -
Initial Recognition of Expected Discounted Cashflows	-	41,097,936
Increase due to accretion	592,061	1,520,017
Disposal of Assets	(149,566)	-
Decrease due to Revision of Estimates - Sewer Lagoons	(22,258,440)	-
Closing Asset Retirement Obligation	\$ 20,802,008	\$ 42,617,953

13. Trust Funds

The City operates a cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Internment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. As at December 31, 2024, the balance of funds held in trust was \$163,228 (2023 - \$153,915).

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, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

14. Municipal Pension Plan (continued)

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 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, 2021, indicated a \$3.761 million funding surplus for basic pension benefits on a going concern basis.

The City of Port Alberni paid \$1,533,232 (2023 - \$1,405,041) for employer contributions while employees contributed \$1,581,339 (2023 - \$1,228,428) to the plan in fiscal 2024.

The next valuation will be as at December 31, 2024, with results available in 2025.

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.

	2024	2023
Land	\$ 10,133,430	\$ 10,282,996
Land improvements	11,286,499	4,194,702
Buildings	24,230,036	18,192,201
Machinery and equipment	9,465,365	7,032,128
Engineering structures	2,856,622	2,897,147
Storm Drains	17,049,079	16,551,437
Transportation	8,096,122	8,084,425
Wate	25,094,945	25,585,483
Sewe	71,857,659	96,002,396
Leased asset	68,889	68,889
	180,138,646	188,891,804
Work-in-progress: Assets under construction not being amortized	5,044,901	11,855,487
	\$ 185,183,547	\$ 200,747,291

For more information on additions, disposals, and amortization, refer to Schedule of Tangible Capital Assets (Schedule 1). No Interest was capitalized in 2024 or the prior year (2023). No amortization has been recorded on work in progress assets not in use in 2024.

16. Accumulated surplus

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

	2024	2023
Operations		
General	\$ 8,412,277	\$ 9,466,863
Water	(565,160)	224,039
Sewer	(13,723,553)	(8,735,370)
	\$ (5,876,436)	\$ 955,532
Capital		
General	23,792,164	20,769,750
Water	3,404,580	3,352,967
Sewer	(28,787,578)	(30,923,439)
	(1,590,834)	(6,800,722)
Equity in tangible capital assets		
General	\$ 82,917,646	\$ 74,384,988
Water	24,019,677	23,908,241
Sewer	37,116,552	38,832,817
	\$ 144,053,875	\$ 137,126,046
Reserves		
Reserve funds – statutory		
Parkland acquisition	\$ 362,757	\$ 314,284
Land Sale	1,514,743	991,722
	1,877,500	1,306,006
Reserve funds – restricted		
Equipment replacement	5,157,800	6,622,669
Carbon fund	878,576	549,410
Parks and recreation capital	895,110	2,650,919
Capital works	55,673	289,505
Community Building Fund Reserve (Note 9)	3,882,888	3,237,726
Growing Communities Fund	4,060,617	5,396,338
Aquatic Centre Reserve Fund	61,688	61,688
Alberni Valley Community Forest Corporation reserve	1,051,441	906,152
	16,043,793	19,714,407
Reserve funds – unrestricted		
General fund - project and purchases	2,439,380	2,357,710
Asset Management Reserve	240,751	-
Museum purchases	64,777	61,631
RCMP - contract surplus	1,064,416	1,040,231
McLean Mill project	37,780	334,300
Water fund - projects and purchases	7,413,891	5,402,014
Sewer fund - projects and purchases	6,789,240	6,349,809
	18,050,235	15,545,695

16. Accumulated surplus (continued)

	2024	2023
Total reserves	35,971,528	36,566,108
	\$ 172,558,134	\$ 167,846,964

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 2024 \$1,581,339 of grant proceeds were spent, in 2023 no funds were spent.

	2024	2023
Growing Communities opening balance	\$ 5,396,338	\$ -
Funds received	-	5,269,000
Interest Earned	245,618	127,338
Eligible expenses	(1,581,339)	-
Closing balance of unspent funds	\$ 4,060,617	\$ 5,396,338

17. Grants and Transfers

	2024	2023
Operating Grants		
Federal	\$ -	\$ 83,290
Provincial	1,896,547	1,662,388
Total Government Operating Grants	1,896,547	1,745,678
Local	296,940	10,500
Capital		
Federal	4,092,991	10,891,508
Federal/Provincial	326,420	1,690,000
	4,419,411	12,581,508
Total Government Grants and Transfers	6,612,898	14,337,686
Other Grants - Non Governmental	456,254	8,530
Total Grants and Transfers	\$ 7,069,153	\$ 14,346,216

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 2025 estimated cost of this contract is \$7,968,738 (2026 - \$8,310,565).

19. Budget

The budget data presented in these consolidated financial statements includes both operating and capital budgets. The City of Port Alberni budget was approved by Council on April 08, 2024, with the adoption of the Five-Year Financial Plan (2024-2028) Bylaw No 5097, 2024. The chart below reconciles the approved budget per the Financial Plan to the budget reported in these consolidated financial statements.

	2024 Budget
Consolidated Budgeted Surplus, per City of Port Alberni Financial Plan Bylaw No. 5075	\$ -
Add	
Acquisition of TCA	8,479,289
Contingency	275,000
Debt repayments	(363,788)
Less	
Transfers to reserves	4,080,888
Consolidated Budgeted Surplus, per City of Port Alberni Statement of Operations	\$ 4,309,613

20. 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.

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.

20. Segmented information (continued)

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, 2024

	ASSETS				ACCUMULATED AMORTIZATION					
	Balance December 31, 2023	Additions 2024	Disposals 2024	Balance December 31, 2024	Balance December 31, 2023	Additions 2024	Disposals 2024	Balance December 31, 2024	NET BOOK VALUE 2024	NET BOOK VALUE 2023
Land	\$ 10,282,997	\$ -	\$ (149,566)	\$ 10,133,430	\$ -	\$ -	\$ -	\$ -	\$ 10,133,430	\$ 10,282,996
Land Improvements	13,139,186	7,482,900	-	20,622,086	8,944,486	391,103	-	9,335,589	11,286,499	4,194,702
Buildings	41,133,311	7,233,072	(17,501)	48,348,882	22,940,721	1,188,625	10,501	24,118,845	24,230,036	18,192,201
Machinery & Equipment	18,534,147	3,615,714	(687,053)	21,462,808	11,502,017	876,476	(381,054)	11,997,442	9,465,368	7,032,129
Engineered Structures	4,271,879	-	-	4,271,879	1,374,732	40,525	-	1,415,257	2,856,622	2,897,147
Storm Drains	26,295,811	873,783	(9,554)	27,160,040	9,744,374	372,702	(6,114)	10,110,962	17,049,078	16,551,437
Transportation	46,292,790	655,184	(287)	46,947,687	38,208,365	643,487	(287)	38,851,565	8,096,122	8,084,425
Water	44,857,250	303,463	(158,269)	45,002,444	19,271,769	794,001	(158,269)	19,907,500	25,094,945	25,585,481
Sewer	113,388,759	238,257	(21,610,075)	92,016,941	17,386,363	4,672,105	(1,899,186)	20,159,282	71,857,659	96,002,397
Lease Assets	1,425,000	-	-	1,425,000	1,356,111	-	-	1,356,111	68,889	68,889
Work in progress	11,855,486	5,044,901	(11,855,486)	5,044,901	-	-	-	-	5,044,901	11,855,487
	<u>\$ 331,476,616</u>	<u>\$ 25,447,274</u>	<u>\$ (34,487,791)</u>	<u>\$ 322,436,099</u>	<u>\$ 130,728,938</u>	<u>\$ 8,979,023</u>	<u>\$ (2,434,409)</u>	<u>\$ 137,252,553</u>	<u>\$ 185,183,548</u>	<u>\$ 200,747,291</u>

CITY OF PORT ALBERNI
SCHEDULE 2: SEGMENTED INFORMATION
For the Year Ended December 31, 2024

	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 (Note 20)	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	14,345,968	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	38,237,137	1,371,967	442,076	1,821,968	1,700,248	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	-	8,979,023	-	9,082,957
Accretion	(132,967)	7,856	1,027	-	443	52,403	984	662,316	-	592,062	-	1,520,017
Total expenses	5,212,901	16,580,784	8,087,985	1,558,797	2,026,603	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 2: SEGMENTED INFORMATION
For the Year Ended December 31, 2024

	General government services	Protective services	Transportation services	Environmental health services	Environmental and economic development	Recreation and cultural services	Water utility	Sewer utility	Other	Consolidated 2023	Budget	Consolidated 2022
Revenues												
Taxation	\$ 27,873,962	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,873,962	\$ 28,792,070	\$ 25,801,595
Sale of services	59,918	374,418	415,227	1,748,651	874,933	1,971,980	4,150,373	3,287,104	1,007,237	13,889,841	11,217,673	12,702,238
Other revenue from own sources	533,983	344,647	-	16,729	163,230	-	38,089	32,662	132,296	1,261,637	1,498,057	1,325,297
Investment income	1,007,677	-	7,018	-	-	-	208,696	231,387	327,281	1,782,059	450,000	623,066
Grants and transfers	11,354,201	-	8,530	-	263,489	1,029,995	-	1,680,000	10,000	14,346,216	6,069,314	3,989,808
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	(96,709)	(96,709)	-	(121,662)
(Loss) income from investment in government business	-	-	-	-	(36,615)	-	-	-	-	(36,615)	-	1,840,840
Total Revenues	40,829,741	719,065	430,775	1,765,380	1,265,037	3,001,975	4,397,158	5,231,153	1,380,105	59,020,391	48,027,114	46,161,182
Expenses												
Salaries, wages and benefits	2,727,180	6,585,916	2,735,788	402,563	853,828	4,975,747	779,880	447,701	-	19,414,245	19,763,554	17,187,875
Debt Servicing	81,988	83,777	-	-	-	21,372	44,737	541,035	-	772,909	1,309,057	217,453
RCMP Contract	-	7,035,396	-	-	-	-	-	-	-	7,035,396	6,730,009	6,043,880
Grants	-	5,833	-	-	253,163	74,362	-	-	-	333,358	203,500	539,612
Other Contracts	98,889	-	1,078,530	-	35,654	-	-	-	-	1,213,073	2,294,826	1,220,073
Goods and services	1,505,717	999,499	2,589,875	932,957	390,162	2,845,137	1,231,547	1,442,364	-	11,937,258	9,840,019	11,692,369
	4,413,774	14,710,421	6,404,193	1,335,520	1,532,807	7,916,618	2,056,164	2,431,100	-	40,800,596	39,411,990	36,901,261
Amortization	287,493	355,928	1,607,151	2,183	56,591	1,200,802	786,606	4,786,202	-	9,082,956	-	5,615,586
Accretion	21,343	7,576	991	-	427	50,533	949	1,438,198	-	1,520,017	-	-
Total expenses	4,722,610	15,073,926	8,012,334	1,337,703	1,589,825	9,167,954	2,843,718	8,655,501	-	51,403,571	39,411,990	42,516,845
Annual surplus (deficit)	\$ 36,070,516	\$ 14,354,860	\$ (7,581,560)	\$ 427,677	\$ (288,173)	\$ (6,165,978)	\$ 1,553,440	\$ (3,424,347)	\$ 1,380,105	\$ 7,616,820	\$ 8,615,124	\$ 3,644,337

CITY OF PORT ALBERNI
SCHEDULE 3: DEBT
As at December 31, 2024

Security Issuing Bylaw	Purpose	Term in Years	Annual Interest Rate	Maturity Date	Original Issue	Balance Dec 31, 2023	Principal Paid	Actuarial Recognized	Balance Dec 31, 2024	Debt Reserve Cash Dec 31, 2023	Debt Reserve Income & Expenses	Debt Reserve Cash Balance Dec 31, 2024
4575	General	25	1.53%	19-Apr-31	\$ 3,375,064	\$ 1,454,572	\$ 81,042	\$ 76,820	\$ 1,296,710	\$ 56,938	\$ 1,983	\$ 58,921
4807	General	30	3.00%	14-Oct-44	428,300	135,408	7,638	3,233	124,537	5,461	185	5,646
4846	General	20	2.20%	08-Apr-35	912,000	620,091	32,249	10,217	577,625	10,970	388	11,358
					4,715,364	2,210,071	120,929	90,270	1,998,872	73,369	2,556	75,925
4848	Water	30	2.20%	08-Apr-45	2,000,000	1,649,314	38,743	12,274	1,598,297	24,442	851	25,293
4807	Waste Water	30	3.00%	14-Oct-44	5,321,700	4,529,610	94,885	40,166	4,394,559	65,905	2,294	68,199
4939	Waste Water	30	1.99%	09-Apr-50	4,450,000	4,114,298	109,692	6,714	3,997,892	48,400	1,685	50,085
5038	Waste Water	30	4.15%	05-Jun-53	8,500,000	8,500,000	161,965	-	8,338,035	86,646	3,017	89,663
					18,271,700	17,143,908	366,542	46,880	16,730,486	200,951	6,996	207,947
					\$ 24,987,064	\$ 21,003,293	\$ 526,214	\$ 149,424	\$ 20,327,655	\$ 298,761	\$ 10,403	\$ 309,165

CITY OF PORT ALBERNI
SCHEDULE 4: TAX LEVIES AND GRANTS IN LIEU OF TAXES
For the Year Ended December 31, 2024

	Budget (Note 20)	2024	2023
Tax Levies			
General Purpose	\$ 30,150,872	\$ 29,831,273	\$ 26,745,407
Off-Street Parking	18,540	18,540	18,000
Utility	816,913	797,087	852,834
	30,986,325	30,646,900	27,616,241
Grants in lieu of taxes	231,750	289,847	257,721
Total Municipal Taxes	31,218,075	30,936,748	27,873,962
Collections For Other Governments			
School Districts	7,075,000	7,342,972	7,017,775
Alberni Clayoquot Regional Hospital District	679,233	679,292	682,652
Alberni Clayoquot Regional District	1,807,199	1,853,099	1,770,580
B.C. Assessment	220,000	215,900	214,261
Vancouver Island Regional Library	1,072,702	1,072,702	913,661
Municipal Finance Authority	1,200	1,067	-
	10,855,334	11,165,032	10,598,929
Total Taxes Collected	\$ 42,073,409	\$ 42,101,779	\$ 38,472,891

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Remuneration	Taxable Benefits & Other	Expenses
DAME, DUSTIN	Elected Official	\$ 30,010.33	\$ 94.71	\$ 11,571.39
DOUGLAS, JOHN	Elected Official	\$ 16,563.30	\$ 3.98	\$ 3,475.62
HAGGARD, DEBBIE	Elected Official	\$ 30,010.33	\$ 3.98	\$ 10,895.16
MEALEY, CHARLES	Elected Official	\$ 30,010.33	\$ 94.71	\$ 2,081.87
MINIONS, SHARIE	Elected Official	\$ 67,437.99	\$ 94.71	\$ 10,289.87
PATOLA, TODD	Elected Official	\$ 30,010.33	\$ 94.71	\$ 11,320.92
SOLDA, CINDY	Elected Official	\$ 30,010.33	\$ 47.52	\$ 7,689.40
Total: elected officials, employees appointed by Cabinet and members of the Board of Directors (A)		\$ 234,052.94	\$ 434.32	\$ 57,324.23

2. Other employees (excluding those listed in Part 1 above)

Name	Position	Remuneration	Taxable Benefits & Other	Expenses
ANDERSEN, DOUGLAS	Water System - Meters & Cross Connection	\$ 80,229.72	\$ 578.60	\$ 464.88
ANDERSON, J. DREW	Backhoe Operator	\$ 76,819.65	\$ 578.60	\$ -
ARENTSEN, KEITH	LAN Administrator/Systems Operator	\$ 82,761.73	\$ 578.60	\$ 63.98
ARSENAULT, DAVE	Project Manager	\$ 134,269.66	\$ 1,016.79	\$ 1,137.78
BAKER, ELLA	Firefighter	\$ 92,229.08	\$ 289.54	\$ -
BAUER, BRYAN	Wastewater Systems Operator	\$ 77,144.26	\$ 578.60	\$ 1,435.48
BERKE, KARRY	Sewer Chargehand	\$ 96,229.39	\$ 578.60	\$ 150.00
BISHOP, JUSTIN	Wastewater Systems Operator	\$ 81,239.84	\$ 578.60	\$ 1,599.43
BITTER, PETER	Accountant	\$ 75,881.63	\$ 578.60	\$ 575.00
BODIN, KRISTA	Director of Human Resources	\$ 157,506.87	\$ 1,096.29	\$ 2,406.83
BOOTH, ANTHONY	Fire Fighter	\$ 159,859.87	\$ 875.55	\$ 570.07
BOROVICA, ERWIN	Project Manager	\$ 133,117.23	\$ 975.18	\$ 1,920.73
BOUCHARD, TORY	Superintendent - Fleet & Solid Waste	\$ 116,762.23	\$ 811.66	\$ 150.00
BOURGAIN, SHAWN	Manager of Recreation Services	\$ 109,016.69	\$ 759.68	\$ 8,083.52
BRUVALL, ERIC	Engineering Technologist	\$ 79,481.41	\$ 578.60	\$ -
BURROWS, SCOTT	Capitan - Fire	\$ 183,652.25	\$ 1,043.01	\$ 210.00
COLCLOUGH, BRANDON	Water System Technician	\$ 85,153.48	\$ 578.60	\$ 3,032.93
COLYN, DAVID	Human Resources/Safety Advisor	\$ 95,563.12	\$ 662.86	\$ 642.23
COX, AARON	Firefighter	\$ 139,814.87	\$ 808.93	\$ -
CROSS, TRAVIS	Deputy Fire Chief	\$ 162,047.10	\$ 975.84	\$ 3,088.52
CUSSON, DAVID	Manager of Community Policing	\$ 99,208.19	\$ 690.30	\$ 1,374.08
DARLING, SARA	Deputy Director of Corporate Services	\$ 126,576.27	\$ 882.45	\$ 4,000.05
DEAKIN, PATRICK	Manager of Economic Development	\$ 120,929.89	\$ -	\$ 3,601.94
DECARY, BEN	Water System Technician	\$ 76,242.32	\$ 578.60	\$ 925.39
EHALT, COREY	Firefighter	\$ 130,578.41	\$ 762.26	\$ -
FINES, DERRIN	Chief Fire Prevention Officer	\$ 165,051.71	\$ 1,043.01	\$ 48.20
FOURNIER, SCOTT	Mechanic	\$ 84,545.92	\$ 678.60	\$ 25.50
FOX, MICHAEL	Chief Administrative Officer	\$ 202,056.19	\$ 1,408.50	\$ 13,109.90
FRANCOEUR, LOUISE	Backhoe Operator	\$ 74,477.30	\$ 578.60	\$ -
FUDGE, NORMAN	Facilities - Maintenance Technician	\$ 80,455.98	\$ 578.60	\$ -
GAGNON, MICHELLE	Administration Clerk - RCMP	\$ 76,386.39	\$ 578.60	\$ 915.17
GAUDET, KEVIN	Water System Technician	\$ 81,835.77	\$ 578.60	\$ 3,174.09
GAUDREAU, ROBERT	Building Inspector	\$ 94,434.01	\$ 578.60	\$ 2,773.74
GIRI, AMARJEET	Waterworks Chargehand	\$ 96,768.27	\$ 578.60	\$ 100.00
GRAY, REBBECA	Exhibits Custodian - Records RCMP	\$ 78,604.61	\$ 778.60	\$ 75.00
GUERIN, ANDRE	Capitan - Fire	\$ 190,233.24	\$ 1,043.01	\$ 170.00
HALEY, JOHN	Capitan - Fire	\$ 205,493.39	\$ 1,043.01	\$ 103.00
HALYCHUK, BENJAMIN	Firefighter	\$ 159,221.87	\$ 878.38	\$ -
HAWKINS, SHAYLA	Public Works - Storekeeper	\$ 79,681.71	\$ 578.60	\$ -
HEIMAN, DAVID	Streets Chargehand	\$ 84,648.76	\$ 578.60	\$ -
HILTUNEN, CRYSTAL	Superintendent - Streets & Drainage	\$ 107,630.86	\$ 749.56	\$ -
IVEZICH, KIMBERLY	Manager of Police Support Services	\$ 92,547.64	\$ 645.32	\$ 184.21
JUNGENKRUEGER, RODNEY	Residential Garbage Collector	\$ 74,512.44	\$ 578.60	\$ -
KLEYWEGT, BRIAN	PC LAN Technician - RCMP	\$ 74,822.18	\$ 578.60	\$ 518.87
KRANEVELDT, ROBERT	Manager of Facilities	\$ 116,845.71	\$ 811.76	\$ -
LANDSVIK, ERIK	Gardener	\$ 79,446.46	\$ 578.60	\$ 1,410.00
LAWES-O'KEEFE, ZOE	Recreation Programmer	\$ 77,972.31	\$ 578.60	\$ 2,659.10
LEPINE, TREVOR	Wastewater Treatment Plant Technician	\$ 81,225.03	\$ 578.60	\$ 175.00
LEYENAAR, CURTIS	Chargehand - Parks	\$ 84,584.01	\$ 578.60	\$ -
LOW, CAILEAN	Firefighter - Mechanic	\$ 155,902.17	\$ 903.33	\$ -
MACAULEY, ROSALYN	Deputy Director of Finance	\$ 121,340.04	\$ 842.96	\$ 3,514.96
MACDONALD, JAMES	Director of Infrastructure	\$ 116,438.59	\$ 895.89	\$ 2,599.65
MASSICOTTE, MARY CLARE	Manager of Community Safety & Social Dev.	\$ 112,898.36	\$ 784.08	\$ 1,649.02

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

Name	Position	Remuneration	Taxable Benefits & Other	Expenses
MCCOOMBS, GERALD	Truck Driver	\$ 78,302.10	\$ 578.60	\$ -
MCCULLOUGH, ANTHONY	Gardener	\$ 79,785.82	\$ 578.60	\$ 663.80
MCGIFFORD, ANDREW	Director of Finance	\$ 163,141.40	\$ 1,134.37	\$ 5,300.02
MCLOUGHLIN, BRIAN	Manager of Planning	\$ 107,418.06	\$ 686.78	\$ 1,622.18
MIGUEZ, JOHN	Firefighter	\$ 157,338.67	\$ 878.38	\$ -
MIHALICZ, DAVID	Manager of Parks	\$ 118,754.79	\$ 832.48	\$ 698.05
OSBORNE, DAVID	Recreation Programmer	\$ 75,459.03	\$ 578.60	\$ 3,192.70
OWENS, MICHAEL	Fire Chief	\$ 179,484.95	\$ 1,045.27	\$ 3,686.30
PELECH, JEFF	Manager of Information Technology	\$ 126,975.90	\$ 884.65	\$ 5,790.83
POTTS, TYLOR	Chargehand - Mechanic	\$ 83,239.55	\$ 348.70	\$ 114.94
POVEY, BRIAN	Wastewater Systems Operator	\$ 79,045.80	\$ 578.60	\$ 698.24
REED, DEIDRE	Senior Maintenance Worker	\$ 87,874.48	\$ 578.60	\$ 335.79
REYNOLDS, NICO	Firefighter	\$ 101,641.99	\$ 459.86	\$ -
RITCHIE, IAN	Capitan - Fire	\$ 179,621.75	\$ 1,043.01	\$ 21.26
RITCHIE, MAX	Firefighter	\$ 136,657.09	\$ 815.59	\$ 21.26
ROBERTS, JASON	Firefighter	\$ 118,562.46	\$ 605.10	\$ -
ROGERS, BRADLEY	Firefighter	\$ 152,916.93	\$ 878.38	\$ 95.00
ROKEBY-THOMAS, DAVID	Building Inspector	\$ 80,736.04	\$ 578.60	\$ 2,921.51
ROSE, BRENT	Firefighter	\$ 148,125.61	\$ 863.41	\$ 584.75
RUEL, TYLER	Firefighter	\$ 135,296.12	\$ 828.91	\$ -
SCHUTT, WESLEY	Maintenance Co-or. Multiplex Operations	\$ 84,739.84	\$ 578.60	\$ -
SCHWARZ, MIKI	Aquatics Programmer	\$ 76,220.79	\$ 578.60	\$ 189.00
SELVA, ANTHONY	Firefighter	\$ 144,096.55	\$ 852.75	\$ 110.00
SEXTON, RYAN	Carpenter	\$ 77,855.50	\$ 678.60	\$ -
SMITH, KIRSTEN	Collections Curator	\$ 75,828.16	\$ 578.60	\$ 197.62
SMITH, SCOTT	Director of Development Services/Deputy CAO	\$ 179,554.79	\$ 1,248.84	\$ 3,248.84
STELMACKER, JAMES	Mechanic	\$ 79,997.67	\$ 678.60	\$ 453.39
STEPHEN, JOHN	Water System Technician	\$ 112,817.45	\$ 784.08	\$ -
STEVENSON, HALEY	Planner	\$ 76,625.24	\$ 578.60	\$ 1,514.53
THORPE, WILLA	Director of Parks, Recreation & Heritage	\$ 163,141.40	\$ 1,134.37	\$ 1,615.27
TOURANGEAU, BRENNAN	Firefighter	\$ 146,072.09	\$ 852.75	\$ -
TURNER, RYAN	Firefighter	\$ 148,446.75	\$ 873.92	\$ 95.00
VOYSEY, SCOTT	Carpenter	\$ 79,427.85	\$ 678.60	\$ -
WEILER, MARK	Carpenter	\$ 80,523.00	\$ 678.60	\$ -
WETMORE, DANIEL	Engineering Technologist	\$ 80,395.56	\$ 578.60	\$ 484.16
WRIGHT, CLINTON	Manager of Operations	\$ 140,223.48	\$ 974.82	\$ -
ZAPLOTINSKY, BLADON	Firefighter	\$ 158,217.95	\$ 878.38	\$ 1,238.10
Consolidated total of other employees with remuneration and expenses of \$75,000 or less		\$ 7,258,666.18	\$ 65,592.23	\$ 50,197.87
Total: Other Employees (B)		\$ 17,375,604.87	\$ 131,618.78	\$ 153,728.60

3. Reconciliation

Total remuneration - elected officials, employees appointed by cabinet and members of the Board of Directors (A)	\$ 234,487.26
Total remuneration - other employees (B)	\$ 17,507,223.65
Subtotal	\$ 17,741,710.91
Reconciling Items	
Total per Statement of Revenue and Expenditure	\$ 21,685,046.00
Variance Note 1	\$ (3,943,335.09)

NOTE 1

A formal reconciliation of the figures cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- the financial statement reports benefits as a percentage of salaries and wages whereas remuneration is the amount paid directly to the employee as defined in the Financial Information Regulation, Schedule 1, subsection 6(1).

CITY OF PORT ALBERNI

**STATEMENT OF SEVERANCE AGREEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

There were zero (0) severance agreements under which payment commenced between the City of Alberni and its non-unionized employee during fiscal year 2024.

This statement is prepared under the Financial Information Regulation, Schedule 1, Subsection 6(7).

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate Amount Paid To Supplier
0508344 BC LTD	26,250.00
0946982 BC LTD DBA ACE FLAGGING	60,132.66
1228529 BC LTD	58,983.76
A C E COURIER SERVICES	34,263.89
ACKLANDS - GRAINGER INC	45,849.55
ADDY POWER LTD	158,971.39
ADELHARDT CONCRETE PLUS	27,986.00
ALBERNI CLAYOQUOT REGIONAL HOSPITAL DIST.	684,567.48
ALBERNI DISTRICT CO-OP ASSOC	59,506.84
ALBERNI TOYOTA	90,706.57
ALBERNI VALLEY BULLDOGS	38,913.65
ALBERNI VALLEY CHAMBER OF COMMERCE	129,799.32
ALBERNI VALLEY REFRIGERATION	116,170.89
ANDREW SHERET LIMITED	129,697.53
ARROWSMITH SEAMLESS GUTTERS	29,206.90
ASLAN VENTURES INC	92,179.74
ASSOCIATED ENGINEERING (BC) LTD	126,815.42
ASSOCIATED FIRE & SAFETY INC.	47,991.62
ATHECON PROJECTS INC	31,433.07
AVAILED TECHNOLOGIES CORP	131,015.81
B C HYDRO & POWER AUTHORITY	920,345.91
B PLETTI CONTRACTING, INC.	49,093.79
BAILEY ELECTRIC CO LTD	375,914.36
BC ASSESSMENT AUTHORITY	223,402.62
BC EMPLOYER HEALTH TAX	416,745.13
BC HOUSING	52,546.34
BC TRANSIT	944,960.47
BEAVER CREEK HOME CENTRE	52,556.60
BEHR INTEGRATED SOLUTIONS INC	38,801.60
BERK'S INTERTRUCK LTD	40,632.61
BERRY & VALE CONTRACTING LTD	105,736.67
BLACK PRESS GROUP	41,564.88
BLUE STAR EXCAVATING LTD	73,494.75
BOULDER EXCAVATING LTD	25,278.75
BOWERMAN CONSTRUCTION LTD	5,363,287.42
BRANDT TRACTOR LTD.	39,771.75
BRENNTAG CANADA INC.	31,875.32
BROGAN FIRE & SAFETY	34,297.39
BUNT & ASSOCIATES ENGINEERING (BC) LTD	31,636.50
BUNZL	63,167.97
CANADIAN MENTAL HEALTH ASSOCIATION OF BC DIVISION	78,908.05
CANADIAN TIRE #488	37,402.21
CANADIAN UNION OF PUBLIC EMPLOYEES	197,792.07
CANSEL	110,338.52
CATALYST PAPER CORPORATION	61,929.93
CIRCLE DAIRY 1987 LTD	116,827.26
CITY OF PORT ALBERNI	48,797.35
COASTAL BRIDGE & CONSTRUCTION LTD	294,413.94
COLLINS ELECTRIC INC	111,570.46
COLYN'S LANDSCAPING LTD	84,326.75
COMMERCIAL TRUCK EQUIPMENT CO	670,837.91
COMMUNITY FUTURES DEVELOPMENT CORP	61,261.36
CO-OPERATORS, THE	224,878.95
CORE-MARK DISTRIBUTORS	59,731.55

Supplier Name	Aggregate Amount Paid To Supplier
CRAIG'S ENTERPRISES	100,082.10
CROSS, TRAVIS	53,946.56
DAST WELDING INC	26,799.40
DB PERKS & ASSOCIATES LTD.	58,305.72
DESIGNED AIR SYSTEMS LTD	37,485.00
DOLANS CONCRETE LTD	69,378.75
DRIVING FORCE	41,381.62
Drycreek Townhouse (1) Limited Partnership	187,110.00
DUNCAN ELECTRIC MOTOR LTD	41,259.82
E & K PAINTING LTD	45,885.00
Ekistics Town Planning Inc	44,505.94
ENCORE BUSINESS SOLUTIONS INC	77,125.43
ENEX FUELS LTD.	429,681.57
ENVIRONMENTAL 360 SOLUTIONS BC	30,341.57
FORTIS BC - NATURAL GAS	202,255.17
FRANK PLANNING COLLABORATIVE	95,092.80
FRASER VALLEY REFRIGERATION	78,841.83
FRED SURRIDGE LTD	137,444.71
GARDAWORLD	26,408.95
GENESIS FIRE PROTECTION	34,226.09
GLOBAL NETWORK FOR COMMUNITY SAFETY INC	25,830.00
GOVERNMENT FRAMEWORKS.COM INC	36,855.00
GRAPHIC OFFICE INTERIORS	70,952.70
GREAT CENTRAL TIMBER MILLING	32,654.25
GREGG DISTRIBUTORS (BC) LTD	58,106.74
HAYLOCK BROS PAVING LTD	71,638.96
HOME CRAFT MANUFACTURING	26,284.41
HUB CITY PAVING LTD	42,134.93
I C B C - Insurance Corporation of British Columbia	98,111.00
IAM ISLAND ARCHITECTURAL MILLWORK LTD	77,664.30
IDM ROOFING	95,267.87
ISLAND CORRIDOR FOUNDATION	81,906.83
ISLAND TIMBERFRAME	54,366.64
ITEL NETWORKS INC	52,926.72
IWC EXCAVATION LTD	163,999.50
J W BERRY TRUCKING LTD.	52,117.81
JACK'S TIRE SALES & SERVICES LTD	49,736.64
JOANNE HIDBER & JOSEPH HIDBER	85,000.00
KOERS & ASSOCIATES ENGINEERING LTD	404,333.12
L B WOODCHOPPERS LTD	80,121.28
L42 SOLUTIONS	250,111.73
LAFARGE ASPHALT TECHNOLOGIES	58,387.84
LANARC 2015 CONSULTANTS LTD	109,227.73
LCM SECURITY INC	51,631.94
LEUCO CONSTRUCTION INC	821,530.16
LEWKOWICH ENGINEERING ASSOCIATES LTD	46,066.14
LIBBERROCK HOLDING INC	41,531.70
LONG VIEW SYSTEMS CORPORATION	101,072.30
M B LABORATORIES LTD	31,944.89
M2 GREEN MECHANICAL LTD	168,866.47
MAKON PROJECTS	61,831.78
MARLEY BROTHERS EXCAVATING	247,599.37
MASTERCARD - DIR OF FINANCE	285,517.22
MCELHANNEY CONSULTING SERVICES LTD.	25,885.26
MCGILL & ASSOCIATES	117,621.04
MCLEAN & HIGGINS LTD	46,028.96

Supplier Name	Aggregate Amount Paid To Supplier
METERCOR INC	248,139.36
MICROSERVE	50,385.25
MILNER GROUP VENTURES INC	34,180.65
MINISTER OF FINANCE OF BC	41,673.37
MINISTRY OF ENVIRONMENT	54,359.09
MINISTRY OF PROV REVENUE- School Tax	467,196.09
MKM PROJECTS LTD	872,115.93
MNP LLP	35,962.50
MUNICIPAL INSURANCE ASSOC OF BC	502,330.00
NATIONAL COLLECTIVE BARGAINING INSTITUTE	34,606.76
NORTH ISLAND COLLEGE	52,646.63
NORTH ISLAND COLLEGE- Courtenay	114,000.00
ORGANIZED CRIME AGENCY OF BC	35,609.57
OSPREY ELECTRIC LTD	53,173.94
PACIFIC AUDIO WORKS	33,396.66
PACIFIC BLUE CROSS	519,077.23
PANNETON & ASSOCIATES LTD	40,305.47
PENSION CORPORATION	2,909,830.37
POLAR ENGINEERING	78,209.79
PORT ALBERNI FIRE FIGHTERS ASSOC	85,318.57
PORT ALBERNI PORT AUTHORITY	190,085.90
PRAIRIECOAST EQUIPMENT	144,501.36
PROACTIVE PLANNING INC	27,022.41
QUADIENT	31,580.08
QUINSAM COMMUNICATIONS GROUP	28,798.46
R F BINNIE & ASSOCIATES LTD	49,411.18
RECEIVER GENERAL FOR CANADA - COMMISSIONER RCMP	6,832,035.81
RECEIVER GENERAL FOR CANADA - REVENUE CANADA &	5,128,598.57
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT	3,651,430.38
RICHMOND ELEVATOR	33,833.84
ROLLINS MACHINERY LTD	75,778.54
RON'S DRYWALL	166,174.53
S P C A	167,082.40
SAFETY NET SECURITY	231,189.52
SAYWELL AND SONS LTD	53,287.50
SAYWELL DEVELOPMENTS LTD	260,050.36
SEALTEC	177,336.90
SHARE CANADA	31,199.97
SHAW BUSINESS	133,096.55
SHAW-ROGERS	44,870.38
SKYTEC CONTRACTING CANADA LTD	93,084.94
SLR CONSULTING (CANADA) LTD	231,630.75
SOFTCHOICE CORP	49,396.74
SOLIDCAD	31,528.00
SOUTHSIDE AUTO SUPPLY LTD	75,439.79
STAPLES ADVANTAGE	34,363.24
SUNNA DESIGN, INC	280,780.80
SUPERIOR CITY CONTRACTING SERVICES LTD	32,219.25
TELUS	93,322.18
TELUS MOBILITY CELLULAR INC	86,274.04
TETRA TECH EBA INC	36,462.29
TILLEYS PLUMBING & HEATING LTD	25,021.50
TILLEYS TRUCKING	797,021.45
TIMBER CITY HOLDINGS LTD	79,278.22
TOTEM TREE OPERATIONS	84,887.25
TROPHY RAIL LTD	82,610.77

Supplier Name	Aggregate Amount Paid To Supplier
UAP INC	29,820.93
ULINE	42,269.61
URBAN SYSTEMS LTD	269,777.98
VALET RESTORATIONS LTD	33,962.74
VALLEY TRAFFIC SYSTEMS	27,020.80
VAN ISLE FORD	138,812.17
VANCOUVER ISLAND REGIONAL LIBRARY	1,072,702.00
VELOCITY TRUCKS- P & R TRUCK CENTRE	159,361.95
Ven-Tech Subsea Inspections	37,583.43
VRS COMMUNITIES SOCIETY	576,556.35
WARBRICK CONTRACTING INC	1,131,583.48
WASTE CONNECTIONS OF CANADA INC	39,963.10
WAYMARK	78,393.49
WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY	41,486.00
WESTERRA EQUIPMENT	64,878.18
WINDSOR PLYWOOD	25,078.32
WORKSAFE BC	546,585.28
WSP CANADA INC	266,917.08
YOUNG, ANDERSON	84,845.77
ZINC STRATEGIES	30,896.28
Total aggregate amount paid to suppliers (A)	\$49,678,688.51

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

(B)	\$2,938,282.54
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3. Total of payments to suppliers for grants and contributions exceeding \$25,000

ALBERNI VALLEY CHAMBER OF COMMERCE (VISITOR'S CENTRE)	89,167.00
Consolidated total of grants exceeding \$25,000.00	89,167.00
Consolidated total of contributions exceeding \$25,000.00	\$ -
Consolidated total of all grants and contributions exceeding \$25,000 (C)	\$89,167.00

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers (A)	\$ 49,678,688.51
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	2,938,282.54
Consolidated total of all grants and contributions exceeding \$25,000 (C)	89,167.00
Reconciling items	
Total per Statement of Revenue and Expenditure	32,592,583.00
Variance Note 2	\$ 20,113,555.05

NOTE 2

A formal reconciliation cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- collections for others;
- payments made to suppliers for payroll purposes eg. Receiver General, Pension Corporation etc.;
- GST and HST are included in the payments to suppliers but is not included in the financial statement total.
- acquisition of capital assets
- amortization expense

CITY OF PORT ALBERNI

SCHEDULE OF DEBTS

FOR THE YEAR ENDED DECEMBER 31, 2024

Prepared Under the Financial Information Regulation, Schedule 1, Section 4

Information on all long-term debts for this organization is included in Note 11 and Schedule 3 to the Financial Statements.

SCHEDULE OF GUARANTEE OR INDEMNITY

FOR THE YEAR ENDED DECEMBER 31, 2024

Prepared Under the Financial Information Regulation, Schedule 1, Section 5

Information on all Guarantees and Indemnities for this organization is included in Note 18 to the Financial Statements.

CITY OF PORT ALBERNI
FOR THE YEAR ENDED DECEMBER 31, 2024

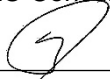
STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information , produced under the *Financial Information Act*.

Andrew McGifford, CPA, CGA
Director of Finance
June 23, 2025

Cindy Solda
Council Member on behalf of Council
Audit Committee Chair

Date: June 16, 2025
File No: 0640-30-June 23, 2025
To: Mayor & Council
From: S. Smith, Director of Development Services/Deputy CAO
Subject: **2024 Reserve Balances | Commitments**

Prepared by: R. MACAULEY Deputy Director of Finance	Supervisor: A. MCGIFFORD Director of Finance	CAO Concurrence:  S. SMITH, DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO
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RECOMMENDATION

THAT Council receive “2024 Reserve Balances & Commitments” report dated June 16, 2025 as information.

PURPOSE

To provide Council a report on the City’s consolidated reserve activities and current reserve commitments.

BACKGROUND

Section 188 of the *Community Charter* authorizes a Council, by bylaw, to establish reserve funds for a specific purpose. The City’s Reserve fund balances are presented within the notes to the annual financial statements. Reserve fund transactions that occur throughout the year are not detailed within the financial statements, therefore an annual report is provided to council with the account activity by reserve.

Reserve transactions presented include transfers approved within the 2024 financial plan for capital and operational activities. Committed reserve amounts shown are work in process projects or approved funds to be spent in future periods.

ALTERNATIVES/OPTIONS

1. That Council receive “2024 Reserve Balances | Commitments” report dated June 16, 2025 as information.

ANALYSIS

As of December 31st, 2024, the City’s consolidated reserve balances totalled \$35,919,249 with total expenditures of \$8,680,000 and total contribution to reserve of \$7,239,000. Funds committed for future spend total \$13,496,000, funds uncommitted for future use total \$19,313,000.

Appendix A provides a detailed summary of the individual reserve balances at year end December 31, 2024, and future spend from the 2025 financial plan.

IMPLICATIONS

This report is to provide financial information regarding the balance of surplus reserve funds for the 2024 financial year and committed spend for future years.

COMMUNICATIONS

Administration will schedule the annual reserve report within the same timeline as the ‘*Development Cost Charges*’ (Statutory) before June of each year.

BYLAWS/PLANS/POLICIES

- “*Reserve Fund Establishment Bylaw No. 5086, 2023*”

SUMMARY

Reserve balances are listed within the City’s annual financial statements, further details of reserve activity and commitments have not been reported out in a consolidated manner, this report has that detail. Administration will endeavour to report annually detailing the prior years reserve activity and future commitments to better inform council of reserve funds available for use in long term financial planning discussions

ATTACHMENTS/REFERENCE MATERIALS

- *Appendix A – 2024 Reserve Balances / Commitments*

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

EQUIPMENT REPLACEMENT RESERVE FUND		2024
Beginning balance		6,622,669
Contributions to Reserve		
ERRF Annual Contribution		1,460,495
Interest Income		309,278
Proceeds from Sales & Vehicle Trades		30,000
		1,799,773
Expenditures		
Server Upgrade/Refresh - ERRF Cycle		(31,175)
Replace Ladder Truck 2 (Aerial Platform Apparatus)		(2,006,871)
2024 FORD F450 SD C/W Service Unit# 526		(120,532)
2024 Ford F550 With Knapheide Dump Body Unit #243		(144,214)
2023 RAM 1500 Classic Unit #10 Fire		(70,000)
2024 Ford F550 With Knapheide Dump Body Unit #242		(146,584)
2024 Miller 230 Bobcat		(9,470)
2024 Isuzu NRR With Knapheide Dump and Plow Unit# 611		(154,224)
2024 Isuzu NRR With Knapheide Dump and Plow Unit# 612		(154,224)
2024 Ford F-150 4X4 XL Pick up Unit #176		(34,834)
2023 Nahanni Pony Unit# 384		(45,657)
2023 Trail king Unit# 390		(47,501)
2024 Ford F-350 4X4 XL Pick up Unit# 603		(39,030)
2024 John Deere 1600 Turbo WAM (mower) Unit# 651		(122,147)
ERRF Evergreening Computer replacements		(88,848)
		(3,215,310)
	Total Reserve Balance as of December 31, 2024	5,207,132
Capital Project Commitments		
Replace 2007 GMC 5500 W/SERVICE BOX #140		(134,000)
Replace 2009 DODGE 5500 SERVICE TRUCK #141		(112,000)
Replace 1998 GMC 4.5M3 Dump Truck #259		(288,000)
Replace 1999 GMC 4.5M3 Dump Truck #260		(288,000)
Replace 2018 Freightliner Garbage Truck #401 - moved from 2024*		(523,940)
Replace 2005 Ford F250 4X4 Pickup #610		(47,501)
Replace 2007 Dodge Caliber #721		(28,000)
Replace 1992 Ingersoll Rand Compressor/Trailer #377		(29,600)
Total Station Survey Instrument		(53,835)
Replace 1997 CLARKE FLOOR SCRUBBER		(18,842)
Fire Hall - Replace Exhaust Extraction Equipment		(43,068)
	Total Commitments	(1,566,786)
	Total Reserve Uncommitted	3,640,346

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

GROWING COMMUNITY FUND		2024 BUDGET
Beginning balance		5,396,338
Contributions to Reserve		
Interest		188,872
		5,585,210
Expenditures		
8th Avenue Child Care Space Creation		(487,780)
Connect the Quays Pathway		(701,724)
		(1,189,504)
<i>Total Reserve Balance as of December 31, 2024</i>		4,395,706
Capital Project Commitments		
Master plan - Parks, Recreation & Culture		(300,000)
Master plan - Watershed Protection Plan		(50,000)
Stormwater Master Plan		(125,000)
Fire Services Master Plan		(100,000)
Mobility Master Plan (Active Transportation & Trail Network)		(200,000)
<i>Total Commitments</i>		(775,000)
<i>Total Reserve Uncommitted</i>		3,620,706

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

CARBON FUND	2024 BUDGET
Beginning balance	549,410
Contributions to Reserve	
Local Government Climate Action Initiative	430,960
Carbon Fund Contribution from General Reserve	51,500
Interest	19,878
	502,338
Expenditures	
Connect the Quays Pathway	(90,000)
New -Toyota Rav 4 Hybrid LE - Compact SUV	(41,586)
New -Toyota Rav 4 Hybrid LE - Compact SUV	(41,586)
	(173,172)
Total Reserve Balance as of December 31, 2024	878,576
Capital Project Commitments	
New - Facilities - Compact SUV	(43,000)
Replace 2007 Dodge Caliber #721	(22,600)
Total Commitments	(65,600)

Total Reserve Uncommitted 812,976

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

PARKS & RECREATION CAPITAL FUND		2024 BUDGET
Beginning balance		2,650,919
Contributions to reserve		
P& R 10% Revenue Contribution from General Fund		174,746
Interest		57,214
		231,960
Expenditures		
Connect The Quays Pathway		(1,641,411)
Clock Tower Repair		(150,000)
Echo Park Field upgrade		(139,144)
		(1,930,555)
Total Reserve Balance as of December 31, 2024		952,324
Capital Project Commitments		
Total Commitments		-

Total Reserve Uncommitted 952,324

PARK LAND ACQUISITION		2024 BUDGET
Beginning balance		314,284
Contributions to reserve		-
Interest		22,174
Proceeds - Compton Rd In lieu of Parkland		26,300
		48,474
Expenditures		-
Total Reserve Balance as of December 31, 2024		362,758
Capital Project Commitments		-
		-

Total Reserve Uncommitted 362,758

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

LAND SALE	2024 BUDGET
Beginning balance	991,722
Contributions	-
Interest	8,911
Somass Salvage Proceeds 2024	522,619
REDIP grant funding - Somass Site	1,000,000
Land (Lane) Sale	8,800
Land Sale (in process 2022)	1,200,000
	2,740,330
Expenditures	
Land related services	(17,308)
Somass demo & remediation - total to December 31, 2024	(2,860,852)
	(2,878,160)
Total Reserve Balance as of December 31, 2024	853,892
Capital Project Commitments	
Somass - remaining funding allocated	(726,147)
Total Commitments	(726,147)

Total Reserve Uncommitted 127,745

CAPITAL WORKS RESERVE	2024 BUDGET
Beginning balance	289,505
Contributions	-
Interest	38,168
	38,168
Expenditures	
Connect The Quays Pathway	(272,000)
	(272,000)
Total Reserve Balance as of December 31, 2024	55,673
Capital Project Commitments	
Total Commitments	-

Total Reserve Uncommitted 55,673

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

CANADA COMMUNITY BUILDING FUND RESERVE	Amount
Beginning balance	3,237,726
Contributions	
Interest	126,862
Annual Proceeds from program	894,814
	1,021,676
Expenditures	
Intersection safety Pedestrian Beacons	(145,183)
CSO - 3rd Avenue Storm	(693,995)
	(839,179)
Total Reserve Balance as of December 31, 2024	3,420,224
Capital Project Commitments	
Intersection Safety #1a Gertrude/Roger	(60,000)
Traffic Signal Controller Replacement - 3rd Ave and Redford	(96,000)
Public Works - Boiler replacement	(402,500)
Burde Street renewal	(827,234)
Total Commitments	(1,385,734)
Total Reserve Uncommitted	2,034,490

AQUATIC CENTRE RESERVE FUND	2024 BUDGET
Beginning balance	61,688
Contributions	
Interest	2,159
Other	-
	63,847
Total Reserve Balance as of December 31, 2024	63,847
Capital Project Commitments	
Total Commitments	
Total Reserve Uncommitted	63,847

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

ALBERNI VALLEY COMMUNITY FOREST RESERVE	2024 BUDGET
Beginning balance	906,152
Contributions	
Dividends	300,000
Interest	19,615
	319,615
Expenditures	
Grant distributions	(10,000)
APR Insurance & operations	(66,600)
Athol Street Rail Crossing	(95,227)
Echo Centre - Tables and Chairs	(9,961)
Multiplex - Stereo System	(30,213)
Train Station - Water Tower Structure	(28,926)
	(240,927)
Total Reserve Balance as of December 31st, 2024	984,840
Capital Project Commitments	
Echo Phase II - Sports field upgrading	(157,550)
City Hall - Front & Council Chamber entrance reconfiguration	(100,000)
Total Commitments	(257,550)
Total Reserve Uncommitted	727,290

RCMP - EMERGENCY FUND	2024 BUDGET
Beginning balance	1,040,231
Contributions	-
Surplus Contribution	169,115
	169,115
Community Policing And Public Safety Building Allocation	(144,931)
	(144,931)
Total Reserve Balance as of December 31st, 2024	1,064,415
Commitments	
Total Commitments	-
Total Reserve Uncommitted	1,064,415

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

ASSET MANAGEMENT	2024 BUDGET
Beginning balance	240,751
Contributions	-
<i>Total Reserve Balance as of December 31st, 2024</i>	240,751
<i>Total Commitments</i>	-
<i>Total Reserve Uncommitted</i>	240,751

CEMETERY TRUST	2024 BUDGET
Beginning balance	153,915
Contributions	-
Interest	9,313
Other	-
<i>Total Reserve Balance as of December 31st, 2024</i>	163,228
<i>Total Commitments</i>	-
<i>Total Reserve Uncommitted</i>	163,228

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

WATER INFRASTRUCTURE RESERVE FUND		2024 BUDGET
Beginning balance		5,402,014
Contributions		
Annual Infrastructure Reserve transfer		2,289,324
Interest		169,715
		2,459,039
Expenditures		
2023 Water meter replacements		(256,861)
Light Tower		(20,586)
		(277,447)
Total Reserve Balance as of December 31, 2024		7,583,606
Capital Project Commitments		
Borrow- Public works roof funds w/ interest		(241,000)
Burden Street - 11th Ave to Estevan 650m - Development related		(160,000)
24-Frnkln Rd Mn Rplc - Phase 1		(43,509)
2023 Water meter replacements (remaining at December 31, 2024)		(43,139)
Water Masterplan		(150,000)
Watershed Masterplan		(50,000)
24-Burde St Renewal Ph.1 wtr - consulting		(827,233)
Total Commitments		(1,514,881)


Total Reserve Uncommitted 6,068,725

APPENDIX A- CITY OF PORT ALBERNI RESERVE BALANCES & COMMITMENTS

SEWER INFRASTRUCTURE RESERVE FUND	2024 BUDGET
Beginning balance	6,349,809
Contributions	
Annual Infrastructure Reserve transfer	564,190
Interest	207,227
	771,417
Expenditures	
South Street raised sewer culvert replacement	(124,759)
	(124,759)
Total Reserve Balance as of December 31, 2024	6,996,467
Capital Project Commitments	
Josephine Sewer Forcemain Replacement - design	(111,912)
SCADA - communication requirements	(100,635)
Decommission old lagoon - consulting/ARO	(30,000)
Burde St Renewal- Sewer Portion - Tender Phase 1#	(827,233)
Sewer Masterplan	(200,000)
Total Commitments	(1,269,779)

Total Reserve Uncommitted 5,726,687

Date: June 16, 2025
File No: 0640-30-June 23, 2025
To: Mayor & Council
From: S. Smith, Director of Development Services/Deputy CAO
Subject: UBCM Minister Meeting Requests

Prepared by: B. DEMPSEY EXECUTIVE ASSISTANT	Supervisor: M. Fox CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  S. Smith, Director of Development Services/Deputy CAO
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RECOMMENDATION[S]

THAT Council direct Administration to schedule meetings at the 2025 UBCM Convention with Ministers and Ministry staff, based on the topics outlined in the staff report "UBCM Minister Meeting Requests" dated June 23, 2025, in the following order:

Minister Meetings

1. Ministry of Forests
2. Ministry of Housing and Municipal Affairs
3. Ministry of Tourism, Arts, Culture and Sport
4. Ministry of Emergency Management and Climate Readiness
5. Ministry of Health
6. Ministry of Public Safety and Solicitor General
7. Ministry of Jobs, Economic Development and Innovation
8. Ministry of Post-Secondary Education and Future Skills
9. Ministry of Social Development and Poverty Reduction
10. Ministry of Transportation and Transit
11. Ministry of Water, Land, and Resource Stewardship
12. Ministry of Education and Childcare

Ministries, Agencies, Commissions and Corporations Meetings [Staff]

1. Ministry of Forests
2. Ministry of Housing
3. Ministry of Public Safety and Solicitor General
4. Ministry of Health (incl. Island Health and Provincial Health Services Authority)
5. Ministry of Social Development and Poverty Reduction
6. BC Emergency Health Services

PURPOSE

To provide Council with an overview of the 2025 UBCM Meeting Request deadline and provide recommendations regarding meeting requests with Ministers.

BACKGROUND

Every year, the Union of BC Municipalities (UBCM) releases the Provincial Appointment Book (PAB) to guide meeting requests made by municipalities for the conference in September in Victoria, BC. In 2024, the City of Port Alberni made thirteen meeting requests with Ministers and received thirteen meetings. The City submitted requests for seven staff level meetings and received six.

ALTERNATIVES/OPTIONS

1. *THAT Council direct Administration to schedule meetings at the 2025 UBCM Convention with Ministers and Ministry staff, based on the topics outlined in the staff report “UBCM Minister Meeting Requests” dated June 23, 2025.*
2. *THAT Council direct staff to submit different Minister meeting and /or amend the order of priority.*

ANALYSIS

Meetings with the Premier and Cabinet ministers are fifteen (15) minutes in length and the deadline to request meetings is July 2, 2025 at 6:00 pm PST.

Meetings with Ministries, Agencies, Commissions and Corporations (MACC) staff are thirty (30) minutes in length and the deadline to request is August 20, 2025 at 11:59pm PST.

Below are meetings identified by staff to be in alignment with Council’s *Corporate Strategic Plan* and current resolutions endorsed at the Association of Vancouver Island and Coastal Communities (AVICC) to UBCM as well as one direct resolution submission to UBCM. UBCM requires meetings be requested in order of importance, for which recommendations have been made by staff below.

2025 Requests for Minister Meetings

Priority 1 - Ministry of Forests

Topic #1: Sustainable Fibre

- Request: For the provincial government needs to financially support localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.
- Background: The escalating costs associated with accessing fibre have created significant hurdles for the forestry industry. These challenges stem from regulatory complexities, environmental considerations, and competition for land use. In 2024, the forestry sector has seen hundreds of jobs lost with many more at risk. The decline has had a cascading effect on local economies, impacting businesses that rely on forestry operations and leading to reduced consumer spending. The potential loss of population in rural areas can further exacerbate economic challenges, diminishing the tax base that supports community services.

Topic #2: Fibre Decline

- Request: We encourage the Province to take immediate and decisive action to address the decline in fibre availability and support the sustainability of the industry. Through collaborative efforts, it is possible to revitalize the forestry sector, preserve jobs, and ensure the long-term prosperity of communities throughout British Columbia.
- Background: the availability of timber and fibre has become increasingly limited due to various factors including regulatory changes, environmental considerations, and competition with other industries for land use. According to COFI, “access to economic fibre has fallen from 60 million cubic metres in 2018 to 35 million cubic metres of actual harvest in 2024...42% below the allowable annual cut.” As a result of wildfires and pine beetle infestations there is additional pressure placed on the already tightened supply.

Priority 2 - Ministry of Housing and Municipal Affairs

Topic #1: Inclusive Governance

- Request: The City of Port Alberni advocates for the Province to develop a comprehensive framework for intergovernmental relations with First Nations.
- Background: The establishment of a comprehensive framework for intergovernmental relations with First Nations is essential for fostering meaningful partnerships and ensuring that the rights and interests of Indigenous communities are respected and upheld. By advocating for this framework through AVICC and the Union of B.C. Municipalities, we can work towards a more collaborative future that benefits all residents of British Columbia.

Topic #2: Library Funding

- Request: The City requests that the Province consider options for long-term sustainable funding for public libraries in BC and ensure that BC libraries receive regular increases to Provincial Government funding in subsequent years.
- Background: The current funding model for public libraries in British Columbia relies heavily on levies paid by local governments. This model has resulted in stagnant provincial funding, which fails to keep pace with the increasing costs of delivering library services and the growing demand from communities. Libraries face rising costs for materials, technology, staff salaries, and maintaining and upgrading facilities. Without sustainable funding, libraries struggle to meet the evolving needs of their communities and provide the necessary resources and services.

Topic #3: Thanking BC Housing for their work in the community and request for continued support of the Wālyaqit - Tiny Home Village.

- Request: Continued funding to support the operation and expansion of the Wālyaqit - Tiny Home Village.
- Background: The Wālyaqit - Tiny Home Village, completed in 2025, provides safe and secure housing for vulnerable individuals in the community. The building project, constructed with funding from the City of Port Alberni and BC Housing, features thirty temporary modular housing pods. The village provides not only safe and secure housing but also 24-hour support staff, mental health counseling and social connection opportunities. BC Housing had committed approximately \$726,000 in funding, including \$75,000 for start-up costs, and will provide approximately \$850,000 in annual operating

funding. The City wants to confirm that the funding will continue, making this important community resource possible.

Priority 3 - Ministry of Tourism, Arts, Culture and Sport

Topic #1: Bid to host pre-tournament activities for FIFA 2026

- Request: The City has supported local partners that have been working diligently to prepare a strong submission to FIFA. However, provincial engagement is needed to secure the necessary resources, funding, and institutional support.
- Background: A local organization has submitted a bid to FIFA 2026 for Port Alberni to become a pre-tournament training location. The City of Port Alberni is supportive of this bid and the opportunity it presents to bring international attention to the amenities of the Alberni Valley.

Topic #2: Discuss opportunities for Port Alberni's sport field amenities

- Request: That Port Alberni be considered to host various sporting events.
- Background: Port Alberni features a diverse range of sports fields and facilities suitable for events such as baseball, slow pitch, soccer, track and field, and concerts. The Okee-Dokee Slow Pitch event, organized by the Funtastic Sports Society, successfully runs each year. Additionally, our sports fields are conveniently located near other amenities like the Multiplex and Echo Centre. Furthermore, Port Alberni offers a selection of trails ideal for events like the Coastline Endurance Vancouver Island Trail Running Series. We request funding to upgrade aging facilities, and to enhance staffing levels.

Priority 4 - Ministry of Emergency Management and Climate Readiness

Topic #1: Provincial support for EOC activations

- Request: An opportunity to discuss how the Ministry can support the ability to declare emergency status for social services emergencies
- Background: Currently, the City does not have the authority to declare emergency status for social services emergencies, which limits our ability to access additional resources and support from the provincial government. By granting the City the ability to declare emergency status in these types of situations, we would be better equipped to coordinate and respond to the needs of individuals affected by social services emergencies, such as evictions due to health and safety concerns.

Topic #2: Thank you to the Ministry for their announcement regarding funding for road rescue

- Request: In a verbal announcement, the Ministry said that it would be funding road rescue at the same rates as inter-agency funding.
- Background: The City of Port Alberni and Port Alberni Fire Department [PAFD] are optimistic that changes to the funding model will account for the expenses that are incurred by the City such as a minimum 2.5-hour overtime callout to backfill the station, wear and tear on vehicles, and reimbursement at a type 1 engine rate. The PAFD does not have a dedicated road rescue truck. As a result, all auto-extrication gear is on a rescue-pumper which is a type 1 engine. This allows the PAFD to be immediately available to respond to road rescue incidents as well as fire suppression. This system, while reducing response time delays, does add considerable wear and tear to the primary fire engine.

Topic #3: The Ministry of Emergency Management and Climate Readiness led the coordination to allow for the Port Alberni Fire Department to use Ministry of Transportation and Transit radio channels to call fire dispatch. We want to thank the Ministry for this access as it has been pivotal for improving emergency communications.

Priority 5 - Ministry of Health

Topic #1: Discussion around doctor and medical staff shortage, and strategies for recruitment and retention.

- Request: We would like to continue to discuss strategies for recruitment and retention of both nurses and doctors in Port Alberni.
- Background: Population in Port Alberni continues to increase. With this growth comes increased demand on our healthcare system. The region is currently experiencing recruitment and retainment issues particularly with family doctors, with continued gaps anticipated in future years as recruitment to the Valley remains stagnant. This is further exacerbated by doctors reaching retirement and other choosing not to stay in the Valley.

Topic #2: Cost of Pre-Hospital Care

- Request: We encourage the provincial government to take timely and collaborative action to adequately staff and operate pre-hospital care services autonomously. Alternatively, if the provincial government is unable to operate pre-hospital care autonomously, it should provide adequate funding to local governments to cover the cost of Fire Department First Responder programs. This funding would help alleviate the financial strain on local governments and ensure the continued provision of essential pre-hospital care services.
- Background: The provision of pre-hospital care is a critical aspect of health care in British Columbia. Fire Departments, funded by local governments, have traditionally played a significant role in delivering pre-hospital care. However, the increasing workload related to pre-hospital care, particularly in the area of medical first response, has put significant pressure on local governments. This pressure arises from the need to allocate additional resources for training, fuel, vehicle maintenance, consumables, and staffing. As pre-hospital care falls under the jurisdiction of the provincial government, it is crucial to address the challenges faced by Fire Departments and ensure the provision of adequate resources and support. The recently presented First Responder Service Agreement still fails to compensate local governments for the cost of pre-hospital care.

Topic #3: Update on Detox Beds

- Request: The City requests an update on the progress that has been made on the establishment of a detox facility in the Alberni Valley.
- Background: In response to the evolving needs of our community, it is imperative to adopt a holistic approach that integrates harm reduction, treatment, and support services to address the root causes of substance misuse and homelessness. The establishment of a detox facility in Port Alberni would not only provide immediate assistance to individuals in crisis but also facilitate a pathway to recovery and long-term wellness. Additionally, the formation of a multidisciplinary team comprising law enforcement, healthcare professionals, and social service providers will enable a coordinated response to the complex challenges faced by vulnerable community members.

Priority 6 - Ministry of Public Safety and Solicitor General

Topic #1 : Development of an equitable Police Services funding model

Request: Requesting a more equitable police services funding model that considers the funding contribution of each jurisdiction.

Background: The current Police Services funding model in British Columbia does not consider the financial commitment or funding contribution of each jurisdiction, leading to inequitable distribution of costs. Furthermore, systemic social issues such as poverty, addiction, and mental health challenges contribute to increased demands on police services, placing an additional burden on the City of Port Alberni.

Priority 7 - Ministry of Jobs, Economic Development and Innovation

Topic #1: Requesting continued support to a “new economy”

- Request: Assistance and collaboration from the provincial government to identify solutions that will help ensure the continued economic viability of our region and support our transition to a sustainable new economy.
- Background: Port Alberni has historically been reliant on heavy industry, particularly in the forestry sector, with approximately 20% of the community's jobs stemming from this sector. While the City has been making progress in diversifying its economy, recent challenges, including the curtailment of the Alberni Pacific Division Sawmill in April 2024, have raised concerns about the economic stability of our community. The tax burden on residents would be substantial if further shutdowns were to occur.

Priority 8 - Ministry of Post-Secondary Education and Future Skills

Topic #1: Funding for rural colleges to address industry and health care shortages

- Request: Funding for a Registered Nurse (RN) program at NIC.
- Background: North Island College (NIC) operates campuses in several Island municipalities, including Campbell River, Comox, Port Alberni, and Port Hardy, and offers one of the few four-year Registered Nursing degree programs in the region. To enhance access to nursing education and address the critical shortage of healthcare professionals in Port Alberni, we are advocating for targeted funding to expand NIC's Nursing program to its Port Alberni campus. This initiative would support local training opportunities, improve regional healthcare capacity, and contribute to long-term workforce sustainability.

Priority 9 - Ministry of Social Development and Poverty Reduction

Topic #1: Advocacy for Funding Allocation and Oversight to Social Services in Alberni Valley

- Request: The City advocates for the allocation of funding to reputable organizations within the Alberni Valley to ensure a quality continuum of care. This approach aims to avoid one-off solutions that lack oversight in housing and care standards.
- Background: There are several cases within the City of Port Alberni where Ministry clients are living in housing units that do not meet basic health and safety requirements. These housing conditions include issues such as mold, pest infestations, inadequate heating and ventilation, and structural deficiencies. Port Alberni feels the pressure of converging mental health and substance use considerations. There are a number of local organizations that provide high quality of social service to the community and

funding from the Ministry would ensure that these organizations can not only continue to meet the level of care they currently do, but expand in their services to address the issues facing Port Alberni.

Priority 10 - Ministry of Transportation and Transit

Topic #1: Continued conversations around a permanent secondary route out of the Valley.

- Request: The City of Port Alberni encourages the Province to continue work to determine a viable secondary route connecting Port Alberni and the West Coast to the east side of the Island.
- Background: The Alberni Valley has advocated for a secondary route for decades. As evidenced in 2023, the impact of the closure of the only route connecting the east and west sides of the island had impacts ranging from the economic to the provision of frontline health care services. \$14.9 million in lost revenue was reported by the Alberni Valley Chamber of Commerce, with economic losses also recorded in Ucluelet and Tofino. Essential health services, such as patient transfers and the transport of medical supplies and laboratory specimens, were also delayed.

Topic #2: Thank the Ministry for the Johnston Road Safety Upgrades and the planned Beaver Creek Roundabout.

- Background: There have been long identified safety concerns along Johnston Road. The bump outs help with pedestrian safety and reducing speed. The intersection of Beaver Creek Road and River Road has also contributed substantial congestion to the flow of traffic through the City from East to West. The proposed roundabout will contribute greatly to reducing congestion, streamlining traffic flow, and making the intersection safer for all users.

Priority 11 - Ministry of Water, Land, and Resource Stewardship

Topic #1: Watershed Management and Regulatory amendments

- Request: The City respectfully requests that the Province consider expediting the necessary steps to introduce regulatory amendments that will empower local authorities with a greater role in key decision-making processes concerning the health and protection of watersheds in Port Alberni.

Topic #2: Recommended upgrades to City-owned Bainbridge Dam.

- Request: The City would request an opportunity to discuss funding opportunities to make the recommended upgrades to the Bainbridge Dam.
- Background: In 2023, a Dam Safety Review (DSR) was done regarding two City-owned dams, Bainbridge and Lizard Lake, which provide the City of Port Alberni with drinking water. Bainbridge Lake was identified to meet Factor of Safety (FOS) standards for static stability conditions but not for pseudo-static or post-seismic conditions. With the dam foundation made up of loose to compact sand, it is expected to liquify following a seismic event. Due to this assessment, the dam was recommended to be upgraded. However, the City does not have the budget to make the necessary upgrades.

Priority 12 - Ministry of Education and Child Care

Topic: Childcare New Spaces Grant

- Request: Thank UBCM for the grant that contributed to the construction of the 88-space childcare centre on the site of the former Rollins Art Centre.

2025 Ministries, Agencies, Commissions and Corporations (MACC) Meeting Requests

1. Ministry of Forests

Topic #1: Sustainable Fibre

- Request: We respectfully request that the Province financially support localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.

Topic #2: Fibre Decline

- Request: We advocate that the Province take immediate and decisive action to address the decline in fibre availability and support the sustainability of the industry. Through collaborative efforts, it is possible to revitalize the forestry sector, preserve jobs, and ensure the long-term prosperity of communities throughout British Columbia.

Order of Priority: **1**

2. Ministry of Housing (incl. BC Housing)

Topic #1: Good Neighbour Agreements

- Request: The City of Port Alberni is requesting the BC Housing require Good Neighbour Agreements for all low-barrier and supportive housing initiatives. A Good Neighbor Agreement is a document describing how a facility and its neighbors will behave towards each other. Typically, a GNA addresses a specific set of impacts that a proposed or existing facility has on its neighbors, such as traffic, noise or pollution.

Order of Priority: **2**

3. Ministry of Public Safety and Solicitor General

Topic #1: Development of an equitable Police Services funding model

- Request: The current Police Services funding model in British Columbia does not consider the financial commitment or funding contribution of each jurisdiction, leading to inequitable distribution of costs. Furthermore, systemic social issues such as poverty, addiction, and mental health challenges contribute to increased demands on police services, placing an additional burden on the City of Port Alberni.

Order of Priority: **3**

4. Ministry of Health (incl. Island Health & Provincial Health Services Authority)

Topic #1: Discussion around doctor and medical staff shortage, and strategies for recruitment and retention.

- Request: We would like to continue to discuss strategies for recruitment and retention of both nurses and doctors in Port Alberni.

Topic #2: Cost of Pre-Hospital Care

- Request: We respectfully request that the Province take immediate steps to adequately staff and operate pre-hospital care services autonomously. Alternatively, if the provincial

government is unable to operate pre-hospital care autonomously, it should provide adequate funding to local governments to cover the cost of Fire Department First Responder programs. This funding would help alleviate the financial strain on local governments and ensure the continued provision of essential pre-hospital care services. The recently proposed First Responder Service Agreement still fails to compensate local governments for the cost of pre-hospital care.

Topic #3: Update on Detox Beds

- Request: In response to the evolving needs of our community, it is imperative to adopt a holistic approach that integrates harm reduction, treatment, and support services to address the root causes of substance misuse and homelessness. The establishment of a detox facility in Port Alberni would not only provide immediate assistance to individuals in crisis but also facilitate a pathway to recovery and long-term wellness. Additionally, the formation of a multidisciplinary team comprising law enforcement, healthcare professionals, and social service providers will enable a coordinated response to the complex challenges faced by vulnerable community members.

Order of Priority: 4

5. Ministry of Social Development and Poverty Reduction

Topic: Advocacy for Funding Allocation and Oversight to Social Services in Alberni Valley

- Request: The City advocates for the allocation of funding to reputable organizations within the Alberni Valley to ensure a quality continuum of care. This approach aims to avoid one-off solutions that lack oversight in housing and care standards.

Order of Priority: 5

6. BC Emergency Health Services (BCEHS)

Topic #1: Demand on Fire Departments to provide medical first responder care.

- Request: Up to 70% of the Port Alberni Fire Department's call volume is medical first responder care. This places a tremendous burden on municipally-funded fire departments. The City is calling upon BCEHS to provide extra paramedics to our community to alleviate the pressure faced by fire fighters to provide pre-hospital care. The recently presented First Responder Service Agreement fails to compensate local governments for the cost of pre-hospital care.

Topic #2: Community Paramedic Pilot Program

- Request: A Community Paramedic program is designed to stabilize paramedic staffing in areas that are typically underserved or where health service delivery gaps exist. The City of Port Alberni would eagerly participate in a pilot program coordinating a community paramedic with the Overdose Prevention Site.

Order of Priority: 6

IMPLICATIONS

UBCM offers an opportunity for Council to advocate with various Ministries on the strategic objectives of the City.

COMMUNICATIONS

Ongoing communications will occur based on the outcomes of the meeting requests and during Council's time at UBCM.

BYLAWS/PLANS/POLICIES

The Minister meeting requests are guided by Council's [Corporate Strategic Plan](#). All meetings with Ministers will align with the strategic priorities, for example, to get "the highest and best use of City owned assets" or "Safe and accessible housing options exist for all members of the community."

SUMMARY

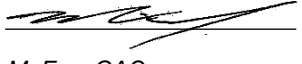
This report provides Council with an overview of potential meeting requests with Ministers for the 2025 UBCM conference and requests their direction for order of priority.

ATTACHMENTS/REFERENCE MATERIALS

- [2025 UBCM Provincial Appointment Book](#)
- [UBCM 2025 Resolution Submission – Forest Industry Fibre Decline](#)
- [UBCM 2025 Resolution Submission – Forest Industry Sustainable Fibre](#)
- [UBCM 2025 Resolution Submission – Establishment of a Framework for Intergovernmental Relations with First Nations](#)

Copy: S. Darling, Director of Corporate Services

Date: June 5, 2025
File No: 0640-30-June 23, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: **UBCM Grant – 2025 Next Generation 911**

Prepared by: <i>M. OWENS</i> Fire Chief	Supervisor: <i>M. Fox</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council support the application to the UBCM 2025 Next Generation 911 (NG911) program to support local preparedness for the implementation of NG911 in the amount of \$66,379.

PURPOSE

To seek a Council resolution to support the UBCM 2025 Next Generation 911 (NG911) program grant application.

BACKGROUND

“Next Generation 911 (NG911) refers to the modernization of 911 networks and infrastructure across Canada. It is a federally-mandated transition of the emergency communications network. The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated that all telecommunications providers migrate to NG911 services from their current network (ie analog) to Internet Protocol based technology to provide improved emergency services.

The Province of BC offers the NG911 grant funding, which is administered by the Union of British Columbia Municipalities (UBCM), on behalf of the Ministry of Citizens’ Services, to support local governments in preparing for the implementation of NG911.

The grant is 100% funded and no matching of funds is required.

The grant request is for \$66,379 and will be used to purchase new Computer Aided Dispatch (CAD) tablets, cellular signal boosters and to have these items installed.

ALTERNATIVES/OPTIONS

Option 1: Approve the Recommendation

That Council support the application to the UBCM 2025 Next Generation 911 (NG911) program to support local preparedness for the implementation of NG911 in the amount of \$66,379.

Option 2: Decline the Recommendation

Do not support the recommendation. The City will not be eligible to receive the UBCM grant for 2025. Tablet replacement may otherwise need to come out of taxation.

ANALYSIS

The UBCM Asset Management Planning program provides an opportunity to prepare for NG911 implementation without using local government taxation.

NG911 will enable important improvements to public safety, including better 911 caller location information, real time texting, streaming audio and video, and new ways to direct calls to services other than police, fire, and ambulance, such as mental health support. (NG911 Application Guide).

IMPLICATIONS

Financial:

There will be no impact on local government finances as 100% of the funds are paid by UBCM.

Operational:

Updated CAD Tablets will ensure that PAFD's equipment is compatible with NG911, allowing responding units to receive mission critical information in a timely fashion.

Strategic:

Investing in NG911 aligns with Council's goals for sustainability, transparency, and responsible financial management.

Legal:

There are no legal implications directly associated with the funding request. However, adherence to the UBCM grant guidelines and conditions will be required if funding is secured.

COMMUNICATIONS

If approved and successful, staff will prepare a communication plan to inform key stakeholders, including relevant municipal departments, of the funding announcement and asset management improvements that staff hope to achieve through the UBCM grant.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY


The UBCM 2025 NG911 grant comes at no cost to the City. The City already owns tablets that would otherwise need to be upgraded to be compatible with the new federal requirements for Nex Gen 911.

ATTACHEMENT/REFERENCE MATERIALS

- Link to UBCM NG911 grant program: <https://www.ubcm.ca/lgps/next-generation-911>
- Link to NG911 2025 Program & Application Guide: www.ubcm.ca/sites/default/files/2025-05/LGPS_NG911_2025%20ProgGuide_2025-04-11.pdf

C: A. Mc Gifford, Director of Finance

Date: June 12, 2025
File No: 0640-30-June 23, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: Alberni Valley Museum | Deaccessioning of Firearms

Prepared by: S. PERRY	Supervisor: M. Fox	CAO Concurrence:
S. Perry, Mgr. of Culture	Chief Administrative Officer	 M. Fox, CAO

RECOMMENDATION[S]

THAT Council approve the deaccessioning and disposal of the following items from the permanent collection of the Alberni Valley Museum:

- Winchester Model 1897 Pump-Action 12-Gauge Shotgun (Acc. No. 1971.80.2)
- Savage Model 1899 Lever Action Rifle "Smokeless Steel" (Acc. No. 1976.26.1)
- Ithaca Hammerless Double Barrel 12-Gauge Shotgun (Acc. No. 1976.27.1)
- Large Rifle Gun Case (un-accessioned storage unit)

PURPOSE

To request Council approval the deaccessioning of three firearms and one rifle case from the Alberni Valley Museum (AVM) collection.

BACKGROUND

A review of the AVM permanent collection identified the following objects for deaccessioning:

- Winchester Model 1897 Pump-Action 12-Gauge Shotgun (Acc. No. 1971.80.2)
- Savage Model 1899 Lever Action Rifle "Smokeless Steel" (Acc. No. 1976.26.1)
- Ithaca Hammerless Double Barrel 12-Gauge Shotgun (Acc. No. 1976.27.1)
- Large Rifle Gun Case (un-accessioned storage unit)

These objects no longer meet the Museum's current curatorial priorities and impose unnecessary financial, regulatory, and administrative burdens.

The Community Heritage Commission reviewed and supported the recommendation

At its meeting of June 4, 2025, the Community Heritage Commission recommends to Port Alberni City Council the formal deaccessioning of the following items from the Alberni Valley Museum Collection:

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

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

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

ALTERNATIVES/OPTIONS

1. That Council approve the deaccessioning and disposal of the above items;
2. That Council refer the matter back to staff or the Commission for further research;
3. That Council decline the recommendation and retain the objects in the collection.

ANALYSIS

The items proposed for deaccession have limited or no provenance related to Port Alberni or the Alberni Valley, and have not been exhibited or used for interpretive purposes in recent decades. The firearms present added challenges due to evolving legislation and heightened security, storage, and insurance requirements. Their removal will better align the AVM's collection with current goals and priorities.

The proposed deaccession recommends removal of objects that fall outside the Museum's mandate, lack interpretive value, or present undue management burdens.

Disposal will follow a staged approach:

1. Primary Option – Offer to museums or public institutions: Not recommended due to lack of provenance and general quality.
2. Secondary Option – Sale via public auction or licensed firearms dealer, consistent with City asset disposal procedures. Any proceeds will be restricted to supporting the care of the permanent collection.
3. Final Option – Destruction, to be used only if no suitable alternatives are found and if items are deemed hazardous.

IMPLICATIONS

Financial: No additional financial impacts are anticipated. Revenue generated from any sale will be used exclusively to support the conservation and documentation of the Museum's permanent collection.

COMMUNICATIONS

Public notice will be issued if the items are offered via auction, and any sale will adhere to relevant firearms regulations and municipal procedures.

BYLAWS/PLANS/POLICIES

The Community Heritage Commission's mandate under [*"Community Heritage Commission Bylaw 2018, Bylaw No. 4959"*](#) to advise Council on heritage collection matters and support responsible stewardship.

SUMMARY

The proposed deaccession of firearms and associated storage case reflects curatorial best practice and responsible museum stewardship. Council's approval will enable the Museum to enhance the relevance and sustainability of its collection.

ATTACHMENT/REFERENCE MATERIALS

- Heritage Commission Report dated June 4, 2025

HERITAGE COMMISSION REPORT | Recommendation for Deaccessioning of Firearms and Rifle Storage Case from the AVM Collection

TO: PORT ALBERNI HERITAGE COMMISSION

FROM: DIRECTOR OF CULTURE

DATE: JUNE 4, 2025

EXECUTIVE SUMMARY

This report recommends the deaccessioning and disposal of three historic firearms and one rifle case from the permanent collection of the Alberni Valley Museum (AVM):

1. Winchester Model 1897 Pump-Action 12-Gauge Shotgun (Accession No. 1971.80.2)
2. Savage Model 1899 "Smokeless Steel" Lever Action Rifle (Accession No. 1976.26.1)
3. Ithaca Hammerless Double Barrel 12-Gauge Shotgun (Accession No. 1976.27.1)
4. Large Rifle Gun Case (Un-accessioned storage case used for firearms)

These objects no longer meet the criteria for inclusion in the Museum's permanent collection. Their continued storage imposes unnecessary regulatory, financial, and curatorial burdens.

BACKGROUND AND JUSTIFICATION

Recent review and research identified these artefacts as:

- Lacking relevant local provenance or interpretive value to Port Alberni or the Alberni Valley
- Rarely or never exhibited since accessioning in the 1970s
- Removed from public display due to changing legislation and safety concerns
- Requiring disproportionate resources for storage, licensing, insurance, and regulatory compliance
- Inadequately aligned with AVM's current collection development goals
- The large rifle storage case, designed to house these firearms, is also no longer required and occupies valuable storage space

Collections Alignment

Deaccessioning is appropriate when:

- Objects fall outside the Museum's collecting mandate
- They pose preservation or safety concerns
- They are duplicative or lack a definable purpose
- They require resources that cannot be ethically justified

CONCLUSION | Each of the three firearms and the associated storage case satisfy multiple criteria for deaccessioning.

DEACCESSION SUMMARY

1. Winchester Model 1897 (Acc. No. 1971.80.2)
 - High-production U.S. firearm with no regional connection
 - Requires enhanced security or restricted display infrastructure
2. Savage Model 1899 (Acc. No. 1976.26.1)
 - Owned by settler William R. Piggott but lacks significant local narrative or interpretive context
 - More relevant to (American) national rather than regional firearm history
3. Ithaca Hammerless Double Barrel (Acc. No. 1976.27.1)
 - Owned by early resident John F. Bledsoe; limited educational use; common model
4. Large Rifle Gun Case
 - Purposely purchased for the firearms listed above
 - No longer required and consumes significant storage space.

PROPOSED DISPOSITION PLAN

The following disposal options are recommended:

1. Primary Option: Offer the firearms to museums, educational institutions, or public institutions. Staff recommends not exercising this option as the artefacts in question have little provenance information as well as the overall quality and general availability fall short of museum quality.
2. Secondary Option: Offer firearms and the storage case for public sale via:
 - Auction with public notice, or
 - Licensed firearms dealer (where legal and appropriate),
 - and in accordance with City of Port Alberni's asset disposal procedures

Note: Any funds realized from the sale of these artefacts shall be restricted for use in the care, display, conservation, and documentation of the Museum's permanent collection.

3. Final Option (if necessary): Disposal through destruction, but only if the items are deemed hazardous and all other means of disposal are exhausted.