



AGENDA - REGULAR MEETING OF COUNCIL
Monday, September 8, 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

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A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

THAT the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 5

1. *THAT the Minutes of the Special and Regular meetings of Council on August 11, 2025 be adopted as presented.*

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

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

1. **Fire Department Quarterly Report - Page 13**

Quarterly report from the Fire Chief for the period ending June 30, 2025.

THAT Council receive the Fire Department Quarterly report for the period April 1, 2025 – June 30, 2025 as information.

2. **Nuisance Abatement Working Group Quarterly Report - Page 16**

Quarterly report from the Manager of Community Safety and Social Development for the period ending June 30, 2025.

THAT Council receive the report Nuisance Abatement Working Group Quarterly Report for the period of April 1 – June 30, 2025 as information.

F. BYLAWS

G. CORRESPONDENCE FOR ACTION

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

1. Tseshaht First Nation | National Day for Truth & Reconciliation - Page 19

Letter dated September 3, 2025 from the Tseshaht First Nation requesting access to City streets for National Day for Truth & Reconciliation.

THAT Council authorize the Tseshaht First Nation access to City streets on Tuesday, September 30, 2025 from 10:00 am to approximately 12:00 pm starting from the Tseshaht Maht Mahs Gymnasium [5000 Mission Road] to Alberni District Secondary School [4000 Roger Street] subject to:

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

THAT Council authorize the expenditure of Community Investment Program funding to support Tseshaht First Nation with event support to include tent rentals in the amount of \$630.00 (in-kind) and provision of traffic control services up to \$5,000 for the annual National Day of Truth and Reconciliation walk.

H. PROCLAMATIONS

1. Port Alberni Fire Department - Page 20

Letter dated August 6, 2025 requesting the week of October 5 – 11, 2025 be proclaimed as 'Fire Prevention Week' in the City of Port Alberni.

THAT Council on behalf of the Port Alberni Fire Department proclaim the week of October 5 – 11, 2025 as 'Fire Prevention Week' in Port Alberni.

2. Port Alberni Association for Community Living - Page 21

Letter dated August 8, 2025 requesting the month of October 2025 be proclaimed as 'Community Inclusion Month' in the City of Port Alberni.

THAT Council on behalf of the Port Alberni Association for Community Living proclaim the month of October 2025 as 'Community Inclusion Month' in Port Alberni.

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 22**
 - a. Office of the Ombudsperson | Quarterly Reports
 - b. Village of Lions Bay and City of Prince George | UBCM Resolutions
 - c. Conservative Caucus | Official Opposition UBCM Meeting Opportunities

J. REPORT FROM IN-CAMERA

1. That Council release for public consumption notice the of a licence of occupation agreement between the City of Port Alberni and the Alberni Valley Drag Racing Association for installation of fencing on the Somass Lands to include advertising revenue accruing to AVDRA for a term of one-year.
2. That Council release for public consumption the execution of a licence of occupation agreement between the City of Port Alberni and the Alberni Valley Bulldogs for a ten-year term to install and maintain a signage feature on the exterior of the Alberni Valley Multiplex [3737 Roger Street, Port Alberni].

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 45**
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. **CEDI Clutesi Haven Marina Uplands Project - Page 52**
Report dated August 29, 2025 from the Economic Development Manager requesting a reallocation of funds from the Economic Development budget to the CEDI Clutesi Haven Marina Uplands project.

THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to reallocate up to \$20,000 in funding from Economic Development Consulting Services to the CEDI Clutesi Haven Marina Uplands project as follows:
 - i. Line 26235 – Economic Development – reduce \$20,000
 - ii. Line 28211 – Transfer to Reserve (Capital Works) – increase \$20,000
 - iii. Capital Plan 2025 – Project 25072 - Clutesi Haven Marine Food Truck (Grant Funded) – increase \$20,000

2. **Josephine Sanitary Forcemain Replacement Project** - Page 56
Report dated September 1, 2025 from the Director of Infrastructure Services regarding the Josephine Sanitary Forcemain Replacement Project.
- a. *THAT Council amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025” by allocating \$64,000 from the Sewer Infrastructure Reserve for additional geotechnical consulting to be completed in 2025 related to the Josephine Sanitary Force main Replacement Project.*
 - b. *THAT Council amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025” and provide early approval for staff to proceed with the 2026 Capital Plan – Josephine Sanitary Forcemain Replacement Project in the amount of \$7,063,000, utilizing funding as follows:*
 - i. *\$5,063,000 from the Sewer Infrastructure Reserve*
 - ii. *\$1,000,000 from the Growing Communities Fund*
 - iii. *\$1,000,00 from the Canada Community-Building Fund*
3. **Temporary Use Permit | 3130 3rd Avenue** - Page 62
Report dated September 1, 2025 from the Manager of Planning requesting Council consider issuance of TUP25-03.
- THAT Council authorize the Director of Corporate Services to issue TUP25-03 for 3130 3rd Avenue (Bread of Life Centre) once the following conditions have been met to the satisfaction of the Director of Development Services:*
- a. *The Salvation Army and BC Housing have finalized a Support Services Agreement.*
 - b. *An updated Good Neighbour Agreement has been finalized.*

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, August 11, 2025 @ 9:30 a.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

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

Regrets: Councillor D. Haggard

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
K. Motiuk, Deputy Director of Corporate Services

The meeting was called to order at 9:30 a.m.

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

- Section 90 (1)(d)** the security of the property of the municipality;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(f)** law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- Section 90 (1)(g)** litigation or potential litigation affecting the municipality.

CARRIED

The meeting adjourned at 1:37 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, August 11, 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 C. Mealey
Councillor C. Solda
Councillor T. Patola
Councillor T. Verbrugge

Regrets: Councillor D. Haggard

Staff: M. Fox, Chief Administrative Officer
K. Motiuk, Deputy Director of Corporate Services
S. Smith, Director of Development Services
J. MacDonald, Director of Infrastructure Services
R. Kraneveldt, Facilities Manager
B. McLoughlin, Planning Manager
J. Pelech, Information Services Manager

Gallery: 6

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be adopted, with the following additons:

- L.6 - Johnston Road | Pedestrian Safety Light
- L.7 - BC Ferries | Reducing Space Announcement

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on July 14, 2025 be adopted as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. R.C.M.P. Quarterly Report

MOVED AND SECONDED, THAT Council receive the R.C.M.P. Quarterly report for the period April 1, 2025 – June 30, 2025 as information.

CARRIED | Res. No. 25-333

2. **Quarterly Departmental Reports**

MOVED AND SECONDED, THAT Council receive the Quarterly Reports from the Development Services and Corporate Services departments for the period April 1, 2025 – June 30, 2025 as information.

CARRIED | Res. No. 25-334

F. BYLAWS

1. **Fees and Charges Amendment Bylaw No. 5125-1, 2025**

MOVED AND SECONDED, THAT “Fees and Charges Amendment Bylaw No. 5125-1, 2025” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5125-1.

CARRIED | Res. No. 25-335

2. **Development Application | OCP and Zoning Bylaw Amendments – 6123 & 6151 Russell Place**

MOVED AND SECONDED, THAT Council direct staff to proceed with the required OCP and Zoning Bylaw amendments as per the revised development plans submitted for 6151 Russell Place, Tsawaayuus (Rainbow Gardens).

CARRIED | Res. No. 25-336

G. CORRESPONDENCE FOR ACTION

1. **Alberni District Fall Fair Association | Annual Fall Fair & Parade**

MOVED AND SECONDED, THAT Council authorize the Alberni District Fall Fair Association access to City streets on Saturday, September 6, 2025 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 12th Avenue along Burde Street and along 10th Avenue to Alderwood Street, subject to:

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

CARRIED | Res. No. 25-337

2. **Royal Canadian Legion Alberni Valley Branch 293 | 100th Anniversary**

MOVED AND SECONDED, THAT Council authorize the Royal Canadian Legion Alberni Valley Branch 293 access to City streets on Saturday, May 30, 2026 for the 100th Anniversary parade from 10th Avenue and Roger Street, through Gertrude Street to Burke Street, ending at the Royal Canadian Legion hall, subject to:

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

CARRIED | Res. No. 25-338

3. **Alberni Valley Community Forest Corporation | Community Donation**

MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide donations to the following:

- *the Black Lambs Rugby organization in the amount of \$5,000 towards the purchase of equipment*
- *the 8th Avenue Learning Centre together with USMA Child and Family Services in the amount of \$2,500 to support the food sustainability and summer garden program.*
- *the PA Picklers together with the Sunshine Club in the amount of \$2,500 to support pickle ball facilities and equipment.*

MOVED AND SECONDED, THAT Council amend the motion to include the following clause:

- *that these organizations do not have access to the Community Investment Program funding during the same year donations are distributed.*

CARRIED | Res. No. 25-339

MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide donations to the following:

- *Black Lambs Rugby organization in the amount of \$5,000 towards the purchase of equipment*
- *the 8th Avenue Learning Centre and USMA Child and Family Services in the amount of \$2,500 to support the food sustainability and summer garden program.*
- *to the PA Picklers together with the Sunshine Club in the amount of \$2,500 to support pickle ball facilities and equipment.*

AND FURTHER; that these organizations do not have access to the Community Investment Program funding during the same year donations are distributed.

CARRIED | Res. No. 25-340

4. **Uptown Merchant's Association | Uptown Market**

Councillor Dame recused himself from discussion due to his personal involvement with the Uptown Merchant's Association and left the meeting at 3:01 p.m.

MOVED AND SECONDED, THAT Council authorize the Uptown Merchants Association access to City streets on Wednesday, August 27, 2025 from 3rd Avenue between Argyle Street and Mar Street from 4:00 to 9:00 p.m. for the purpose of the Grassroots Uptown Market, subject to:

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

CARRIED | Res. No. 25-341

Councillor Dame returned to the meeting at 3:02 p.m.

5. **Comox Valley Airport Commission**

MOVED AND SECONDED, THAT Council direct Administration to prepare a letter of support for the Comox Valley Airport Commission for their submission to Canada Border Services Agency for a change in their Airport of Entry designation of AOE 160 to AOE 220 for winter charter operations.

CARRIED | Res. No. 25-342

H. PROCLAMATIONS

1. **Port Alberni Toy Run**

MOVED AND SECONDED, THAT Council support the Port Alberni Toy Run Association's activities taking place on September 13 & 14, 2025 subject to:

- *the notification of emergency services and BC Transit;*
- *consultation with all affected businesses/residents;*
- *provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control Personnel as required;*
- *provision of standard liability insurance in the amount of \$5M [minimum];*
- *review by event organizers of the [Report of the Study Commission of Inquiry into Community Events Safety](#) dated June 26, 2025;*
- *receipt of Special Event Permit from the LCRB,*

AND FURTHER, THAT Council on behalf of Port Alberni Toy Run, proclaim September 8 - 14, 2025 as 'Port Alberni Toy Run Week' in Port Alberni.

CARRIED | Res. No. 25-343

I. CORRESPONDENCE FOR INFORMATION

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

- a. Ministry of Forests | *Heritage Conservation Act* Transformation Project
- b. Josie Osborne, MLA | BC Community Housing Fund
- c. City of Langley | Police Services Funding Model
- d. Tseshaht First Nation | Orange Shirt Day – National Day for Truth & Reconciliation
- e. Tseshaht First Nation | Somass Hall Media Release
- f. Island Coastal Economic Trust | 2025 Impact Report

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

CARRIED | Res. No. 25-344

J. REPORT FROM IN-CAMERA

1. That Council release for public consumption Notice of its Intent to lease a portion of City owned property situated at Echo '67 Community Centre, 4255 Wallace Street to the Vancouver Island Regional Library for the operation of a public library at a rate of \$202,933.83 plus GST for 2025, and a yearly CPI increase thereafter, for a term of three (3) years.
2. That Council release 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.
3. That Council release for public consumption notice of its intent to enter into a licence of occupation agreement with the Alberni Valley Drag Racing Association for the Somass Lands for a three-day drag racing event (August 8-10, 2025) at fair market value of \$821 per day totalling \$2,465.75.
4. That Council release for public consumption notice of its intent to enter into a lease agreement with M. Driver for Unit #17 in Spirit Square at the Alberni Harbour Quay for up to a five-year term for 'West Coast Kids Re-use-it', a nature-Inspired Kids' Boutique.

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

L. NEW BUSINESS

1. McLean Mill Elevator Decommissioning

MOVED AND SECONDED, THAT Council direct Administration to decommission the elevator located at the McLean Mill National Historic site.

CARRIED | Res. No. 25-345

2. **Financial Planning Policy**
MOVED AND SECONDED, THAT Council approve 'Financial Planning Policy' No. 3002-10.
CARRIED | Res. No. 25-346
3. **Development Application | Temporary Use Permit – 5104 River Road**
MOVED AND SECONDED, THAT Council authorize the Director of Corporate Services to sign the three (3) year Temporary Use Permit No. 25-01 to enable up to four (4) shipping containers to be used as commercial buildings on the property at 5104 River Road.
CARRIED | Res. No. 25-347
4. **Fees and Charges Bylaw Amendment | Commercial/For-profit Rental Rates**
MOVED AND SECONDED, THAT Council direct administration to bring forward an amendment to the "Fees and Charges Bylaw No. 5125, 2025" to reflect amendments as noted in the staff report dated July 14, 2025, and outlined in Table 1 | Schedule "K" Proposed Revisions.
CARRIED | Res. No. 25-348
5. **Parks Caretaker Residences Infrastructure Upgrades**

Councillor Patola recused himself due from discussion due to his personal involvement with the Port Alberni CMHA Board and left the meeting at 3:21 p.m.

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$8,700 in the 2026 capital budget for the replacement of the hot water tank (\$2,200) and oil tank (\$6,500) at the Paper Mill Dam Park caretaker residence.

CARRIED | Res. No. 25-349

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$6,500 in the 2026 capital budget for the replacement of the oil tank at the Blair Park caretaker residence.

CARRIED | Res. No. 25-350

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" to allocate \$2,200 in the 2027, 2028 and 2029 capital budget for the replacement of hot water tanks at the caretaker residences in Klitsa Park, Williamson Park, and Russell Field.

CARRIED | Res. No. 25-351

Councillor Patola returned to the meeting at 3:27 pm.

6. **Johnston Road | Pedestrian Safety Light**
MOVED AND SECONDED, THAT Council direct Administration to send a letter to the Ministry of Transportation and Transit requesting an update to their pedestrian activated flashing safety light installation standards, and request the installation of a pedestrian activated flashing safety light on Johnston Rd./Adelaide St.
CARRIED | Res. No. 25-352

7. **BC Ferries Reducing Space Announcement**

MOVED AND SECONDED, THAT Council direct Administration to send a letter to BC Ferries expressing concerns regarding the booking changes from Vancouver (Horshoe Bay) to Nanaimo (Departure Bay) beginning October 1, 2025;

AND FURTHER, that a copy of the letter be sent to MLA Osborne, UBCM, and AVICC.

M. QUESTION PERIOD

R. Kanneisser

Inquired about information in staff reports, and post construction review reports.

N. Andersen

Inquired about expansion of public input at meetings of Council, and assistance from the Province during major crime investigations within the City.

J. Leskosek

Inquired about OCP and Zoning amendments at Russell Place, the temporary use permit application for Clutesi Marina, and an explanation of Council recusals.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:00 P.M.

CARRIED

Mayor

Corporate Officer

FIRE DEPARTMENT

PURPOSE

To provide Council with an overview of departmental operations.

OVERVIEW

RESPONSES

Below are the calls for service for Q2 in 2025 and previous years.

All Calls:	Structure Fires:	MVIs (In City)	MVIs (Task #)	Medical First Responder:
2021: 539	2021: 17 (2 MA)	2021: 16	2021: 28	2021: 333
2022: 626	2022: 13 (2 MA)	2022: 17	2022: 25	2022: 430
2023: 718	2023: 14 (0 MA)	2023: 19	2023: 18	2023: 471
2024: 700	2024: 13 (0 MA)	2024: 26	2024: 14	2024: 445
2025: 741 (+6%)	2025: 25 (2 MA)(+92%)	2025: 24 (-8%)	2025: 16 (+14%)	2025: 515 (+16%)

During the reporting period, the Fire Department experienced a few personnel changes due to injuries, affecting the availability of some firefighters for their regular duties.

To address staffing needs, additional firefighters were brought in to support relief efforts and complete required development roles. As circumstances evolved, there have been adjustments in staffing to ensure continued support for the department's operational demands.

FIRE PREVENTION

The FireSafe program, installing smoke alarms in homes identified by Statistics Canada and the Office of the Fire Commissioner of British Columbia, as being higher risk for injuries or death due to structure fires within the City of Port Alberni, Tseshaht, and Hupacasath has been an overwhelming success.

The FireSmart grant, which was applied for by the ACRD as a partner agency, has still not been approved.

There has been a large volume of fire investigation work completed this quarter.

PAFD is refocussing on inspections of businesses and multi-family residential buildings now that the FireSafe program is winding down.



COMMUNICATIONS

PAFD continues to have a strong social media presence. On X, PAFD has just over 1,200 followers. X posts are more often consumed by media and out-of-town travellers, for whom delays caused by motor vehicle incidents may impact. Traffic to the PAFD Facebook account is consistently higher. With 12,520 followers, single posts occasionally reach more than 1.8 million individuals, such as the tsunami assessment. Analytics from Facebook show that videos get substantially more views on average than other posts. This continues to drive the numbers of followers up which aides in getting critical messages out in times of emergency. PAFD posted 82 times in Q1. Additionally, PAFD fulfills numerous radio, newspaper and TV media requests, mostly after significant events that occur within the city.

LINKAGE TO CORPORATE STRATEGIC PLAN

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

BUDGET OVERVIEW

FIRE DEPARTMENT Q1 to Q2, 2025						
Account	Description	Sum of 2025 Budget	Sum of Q1 Actual	Sum of Q2 Actual	Total Actual Costs	Variance
14241	Fire Department Service Charge	(226,888)	(4,899)	(12,731)	(17,630)	8%
22411	Fire Protection Administration	461,547	109,492	127,136	236,628	51%
22421	Fire Crew	3,648,586	873,958	883,479	1,757,438	48%
22422	Personnel Expense	61,973	6,676	9,677	16,353	26%
22431	Communication System	9,257	1,366	4,339	5,706	62%
22440	Fire Investigation	2,163				0%
22441	Fire Prevention	214,886	87,691	45,573	133,264	62%
22471	Fire Building Maintenance	106,130	18,514	31,903	50,417	48%
22472	Utilities	-				#DIV/0!
22473	External Regional Training	-				#DIV/0!
22480	Vehicle Repairs & Maintenance	545,680	134,014	140,419	274,433	50%
22481	Sundry Equipment Repairs & Maint	29,493	2,889	5,901	8,790	30%
22482	Fire Fighting Tools/Supplies Purchases	74,550	12,484	13,371	25,854	35%
22510	Emergency Program (Tsunami Warning)	2,027	123	4,285	4,407	217%
Grand Total		4,929,406	1,242,308	1,253,353	2,495,660	51%

SUMMARY

Q2 has been the busiest Q2 on record for PAFD. Thankfully, some of the suppression staff who were previously injured have been able to return to full duties. Firefighters who were brought in as relief personnel have proved to be essential to maintaining operations. PAFD has responded to nearly double the number of reported structure fires when compared to the previous year.



LOOKING FORWARD

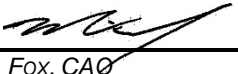
PAFD is looking forward to cooler weather to bring the wildfire danger rating lower. An additional presentation from the Master Plan consultant, Behr will also be coming soon to provide some additional information and allow Council to engage with any questions they may have.

ATTACHMENTS

n/a



Date: August 27, 2025
 File No: 0640-30-September 8, 2025
 To: Council
 From: M. Fox, CAO
 Subject: **Nuisance Abatement Working Group | Quarterly Report**

Prepared by: M. C. MASSICOTTE MANAGER OF COMMUNITY SAFETY & SOCIAL DEVELOPMENT	Supervisor: S. DARLING DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report for the period of April 1 – June 30, 2025' as information.

PURPOSE

The purpose of this report is to provide Council with an overview of the Nuisance Abatement Working Group activities from April 1 to June 30, 2025.

BACKGROUND

The working group meets on a monthly basis and receives reports from City of Port Alberni Departments; Fire and Bylaw, RCMP, Canadian Mental Health and Addiction, Ministry of Social Development and Poverty Reduction, and Island Health – Environmental Health.

Nuisance properties are classified in three areas:

1. Active Files:

Properties that are non-complaint and may require a Remedial Action Report to Council based on the following criteria:

- Bylaw complaints for the non-compliant property owners
- Outstanding Bylaw fines
- Bylaw Offence Notices issued to non-compliant property owners
- Severity of Bylaw violations
- Frequency and types of emergency response calls (Fire & RCMP)

2. Monitoring Files:

Properties that have a history of complaints and are actively being reported to the working group.

3. Inactive Files:

Properties that have no recent history of non-compliance and are not being reported to the working group.

ALTERNATIVES/OPTIONS

1. *THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' for the period of April 1 -June 30, 2025 for information.*

ANALYSIS

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

The following three properties have been on the Active File list for non-compliance:

1. LOT 24 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 & LOT 23 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 (5170 Argyle Street, Port Alberni, BC)

The registered owner on title for the Property is 1052162 BC Ltd. (the "Owner"), the property was purchased on **2020-12-31**.

As of the end of Q2, the demolition for the property was started.

The outstanding fees associated to being a nuisance property amount to:

- Q1 and Q2 2025 \$276,681 and 2024 \$410,066.81 for fees associated to remedial action
- \$66,687.50 in outstanding fines associated to remedial action

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

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

- Seven Bylaw Violation Notices and two Notice of Attendance for Property Maintenance
- Six Bylaw Violation Notices for Building Standards
- Two Fire Inspection Reports, and one letter summarizing the report
- Four Notices of Remedial Action letters sent on 2013-02-13, 2019-02-26, and 2024-08-20, 2024-10-17

The Port Alberni Fire Department inspection is pending until the property shoring is complete, a building permit was issued for the shoring work, the owner has committed to having it complete by October 29, 2025.

The outstanding fines associated to being a nuisance property amount to \$36,725.

IMPLICATIONS

The financial implications are for outstanding fines for two properties:

1. 5170 Argyle Street amounting to **\$753,435.31**
2. 3044 4th Avenue amounting to **\$36,725**

COMMUNICATIONS

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

Communications to non-complaint property owners is through the relevant City departments.

BYLAWS/PLANS/POLICIES

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

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

[Community Charter 74:](#)

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

SUMMARY

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

ATTACHMENTS/REFERENCE MATERIALS

c: *M. Owens, Fire Chief*



TSESHAHT FIRST NATION

RECEIVED

SEP 03 2025

CITY OF PORT ALBERNI

5091 Tsuma-as Dr. Port Alberni, BC V9Y 8X9
P: 250.724.1225 | F: 250.724.4385 | Tseshaht.com

September 3, 2025

Celebrating National Day for Truth and Reconciliation

Fifty-two years have passed since the Alberni Indian Residential School (AIRS) closed its door. Tseshaht First Nation invites everyone to join us on Tuesday, September 30th, 2025 for our 5th Annual National Day for Truth and Reconciliation (Orange Shirt Day) walk and celebration, honoring AIRS Survivors and those who did not make it home.

We will commence our walk at 10:00 AM from the Tseshaht Maht Mahs Gymnasium to the Alberni Athletic Hall. A shuttle will be available to return participants to their vehicles. At 12:00 PM our celebration at the Alberni Athletic Hall begins, including lunch, children's crafts and activities, culture, healing and more!

For more information or to contribute/donate to this event please contact Tseshaht AIRS Project, Engagement Coordinator, Leanne Harding at 250-724-1225 or leanne.airs@tseshaht.com

Kleco, Kleco

Wahmeesh (Ken Watts)
Elected Chief Councillor
Tseshaht First Nation

<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 <i>Shila</i>
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	<i>RCM Sept 8</i>
	<i>0400-70-Tseshaht</i>

AUG 06 2025

CITY OF PORT ALBERNI



Fire Prevention Office
Port Alberni Fire Department

3699 10th Avenue Port Alberni, BC V9Y 4W3
Ph: 250.724.1351 Fax: 250.723.5652

August 6th, 2025

Mayor and Council
City of Port Alberni
4850 Argyle Street
Port Alberni, B.C.

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Other <u>Fire</u>
<input checked="" type="checkbox"/> Agenda <u>RCM Sept 8</u>	
File # <u>0630-01</u>	

Mayor and Council,

On behalf of the Office of the British Columbia Fire Commissioner, the Fire Prevention Officers Association of British Columbia and the Port Alberni Fire Department, I herein respectfully request that the week of **October 5th - October 11th 2025**, be proclaimed as **"Fire Prevention Week"** in Port Alberni.

The theme this year is:

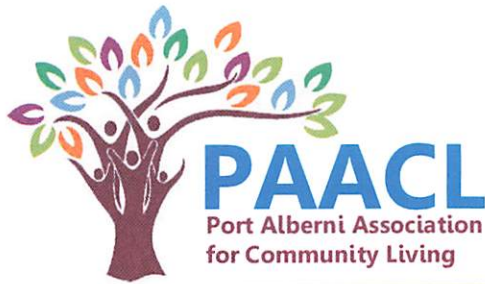
"Charge into Fire Safety: Lithium-Ion Batteries in Your Home"

This year's focus works to educate everyone about using these batteries safely. The campaign stresses how important it is to **BUY, CHARGE, and RECYCLE** safely when it comes to lithium-ion batteries.

We will re-inforce this fire safety message through out, **"Fire Prevention Week"**.

Thank you for your support,

Bladon Zaplotinsky
Chief Fire Prevention Officer
Port Alberni Fire Department
E-mail: bladon_zaplotinsky@portalberni.ca



RECEIVED

AUG 14 2025

CITY OF PORT ALBERNI

Phone: 250-724-7155
Fax: 250-723-0404
Email: admin@paacl.ca
3008 Second Avenue,
Port Alberni, BC V9Y 1Y9

August 08, 2025

Mayor and Council
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
File # 0630-01-2025

☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☒ Community Safety
☐ Other _____

RCM Sept 5

Dear Mayor and Council Members,

I am writing to formally request that the City of Port Alberni proclaims the month of October as "Community Inclusion Month."

Following the lead of the Province of British Columbia and Inclusion BC, we aim to dedicate the month of October to promoting a message of inclusivity for children, youth with support needs, and adults with intellectual disabilities. Throughout October, a series of events and activities will be organized to emphasize the importance of fostering a community where everyone feels welcomed and valued.

In addition to recognizing Community Inclusion Month, we also seek to endorse and raise awareness for "Disability Employment Awareness Month". This initiative focuses on promoting inclusion in the workplace and advocating for equal employment opportunities for individuals with disabilities.

For more information about our programs, services, or our organization's history, please do not hesitate to reach out to me at your convenience or visit our website at www.paacl.ca.

Thank you for considering this request.

Sincerely,

Nicole Uzelman, Executive Director
Port Alberni Association for Community Living
Phone: 250-724-7155
Email: Nicole.Uzelman@paacl.ca

INCLUSIVE COMMUNITIES = STRONGER COMMUNITIES



OMBUDSPERSON BRITISH COLUMBIA

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

Mayor Sharie Minions

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

RECEIVED

AUG 08 2025

CITY OF PORT ALBERNI

June 30, 2025

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

File # 0584-01 **RCM Sep 5**

Dear Mayor Sharie Minions:

Re: Office of the Ombudsperson Quarterly Report: October 1 - December 31, 2024

This package of documents details the complaint files the Office of the Ombudsperson closed for City of Port Alberni between October 1 and December 31, 2024. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

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

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

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.

Mailing address: PO Box 9039 Stn Prov Govt • Victoria BC V8W 9A5

Phone in Victoria: 250-387-5855 • Toll-Free: 1-800-567-3247 • Fax: 250-387-0198 • bcombudsperson.ca



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

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

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

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jay Chalke".

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



OMBUDSPERSON BRITISH COLUMBIA

Quarterly Report for 1 October - 31 December, 2024
City of Port Alberni

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

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



OMBUDSPERSON BRITISH COLUMBIA

Complaints Closed from 1 October - 31 December, 2024
City of Port Alberni

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

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

Sector-Specific Complaint Topics – All Local Government

Business Licensing	6	4%
Bylaw Enforcement	46	28%
Council Member Conduct (incl. Conflict of Interest)	21	13%
Fees/Charges (incl. Taxes)	16	10%
Official Community Plan/Zoning/Development	26	16%
Open Meetings	4	2%
Other	30	19%
Response to Damages Claim	6	4%
Services (incl. Garbage, Sewer, Water)	7	4%

General Complaint Topics – All Local Government

Accessibility	4	1%
Administrative Error	11	4%
Communication	48	18%
Delay	19	7%
Disagreement with Decision or Outcome	74	27%
Discrimination	3	1%
Employment or Labour Relations	4	1%



**OMBUDSPERSON
BRITISH COLUMBIA**

Other	8	3%
Process or Procedure	58	21%
Review or Appeal Process	7	3%
Treatment by Staff	37	14%



OMBUDSPERSON BRITISH COLUMBIA

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June 30, 2025

Mayor Sharie Minions

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

Dear Mayor Sharie Minions:

Re: Office of the Ombudsperson Quarterly Report: January 1 - March 31, 2025

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

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Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



OMBUDSPERSON BRITISH COLUMBIA

Quarterly Report for 1 January - 31 March, 2025
City of Port Alberni

Type of complaint closure for Authority: City of Port Alberni	# closed
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Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	3
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0

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



OMBUDSPERSON BRITISH COLUMBIA

Complaints Closed from 1 January - 31 March, 2025
City of Port Alberni

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

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

Sector-Specific Complaint Topics – All Local Government

Business Licensing	4	2%
Bylaw Enforcement	55	29%
Council Member Conduct (incl. Conflict of Interest)	14	7%
Fees/Charges (incl. Taxes)	38	20%
Official Community Plan/Zoning/Development	39	21%
Open Meetings	1	1%
Other	24	13%
Procurement	2	1%
Response to Damages Claim	1	1%
Services (incl. Garbage, Sewer, Water)	10	5%

General Complaint Topics – All Local Government

Accessibility	9	3%
Administrative Error	8	3%
Communication	38	13%
Delay	12	4%
Disagreement with Decision or Outcome	112	38%
Discrimination	4	1%



OMBUDSPERSON
BRITISH COLUMBIA

Employment or Labour Relations	4	1%
Other	12	4%
Process or Procedure	55	19%
Review or Appeal Process	10	3%
Treatment by Staff	28	10%

RECEIVED

AUG 14 2025

CITY OF PORT ALBERNI

From: Kristal Kenna <kkenna@lionsbay.ca>
Sent: Friday, August 8, 2025 11:51 AM
To: Deputy Corporate Officer <dco@lionsbay.ca>
Subject: 2025 UBCM Resolution - Emergency Water Treatment Plants

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input 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 checked="" type="checkbox"/> Other <u>EA</u>
File # <u>0390-20-UBCM</u>	

Hello UBCM Member Municipalities,

Please see the attached correspondence to your Mayor and Councillors requesting their support of a resolution regarding the above captioned at the upcoming 2025 UBCM Convention.

Best regards,

Kristal Kenna, B.A.
Deputy Corporate Officer



www.lionsbay.ca
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA
Desk: +1(604) 921-9333 X 1005

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received it in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are by their authors in a personal capacity and are not binding on the municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the copyright property of the Municipality. Other than for ongoing correspondence on the matters herein, it may not be copied or disseminated in whole or part without the Municipality's consent. This email may be subject to disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation (but no admissible disclosure of this email can be made without the consent of the Municipality due to possible exemption therefrom).

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SEP 03 2025

CITY OF PORT ALBERNI



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/Pln
<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 type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other EA
File #	RCM Sept 8 0400-60-2025

UBCM Member Communities

September 2, 2025

RE: 2025 UBCM Resolutions

To our fellow UBCM members,

We write to share five (5) resolution items the City of Prince George has submitted to the annual convention, three (3) through the North Central Local Government Association (NCLGA) and two (2) through direct submission to UBCM. This year, we have again resolved to look at items that are not only of interest to our region but that also impact those across the province.

We hope we can count on you to support these items when the time comes and have included full text of each resolution with the background below for consideration.

If you would like to be involved in future advocacy, separate from the UBCM process, please reach out and our staff will work to coordinate interest with any emerging opportunities.

The items we are hoping we can work together to advocate for are:

- Adequate funding, offices and staffing of the BC Conservation Service;
- Construction of a regional secure psychiatric facility in the Prince George area;
- Increased core provincial funding for Public Libraries;
- Declaration of human trafficking, gender-based violence & intimate partner violence as an epidemic in BC and for an updated BC's Action Plan to Combat Human Trafficking; and
- Finalization of agreements between municipalities and BC Ambulance Service including a funding component to compensate local governments providing emergency medical services for related costs.

These are items we feel are a benefit to us all. We look forward to discussing these resolutions, and meeting at the UBCM Convention in a few weeks!

Thank you for your time and consideration.

Respectfully,

Mayor Simon Yu
City of Prince George

Union of BC Municipalities - 2025 Resolution Submissions**Resolution #1: Conservation Officer Advocacy****UBCM reference: RR22 (refer to EB35)****Resolution Background:**

A provincial government webpage, last updated in 2023, on Conservation Officer career information states, “there are over 69,000 law enforcement officers in Canada, and only 150 of them can be B.C. Conservation Officers”. Having only 150 officers on the front lines of environmental law enforcement in British Columbia does not meet the need our vast geography requires. We believe further investment is needed to ensure British Columbia’s treasured environment is well looked after.

Draft Resolution:

WHEREAS the provincial government is responsible for managing the conservation service, with few officers covering a geographically vast region, which has a negative impact on the ability of the BC Conservation Officer Service to meet the needs of the communities served;

AND WHEREAS the British Columbia Conservation Officer Service needs additional resources to adequately address public safety, focus on natural resource law enforcement, off road vehicle enforcement, illegal dumping, human wildlife conflicts prevention, and respond to wildlife human conflict:

THEREFORE BE IT RESOLVED that NCLGA advocates that the provincial government be required to provide adequate funding, offices and staffing to fully support the BC Conservation Officer Service to be more active and proactive in effectively managing conservation services.

Resolution #2: Regional Secure Psychiatric Care Facility

UBCM reference: Not included (this item was determined to be regional in scope and is not included in the UBCM resolution package).

Resolution Background:

The Province of British Columbia has committed to taking action to ensure people with long-term concurrent mental-health and addiction challenges get secure and dignified care by opening highly secure facilities for people under the Mental Health Act throughout the province. Prince George is well positioned to host such a facility for the region and seeks NCLGAs support in advocating for the expedient establishment of such resources.

Draft resolution:

WHEREAS the provincial government has stated an interest in establishing, throughout the province, beds under the Mental Health Act at highly secure regional facilities, where people will receive long term care and housing that is secure, safe and dignified, and as the City of Prince George recognizes its role as a regional service hub for these types of facilities.

AND WHEREAS the provincial government has stated they are working on legislation, supported by expert consultation, that would support involuntary admittance to these specialized, compassionate care facilities with a coordinated plan for both treatment and post care.

THEREFORE BE IT RESOLVED that NCLGA advocates to the Provincial Government for the construction of a standalone secure psychiatric care facility, to serve the region, in Prince George.

Resolution #3: Provincial Funding for Public Libraries

UBCM reference: RR25 (refer to SR3)

Resolution background:

The City of Prince George encourages NCLGA members to support the BC Public Library Partners and the Association of BC Public Library Directors in requesting the provincial government provide sustainable funding increases for public libraries. In support of this campaign the below resolution language, modeled after language shared by the BC Public Library Partners, is presented.

Draft resolution:

WHEREAS core funding for public libraries in British Columbia has remained unchanged since 2009, despite BC's population growing 29%, limiting their ability to expand and evolve their programming as demand for their services increases;

AND WHEREAS the operational requirements of public libraries increasingly require significant and diverse resources to provide front-line community services, including supporting patrons with mental health and addiction issues as well as barriers to housing, providing critical locations of refuge during extreme weather events, providing services to new Canadians, and supporting the process of reconciliation with Indigenous peoples:

THEREFORE BE IT RESOLVED that NCLGA call on the provincial government to increase core funding for public libraries on a yearly basis in line with inflation and immediately increases annual core funding for libraries to \$30 million as requested by the BC Public Library Partners and recommended by the province's Select Standing Committee on Finance and Government Services.

Resolution #4: Human Trafficking, Gender Based & Intimate Partner Violence Epidemic

UBCM reference: NR57

Resolution background:

Gender-based violence is defined as violence or abuse perpetrated against a woman, girl or gender-diverse individual because of their gender, gender expression, gender identity or perceived gender. Intimate partner violence is a prevalent form of gender-based violence, referring to multiple forms of harm caused by a current or former intimate partner or spouse in public, private and/or online.

BC Prosecution Service began releasing statistics about intimate partner violence files in its 2022 annual report. The 2023/2024 BC Prosecution Service report indicates that while the 5-year trend for Reports to Crown Counsel (RCCs) received under the four main categories (crimes against the person, property crimes, administration of justice, and other offences) have seen substantive decreases, crimes against the person has remained largely stable. Of these crimes against the person RCCs, the proportion of intimate partner violence RCCs have increased from 18.6% to 21.6% between 2019/2020 and 2023/2024.

Additionally, intimate partner violence and human trafficking are often related to one another. Statistics Canada reports that approximately one third (1/3) of survivors/victims of human trafficking were trafficked by an intimate partner.

Draft resolution:

WHEREAS reported cases of gender-based violence, intimate partner violence, and human trafficking are increasing across British Columbia;

AND WHEREAS BC's Action Plan to Combat Human Trafficking has not been updated since its publication in 2013;

THEREFORE be it resolved that UBCM petition the province to declare gender-based violence, intimate partner violence, and human trafficking an epidemic in British Columbia and update BC's Action Plan to Combat Human Trafficking.

Resolution #5: BC Ambulance Service

UBCM reference: EB7

Resolution background:

In 2023, the City of Prince George endorsed a resolution asking the provincial government to develop a funding model to compensate local governments providing emergency medical services and pre-hospital care through their fire and rescue services. The provincial response emphasized the voluntary nature of the agreements between BCEHS and the municipality, advising that costs may be managed by scaling back participation in providing lifesaving emergency medical services and pre-hospital care by fire and rescue services. The City feels this is an inappropriate and impractical response to our genuine concern.

Draft Resolution:

WHEREAS agreements between BC municipalities and BCEHS regarding municipal fire services providing pre-hospital care lapsed in 2010; and

WHEREAS provincial investment and staffing have not kept pace with the growing demand for emergency medical services and pre-hospital care causing municipalities to increasingly become involved through their fire rescue services;

THEREFORE be it resolved that UBCM petition the province to finalize agreements with BC municipalities as soon as possible and include a funding component to compensate local governments providing emergency medical services and pre-hospital care through their fire and rescue services for related costs including, but not limited to, medical supplies and training.



UBCM Member Municipalities
Via Email

August 8, 2025

Dear Mayors and Councillors,

Re: Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants

On behalf of the Council of the Village of Lions Bay, we are seeking your support and endorsement for an important resolution that will be presented at the upcoming Union of British Columbia Municipalities (UBCM) Convention. This resolution advocates for provincial investment in emergency portable water treatment plants to safeguard the drinking water of small communities facing wildfire-related contamination.

Background

Communities adjacent to forests, that rely on a watershed for drinking water, such as Lions Bay are particularly vulnerable to the increasing frequency and severity of wildfires. These fires introduce ash, sediment, and other pollutants into watersheds, often rendering drinking water sources unsafe for extended periods. Unfortunately, the infrastructure required to address such contamination—advanced filtration and treatment systems—is prohibitively expensive for small municipalities to construct and maintain. As a result, small communities affected by wildfires may face prolonged disruptions to their water supply, posing serious public health and sustainability risks.

To mitigate this growing threat, the Village of Lions Bay is calling on the Province of British Columbia to acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable potable water treatment plants. These units would be held in reserve and deployed as needed to communities experiencing significant water contamination following a wildfire or other disasters. This proactive measure would provide critical emergency response capacity and ensure that small communities are not left struggling to restore safe drinking water in the wake of a crisis.

UBCM Resolution

The following resolution will be presented at UBCM, and we respectfully request your Council's support and endorsement:

P.O. Box 141 – 400 Centre Road, Lions Bay, British Columbia, V0N 2E0
Tel: (604) 921-9333 / Fax: (604) 921-6643
www.lionsbay.ca



The Village of
**LIONS
BAY**

***WHEREAS** forested-watershed communities face increasing risks of wildfire-related contamination of their drinking water sources due to the increasing impacts associated with climate change, with wildfires introducing ash, sediment, and other pollutants that can render water supplies unusable for extended periods;*

***AND WHEREAS** the cost of advanced water treatment infrastructure required to address such contamination far exceeds the financial capacity of small communities, leaving them vulnerable to prolonged water supply disruptions that pose significant public health and community sustainability risks:*

***THEREFORE BE IT RESOLVED** that the Union of British Columbia Municipalities (UBCM) request that the Province of British Columbia acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable water treatment plants to be held in reserve for emergency deployment to communities experiencing significant wildfire-related water contamination, ensuring rapid response and long-term water security for vulnerable communities.*

Request for Support

We kindly ask your municipality to consider endorsing this resolution and lending your voice to this urgent issue. Your formal support will strengthen our collective advocacy efforts and help demonstrate to the Province the widespread need for proactive emergency water treatment solutions in British Columbia.

If your Council passes a resolution of endorsement, please notify us at office@lionsbay.ca so we can include your municipality in our advocacy efforts leading up to the UBCM Convention.

Thank you for your time and consideration. We appreciate your support in ensuring that small communities across B.C. have the resources necessary to maintain safe drinking water in the face of growing wildfire risks.

Sincerely,

Councillor Neville Abbott, Infrastructure Committee Chair,

On behalf of Village of Lions Bay Council

council@lionsbay.ca

(604) 921-9333

RECEIVED

AUG 08 2025

CITY OF PORT ALBERNI

From: Conservative Caucus <Conservative.Caucus@leg.bc.ca>
Sent: Friday, August 8, 2025 1:38 PM
To: CityPa <citypa@portalberni.ca>
Subject: 2025 UBCM Official Opposition Meeting Opportunities

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>EA</u>
File #	<u>0390-20-UBCM-2025</u>



8 August 2025

Mayor Minions & Council
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Dear Mayor Minions and Council,

Re: 2025 UBCM Official Opposition Meeting Opportunities

With the 2025 Union of BC Municipalities (UBCM) Convention in Victoria fast approaching, the Members of the Official Opposition would like to cordially invite you to meet during the Convention. As the Official Opposition, we respect deeply the critical role Local Governments play in strengthening our communities throughout British Columbia and remain dedicated to robustly representing your interests in Victoria and throughout the province. As the Official Opposition Critic for Municipal Affairs, I am committed to understanding the specific opportunities and challenges your community faces.

I am pleased to share the following engagement opportunities arranged by the Official Opposition for you throughout the UBCM Convention:

1. For a one-on-one meeting with me or any of our Opposition Critics at the UBCM Convention, please contact Hannah Driedger at Conservative.Caucus@leg.bc.ca or via telephone at 250-387-3507.
2. Our Caucus is hosting three roundtable discussions on the topics noted below in the Penwell Room at the Chateau Hotel on September 23rd and 25th.

If you are interested in attending, please take a moment to let us know at Conservative.Caucus@leg.bc.ca

Topic	Critic(s)	Date & Time
Crime	Elenore Sturko Bryan Tepper Steve Kooner Tony Luck	Tuesday, September 23 rd 1:30-2:30 pm
Health	Anna Kindy Brennan Day Claire Rattée Tony Luck	Tuesday, September 23 rd 3:00 - 4:00 pm
Housing	Linda Hepner Kristina Loewen Tony Luck	Thursday, September 25 th 4:30-5:30 pm

3. On Thursday, September 25th, the Leader of the Official Opposition will be giving an address at the Victoria Convention Centre at 11:10 am.

Local governments often serve as the primary interface for our shared constituents, adeptly addressing their needs. Your capacity to respond effectively during crises and maintain consistent, high-quality daily services is fundamental to the well-being of British Columbians. Your commitment to enhancing your communities is commendable, and as the Official Opposition we are dedicated to ensuring government accountability and advocating for the provincial resources necessary to support your delivery of essential services.

In keeping with the 2025 UBCM Convention theme of *Charting the Course*, I hope each of you will take the time to connect with Official Opposition MLAs during the UBCM Convention so we can speak directly, discuss the shifting challenges our communities face and act collaboratively on solutions.

Sincerely,



Tony Luck, MLA
Official Opposition Critic for Municipal Affairs



COUNCILLOR REPORT SEPTEMBER 8, 2025 REGULAR COUNCIL MEETING

MAYOR MINIONS:

August 12th – 18th, 2025 – Mount Underwood Fire

- Mayor Minions attended media briefings and gave interviews regarding the Mount Underwood Fire, the BC Wildfire Service response, the declared State of Local Emergency and evacuation alerts.

August 28th, 2025 – The Ministry of Housing and Infrastructure

- Mayor Minions met with MP Gord Johns and the Honourable Gregor Robertson of the federal Ministry of Housing and Infrastructure to discuss local projects and tour local businesses, including IGV Housing.

COUNCILLOR DAME:

July 31, 2025 – Somass Hall Grand Opening

- Councillor Dame attended the grand opening of the Somass Hall with Councillor Solda and some City staff.

July 31, 2025 – Cecil Dawson: World Colliding Opening Ceremony

- Councillor Dame gave the welcome statement for the opening ceremony of the Alberni Valley Museum's new exhibition, Cecil Dawson: Worlds Colliding.
- He also introduced Rod Sayers, renowned Hupacasath artist, who also gave a welcome and introduction.

COUNCILLOR HAGGARD:

- See attached reports

COUNCILLOR MEALEY:

August 28th, 2025 – Special Olympics reception

- Councillor Mealey attended the Special Olympics reception with Councillors Haggard and Solda to recognize the athletes from the community who participated in the 2025 BC Summer Games in Prince George, BC.

COUNCILLOR PATOLA:

August 6th, 2025 – EMCR Technical Webinar

- Councillor Patola attended a technical webinar presented by the Ministry of Emergency Management and Climate Readiness. The webinar reviews a variety of environmental updates and emergency situations across the province. This session included a specific focus on the Wesley Ridge fire.

August 26th, 2025 – Community Action Initiative (CAI)

- Councillor Patola met with the Director of Engagement for Community Action Initiative (CAI) to discuss opportunities to fund community-based initiatives for mental health and addictions support.

COUNCILLOR SOLDA:

July 31, 2025 – Somass Hall Grand Opening

- Councillor Solda and Councillor Dame attended the grand opening
- Tseshaht gifted the City a plaque in thanks for its support in building the
- Acknowledged contributors to the building of the hall and hosted a lunch

July 31, 2025 – Cecil Dawson: Worlds Colliding Exhibition Opening

- Renowned Nuu-chah-nulth artist Cecil Dawson with an opening statement by Rod Sayers.
- Exceptional exhibit to highlight work by an exceptional artist.
- Would highly recommend

August 12, 2025 – ACRD Transportation Committee

- Cancelled due to the Mount Underwood wildfire and Emergency Operations Centre activation
- Will be rescheduled
- MOTI's presentation to the Transportation Committee regarding the [Emergency Detour Route Study Update](#).
- Impacts of the Mount Underwood fire will likely influence the discussion.

August 25th, 2025 – Elder's Lunch at the Friendship Centre

- Councillor Solda attended the Elders Lunch at the Friendship Centre and reflect on how it "felt like coming home"
- Great connecting with members of the community.
- Council respects and values the work that is being done by the Friendship Centre to serve the community.

August 28, 2025 – Special Olympics Recognition Reception

- Councillor Solda, along with Councillor Haggard and Councillor Mealey, attended the reception for the athletes that competed in the BC Summer Games in Prince George, BC.
- Councillor Solda previously volunteered with the Special Olympics and knew many in attendance.

August 30, 2025 – Bill Thomson (Farmer Bill) Celebration of Life

- Councillor Solda joined with members of the community to celebrate the life of Bill Thomson.
- Farmer Bill was known for many things from judging 4-H shows to sponsoring trophies and mentoring young farmers. He was known for giving generously of his time, energy, and heart. He believed in hard work, good stories, and showing up for others — "traits that built not just crops, but connections."

COUNCILLOR VERBRUGGE:

August 8-10th, 2025 – Thunder in the Valley

- Councillor Verbrugge gave a speech at the opening ceremony of the Thunder in the Valley drag racing event.



COUNCILLOR HAGGARD – COUNCILLOR REPORT SEPTEMBER 8TH, 2025 REGULAR COUNCIL MEETING

June 5, 2025 – Presentation from Council of Forest Industries – The presentation included discussion on the following topics:

- Forestry Image
- Economic Overview
- Trade
- Revitalizing BC's Forest Sector

June 6, 2025 – Opening of Zip Line – The Alberni Valley Lion's Club generously donated a zip line located at Roger Creek Park for children. This fun addition honours long-time member Winston Joseph, also known as Mr. Positive Port Alberni.

June 7, 2025 – Vancouver Island Regional Library Board meeting – In the absence of Councillor Patola, I attended the VIRL Board meeting. Highlights include:

- The 2024 Audited Financial Statements were approved
- The 2026 – 2030 Financial Plan Guidelines and Assumptions were approved
- Develop a business case for Mobile Infrastructure

June 11, 2025 – Alberni Valley Health Care Society – I met with Lori Camire in order to remain updated on the continuing work of the society to build a new health care clinic in Port Alberni.

June 11, 2025 – Island Health – Update from Island Health regarding their provincial mandate and an update on current recruitment initiatives for medical personnel to Port Alberni.

June 11, 2025 – Alberni Clayoquot Regional District Board meeting – The following resolutions were approved to be sent to UBCM:

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the following health related resolution and direct staff to submit for consideration at the 2025 UBCM Conference:

1. LOCAL VOICES, STRONGER HEALTHCARE: REINSTATING REGIONAL HEALTH BOARDS IN RURAL BC
WHEREAS rural communities across British Columbia face significant challenges in retaining and attracting primary care providers, leading to gaps in essential healthcare services and/or temporary primary care service closures;

AND WHEREAS local governments and Indigenous communities in rural areas are often excluded from provincial decision-making processes that directly impact their ability to maintain and improve healthcare services;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Province of British Columbia to convene a formal table that includes representatives from the UBCM, First Nations communities, local governments, and healthcare professionals to collaboratively design a framework for enabling local decision making in rural areas;

AND BE IT FURTHER RESOLVED that this table ensure local government, First Nations communities, and local healthcare professionals have a structured decision-making role in shaping healthcare strategies,

workforce planning, and service delivery models that address the unique challenges of their rural communities.

2. RESOLUTION TO EXPAND CAREER-LIFE CONNECTIONS WITH A RURAL PRACTICUM PROGRAM
WHEREAS rural communities in British Columbia face challenges in attracting and retaining skilled workers, particularly in essential sectors such as healthcare;

AND WHEREAS healthcare students in British Columbia must complete at least 30 hours of work experience or community service as part of the Career-Life Connections program, but this requirement does not sufficiently prepare students for long-term employment in rural areas;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request the Province of British Columbia to expand or establish a program specifically designed to place students in rural communities, providing hands on experience, and financial support;

AND BE IT FURTHER RESOLVED that this program be developed in partnership with municipalities, Indigenous communities, educational institutions, and local industries to address workforce shortages and foster long-term economic sustainability in rural areas.

3. STRENGTHENING RURAL HEALTHCARE THROUGH SCOPE-BASED COMPENSATION MODELS

WHEREAS staffing shortages in rural communities across British Columbia have led to primary care providers assuming broader scopes of responsibilities, often performing multiple roles to ensure comprehensive patient care;

AND WHEREAS existing monetary incentives for primary care providers in British Columbia do not adequately reflect the expanded scope of responsibilities required in rural settings, contributing to recruitment and retention challenges;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities advocate for the provincial government to implement a pay structure and incentive model that directly aligns with the scope of responsibilities undertaken by primary care providers in rural areas.

June 19, 2025 – Alberni Valley & Bamfield Committee meeting – Discussion to develop the scope of work for the upcoming Echo Pool Renovation feasibility study.

June 25, 2025 – Alberni Clayoquot Regional District Committee of the Whole meeting – Highlights include:

- ACRD Purchasing policy Update Presentation and discussion
- Discussion to support regulatory needs including potential motorized use on the Log Train Trail through the development of a Parks Regulation bylaw

June 25, 2025 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Presentation from BC Transit on Custom Transit
- The ACRD Board of Directors approve execution of the 2025-2026 Annual Operating Agreement between BC Transit and the ACRD for the Alberni Valley Custom and West Coast Conventional Transit Systems
- The ACRD Board of Directors send a letter to Tseshaht First Nations requesting the development of a Memorandum of Understanding regarding the Landfill Crown Tenure



COUNCILLOR HAGGARD – COUNCILLOR REPORT SEPTEMBER 8TH, 2025 REGULAR COUNCIL MEETING

July 3, 2025 – FIFA Visit and tour – A representative from FIFA Canada visited with members of the Committee and City Staff and outlined the process of the FIFA 2026 World Cup. A tour was also given of the local recreation facilities and infrastructure and local accommodations. Port Alberni likely will not appear in FIFA's public brochure due to accommodation limitations, but our profile will remain in their pre-tournament climatization training host list for federations. To advance, we must complete facility compliance and secure an agreement with a national team under FIFA guidelines. The immediate focus is facility assessment, compliance planning and budget/implementation plan with guidance from BC Soccer and FIFA.

July 5, 2025 – Alberni Valley Charity Golf Fundraising Co-op – I participated in the 30th annual golf fundraiser. The sold-out event supported three local charities: the Port Alberni Backpack Program, the Alberni Valley Rescue Squad and Outreach Therapy. Thank you to all of the sponsors, volunteers, organizers and course staff.

July 9, 2025 – Tour of McLean Mill – Staff and members of Council participated in a tour of McLean Mill. Staff suggested possible changes that they would like to make to the Mill. A future discussion will be held in order to create a long-term vision that will be viable moving forward.

July 10, 2025 – I met with a local general practitioner in order to discuss ongoing issues with recruitment and retention of medical personnel to Port Alberni. We also discussed some possible solutions to this urgent problem facing our community.

July 16, 2025 – Pat Deakin, Economic Development Manager, and I met to in order to keep each other updated with recruitment and retention of medical personnel initiatives, the proposed health clinic and updates from Island Health.

July 23, 2025 – Alberni Clayoquot Regional District Committee of the Whole meeting

- ACRD Procedure Bylaw Report and Presentation

July 22, 2025 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Representatives from BC Timber Sales gave information on the deactivation of Kurtz Crib
- The ACRD Board of Directors provide a letter of support to the Tsuma-as Housing Society for their funding application to the BC Housing Community Housing Fund for a proposed housing project at the former APD mill site
- The ACRD Board of Directors award the Aquatics Review and Feasibility contract to HCMA Architecture + Design in the amount of \$63,790 (excluding GST)

July 24, 2025 – Alberni Valley Forestry Working Group meeting – Makenzie Leine, Deputy Minister of Forests, along with senior ministry staff, met with the working group regarding the future state of forestry

in Port Alberni. The afternoon, the working group broke up into roundtables to discuss specific concerns with solutions in areas which included:

- Fibre Recovery Zone
- First nations Shared Decision Making
- Streamlining Supply Chain
- Fibre Access
- Communications

July 28, 2025 – Alberni Valley Health Care Society – I met with Lori Camire in order to discuss the proposed healthcare clinic and next steps that our respective organizations will work on.

July 31, 2025 – Cecil Dawson: Worlds Colliding Opening Ceremony – It was an honour to attend the opening of Cecil Dawson: Worlds Colliding exhibit at the Museum. The exhibit represents the evocative and multi-layered works of Cecil Dawson, a renowned Kwakwaka'wakw artist and Hereditary Chief of the Dzawadaenuxw First Nation. Don't miss out on this powerful celebration of art and cross-cultural dialogue. The exhibit runs until November 1, 2025.



COUNCILLOR HAGGARD – COUNCILLOR REPORT SEPTEMBER 8TH, 2025 REGULAR COUNCIL MEETING

August 14, 2025 – Emergency Operations Centre

In the absence of Chair Jack, I attended a media briefing on the Mount Underwood fire, along with Mayor Minions representing the City of Port Alberni, representatives from the Tseshaht and Hupacasath First Nations and BC Wildfire Services. Thank you to all of the local media that gave up to date and accurate information to the public.

August 15, 2025 – Mount Underwood Fire

On behalf of the ACRD, I gave an interview to CBC regarding an update on the Mount Underwood fire and the effects it is having on the communities of Bamfield and Port Alberni.

August 27, 2025 – Alberni Clayoquot Regional District Board meeting

Highlights include:

- Annual presentation from the members of the Sproat Lake Marine Patrol
- That the ACRD Board of Directors forward a letter of support to the Ditidaht First Nation in support of the emergency expense authorization application to Emergency Management and Climate Readiness to support road maintenance

August 28, 2025 – Special Olympics Reception

The City invited medal winners, coaches and parents that attended the 2025 Special Olympics BC Summer Games to a reception. The City extended their utmost congratulations to all. Stories were shared from participants, parents and coaches. This was one of the most heartwarming events that I have attended as a Councillor. Thank you to City staff for organizing the event.


August 25 – 28 – Bulldogs Hockey School

Thank you to the excellent hockey coaches at the annual Bulldogs Hockey School. My two grandsons came from out of town to attend this quality hockey school. They had a great time and are looking forward to returning next year. This is a great example of players giving back to the community and inspiring young players to love the game of hockey.

August 29 – September 1, 2025 – Port Alberni Salmon Festival

Thank you to the many volunteers and participants of the annual Port Alberni Salmon Festival. It was a very successful event and brings many people to the Alberni Valley to fish and to enjoy the many festivities offered to the public. I was especially excited to see that the delicious salmon dinners were back!

Date: August 29, 2025
File No: 0640-30-September 8, 2025
To: Mayor and Council
From: M. Fox, Chief Administrative Officer
Subject: CEDI Clutesi Haven Marina Uplands Project

Prepared by: PAT DEAKIN Manager, Economic Development	Supervisor: MIKE FOX M. FOX, CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox
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RECOMMENDATION

THAT Council amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025” to reallocate up to \$20,000 in funding from Economic Development Consulting Services to the CEDI Clutesi Haven Marina Uplands project as follows:

- i. Line 26235 – Economic Development – reduce \$20,000
- ii. Line 28211 – Transfer to Reserve (Capital Works) – increase \$20,000
- iii. Capital Plan 2025 – Project 25072 - Clutesi Haven Marine Food Truck (Grant Funded) – increase \$20,000

PURPOSE

This report provides Council with an update on the CEDI Clutesi Haven Marina Uplands project being done with Tseshah and Hupacasath First Nations and in light of the projected cost overrun of up to \$20,000, requests Council’s approval to reallocate those funds from the Economic Development budget. This reallocation would mean no additional impact on taxes.

BACKGROUND

The project is an outcome of the Community Economic Development Initiative (CEDI) that the City of Port Alberni, Tseshah First Nation and Hupacasath First Nation partnered in. It consists of creating an Indigenous themed business incubator by bringing seacans to the Clutesi Haven Marina Uplands (CHMU) site for retail and food opportunities. These will augment the three food trucks already there with the intention of creating a more vibrant market and a community gathering place. It is a pilot for future shared land use visions and economic development projects to be adopted by the three communities.

The project won two awards at this year’s BC Economic Development Association conference: one for the Reconciliation Project for a community up to 20,000 people and the second for the People’s Choice Awards.

SITUATIONAL ASSESSMENT

We successfully applied for funding for this project from three different external sources and received additional funding from a fourth external source.

- An application to the regional Island Coastal Economic Trust (ICET) resulted in matching funding (\$27,847.65) towards the \$55,629.29 cost of the conceptual planning for the project. Our share of the funds was provided by the CEDI program.
- The total CEDI program commitment for this project was \$45,000 so another \$17,152.36 is available.
- An application to the provincial Regional Economic Development Infrastructure Program (REDIP) provided \$91,360 towards the foundational costs of the project (engineering, geotech, electrical serving, engagement with existing users of the site, etc.). The REDIP funding formula required a commitment from the City of \$20,000 in cash and \$2,280 in kind.
- An application to the federal PacifiCan's Tourism Growth Program resulted in an approval for \$248,000 for the 3rd phase of the project which was the purchase of the seacans, the construction of an open-air stage and seating area, contracting of professional services and Indigenous artwork on the seacans. Their funding formula considered the previous contributions as our 'equity'.

In summary, the revenue for the project so far totals \$434,961.65 and the City's financial contribution represents 5.2 % of that amount.

Although we have not yet invested the full budget, we are now projecting a cost overrun of approximately \$17,000 to complete the project made up of the following:

- Extra costs incurred in the electrical work on site
- Further finishing of the surface of the food court
- Preparation for and completion of the Indigenous art on the seacans

Although our funders have given us until March of 2027 to complete the project, we had intended to have the site open by this summer's tourist season. We would now like to complete this work by the end of October 2025 to enable occupancy of the seacan spaces and to avoid issues caused by the rainy season.

The Tseshaht First Nation have offered to have a consultancy group attempt to find the funds required to finish the project and the Port Alberni Port Authority has offered to contribute funds to the project. Neither offer has been accepted at this point.

OPTIONS

1. That Council amend the "*City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025*" to reallocate up to \$20,000 in funding from Economic Development Consulting Services to the CEDI Clutesi Haven Marina Uplands project. Line 26235 – Economic Development – reduce \$20,000; Line 28211 – Transfer to Reserve (Capital Works) – increase \$20,000; and Capital Plan 2025 – Project 25072 - Clutesi Haven Marine Food Truck (Grant Funded) – increase \$20,000.
2. That Council direct staff to accept the Tseshaht offer to have their consultants attempt to find the remaining funds.
3. That Council direct staff to accept the Port Authority's offer to contribute to the project.
4. That Council direct staff to eliminate the further finishing of the food court surface to bring the project within a few thousand dollars of the budgeted amount.

ANALYSIS

OPTION	PRO	CON
1. Reallocate funds from the Economic Development budget to the project	<ul style="list-style-type: none"> It would enable the final aspects of the project to proceed immediately 	<ul style="list-style-type: none"> It would reduce the Consulting Services portion of the 2025 budget although that allocation was requested from Council before the City was successful in receiving REDIP Forest Impact Transition funds that will augment the consulting services budget.
2. Accept the Tseshaht offer to have their consultants attempt to find additional funds	<ul style="list-style-type: none"> On occasion, the Indigenous community is able to access funds the non-Indigenous community cannot 	<ul style="list-style-type: none"> The effort will likely take some time, perhaps well into the rainy season Provincial and federal grant sources are 'drying up'
3. Accept the Port Authority offer to contribute to the project	<ul style="list-style-type: none"> There would be no impact on municipal taxes 	<ul style="list-style-type: none"> The funding would represent an opportunity cost for the Port Authority The lease agreement between the City and the Port Authority for the site is on an indeterminate 'month by month' arrangement as the parties negotiate that
4. Eliminate the proposed final surface preparation of the site	<ul style="list-style-type: none"> This would reduce the funds required to finish the project and is arguably the easiest cost to eliminate 	<ul style="list-style-type: none"> This will make it difficult for people with mobility issues to access the site

IMPLICATIONS

As mentioned, the reduction in the Consulting Services budget is mitigated by the additional funding from the REDIP Forest Impact Transition Fund. There are no new financial implications for taxpayers.

COMMUNICATIONS

None are needed at this time

BYLAWS/PLANS/POLICIES

Several goals in Council's *2023-2027 Corporate Strategic Plan* are advanced:

- 1.1: The City continues on a thoughtful and sustainable path with First Nations and First Nations citizens
- 1.4: The City adapts in response to ongoing demographic change and community development
- 2.1: The tourism/visitor sector of the local economy flourishes
- 2.2: The economy grows with an emphasis on small business
- 3.1: The highest and best use is made of City-owned assets
- 5.1: The community is aesthetically appealing and there are locally authentic public spaces

SUMMARY

Council is being asked to approve relocation of Economic Development Consulting Services funds to the CEDI Clutesi Haven Marina Uplands project.

ATTACHMENTS/REFERENCE MATERIALS

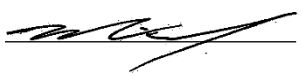
Copies: CAO

Director of Development Services/Deputy CAO

Director of Finance

Director of Corporate Services

Date: September 1, 2025
File No: 0640-30-September 8, 2025
To: Mayor & Council
From: Mike Fox, CAO
Subject: Josephine Sanitary Forcemain Replacement Project

Prepared by: <i>JIM MACDONALD</i> Director of Infrastructure Services	Supervisor: <i>MIKE FOX</i> M. FOX, CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox
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RECOMMENDATION

- a. THAT Council amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No.5123, 2025” by allocating \$64,000 from the Sewer Infrastructure Reserve for additional geotechnical consulting to be completed in 2025 related to the Josephine Sanitary Force main Replacement Project.
- b. THAT Council amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No.5123, 2025” and provide early approval for staff to proceed with the 2026 Capital Plan – Josephine Sanitary Forcemain Replacement Project in the amount of \$7,063,000, utilizing funding as follows:
 - i. \$5,063,000 from the Sewer Infrastructure Reserve
 - ii. \$1,000,000 from the Growing Communities Fund
 - iii. \$1,000,000 from the Canada Community-Building Fund

PURPOSE

To present the proposed capital project ‘Josephine Sanitary Forcemain Replacement Project’ to Council for early approval and to authorize Administration to proceed with the project for construction contract tender requirements.

BACKGROUND

The Josephine Sanitary pump station is located at the intersection of Josephine Street and River Road, and its primary function is to pump collected sanitary wastewater under the Somass River and to the Wastewater Treatment Facility. The pump station and the existing pipeline under the Somass River was constructed in 1971.

In 2021, the Argyle sanitary force main experienced a failure in the pipeline which led to a release of untreated sewage into the Somass River. Fortunately, this pump station was configured to be able to be bypassed and the leak was able to be managed in short order. The Argyle and Josephine force mains were constructed concurrently in 1970/1971 and have the same type of pipe material (AC) utilized. The Josephine pump station does not have the capability to be bypassed and any failure would be catastrophic environmentally. Due to the high risk of a given failure, detailed design for replacement was commenced in 2025.

The detailed design is currently 30% complete and a class B cost estimate has been provided by the engineering consultant. A class B cost estimate is defined as +/- 25% and has been based on preliminary site investigation and indicates the approximate magnitude of cost. This estimate will be refined as further geotechnical information is obtained and the design further refined. The total cost estimate for this project is \$7,063,000.

ALTERNATIVES/OPTIONS

1. That Council amend the “*City of Port Alberni 2025-2029 Financial Plan Bylaw No.5123, 2025*” by allocating \$64,000 from the Sewer Infrastructure Reserve for additional geotechnical consulting to be completed in 2025 related to the Josephine Sanitary Force main Replacement Project. That Council amend the “*City of Port Alberni 2025-2029 Financial Plan Bylaw No.5123, 2025*” and provide early approval for staff to proceed with the 2026 Capital Plan – Josephine Sanitary Forcemain Replacement Project in the amount of \$7,063,000, utilizing funding as follows:
 - i) \$5,063,000 from the Sewer Infrastructure Reserve
 - ii) \$1,000,000 from the Growing Communities Fund
 - iii) \$1,000,000 from the Canada Community-Building Fund
2. That Council transfer \$2,000,000 from the Water Infrastructure Reserve fund to the Sewer Infrastructure Reserve Fund.
3. That Council transfer \$2,000,000 from the Water Infrastructure Reserve to the Sewer Infrastructure Reserve Fund and require Sewer to payback with interest forgone to the Water Infrastructure Reserve Fund.
4. That Council allocate \$2,000,000 from Canada Community Building Fund (CCBF) Reserves, that Administration seek all available grant funding opportunities to support this project.
5. That Council fund the Josephine Sanitary Forcemain Replacement Project from the Sewer Infrastructure Reserve fund for \$5,063,000 and borrowing \$2,000,000.
6. That Council not approve funding until adoption of the 2026 – 2030 Financial Plan.
7. That Council not approve the project until grant funding from the Strategic Priorities Fund grant application for Argyle – 1st to 3rd Avenue is determined.
8. That Council provide alternate direction not listed.

ANALYSIS

The Josephine Sanitary Forcemain Replacement project is a critically required upgrade to our sanitary collection infrastructure to maintain wastewater collection services for our community and to prevent a high-risk environmental release. The existing pipeline has reached the end of its useful life and could potentially fail at any time. The designed pipeline replacement will be constructed with HDPE fused pipe, which has an expected life of 100 years.

If Council grants early approval to proceed with the project this will also allow the consultant to partner with the awarded contractor (through an RFP process) to finalize the detailed design and incorporate value added methodology to reduce overall project costs. This, in addition to having more geotechnical information in the coming weeks will refine the design and reduce the overall project costs.

This [project is eligible for the GCF](#) as it is a “Wastewater conveyance” project.

FINANCIAL IMPLICATIONS

The estimated funding required for the Josephine Sanitary Forcemain Replacement is \$7,063,000. There are three projects being considered with a provisional budget value of approximately \$18 million for 2026. The funding for these projects is largely sourced from the Water and Sewer Infrastructure reserve funds, these reserves will be limited to support other large capital projects over the next few years.

The funding policy for streetscape renewal splits the funds required across the General, Sewer and Water funds evenly. This results in both the Water and Sewer Funds contributing \$2,125,000 each to Argyle 1st to 3rd Redevelopment Project.

The recommended options for the three 2026 capital projects will virtually exhaust the Sewer reserves limiting the ability to undertake any further capital project over the next few years. Using the GCF and the CCBF would avoid the need to borrow, but further limit other potential capital projects at our facilities, or streetscape upgrades and renewals.

The Sewer fund currently has \$16,730,486 in debt outstanding as of December 31, 2024 and further debt would require higher increases to utility rates to service the debt and support contributions to the capital reserve. The Sewer Fund currently accounts for 82% of the City’s long-term debt, any additional debt will further limit the Fund’s ability to contribute to reserves, in turn limit capital expenditures into the future to service the debt.

Use of the GCF and CCBF grant reserves are an option and will result in further taxation to support capital projects at our aging facilities and the other paving and storm capital projects are brought forward for consideration.

Council may also not proceed with project or provide alternatives that differ from the options considered, including consulting with senior government to support grant funding allocations that will enable these projects to proceed, such as the Strategic Priorities Fund, which is a \$7 million maximum, 100% funding opportunity.

COMMUNICATIONS

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

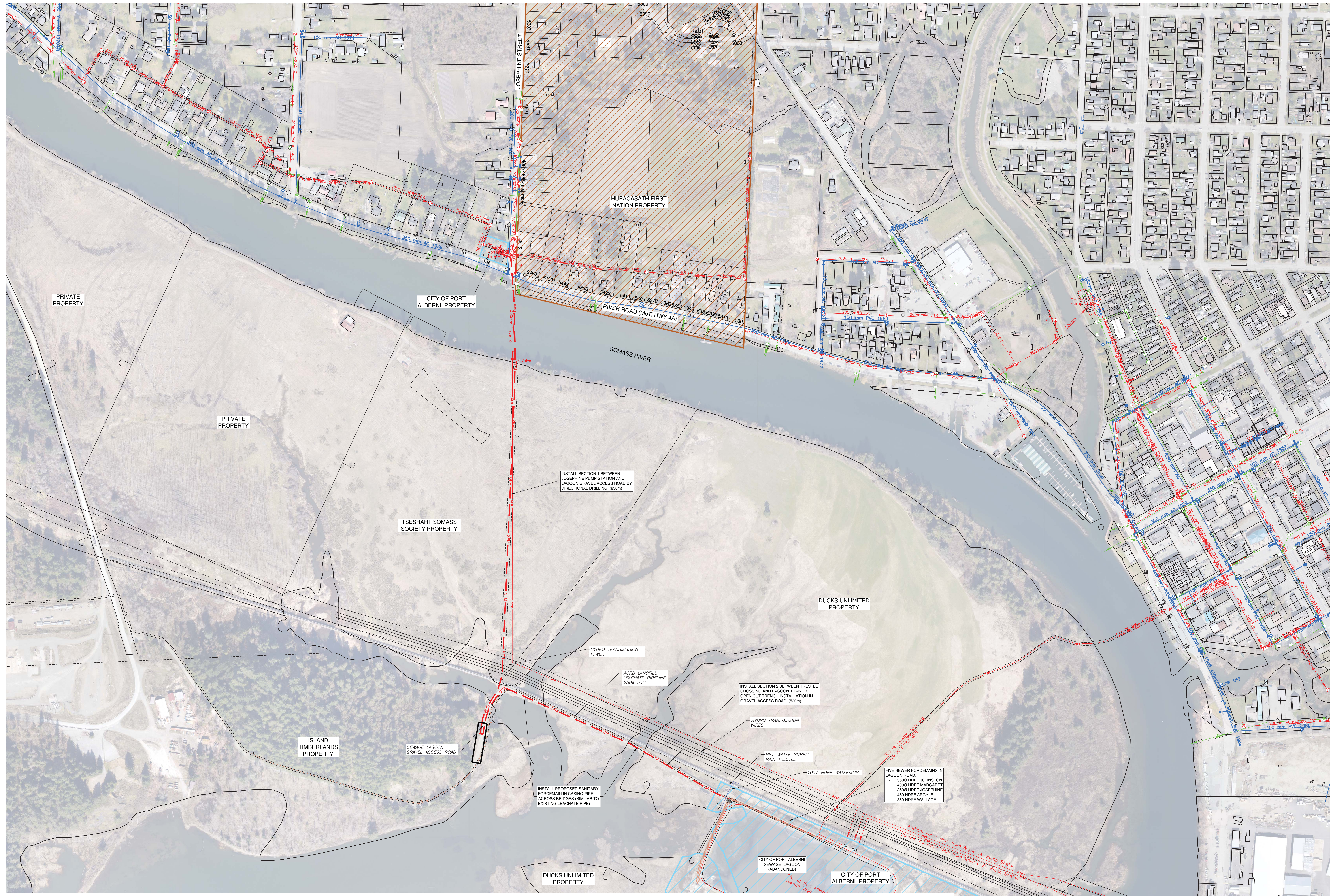
BYLAWS/PLANS/POLICIES

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

ATTACHMENTS/REFERENCE MATERIALS

- Josephine Sanitary Forcemain Replacement Project Overview
- [GROWING COMMUNITIES FUND \(GCF\)Frequently Asked Questions \(FAQ’s\) - Municipalities](#)

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



REFERENCE DRAWINGS

DATA REFERENCE: NAD 83 (CSRS)
INTEGRATED SURVEY MONUMENT:
LOCATION:
DESCRIPTION:
ELEVATION:
SURVEYED BY:
FIELD BOOK NUMBER:
PMS REFERENCE NUMBER:

STAMP

PRELIMINARY

NOT FOR CONSTRUCTION

PERMIT TO PRACTICE No. 1001658

NO.	DATE	BY	REVISIONS	ENG.
1	23AUG24	DK	CONCEPTUAL ALIGNMENT	KND

DESIGN BY	DATE
KND	DEC 2023
DRAWN BY	DATE
DK	DEC 2023
CHECKED BY	DATE
KND	JUNE 2024
APPROVED BY	DATE
KND	JUNE 2024

CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT

KOERS & ASSOCIATES
ENGINEERING LTD.
Consulting Engineers

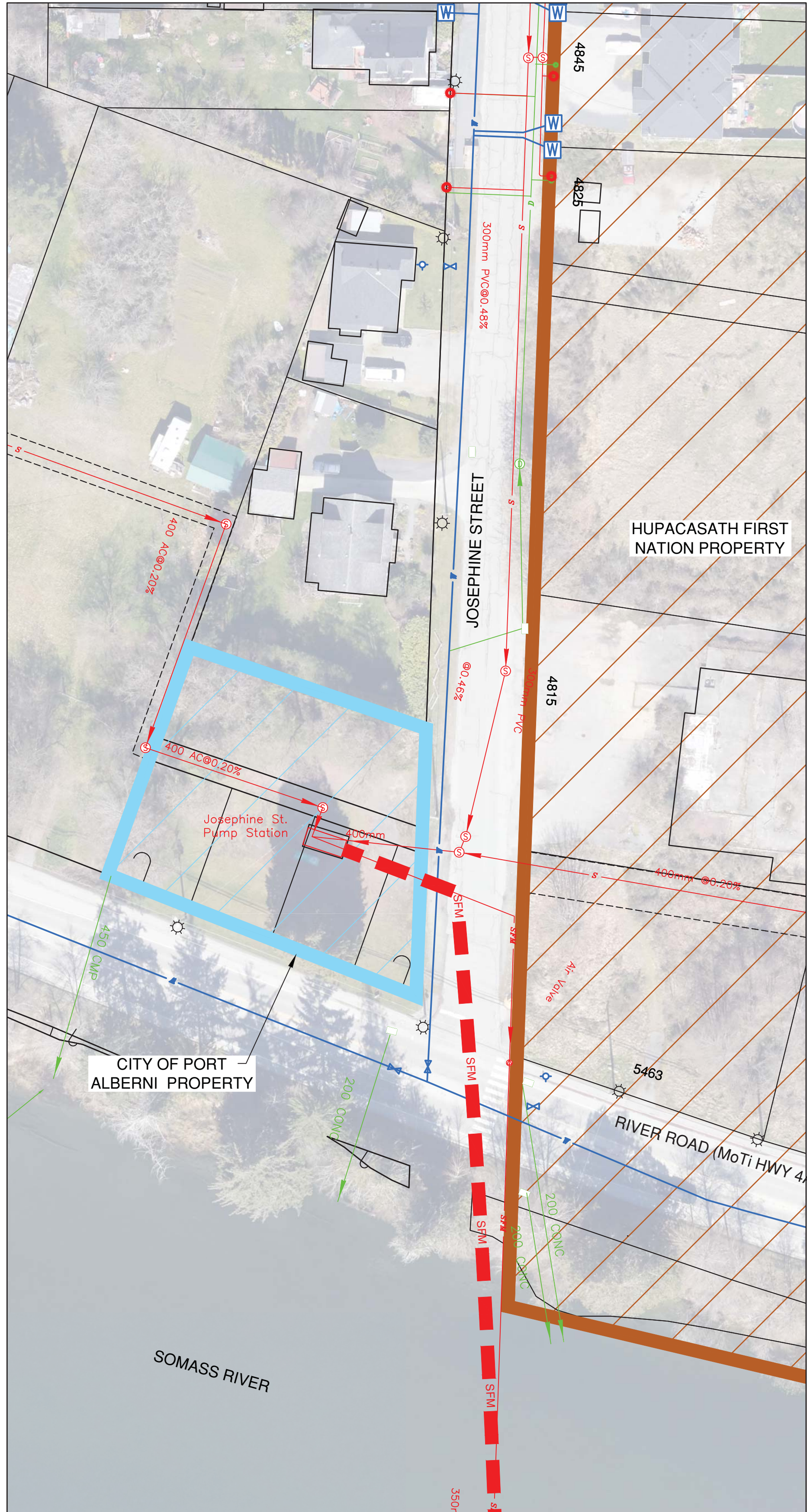
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SHEET	1 OF 3		
DRAWING NUMBER	2324-FIG1		

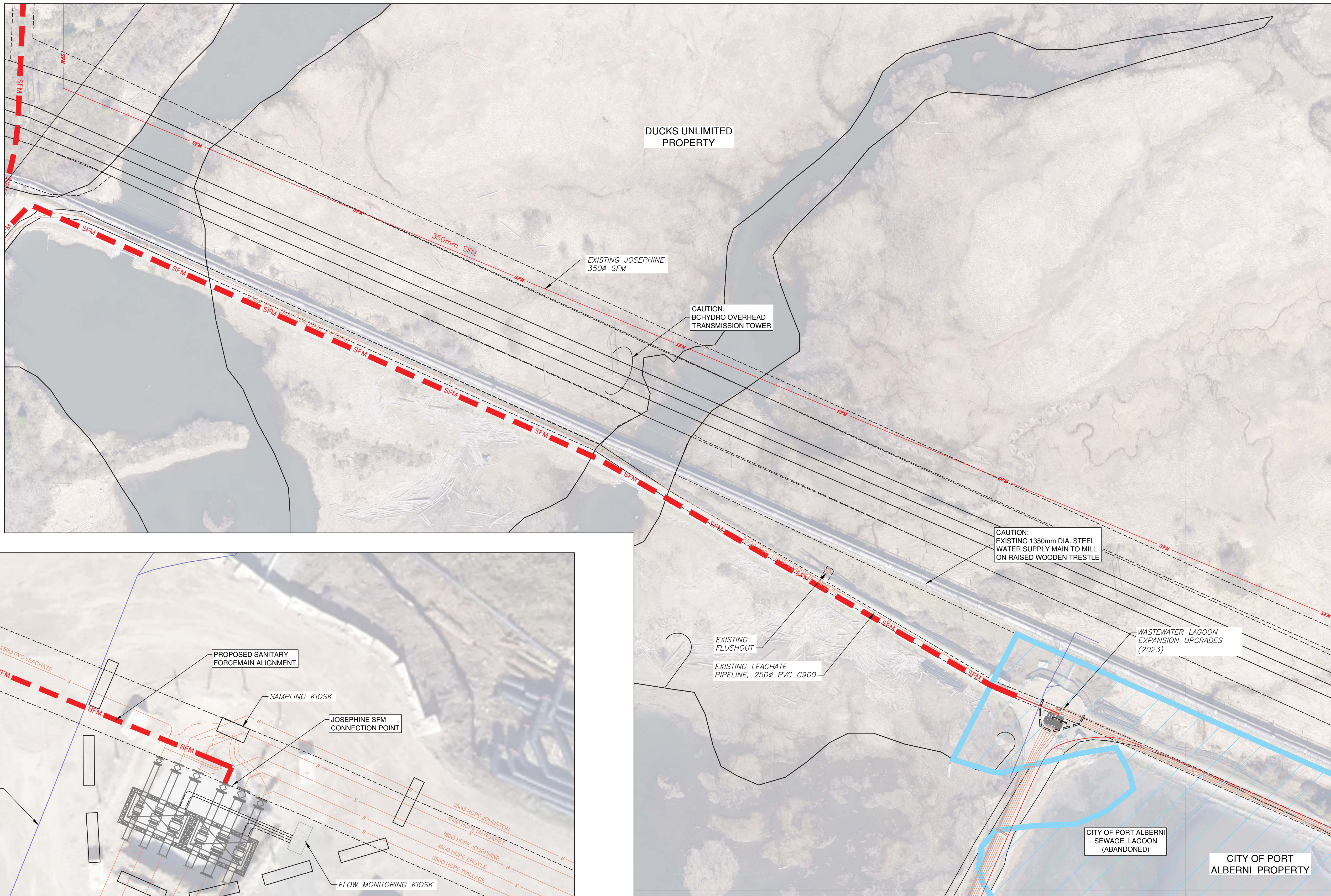
PROJECT

JOSEPHINE SANITARY FORCEMAIN REPLACEMENT

TITLE

FIGURE 1
CONCEPTUAL DESIGN ALIGNMENT





EFFLUENT TREATMENT
LAGOON TIE-IN
SCALE 1:100

EFFLUENT TREATMENT
LAGOON TIE-IN
SCALE 1:750

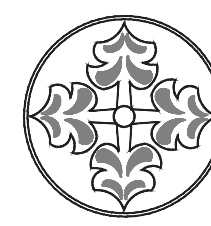
REFERENCE DRAWINGS

DATA REFERENCE: NAD 83 (CSRS)
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DESCRIPTION: STAND, ROCK POST SET IN ASP. SIDEWALK
ELEVATION: 14.161m
SURVEYED BY: KOERS & ASSOCIATES
FIELD BOOK NUMBER: N/A
PMS REFERENCE NUMBER: N/A

STAMP
PRELIMINARY
NOT FOR
CONSTRUCTION
PERMIT TO PRACTICE No. 1001658

NO.	DATE	BY	REVISIONS	ENG.
1	23AUG24	DK	CONCEPTUAL ALIGNMENT	KND

DESIGN BY KND DATE DEC 2023
DRAWN BY DK DATE DEC 2023
CHECKED BY KND DATE JUNE 2024
APPROVED BY KND DATE JUNE 2024



CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT

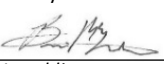




KOERS & ASSOCIATES
ENGINEERING LTD.
Consulting Engineers
P.O. Box 100, Port Alberni, BC V9X 1H1
Tel: (250) 243-1111

SCALE	SHOWN	SCALE	N/A
HORIZ.		VERT.	
SHEET	3 OF 3		
DRAWING NUMBER	2324-FIG3		

PROJECT JOSEPHINE SANITARY
FORCEMAIN REPLACEMENT
TITLE FIGURE 3 - CONCEPTUAL DESIGN
SECTION 2 TIE-IN DETAILS

Date: September 1, 2025
File No: 4520-20-TUP25-03
To: Mayor & Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – Temporary Use Permit at 3130 3rd Avenue, Port Alberni**
LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 30733 (PID: 001-225-537)
Applicant: M. Sutherland dba The Salvation Army

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

THAT Council authorize the Director of Corporate Services to issue TUP25-03 for 3130 3rd Avenue (Bread of Life Centre) once the following conditions have been met to the satisfaction of the Director of Development Services:

- The Salvation Army and BC Housing have finalized a Support Services Agreement.
- An updated Good Neighbour Agreement has been finalized.

PURPOSE

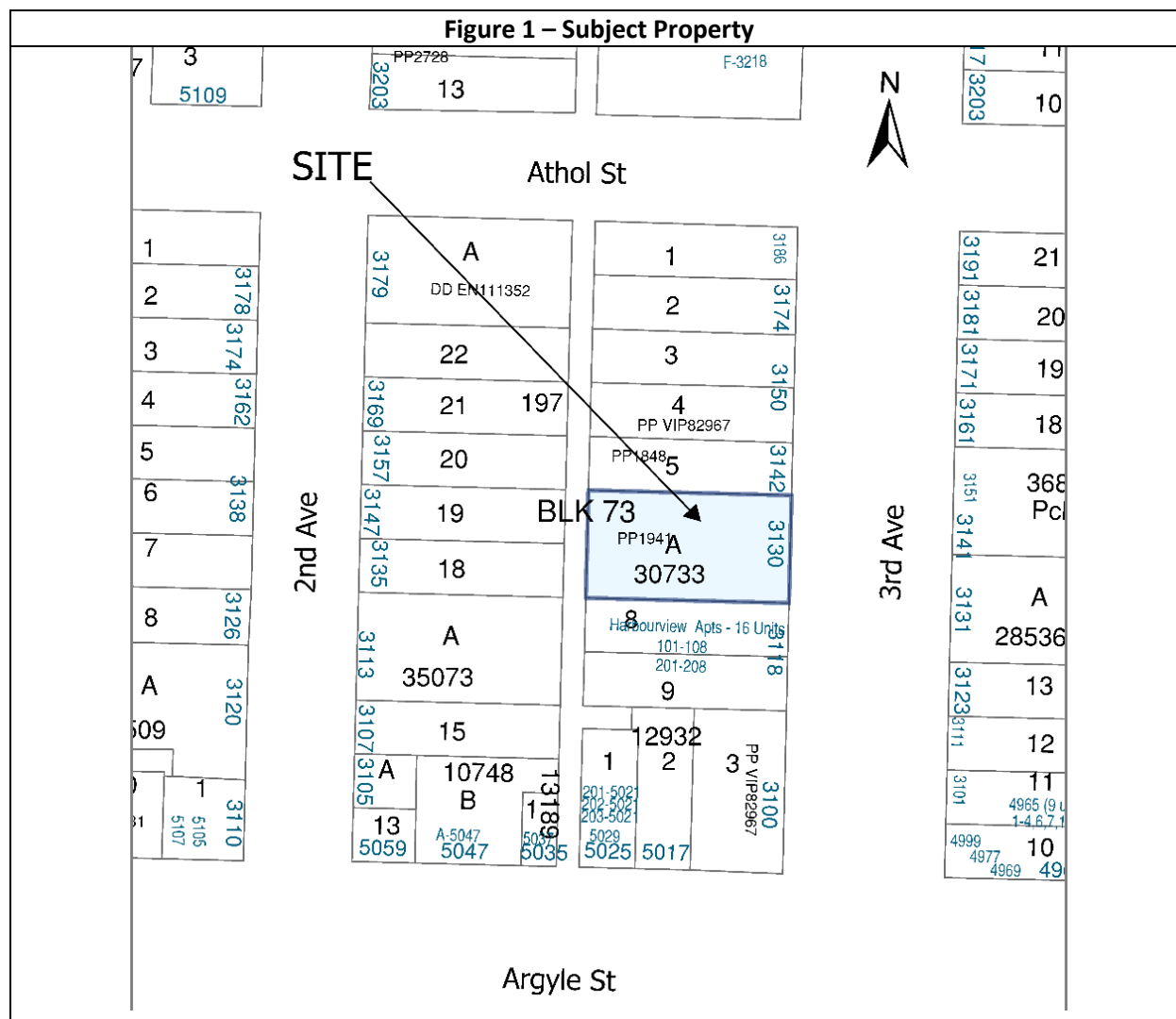
To consider issuance of TUP25-03 at 3130 3rd Avenue to allow an emergency 24/7 shelter, and an emergency cold-weather shelter to be operated by the Bread of Life Centre.

BACKGROUND

The Bread of Life Centre is a community soup kitchen and drop-in centre operated by The Salvation Army. In June 2022, Council approved a Temporary Use Permit (TUP22-02) that allowed an emergency 24/7 shelter to operate on the main floor of the Bread of Life Centre. This permit expires on September 1st, 2025.

The Salvation Army is seeking authorization to continue operating the shelter, but also looking to open an emergency warming centre during the winter months. The existing 24/7 shelter has 25 beds on the upper floor, and the warming centre would add another 20 beds to the basement. A new Temporary Use Permit (TUP) is required.

Location	On 3 rd Avenue, approximately 65m north of Argyle Street.
Current Land Use	General Commercial
Current Zoning	C7 Core Business
Proposed Temp. Use	Transition House
Total Area	761.81 m ² (0.19 acres)



ALTERNATIVES/OPTIONS

1. *THAT Council authorize the Director of Corporate Services to issue TUP25-03 for 3130 3rd Avenue (Bread of Life Centre) once the following conditions have been met to the satisfaction of the Director of Development Services:*
 - a. *The Salvation Army and BC Housing have finalized a Support Services Agreement.*
 - b. *An updated Good Neighbour Agreement has been finalized.*
2. *That Council denies Temporary Use Permit No. 25-03.*
3. *That Council direct staff to provide additional information.*

Administration recommends Option 1.

ANALYSIS

The proposed TUP would enable a *Transition House* use on the property for a period of three years, expiring in 2028. The terms of the permit would allow the Bread of Life Centre to activate up to twenty (20) shelter beds during extreme weather events, and the existing 24/7 shelter with 25 beds would be permitted to continue on the property. Details of the temporary use are summarized in Table 1.

Table 1 – Application Details – Proposed Shelter Services				
<i>Description</i>	<i>Proposed Temporary Use</i>	<i># of Beds</i>	<i>Operating Hours</i>	<i>Details</i>
Emergency Shelter	Transition House	25	<ul style="list-style-type: none"> • Open 24/7 	<ul style="list-style-type: none"> • Permitted under TUP22-02 • Proposed to continue under new TUP
Emergency Warming Centre	Transition House	20	<ul style="list-style-type: none"> • 8:00 P.M. to 8:00 A.M. • During cold-weather emergencies • Oct 15 – Apr 15 	<ul style="list-style-type: none"> • Proposed under new TUP

Official Community Plan - Policy and Land Use

OCP *Section C: 3.0 Temporary Use Permits* states policy for Council to consider in the issuance of a TUP. This application has been reviewed according to these criteria. See Table 1.

Table 1 – OCP Policy Alignment		
Section C: Plan Goals & Land Use Designations	Council Policy	Temporary Use Permit No. 25-01
3.0.1	Temporary Use Permits may be considered on all lands designated as Industrial Use or Commercial Use on the Schedule “A” (Land Use Map).	<ul style="list-style-type: none"> • Property is designated General Commercial (GCO) on the OCP land use map.
3.0.2	The issuance of a Temporary Use Permit is intended to provide a short-term opportunity for uses that either relocate or cease to exist within a maximum of a six-year period.	<ul style="list-style-type: none"> • The term of the draft permit is three (3) years, though Council may choose a shorter term. • Since a TUP was previously issued for three (3) years, the new permit should not be renewed upon expiry in 2028.
3.0.3	Ensure long-term public policy for the area is not changed.	<ul style="list-style-type: none"> • Authorizing TUP25-03 will not result in long-term changes to public policy in the area. Temporary uses would expire after 3 years.

3.0.4	Maintain a reasonable level of compatibility with the surrounding development.	<ul style="list-style-type: none"> The central downtown area is the most compatible location for an emergency shelter due to ease of access and proximity to other services. It is reasonably compatible with surrounding development if mitigation measures are in place, such as an updated Good Neighbour Agreement.
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Zoning Bylaw No. 5105, 2024.

Shelter operations are defined as a *Transition House* in the Zoning Bylaw. *Transition House* uses are currently limited to the P1 Institutional zone. A Temporary Use Permit is required to allow a *Transition House* in the C7 *Core Business* zone at the Bread of Life Centre.

Under *Local Government Act* section 497, a Temporary Use Permit may only be renewed once for a maximum of six years. While TUP25-03 is a new permit, the intent is for temporary uses to expire after six years, at which time Council should consider an amendment to the Zoning Bylaw. If the shelter and warming centre are expected to operate beyond three years, The Salvation Army should apply to rezone the land prior to expiry of the TUP.

Legal Considerations

Authority to approve a Temporary Use Permit is located in sections 492 – 497 of the *Local Government Act*.

Interdepartmental Involvement

The application was referred to City departments for review:

- **RCMP** indicated they have no comments or concerns with the application.
- **Port Alberni Fire Department** stated that all space redesign, emergency exiting, and smoke detection/alarm systems must meet BC Building Code and BC Fire Code and be signed off by a registered professional.
- **Community Safety and Social Development (CSSD)** provided a recommendation that the Good Neighbour Agreement be updated with language to help mitigate Bread of Life Centre patrons camping near the shelter to access services. A draft agreement is attached.

Detailed comments from CSSD:

The following mitigation measures will ensure that The Salvation Army and Bread of Life Centre services are successful for the vulnerable population of Port Alberni:

- Ensure there is an up-to-date Good Neighbour Agreement in place with The Salvation Army and the Bread of Life Centre, and share this agreement with surrounding neighbours. The Bylaw Department receives frequent complaints from citizens and businesses about people camping on private and/or public property. CSSD frequently calls outreach teams to support those individuals.
- Have a full-time outreach team working at The Salvation Army and the Bread of Life Centre to support vulnerable people who use their services. Outreach staff typically work from Monday to Friday, 8:00 am to 4:30 pm, creating a gap in service outside of business hours.
- Arrange for a Clean Team to work seven days each week in the neighbourhood.

IMPLICATIONS

The issuance of TUP25-03 aligns with Council Policy in the OCP, however the permit may only be issued for a maximum of three (3) years. If approved, the permit would expire in September 2028. If the shelter uses are expected to continue beyond expiry, Council should consider an amendment to the Zoning Bylaw.

If Council approves TUP25-03, an updated Good Neighbour Agreement should be signed by all parties prior to issuance. This would help mitigate camping near the of Bread of Life Centre.

COMMUNICATIONS

Staff issued public notice as per section 494 of the *Local Government Act*. Advertisements were placed in the local paper for two consecutive issues, and notices were mailed to owners and occupants within 100 metres of the property. The permit was also made available for public viewing at the Development Services counter.

BYLAW/PLAN/POLICY

1. Official Community Plan – Section C – 3.0 Temporary Use Permits

This application has been reviewed according to OCP policy, which supports issuance of a TUP on lands designated GCO General Commercial.

2. Zoning Bylaw No. 5105, 2024

A TUP is required because *Transition House* is not a permitted use in the C7 zone (section 5.21.1.).

3. 2023 - 2027 Corporate Strategic Plan

Issuance of TUP25-03 aligns with Council strategic priorities, including No. 5 *Fostering A Complete Communities (Safe, Healthy and Inclusive)*:

- 5.4 People are safe and feel safe.
- 5.4.3 Work with all levels of government to attract healthcare professionals, service providers and resources.

SUMMARY

Temporary Use Permit No. 25-03 would allow the emergency 24/7 shelter at the Bread of Life Centre to continue operating for another three (3) years. It would also enable a warming centre to operate seasonally during emergency cold weather events. The application aligns with the OCP land use designation, and OCP policy on temporary use permits. Administration recommends approval of TUP25-03.

ATTACHMENTS/REFERENCE MATERIALS

1. *Temporary Use Permit (TUP25-03) – 3130 3rd Avenue*
2. *Draft Good Neighbour Agreement*



TEMPORARY USE PERMIT

Temporary Use Permit No: 25-03

Registered Owner(s): The Governing Council of the Salvation Army in Canada

Applicant: M. Sutherland dba The Salvation Army Alberni Valley Ministries (Bread of Life Centre)

Subject Property: 3130 3rd Avenue, Port Alberni, BC

Legal Description: LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 30733

Parcel Identifier(s): 001-225-537

Purpose: To permit a *Transition House* use on the property.

Authorization is hereby granted to The Governing Council of the Salvation Army in Canada, to use the subject property for the purpose of a *Transition House* in accordance with the conditions of TUP25-03.

CONDITIONS of PERMIT:

1. This permit applies to the subject property described above and shown on Schedule A.
2. This permit authorizes the temporary use, beginning on September 8, 2025, and expiring on September 8, 2028, at which time the rights granted under this permit will cease.
3. This permit is issued subject to compliance with all relevant City of Port Alberni Bylaws, except as specifically varied or supplemented by this Permit.
4. This permit is granted to The Salvation Army to operate:
 - a) An emergency shelter and support services with a maximum of twenty-five (25) beds in the area identified on the floor plans in Schedule B.
 - b) An emergency warming centre and support services with a maximum of twenty (20) beds in the area identified on the floor plans in Schedule B.No other agency will be permitted to operate the emergency shelter or warming centre unless approved by Port Alberni City Council.
5. Any development of the subject property shall be in accordance with the plans in Schedule B.
6. The owner shall provide the general contractor and all professionals associated with the development with copies of this permit.
7. The following operating conditions must be met:
 - a) A Good Neighbour Agreement will be in place and approved by the City of Port Alberni, The Salvation Army, and BC Housing.
 - b) The operator (The Salvation Army) will adhere to the project program outlined by the BC Housing Support Services Agreement in Schedule C with regard to procedures, on- and off-site support, staffing and security plans, and commitment to the neighbouring community.
 - c) No visitors shall be permitted in the areas designated as shelter spaces in Schedule B, outside

August 25, 2025

- of support or related services.
- d) Adequate management, support staff, and security must be present during the hours of operation of the facility.
 - e) All interior renovations must comply with the regulations of the City of Port Alberni, and other government agencies.
 - f) Adequate lighting shall be provided in all areas where people will be on site, and exterior fixtures will be shielded to direct glare away from adjacent properties.
8. This permit may not be renewed, as TUP22-02 was previously issued for a period of three (3) years for the purpose of a *Transition House*.
9. At the time of expiry of this permit, the owner shall cease the non-conforming uses and restore the subject property to a state of conformity with zoning regulations and all relevant municipal bylaws.
10. Any damage to City of Port Alberni property fronting the subject property will be borne by The Salvation Army to repair.
11. City Council has the right to terminate this permit for any breach of the above conditions.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Temporary Use Permit No. 25-03.

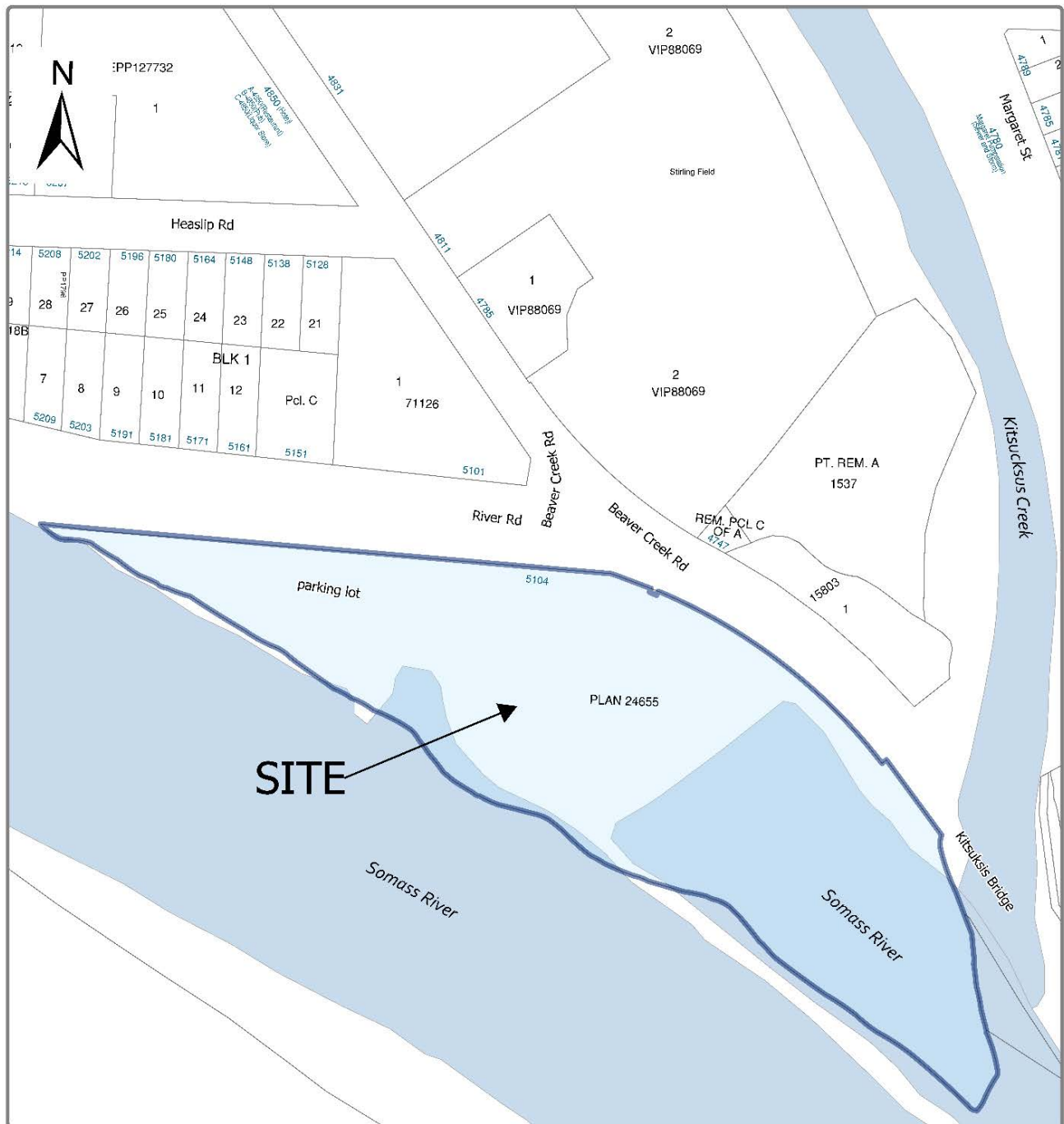
THIS IS NOT A BUILDING PERMIT

Authorized by

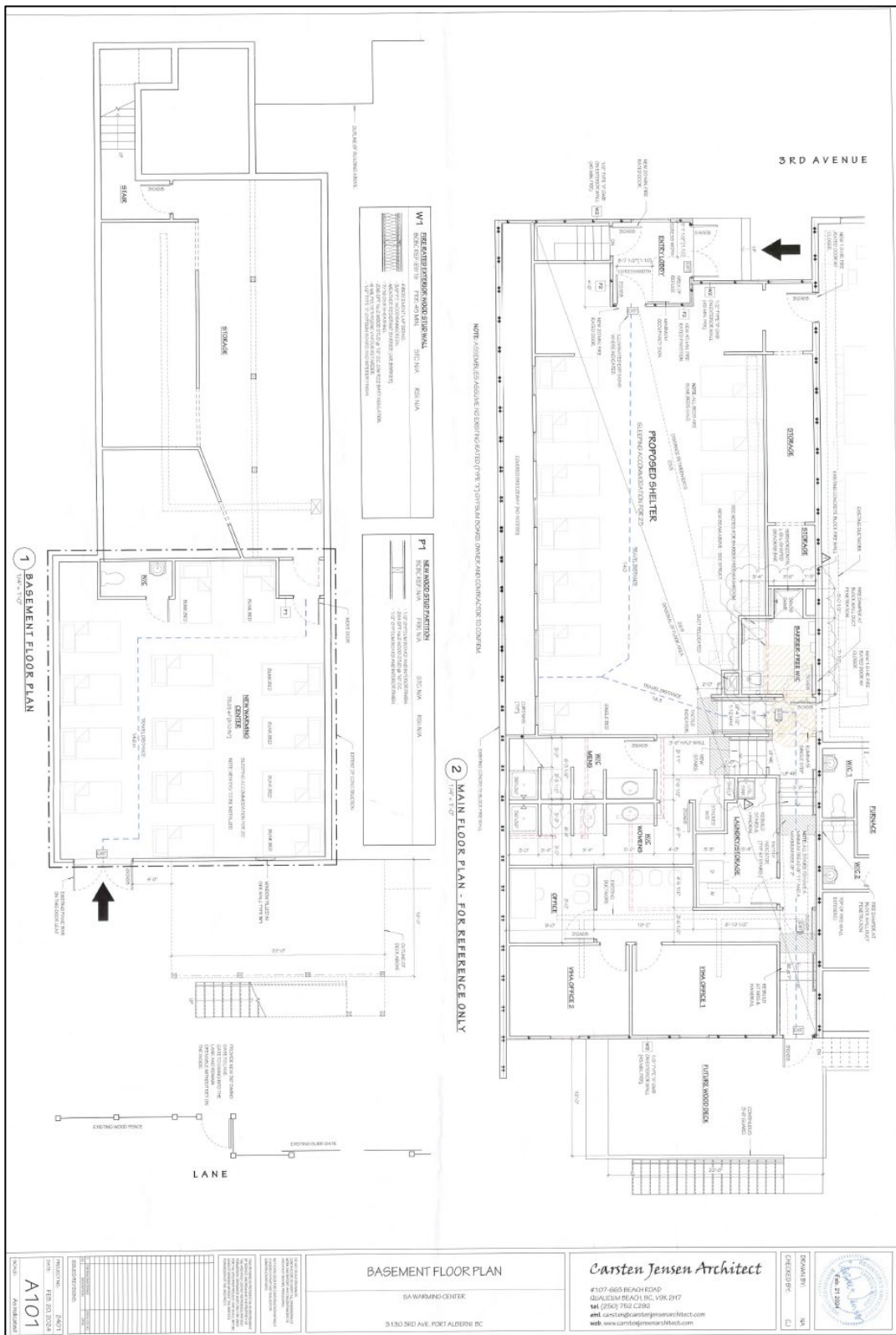
Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, __, 2025.

SCHEDULE A – Location Map



SCHEDULE B – Emergency Shelter and Warming Centre Floor Plan



SCHEDULE C – BC Housing Support Services Agreement(s)



**GOOD NEIGHBOUR AGREEMENT
THE SALVATION ARMY / BREAD OF LIFE CENTRE
3130 3rd Avenue
Port Alberni, BC**

THIS AGREEMENT made the _____ (day) _____ (month, year)

BETWEEN:

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

(the "City")

AND:

THE SALVATION ARMY I BREAD OF LIFE CENTRE
3681 3rd Avenue
Port Alberni, BC V9Y 4C8

(the "non-profit agency")

AND:

BC HOUSING MANAGEMENT COMMISSION
Suite 1701-4555 Kingsway Burnaby, BC V5H 4V8

("the "Commission")

WHEREAS:

- A. The City, the Commission and the non-profit agency (collectively "the Parties") recognize that social service centres have a civic responsibility to control the conduct of their patrons and minimize unnecessary stress to the community; and
- B. The non-profit agency wishes to demonstrate to the citizens of Port Alberni its desire to be a responsible corporate citizen; and
- C. The Parties wish to promote Port Alberni as a vibrant, safe and attractive community for the enjoyment of everyone, including residents, visitors, businesses and their workers;

NOW THEREFORE THIS AGREEMENT WITNESSES the non-profit agency (The Salvation Army) agrees with the City and the Commission to enter into this Good Neighbour Agreement, the terms and conditions of which follow:

1.0 PERMITTED USES:

- 1.1 The non-profit agency shall undertake to operate in accordance with the Zoning regulations for P1 institutions.
- 1.2 The non-profit agency shall have a business license issued by the City of Port Alberni.

2.0 CAMPING, DISORDER, AND NOISE:

- 2.1 The non-profit agency shall undertake to actively patrol the area surrounding the Bread of Life Centre to ensure patrons do not camp adjacent to the shelter for the purpose of accessing internal services. Camping includes erecting temporary shelters (i.e. tents & structures), RVs and trailers, and motor vehicles.
- 2.2 The non-profit agency shall undertake to actively encourage patrons to not loiter in close proximity to the premises, and surrounding properties.
- 2.3 The non-profit agency shall undertake to monitor patrons smoking outside the premises to minimize possible impacts to pedestrians and the neighbourhood.
- 2.4 The non-profit agency shall undertake to monitor and promote the orderly conduct of patrons immediately outside the premises, particularly those congregating outside during open hours, and to discourage patrons from engaging in behaviour that may disturb the peace, quiet and enjoyment of the neighbourhood.
- 2.5 The non-profit agency shall undertake to ensure that noise emissions from the premises do not disturb surrounding businesses, residents and neighbours, as provided by the City of Port Alberni Noise Bylaw No. 4718.

3.0 CRIMINAL ACTIVITY:

- 3.1 The non-profit agency shall not tolerate any criminal activity within the premises.
- 3.2 The non-profit agency shall make every reasonable effort to scrutinize patrons as they enter the building to ensure that no items of contraband, including weapons and controlled substances, are brought onto the premises.
- 3.3 The non-profit agency shall undertake to refuse service to anyone restricted from being in the area by police or the courts.
- 3.4 The non-profit shall undertake to fully cooperate with police if any policing issue arises.
- 3.5 The non-profit agency shall make available a list of names and birth dates of every person who takes up overnight abode in the Bread of Life Centre to the RCMP, if requested.

4.0 CLEANLINESS:

- 4.1 The non-profit agency shall assign staff to inspect the outside of the premises daily to ensure that there is no litter, garbage or other foreign objects associated with the premises left within the general area of the Bread of Life Centre.
- 4.2 The non-profit agency shall undertake to remove, as soon as practicable, any graffiti from the building's exterior.

5.0 COMMUNICATION WITH NEIGHBOURS, THE CITY & RCMP:

- 5.1 The non-profit agency shall undertake to work with the community, the City & RCMP to resolve issues which may arise in the neighbourhood regarding the operation of the low barrier shelter or the conduct of its patrons.
- 5.2 The non-profit agency shall undertake to inform the City and RCMP of any changes in management.
- 5.3 The non-profit agency shall undertake to develop an orientation plan to train and educate new staff and patrons of the principles of this agreement.

6.0 AMENDMENT AND TRANSFERABILITY:

- 6.1 Any proposed changes to the terms of the Good Neighbour Agreement shall be discussed and resolved among the Parties. Any of the Parties may request a meeting to revise the conditions of this agreement within six months of its coming into effect.

7.0 ENFORCEMENT:

- 7.1 The non-profit agency the City and the Commission recognize the participation in this agreement is voluntary and that its success is based on voluntary compliance. Notwithstanding the voluntary nature of this agreement, the non-profit agency recognizes that non-compliance with the terms of this agreement may be brought to the attention of City Council.
- 7.2 There is recognition that City bylaws, and other statutes and legislation shall at all times take precedence over this agreement.

WHEREAS the non-profit agency has voluntarily entered into this agreement, the City and the Commission commend them for their recognition of their civic responsibilities and their commitment to fostering a good working relationship with the City and their neighbours.

IN WITNESS the parties have signed and sealed this Good Neighbour Agreement on the dates written below.

CITY OF PORT ALBERNI

By its authorized signatories:

Mayor

Date

THE SALVATION ARMY/BREAD OF LIFE CENTRE

By its authorized signatories:

Executive Director

Date

BC HOUSING MANAGEMENT COMMISSION

By its authorized signatories:

Executive Director

Date