



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

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

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A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

THAT the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 7

1. *THAT the Minutes of the Special and Regular meetings of Council on September 8, 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. Building Bylaw 5077, 2023

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

[Building Bylaw 5077, 2023](#)

F. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

1. **Permissive Tax Exemptions Bylaw 5090-2, 2025 - Page 13**
Report dated September 22, 2025 from the Deputy Director of Finance requesting Council consideration for three readings of the proposed bylaw.
 - a) *THAT “Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025” be now introduced and read a first time.*
 - b) *THAT “Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025” be read a second time.*
 - c) *THAT “Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025” be read a third time.*

G. CORRESPONDENCE FOR ACTION

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

1. **Alberni Valley Transition Town Society - Page 32**
[Recommendation from the September 15, 2025 CoW Meeting]
THAT Council provide a letter of support to the Alberni Valley Transition Town Society in their campaign for more frequent and affordable intercity bus service to Nanaimo.
2. **Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising - Page 34**
Letter dated September 16, 2025 from Royal Canadian Legion Alberni Valley Branch 293 requesting to raise the Poppy Flag at City Hall on November 3, 2025.
THAT Council authorize raising of the Poppy Flag at City Hall on November 3, 2025 in support of the Royal Canadian Legion 2025 Remembrance Day Poppy Campaign.

H. PROCLAMATIONS

1. **Ministry of Children & Family Development – Foster Family Month - Page 35**
Email dated September 19, 2025 requesting the month of October be proclaimed as ‘Foster Family Month’ in Port Alberni.
THAT Council, on behalf of the Ministry of Children & Family Development, proclaim October 2025 as ‘Foster Family 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 36**
 - a. District of West Vancouver | Copy of letter re: Provincial Housing Directives
 - b. Ombudsperson British Columbia | Quarterly Reports April 1 – June 30, 2025
 - c. Vancouver Island Regional Library | Change in Operating Hours

J. REPORT FROM IN-CAMERA

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

K. COUNCIL REPORTS

1. **Council and Regional District Reports**
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. Park Improvements

[Recommendation from the September 15, 2025 CoW Meeting]

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

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

[Recommendation from the September 15, 2025 CoW Meeting]

THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:

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

[September 15, 2025 Staff Report Pg. 36](#)

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

[Recommendation from the September 15, 2025 CoW Meeting]

THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:

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

[September 15, 2025 Staff Report Pg. 40](#)

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

[Recommendations from the September 15, 2025 CoW Meeting]

- a) *THAT Council amend the 'Draft 2026–2030 Financial Plan' to reflect the following:*
- i. *Dehumidifier replacement increased from \$899,000 to \$1,639,921;*
 - ii. *Chiller purchase and upgrade \$365,800;*

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

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

[September 15, 2025 Staff Report Pg. 44](#)

[New Request] - Page 47

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

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

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

[Recommendation from the September 15, 2025 CoW Meeting]

THAT Council amend the 'Draft 2026–2030 Financial Plan to reflect the following:

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

[September 15, 2025 Staff Report Pg. 48](#)

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

[Recommendation from the September 15, 2025 CoW Meeting]

THAT Council approve BarWatch Program Policy 3008-4.

[September 15, 2025 Staff Report Pg. 58](#)

7. **Short-Term Rentals Background Report - Page 50**

Report dated September 19, 2025 from the Manager of Planning providing for Council consideration an overview of Port Alberni's current short-term rental [STR] regulations.

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

8. **Write-off for Uncollectible Receivables** - Page 60
Report dated September 24, 2025 from the Deputy Director of Finance requesting Council consideration in writing off uncollectable tax accounts, and approval of Policy No. 3009-8 "Write-off for Uncollectible Receivables".
- a) *THAT Council authorize Administration to prepare an order to the Minister of Housing and Municipal Affairs pursuant to Section 781 of the Local Government Act requesting authority to write off uncollectable property taxes in the amount of \$56,334.*
- b) *THAT Council approve Policy No. 3009-8 "Write-off for Uncollectible Receivables".*
9. **Lagoon Upgrade Requirements** - Page 67
Report dated September 19, 2025 from the Director of Infrastructure Services seeking approval to add a capital project and fund upgrades to the Lagoon flow monitoring and control systems.
- THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:*
- i. *Add – Capital Plan - 2025 - Lagoon flow monitoring and control systems upgrades - \$425,000*
- ii. *Add – Sewer Infrastructure Reserve Fund allocation for project - \$425,000*
- iii. *Transfer – Water Infrastructure Reserve Fund - \$425,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.*
10. **Wallace Sanitary Pump Station Repairs** - Page 69
Report dated September 19, 2025 from the Director of Infrastructure Services seeking approval for the allocation of funding to complete repairs at the Wallace Sanitary Pump Station.
- THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:*
- i. *Add – Capital Plan - 2025 - Wallace Sanitary Pump Station - \$175,000*
- ii. *Add - Sewer Infrastructure Reserve Fund allocation for project - \$175,000*
- iii. *Transfer - Water Infrastructure Reserve Fund - \$175,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.*

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, September 8, 2025 @ 11:30 a.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

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

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
J. MacDonald, Director of Infrastructure Services
K. Bodin, Director of Human Resources
S. Darling, Director of Corporate Services

The meeting was called to order at 11:30 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)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(d)** the security of the property of the municipality;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(g)** litigation or potential litigation affecting the municipality.

CARRIED

The meeting adjourned at 1:51 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE 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

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

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
S. Smith, Director of Development Services, Deputy CAO
A. McGifford, Director of Finance
M. Owens, Fire Chief
J. MacDonald, Director of Infrastructure Services
B. McLoughlin, Manager of Planning
M.C. Massicotte, Manager of Community Safety and Social Development
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
F. Guevarra, Software Analyst

Gallery: 6

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:01 PM.

MOVED AND SECONDED, THAT the agenda be approved as circulated with the following additions:

D.1 Rack & Rally Social Hub Development Permit Status

L.3 TUP 25-03 Correspondence Received

- Email dated September 7, 2025 – Amy Sutton | Frogwerkz*
- Email dated September 7, 2025 – Sandi Sturgeon | Frogwerkz*
- Email dated September 5, 2025 – Andy Richards | Dog Mountain Brewing*
- Email dated September 2, 2025 – Colby Mudge & Olesia Matsai | Mudge Barber & Tattoo Co.*

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on August 11, 2025 be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

1. Rack & Rally Social Hub Development Permit Status | 3123 3rd Ave

The Director of Planning provided an update on the status of the Rack & Rally Social Hub development permit at 3123 3rd Ave.

MOVED AND SECONDED, THAT Council direct Administration to examine potential bylaw infractions related to the incomplete development of the Rack & Rally Social Hub development permit at 3123 3rd Ave.

CARRIED | Res. No. 25-354

E. STAFF REPORTS

1. Fire Department Quarterly Report

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

CARRIED | Res. No. 25-355

2. Nuisance Abatement Working Group Quarterly Report

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

CARRIED | Res. No. 25-356

F. BYLAWS

G. CORRESPONDENCE FOR ACTION

1. Tsshaht First Nation | National Day for Truth & Reconciliation

MOVED AND SECONDED, THAT Council authorize the Tsshaht First Nation access to City streets on Tuesday, September 30, 2025 from 10:00 am to approximately 12:00 pm starting from the Tsshaht Maht Mahs Gymnasium [5000 Mission Road] to the Alberni Athletic Hall [3727 Roger Street] subject to:

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

CARRIED | Res. No. 25-357

MOVED AND SECONDED, THAT Council authorize the expenditure of Community Investment Program funding to support Tsshaht 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.

CARRIED | Res. No. 25-358

H. PROCLAMATIONS

1. Port Alberni Fire Department

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-359

2. Port Alberni Association for Community Living

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-360

I. CORRESPONDENCE FOR INFORMATION

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

- 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

MOVED AND SECONDED, THAT Council receive the September 8, 2025 correspondence summary as information.

CARRIED | Res. No. 25-361

J. REPORT FROM IN-CAMERA

- 1. Council released 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. Council released 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

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

CARRIED | Res. No. 25-362

L. NEW BUSINESS

1. CEDI Clutesi Haven Marina Uplands Project

MOVED AND SECONDED, 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*

CARRIED | Res. No. 25-363

2. Josephine Sanitary Forcemain Replacement Project

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" by allocating \$64,000 from the Sewer Infrastructure Reserve for additional geotechnical consulting to be completed in 2025 related to the Josephine Sanitary Forcemain Replacement Project.

CARRIED | Res. No. 25-364

MOVED AND SECONDED, 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*

CARRIED | Res. No. 25-365

3. Temporary Use Permit | 3130 3rd Avenue

Council invited members of the public forward to speak to TUP 25-03.

K. Ambrose spoke in opposition to the Temporary Use permit.

S. Sturgeon spoke in opposition to the Temporary Use permit.

N. Anderson spoke in support of the other members of the public who came forward.

Major M. Ramsay from the Salvation Army spoke to the services provided by the Salvation Army and Bread of Life.

MOVED AND SECONDED, THAT Council postpone decision on extension of the Temporary Use Permit application until Administration has had the opportunity to collaborate with the Salvation Army and other service providers to develop a Neighbourhood Mitigation Plan, and direct Administration to not take any action on the existing Temporary Use Permit until a report on a Neighbourhood Mitigation Plan has been provided to Council.

CARRIED | Res. No. 25-366

Councillor Patola left the meeting at 4:12 p.m.

M. QUESTION PERIOD

K. Ambrose inquired about adjacent landowner involvement in the development of Good Neighbour Agreements.

Councillor Patola returned to the meeting at 4:18 p.m.

N. Anderson inquired about delays in development of the Rack & Rally Social Hub, and complaint-driven issues.

N. ADJOURNMENT

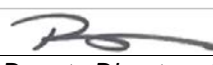
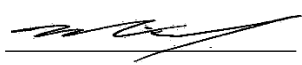
MOVED AND SECONDED, THAT the meeting adjourn at 4:27 p.m.

CARRIED

Mayor

Corporate Officer

Date: September 22, 2025
File No: 0640-30-October 1, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: **Permissive Tax Exemptions [PTE] Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025**

Prepared by:  Deputy Director of Finance	Supervisor: A. MCGIFFORD DIRECTOR OF FINANCE	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

- That "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be now introduced and read a first time.*
- That "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025" be read a second time.*
- That "Permissive Tax Exemption Bylaw Amendment No. 2, Bylaw No. 5090-2, 2025" be read a third time.*

PURPOSE

To provide Council with Permissive Tax Exemptions for the 2026 tax year and request consideration for three readings of the amended Bylaw.

BACKGROUND

The *Community Charter* provides the legislative authority for both permissive and statutory tax exemptions. Section 224 of the *Community Charter* provides Council with the authority to grant PTE's on property that is owned by a charitable or other not-for-profit organization [NFPO] and that is used for the purpose directly related to the organization.

In 2019, Council reviewed and endorsed a new policy to guide both the process and Council's priorities for granting exemptions, specifically that land or buildings shall provide for at least one of the following:

- Athletic or recreational programs or facilities for youth;
- Services and facilities for persons requiring additional supports; mental wellness and addictions;
- Programming for seniors;
- Protection and maintenance of important community heritage;
- Arts, cultural or educational programs or facilities;
- Emergency and rescue services;
- Services for the public in a formal partnership with the City; or
- Preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.

In addition to the criteria above, changes were made to the permissive tax exemption for public places of worship. A cap on PTE for land owned by public places of worship in excess of a one-half acre was added, this meant that no more than one-half acre of land would be included in permissive exemptions after the 2019 tax year for public places of worship.

The PTE Policy was brought forward to the June 19, 2023 Committee of the Whole for review. Following the recommendation from the Committee, at its June 26, 2023, Regular meeting, Council resolved as follows:

THAT Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.

CARRIED | Res. No. R23-217

The bylaw presented today contains all previously approved applicants for the 4-year term [January 1, 2024 – December 31, 2027] and one new application [Portal Players Dramatic Society] that meets criteria as outlined in the PTE policy for consideration over the remaining 2 years of the current term [January 1, 2026 – December 31, 2027]. Other amendments are included to those applicants that have had updates to tax folio numbers or other organizational changes on permissive properties.

ALTERNATIVES/OPTIONS

Option one:

That Council provide three readings of “*Permissive Tax Exemptions Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025*” as presented.

Option two:

Provide direction to change the parameters/structure of the PTE policy to include other factors for eligibility, change the support funding level, or any other alternatives that are eligible under the *Community Charter*.

Option three:

Council do not support the PTE bylaw or amendments recommended for 2026 - 2027.

Option four:

Strike a committee of Council to consider changes to the PTE Policy.

ANALYSIS

A PTE is a means for Council to support organizations within the community which further Council’s objectives of enhancing quality of life [economic, social, cultural] and delivering services economically, however, there is no obligation on the part of Council to grant exemptions.

If Council chooses to provide three readings of the “*Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025*”, applicants will be provided exemption over the remaining 2 years in the 4-year term. The City, on an annual basis, will require that organizations confirm their eligibility to receive an exemption and also invite new applications for consideration.

In accordance with the *Permissive Tax Exemption Policy*, all previous and new recipients were required to submit applications for the 2024-2027 Bylaw term. Staff have conducted a review of all applicants for the 2026 tax year. The review resulted in 1 new property deemed eligible for exemption.

The applicants contained in Schedule "A" would be granted permissive tax exemption for the 2026 tax year under Section 224(2)(a) of the *Community Charter*, "Charitable or Not for Profit Organizations" & "Places of Public Worship Exemption Sec 224(2)(f) of the *community charter*.

If Council wishes to provide alternate direction to the three readings council should consider that bylaws must be adopted by October 31st in each year following the Public Notice period. Council has supported the policy since 2019, with confirmation to extend current policy in 2023. The recommendation is in line with current PTE policy. Council would need to provide direction to strike a committee of Council should there be any desire to make changes for 2027 tax year early 2026.

IMPLICATIONS

The estimated value of total exemptions for the 2026 taxation year is \$446,839 or 1% of the total municipal property taxation budget. The current parameters established by the Permissive Tax Exemption policy is \$450,715 or 1.15% of property taxation. Estimates were calculated using BC Assessment values from the 2025 taxation year. An estimated increase in taxation of 9% was used to calculate the 2026 tax rate based of the current 2025-2029 Financial plan, taking into consideration council approved amendments completed to date.

Council has the option to provide three readings of the proposed bylaws as presented or provide alternative direction noting the bylaws must be adopted by October 31st.

COMMUNICATIONS

Before final adoption of the "*Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025*" public notice will be satisfied in accordance with section 227 of the *Community Charter*. In accordance with legislation, Permissive Tax Exemption Bylaws must be adopted by October 31st.

BYLAWS/PLANS/POLICIES

- *Permissive Tax Exemption policy - dated June 10, 2019 [reviewed - June 19th, 2023]*
- "*City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023*"
- "*Places of Public Worship Exemption Bylaw No. 5116, 2024*"
- "*Permissive Tax Exemption Bylaw 10- year, 2023, Bylaw No. 5069*".

SUMMARY

The *Community Charter* provides the legislative authority for both permissive and statutory tax exemptions. In accordance with the City's PTE policy, a review of all applications has been undertaken by staff and has resulted in 1 additional approved applicant for permissive taxation and amendments to the "*Permissive Tax Exemptions Bylaw No. 5090, 2023*" for tax folio and exemption amount updates on eligible properties. Prior to final adoption by the October 31st deadline, public notice will be provided in accordance with *Community Charter* provisions.

ATTACHMENTS:

- *Draft "Permissive Tax Exemption Bylaw, Amendment No. 2, Bylaw No. 5090-2, 2025"*
- *Schedule A- All Approved Permissive Tax Exemptions*

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

CITY OF PORT ALBERNI

BYLAW NO. 5090-2

A BYLAW TO AMEND PERMISSIVE TAX EXEMPTION BYLAW NO. 5090

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

1. Title

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

2. Amendment

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

3. Repeal

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

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025

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

ADOPTED this day of , 2025.

Mayor

Corporate Officer

BYLAW NO. 5090 **SCHEDULE A**

DESCRIPTION OF NEW PERMISSIVE TAX EXEMPTIONS 2024-2027

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

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

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

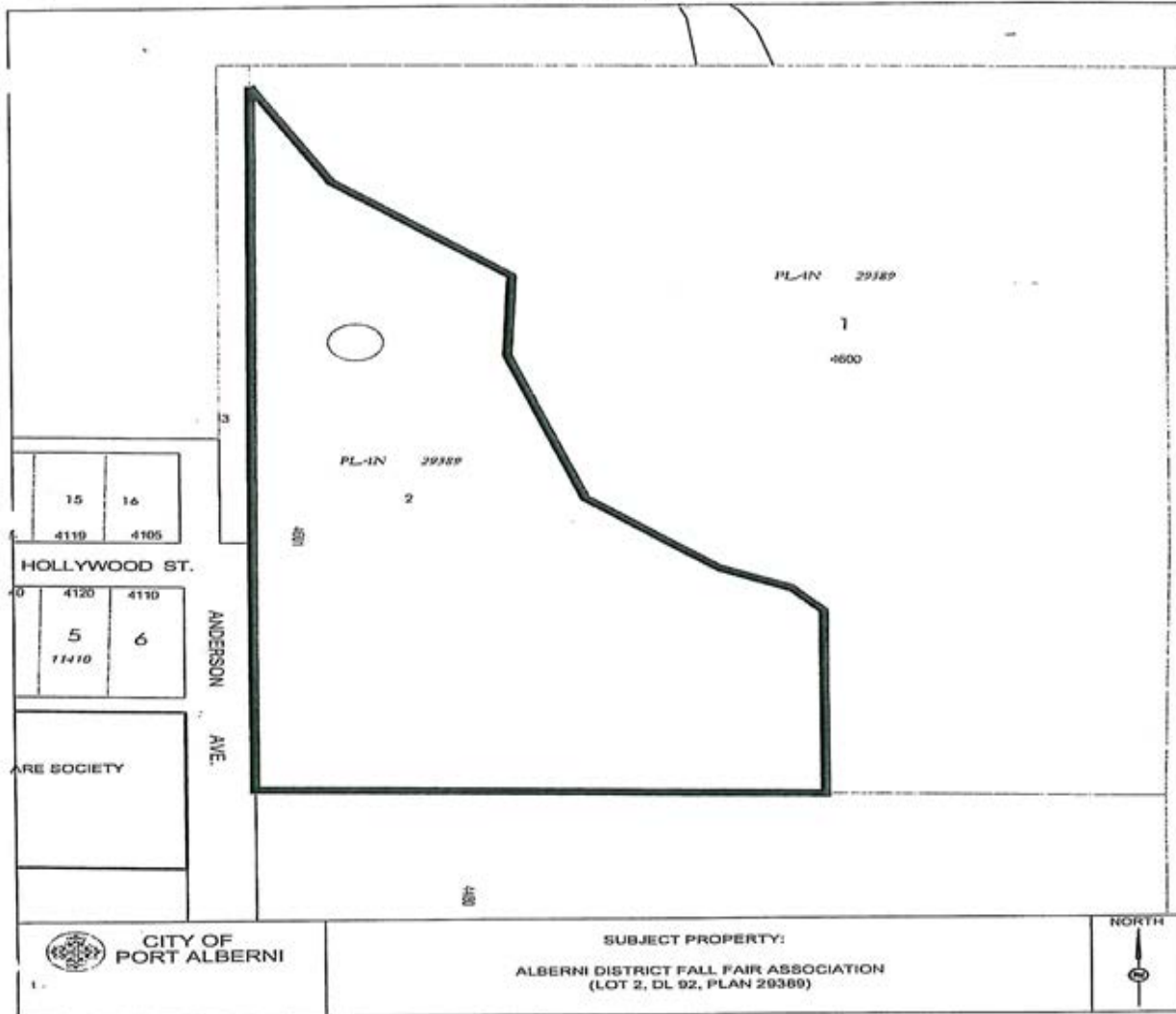
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
Bread of Life Centre <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot A, DL 1, Plan 30733 (3130 3 rd Avenue) Folio 001-3910-00	January 1, 2024 - December 31, 2027
Canadian Mental Health Association, Port Alberni Branch <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1-3, Block 85, DL 1, Plan 197 (3174 & 3178 2nd Avenue) Folio 001-0943-00, 001-0944- 00	January 1, 2024 - December 31, 2027
Canadian Mental Health Association, Port Alberni Branch (King George Apartments) <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan VIP33433 (3131 5th Avenue) Folio 001-3939-00	January 1, 2024 - December 31, 2027
Canadian Mental Health Association, Port Alberni Branch- Care Taker Residence <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan VIP33433 (4720 Pemberton rd) - Folio 001-3559-01 Lot 3, Blk 14, Sec 11, AD 8444 (5095 Pineo Rd) – Folio 011-0265-00 Lot 12, DL 13, AD, VIP87 (124-4000 Compton Rd) Folio- 013-0434-12 Blk C, DL 1, AD, 6407 – (4250 Wallace St) Folio 001-2430-00 Lot 131, DL 14, AD, (5081 Bishop Ave) Folio- 014-0489-00	January 1, 2024 - December 31, 2027
Central Park – Gaiga Square <i>224 (2) (e) Partnering agreement providing a municipal service</i>	100%	Lot A, DL 1, Plan VIP32610 (3009 3rd Avenue) Folio 001-3932-00	January 1, 2024 - December 31, 2027
Community Arts Council of the Alberni Valley <i>224 (2) (a) charitable or not for profit organization</i>	81%	DL 118 ALD EXCPTPLN VIP28514N LSLCNCNMBR AHQ7 (7 - 5440 Argyle) Folio 990-0503-07	January 1, 2024 - December 31, 2027

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

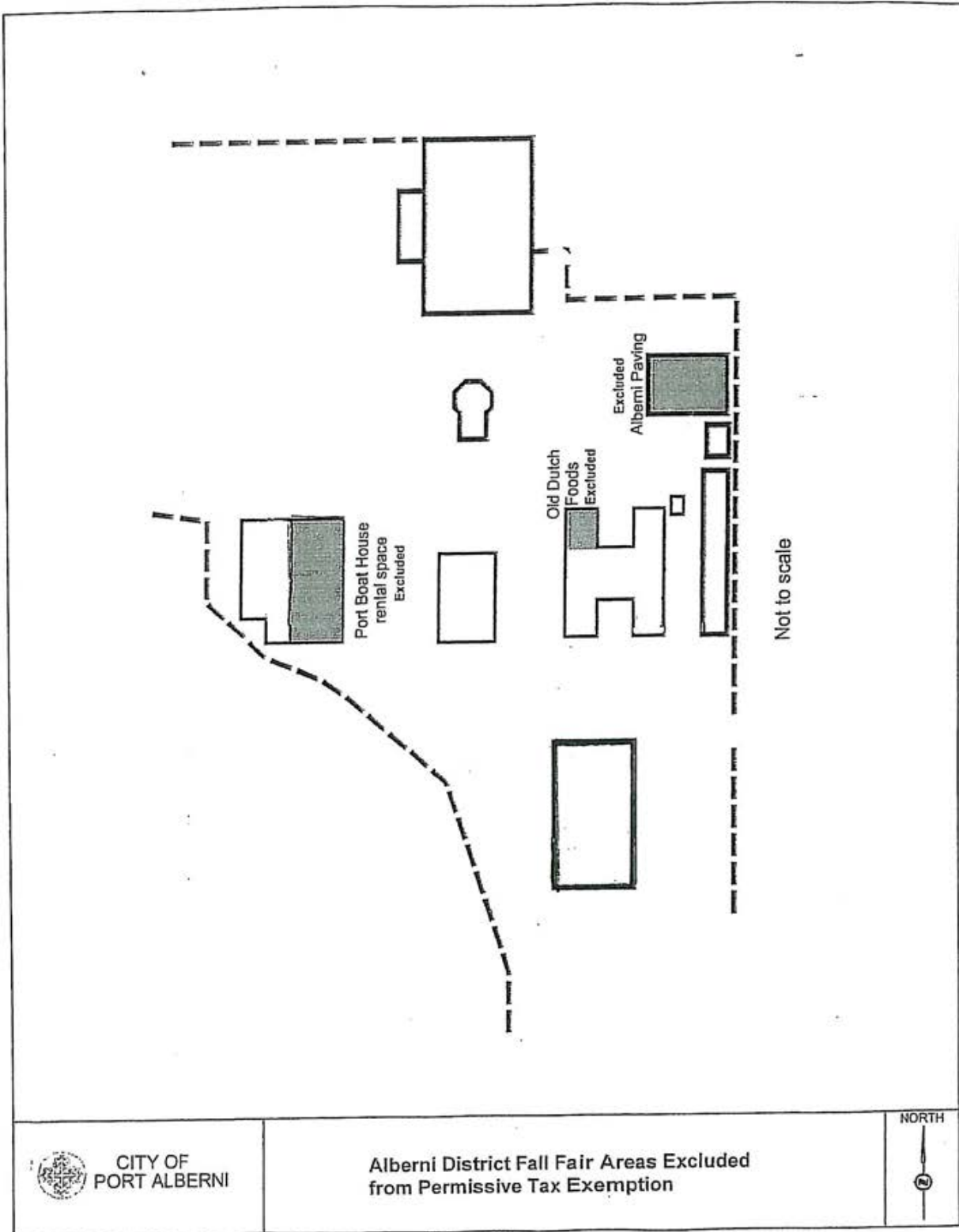
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
Port Alberni Black Sheep Rugby Club <i>224 (2) (i) public athletic or recreational purposes</i>	96.3% of Class 6 and Class 8 Caretakers suite not exempt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

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

SCHEDULE A – 2.1



SCHEDULE A – 2.2

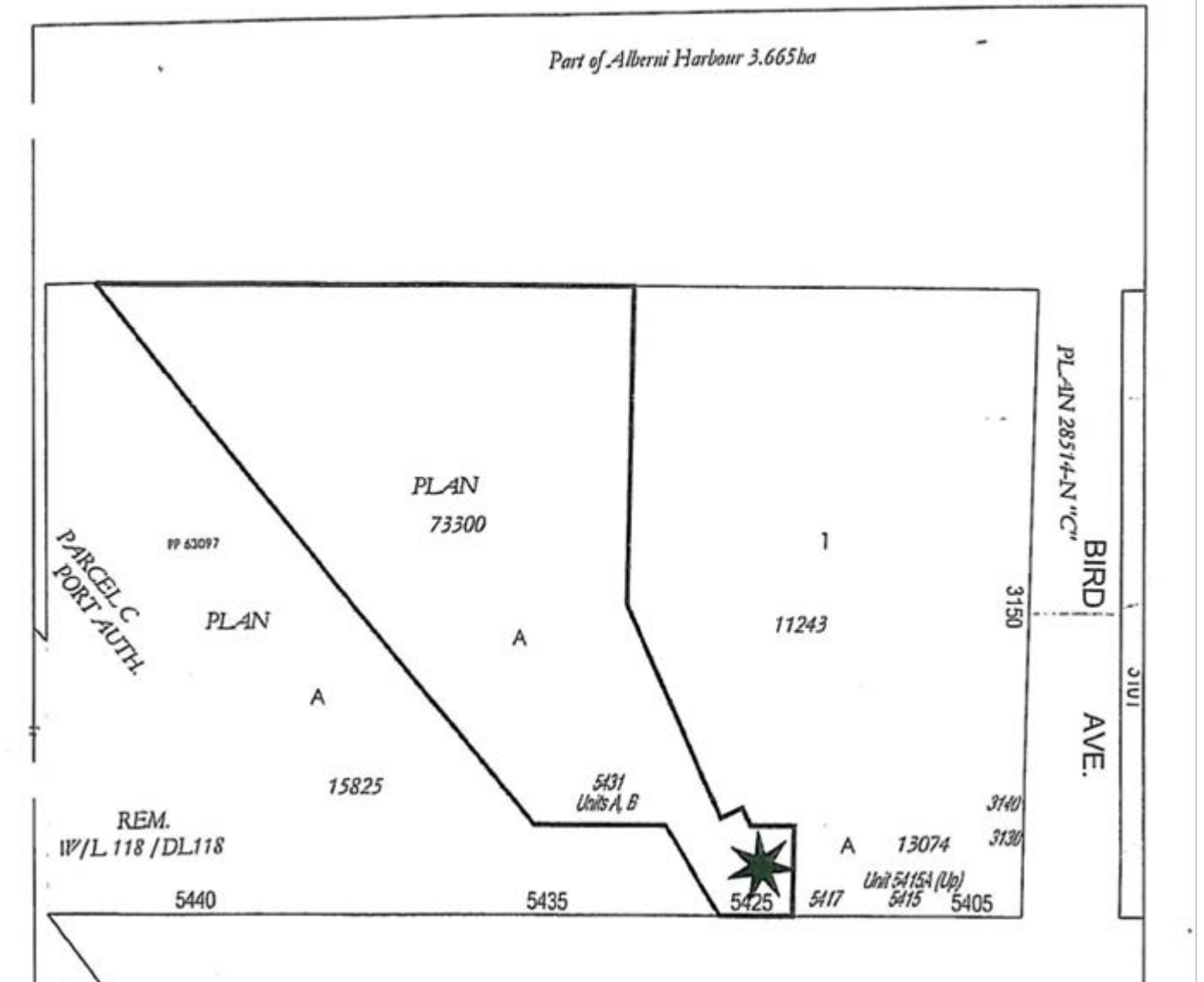


CITY OF
PORT ALBERNI

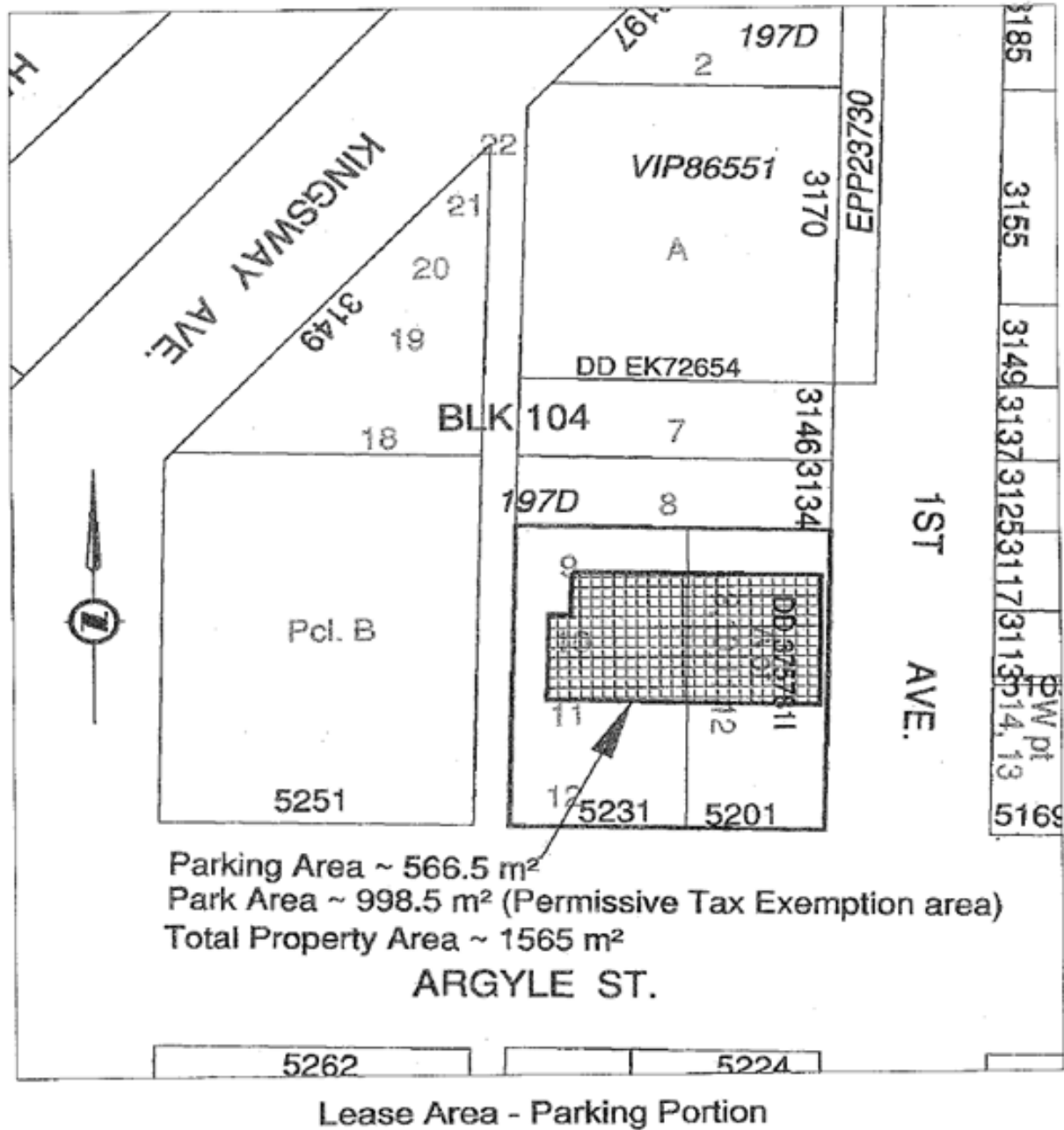
Alberni District Fall Fair Areas Excluded
from Permissive Tax Exemption



SCHEDULE A-3



SCHEDULE A-4



2025 Permissive Tax Exemptions

Roll No.	Owner	Civic Address	Legal Description	City Taxes Foregone 2025	2026 Estimates	2027 Estimates	2028 Estimates
Permissive Tax Exemption Bylaw No. 5115, 2026 - Charitable or Not for Profit Sec 224(2)(a)							
001-1886-00	AV Drug & Alcohol Prevention Services	3819 9th Avenue	DL 1. Blk 171, Plan VIP1603		6,443.75	6,637.07	6,836.18
001-0726-00	Portal Players Dramatic Society	4904 Argyle Street	Amended Lot 3, Blk 55, DL1, Plan 197B		4,754.22	4,896.85	5,043.75
Permissive Tax Exemption Bylaw No. 5115, 2025 - Charitable or Not for Profit Sec 224(2)(a)							
001-0874-00	SAGE Haven Society (61% exemption)	3082 - 3rd Ave	Portion of Lot 1, DL1, Plan VIP56667	\$ 4,176.09	\$ 4,551.94	4,688.50	4,829.15
013-0399-01	SAGE Haven Society			\$ 4,544.31	\$ 4,953.30	5,101.89	5,254.95
092-0696-05	Alberni Drug & Alcohol Society (ADAPS)	4480 Vimy St. (Echo Park Field house)	LT A DL 92 ALD PL VIP31446 4480 Vimy St	\$ 1,321.45	\$ 1,440.39	1,483.60	1,528.10
001-0156-00	Kuu-us Crisis Line Society (92.31% exempt)	4589 Adelaide St	VIP197E lot 1-2 DL1 Block 14	\$ 2,582.92	\$ 2,815.38	2,899.85	2,986.84
001-0100-00	Kuu-us Crisis Line Society	4473 Gertrude St	LT 2 BLK 9 DL1 VIP197	\$ -	\$ -	-	-
001-3941-00	Alberni Valley Alano Club	3028 2nd Ave	Lot B Block 86 DL 1 PL VIP33737	\$ 895.19	\$ 975.76	1,005.03	1,035.18
001-3107-02	Alberni Valley Childcare Society (Stepping Stones Too)	4222 Cedarwood St	Portion of Lot 15, Block 5, DL 1, Plan 11410 -	\$ 3,873.27	\$ 4,221.87	4,348.52	4,478.98
014-0511-00	Alberni Valley Rescue Squad	4790 Tebo Ave	Lot 2, DL 137, Plan 52779	\$ 12,102.21	\$ 13,191.41	13,587.15	13,994.77
001-3910-00	Bread of Life Centre	3130 3rd Ave	Lot A, DL 1, Plan 30733	\$ 4,358.87	\$ 4,751.17	4,893.71	5,040.52
001-0943-00 001-0944-00	Canadian Mental Health Association, Port Alberni Branch	31740-3178 2nd Ave	Lot 1-2,3, Block 85, DL 1, Plan 197	\$ 4,130.17	\$ 4,501.88	4,636.94	4,776.05
001-3939-00	Canadian Mental Health Association, Port Alberni Branch (King George Apartments)	3131 5th Ave	Lot 1, DL 1, Plan VIP33433	\$ 24,202.71	\$ 26,380.95	27,172.38	27,987.55
001-3559-01	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4720 Pemberton Rd	DL 1, AD, 197 & 197E - Lot 1 Plan VIP21262	\$ 1,201.46	\$ 1,309.59	1,348.88	1,389.35
011-0265-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	5095 Pineo Rd	Lot 3, Blk 14, Sec 11, AD 8444 5095 Pineo Rd Blair Park Caretaker Residence	\$ 401.03	\$ 437.13	450.24	463.75
013-0434-12	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4000 Compton Rd	Lot 12, DL 13, AD, VIP87124-4000 Compton Klitsa Caretaker Residence	\$ 257.18	\$ 280.33	288.74	297.40
001-2430-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4250 Wallace St	Blk C, DL 1, AD, 6407 - 4250 Wallace St Russell Field Caretaker Residence	\$ 6,816.50	\$ 7,429.99	7,652.89	7,882.48
014-0489-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	5081 Bishop Ave	Lot 131, DL 14, AD, 5081 Bishop Ave Williamson Park Caretaker Residence	\$ 231.03	\$ 251.82	259.38	267.16
001-3409-00	CTH Management Association (Kiwans Hilton Children's Centre)	2554 10th Ave	Lots 5, DL 1, Plan 15331 (part of playground / Kaleidoscope park)	\$ 2,506.46	\$ 2,732.04	2,814.01	2,898.43
001-3410-00	CTH Management Association (Kiwans Hilton Children's Centre)	4325 Neill St	Lot 6, DL 1, Plan 15331	\$ 40,334.99	\$ 43,965.14	45,284.10	46,642.62
011-0159-00	Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wil Society)	4890 Beaver Crk Rd	Lot A, DL 11, Plan VIP1285	\$ 16,215.71	\$ 17,675.13	18,205.38	18,751.54
001-3048-00	Port Alberni Association for Community Living	4521 Dogwood St	Lot A, DL 12, Plan 67727 -Folio 990-0311-03	\$ 6,151.96	\$ 6,705.63	6,906.80	7,114.01
001-0971-00	Port Alberni Association for Community Living	3009 1st Ave	Lot A, DL 1, Plan 67726 -Folio 990-0311-04	\$ 708.35	\$ 772.10	795.26	819.12
001-3703-00	Port Alberni Association for Community Living	3008 2nd Ave	Part of DL 1, AD on Plan attached to DD18162 included in Plan 67961 - Folio 990-0311-05	\$ 9,907.20	\$ 10,798.85	11,122.82	11,456.50

2025 Permissive Tax Exemptions

092-0417-00	Port Alberni Association for Community Living	3585 Huff Dr	Lot 2, DL 1, Plan 10780 except Part in Plan 32280 and 67137	\$ 3,231.14	\$ 3,521.95	3,627.61	3,736.43
001-0034-00	Port Alberni Association for Community Living	4471 Margaret St	Lot 2, Block 45, DL 1, Plan 197	\$ 7,979.15	\$ 8,697.28	8,958.20	9,226.94
001-1168-10	Port Alberni Maritime Heritage Society (Bamfield Lifeboat and Canopy Structure)	5425 Argyle St	Lot A, DL 1 + 118, Plan 73300	\$ 148.31	\$ 161.66	166.51	171.50
001-3167-02	Port Alberni Maritime Heritage Society (Maritime Interpretive Centre/Lighthouse)	2900 Harbour Rd	Port. of DL 1 adj. to Plan 11583, Block 112A - located on Pier at Harbour Quay Marina (Lighthouse Museum & Gallery)	\$ 12,342.47	\$ 13,453.30	13,856.90	14,272.60
001-3579-00	Somass War Memorial Building Society (Royal Canadian Legion Branch 293) Class 8 only	4680 Victoria Quay	Lot A, Plan VIP 56012	\$ 1,635.75	\$ 1,782.97	1,836.46	1,891.56
Permissive Tax Exemption Bylaw No. 5115, 2024 - Athletic or Recreational Programs Youth/Seniors Sec 224(2)(i)							
092-0691-04	Alberni Athletic Association	3727 Roger St	Lot A, DL 92, Plan EPP6009	\$ 28,490.62	\$ 29,345.34	30,225.70	31,132.47
091-0077-05	Port Alberni Black Sheep Rugby Club (96.30% exemption, excluding Class 1)	3420 Argyle St	Lot A, DL 91, Plan 63503	\$ 7,982.90	\$ 8,222.39	8,469.06	8,723.13
091-0077-10	Port Alberni Gymnastics Association	3450 Argyle St	Lot 1, DL 91, Plan 60758	\$ 18,538.93	\$ 19,095.09	19,667.95	20,257.98
990-0101-02	Alberni Valley Makerspace (97% exemption)	101-3620 3rd Avenue	Lot 1, DL 1, ALD, PL VIP721R	\$ 3,186.54	\$ 3,282.14	3,380.61	3,482.02
990-0513-01	Port Alberni Lawn Bowling Club (89.64% exemption)	4255 A Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 3,720.76	\$ 3,832.38	3,947.35	4,065.77
New Permissive Tax Exemption Bylaw, No. 5115, 2024 - Municipal Property Sec 224(2)(a)							
990-0511-10	Alberni District Fall Fair	Anderson Ave	Lot 1, DL 1, Plan VIP5330 except plan multiple, that part included in lease from the City of Port Alberni	\$ 582.99	\$ 635.46	654.52	674.16
092-0691-10 092-0696-10 * 092-0694-00 *	Alberni District Fall Fair *Alberni Fall Fair grounds	4102, 4090 Hollywood St	Portion of Lot 2, DL 92, Plan 29389	\$ 15,356.08	\$ 16,738.13	17,240.28	17,757.48
001-3380-01	Alberni Valley Curling Club	3250 9th Ave	Portion of Lot 1, DL 1, Plan 14814	\$ 8,661.39	\$ 9,440.91	9,724.14	10,015.86
013-0434-13	Alberni Valley Junior Baseball Association	4000 Compton Rd	Lot A,, DL 13, Plan 29927	\$ 226.80	\$ 247.21	254.63	262.27
092-0691-03	Alberni Valley Minor Hockey Association	3737 Roger St	Office within Multiplex - Portion of Lot 1, Plan 5330	\$ 579.90	\$ 632.09	651.05	670.58
092-0696-01	Alberni Valley Minor Softball	4200 Wood Ave	Portion of Lot A, DL 92, Plan 31446	\$ 725.24	\$ 790.51	814.23	838.66
092-0696-02	Alberni Valley Youth Soccer Association	4200 Wood Ave	Portion of Lot A, DL 92, Plan 31446	\$ 2,920.25	\$ 3,183.07	3,278.57	3,376.92
990-0503-07	Community Arts Council of the Alberni Valley (97.50% exemption), (81% exemption for 2026 forward)	7-5440 Argyle St	DL 118 ALD EXCPTPLN VIP48026 LSLCNCNMBR AHQ7	\$ 4,016.72	\$ 4,137.22	4,261.34	4,389.18
990-0513-02	Echo Sunshine Club	4255 Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 177.97	\$ 193.99	199.81	205.81
092-0691-02	Mount Arrowsmith Skating Club	3737 Roger St	Office in Multiplex, Port.of Lot 1, Plan 27429	\$ 535.40	\$ 583.59	601.10	619.13
990-0513-03	Port Alberni Aquatic - Tsunami Swim Club	4255 Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 320.35	\$ 349.18	359.66	370.45
001-3380-03	Western Vancouver Island Industrial Heritage Society (Portion of Old Arena)	3250 9th Ave	Lot 1, DL 1, Plan 14815	\$ 13,674.31	\$ 14,905.00	15,352.15	15,812.71
Permissive Tax Exemption Bylaw No. 5115, 2024 - Partnering Agreement Sec 224(2)(e)							

2025 Permissive Tax Exemptions

143-0100-01,143-0100-02	BC SPCA (Alberni Valley Branch)	4936 Broughton St	Part of Lot B, DL 14, Plan 31798 + Part of Lot A, DL 137, Plan 62423, Part of DL 143	\$ 38,071.54	\$ 41,497.97	42,742.91	44,025.20
001-3932-00	Central Park - 'Gaiga Square'	3009 3rd Ave	Lot A, DL 1, Plan VIP32610	\$ 4,256.54	\$ 4,639.63	4,778.81	4,922.18
001-1144-10	Uchucklesaht Capital Assets Inc.	5201 & 5231 Argyle St	Lot A, Block 104, DL 1, Plan VIP197D (DD 375781) of Lots 9, 10, 11 and 12 (Easterly 72') and Block 104, DL 1, Plan VIP197D Westerly 53' of Lots 9, 10, 11 and 12 of Block 104, Plan 197D outlined in bold	\$ 7,156.03	\$ 7,800.07	8,034.07	8,275.09
Permissive Tax Exemption Bylaw No. 5115, 2024 - Hospital/Community Care Facility/Seniors Sec 224(2)(h)&(j)							
990-0511-40	Alberni-Clayoquot Continuing Care Society (66.67% exemption)	4411 Wallace St	Lot 1, PLAN VIP5330, DL 1,	\$ 5,700.11	\$ 6,213.12	6,399.52	6,591.50
001-3556-10	Alberni-Clayoquot Continuing Care Society (Echo Village)	4200 10th Ave	Lot A, DL 1, Plan VIS5964	\$ 4,864.70	\$ 5,302.52	5,461.60	5,625.44
001-3930-00	Alberni Valley Senior Citizens' Homes (Pioneer Towers)	4467 Wallace St	Lot A, DL 1, Plan 32448	\$ 2,898.77	\$ 3,159.66	3,254.45	3,352.08
001-3931-00	Alberni-Clayoquot Continuing Care Society (Fir Park Village)	4411 Wallace St	Lot B, DL 1, Plan 32448	\$ 1,870.47	\$ 2,038.81	2,099.97	2,162.97
001-3581-00	Alberni Valley Hospice Society (Hospice centre)	2579 Tenth Avenue	Lot A, DL 1, ALD, Plan VIP23217	\$ 7,085.19	\$ 7,722.86	7,954.54	8,193.18
001-0821-00	Alberni Valley Hospice Society (Ty Watson House)	2649 2nd Ave	Lots 23-24, Block 67, DL 1, Plan 197B	\$ 3,912.25	\$ 4,264.35	4,392.28	4,524.05
Places of Public Worship Exemption Bylaw No. 5116, 2024 - Sec 224(2)(f)							
001-0331-00	Trinity Anglican Lutheran Church	4766 Angus St	Lot 16 - 18, Block 24, DL 1 Plan VIP197B	\$ 1,059.19	\$ 1,154.52	1,189.15	1,224.83
001-0344-10	Alberni Valley Gurdwara Society	4741 Montrose St	Lot A, Sec 1, Plan VIP71512	\$ 744.48	\$ 811.49	835.83	860.91
001-1816-00	Bishop of Victoria - Notre Dame Church	4731 Burke Rd	Lot 13 - 16, Block J, DL 1, , Plan VIP1558	\$ 1,872.33	\$ 2,040.84	2,102.06	2,165.12
001-2514-00	BC Conference of the Mennonite Bretheren Church(Gateway Community Church)	4295 - 8th Ave	Lot 6, DL 1, Plan VIP6552	\$ 2,048.66	\$ 2,233.04	2,300.03	2,369.03
001-3053-00	Glenwood Gospel Hall	4450 - 8th Ave	Lot A, Block 2, DL 1, Plan VIP11410	\$ 1,786.89	\$ 1,947.71	2,006.15	2,066.33
012-0166-00	Lathom Road Gospel Hall	4574 Lathom Rd	Lot 1, 2, 3, Block 11, DL 12, Plan VIP1010	\$ 1,149.88	\$ 1,253.36	1,290.97	1,329.69
013-0435-10	Jericho Road Church	5100 Tebo Ave	Portion of Lot 1, DL 13, Plan VIP78180	\$ 1,289.49	\$ 1,405.55	1,447.71	1,491.14
045-0343-00	BC Association of Seventh Day Adventist Church	4109 Kendall Ave	Lot 5, DL 45, Plan VIP19662	\$ 1,422.55	\$ 1,550.58	1,597.10	1,645.01
001-1498-10	Grace Lutheran Church	4408 Redford St	Block 142, DL 1, PL VIP197B	\$ 1,185.46	\$ 1,292.15	1,330.92	1,370.84
Places of Public Worship Exemption Bylaw No. 5116, 2024 - Sec 224(2)(f) Properties effected by land cap in excess of .5 acres							
001-2912-00	Alberni Valley Christian Reformed Church	5033 Roger St	Lot 4 - 6, DL 1, Plan VIP9644	\$ 2,652.60	\$ 2,891.33	2,978.07	3,067.41
001-3507-00	Khalsa Diwan Society - Guru Nanak Sikh Temple	4144 - 8th Ave	Lot 8, DL 1, Plan VIP18042	\$ 1,568.08	\$ 1,709.21	1,760.49	1,813.30
001-3896-00	Sri Sanatan Dharam Society	4332 Scott St	Lot C, DL 1, Plan VIP29604	\$ 1,108.03	\$ 1,207.75	1,243.99	1,281.31
011-0119-00	Horn of Oil Ministries	5350 Margaret St	Lot 3, DL 11, Plan VIP1047	\$ 3,158.20	\$ 3,442.44	3,545.71	3,652.08
013-0409-00	Arrowsmith Baptist Church	4283 Glenside Rd	Lot B, DL 13, Plan VIP25410	\$ 911.34	\$ 993.36	1,023.16	1,053.86
045-0357-00	Pentecostal Assemblies of Canada (Elim Tabernacle)	3946 Wallace St	Lot A, DL 45, Plan VIP28546	\$ 597.47	\$ 651.24	670.77	690.90
091-0079-00	Alberni Valley United Church	3747 Church St	Lot 1, DL 91, PL VIP14938	\$ 775.90	\$ 845.73	871.10	897.23
048-0900-00	Church of the Nazarene (Canada Pacific District) Southside Community Church	4190 Victoria Dr	Lot 1, DL 48, PL EPP2112	\$ 565.80	\$ 616.73	635.23	654.28
New 10- year Permissive Tax Exemption Bylaw, No. 5069, 2023 - Charitable or Not For Profit Sec 224(2)(a)							
990-0301-00	Island Corridor Foundation		DL 12 ALD, DL 12 , ANNEXED TO DD 7658I	\$ 4,392.76	\$ 4,788.11	4,931.76	5,079.71

2025 Permissive Tax Exemptions

990-0311-03	Island Corridor Foundation		LT A PL VIP67727 DL 12 ALD	\$ 1,809.92	\$ 1,972.82	2,032.00	2,092.96
990-0311-04	Island Corridor Foundation		LT 1 PL VIP 67726 DL1 ALD	\$ 25.76	\$ 28.08	28.93	29.79
990-0311-05	Island Corridor Foundation		PL VIP 67961 DL THAT PART OF DL ALD	\$ 6,054.54	\$ 6,599.45	6,797.44	7,001.36
001-2976-00	Island Corridor Foundation		LT RW2 PL VIP 10780 DL 1 ALD EXCPTPLN 32280 & VIP 67137	\$ 9,352.34	\$ 10,194.05	10,499.87	10,814.87
TOTAL EST. MUNICIPAL TAXES FOREGONE				\$ 403,300.34	\$ 446,839.16	\$ 448,710.42	\$ 462,171.73

2025 Municipal Property Taxation Budget Estimated	\$ 39,192,588
Permissive Exemption CAP (15% of Taxation)	\$ 450,715
Total Exemption for 2025	\$ 446,839
(Over)/Under CAP	\$ 3,876

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SEP 17 2025

CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	<u>RCM OCT 1</u> <u>0230-20-AVTT5</u>

From: Peter Kaegi <peterkae@telus.net>

Sent: September 17, 2025 12:16 PM

To: Kim Motiuk <kim_motiuk@portalberni.ca>

Cc: Sara Darling <sara_darling@portalberni.ca>; 'Mike Youds' <myouds5@gmail.com>

Subject: A letter in support for more frequent and affordable intercity bus service into Nanaimo

Dear Mayor and Councilors of the City of Port Alberni,

Thank you for giving us the opportunity to share our thoughts, at your Committee Of The Whole, on the need for more frequent and affordable intercity bus service into Nanaimo. We really appreciated your interest and advice on how to approach this initiative. We were also encouraged by your ongoing support of public intercity bus service into Nanaimo and would really appreciate any letter of support that we could use as we continue to build public consensus and engage with the ACRD and BC Transit on this issue.

Thank you and kind regards,

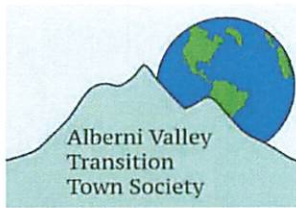
Peter Kaegi.

P.S: Attached: Our starting template for a letter of support and a brief note about us, AVTTS.



Alberni Valley Transition Town Society – Transit Committee

Peter Kaegi Phone: 250 731-9060 E-mail: peterkae@telus.net	Mike Youds Phone: 250 682-4698 E-mail: myouds5@gmail.com	Jim Wright Phone: 250 731-8718 E-mail: jiminhastings@gmail.com
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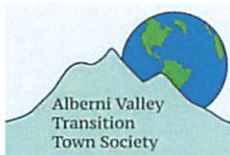


ABOUT US

Alberni Valley Transition Town Society (AVTTS) was founded 15 years ago by local volunteers inspired by the International Transition Town movement (transitionnetwork.org), advocating for a shift to a more sustainable, low-carbon future. AVTTS has evolved into a community hub for a variety of groups and interests including AV Food Hub (now the independent Alberni Valley Food Security Society), Cycle Alberni, Ocean Friendly Alberni, Free Owatchet (Dry Creek Restoration Committee) and now Fair Transit.

AV TRANSITION TOWN'S FOCUS ON FAIR TRANSIT

We are launching a campaign to build a consensus of support for affordable and accessible intercity bus services connecting Port Alberni with Nanaimo. This would ensure transportation is available to all west coast/central Island residents while reducing traffic and emissions.



Alberni Valley Transition Town Society – Transit Committee

Peter Kaegi
Phone: 250 731-9060
E-mail: peterkae@telus.net

Mike Youds
Phone: 250 682-4698
E-mail: myouds5@gmail.com

Jim Wright
Phone: 250 731-8718
E-mail: jiminhastings@gmail.com



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SEP 17 2025

CITY OF PORT ALBERNI

Royal Canadian Legion
Alberni Valley Branch 293

4680 Victoria Quay
Port Alberni BC V9Y 6G5
Tel: 250-723-5042
Fax: 778-721-1124
email rclav293@shaw.ca

September 16, 2025

Mayor & Council of the City of Port Alberni

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other EA
File #	0230-20-RCL

REMEMBRANCE DAY - November 11, 2025 and Poppy Campaign

The Royal Canadian Legion Alberni Valley Branch 293 would like to request the participation of the Mayor and Council to assist in this year's Poppy Campaign.

Traditionally, the start of the Poppy campaign begins on the last Friday of the month of October. This year that would be October 31st 2025. The Royal Canadian Legion starts their Campaign with the raising of the Poppy Flag at the City Hall. We would like to schedule the Raising of the Flag on November 3rd or the 4th, which ever works best for the mayor. At approx. 10:30 start. Following this, the Mayor and Council will have an opportunity to lay a wreath at the City Hall Cenotaph. The Royal Canadian Legion #293 will also lay a wreath.

The Royal Canadian Legion, are happy to announce that the Remembrance Day Service, will once again be held at the Glenwood Centre located at 4480 Vimy Road. The Royal Canadian Legion would also love the attendance of the Mayor and Council at the Remembrance Day ceremony, (Tuesday) November 11, 2025. During the Ceremony the Mayor can give a small speech, and then lay a "City of Port Alberni" Wreath.

If the Mayor and Council wish, they are also welcome to attend a brief ceremony at the "Field of Honor" at the Greenwood Cemetery, located at 5360 Josephine Street. At the conclusion of this ceremony the Royal Canadian Legion #293 will be returning to their hall, where the mayor can lay a wreath at the Royal Canadian Legion Cenotaph. A reception will be held in the downstairs lounge. The President of the Royal Canadian Legion requests the mayor's assistance, in unveiling a presentation of a historic artifact in the Lounge.

Please let us know if the Mayor and Council will be attending all, or some, of the above events. As I will need to have all the wreaths needed (4) ready and available.

Thank you for your continued support of our local Remembrance Day Ceremony's.

Shannon Dore

Poppy Chair
Royal Canadian Legion Alberni Valley Branch 293
shannondowa@shaw.ca
250-724-3136 or 250-720-1954

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SEP 19 2025

CITY OF PORT ALBERNI

From: CFD Info CFD:EX <MCF.Info@gov.bc.ca>

Sent: Friday, September 19, 2025 3:50 PM

To: CityPa <citypa@portalberni.ca>

Subject: Letter from the Honourable Jodie Wickens, Minister of Children and Family Development

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

File # RCM Oct 1
0400-20-MCF

VIA E-MAIL

Ref: 301171

Mayor Sharie Minions

City of Port Alberni

E-mail: citypa@portalberni.ca

Dear Mayor Minions and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. It is my honour to take this opportunity to express my gratitude for the important work of both family and foster caregivers, and to thank them for their unwavering commitment and dedication to British Columbia's children and youth in care. This October will mark the 35th Foster Family Month in British Columbia.

Caregivers of all kinds show incredible kindness and generosity in opening their hearts and homes and sharing their lives with vulnerable children and youth. By providing a safe and nurturing environment for these young people, not only do they help them cope with what can be very difficult times, they also help them begin to heal and work through the challenges they have experienced. Over the years, I have met many amazing caregivers whose compassion and dedication to the children and youth they care for has left a lasting impression on me.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens

Minister of Children and Family Development

Sent on behalf of the Minister by:



Client Relations Branch

Executive Operations

Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

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SEP 16 2025

CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
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<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # RCM Oct 1/25
0406-60-2025

THE CORPORATION OF THE
DISTRICT OF WEST VANCOUVER
OFFICE OF THE MAYOR

September 15, 2025

Christine Boyle
Minister of Housing and Municipal Affairs
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Email: Christine.Boyle.MLA@leg.bc.ca

Dear Minister Boyle,

This letter is in response to your letter of July 24, 2025, and its enclosed Directives for West Vancouver. In the attachment we provide a detailed response to the technical issues.

The province's decision to impose mandatory directives is, in our view, an unprecedented and unacceptable intrusion into the fundamental responsibilities of local government. For more than a century, municipalities in British Columbia have held responsibility for local land use decisions, precisely because these decisions shape the very character of our communities. To remove these powers from elected local councils is not only a breach of that tradition, it is a direct erosion of local democracy.

Let me be clear: West Vancouver is not resisting housing. Quite the opposite — we have approved the zoning which in time will create thousands of new homes. This has created award-winning policies to diversify housing and demonstrated a willingness to lead on this issue. Our Council has not rejected a single housing application this term. We have sufficient zoned capacity to meet and exceed provincial targets. The reality is that housing supply is driven as much by market conditions as by zoning. No amount of provincial fiat can change that.

What is at stake here is not whether new housing will be built — it will — but whether local communities will continue to have a meaningful voice in shaping how growth takes place. Residents expect their elected councils to balance growth with livability, infrastructure, and the unique character of each community. That work cannot be replaced by directives issued from Victoria.

Equally important, the Province's directives ignore the most pressing constraint facing our community: transportation. West Vancouver and the North Shore are literally in gridlock for much of the day. This is driven by the rapid growth in the Sea to Sky corridor and the heavy volumes of

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SEP 1 2025

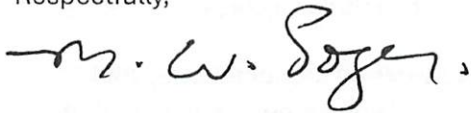
people moving through the Horseshoe Bay ferry terminal. Without urgent investment in public transit, additional density only worsens congestion, undermining quality of life and the very housing objectives the Province seeks to advance. If the Province wishes to be a partner in building sustainable communities, then addressing transit and mobility must be at the top of the agenda.

We are deeply concerned that the approach being taken in West Vancouver will set a precedent for municipalities across British Columbia. If the Province can simply override local governments on matters of land use, then no community's planning process is safe. We know that many of our colleagues in other municipalities, regardless of political stripe, share this concern.

Rather than unilateral directives, I urge the Province to adopt a true partnership approach — one that respects the democratic mandate of local councils, recognizes the diversity of our communities, and works collaboratively to meet our shared housing goals. West Vancouver remains committed to planning for housing in a thoughtful and effective way. We ask only that the Province respect the role of local government in doing so — and that it acknowledges the urgent need for transit solutions if new housing is to succeed.

We would welcome the opportunity to meet with you, not only on behalf of West Vancouver, but as part of a broader conversation with other mayors and councils across the province who are equally committed to housing solutions and equally concerned about this erosion of local responsibility.

Respectfully,



Mark Sager
Mayor of West Vancouver

cc: B.C. Municipalities

West Vancouver acknowledges the need for, and is supportive of, new development in our community – as part of thoughtfully planned change that responds to both the input of our residents and the context of our unique neighbourhoods. Secondly, that we have taken, are taking, and will continue to take action on housing.

This action has been guided by our 2018 OCP, the outcome of extensive community engagement, and a document the Provincial Advisor's report describes as an "excellent official community plan". Council has been working to implement this OCP. Examples include Local Area Plans (LAPs) for mixed-use centres along Marine Drive and in Horseshoe Bay, places we would encourage you to visit to see the significant development that has taken place; while our work across single-detached neighbourhoods, which established a maximum ownership house size with zoned density "earned back" through the inclusion of rental coach houses, achieved a Planning Institute of British Columbia Gold Award for Excellence in 2022. These kinds of initiatives have delivered new housing. Indeed, had the Province's Housing Targets commenced one year earlier (in October 2022 versus 2023), the District would have been able to report 568 net new units for the first 12 months which would have exceeded the first and second year cumulative target (462 units).

Council is continuing to implement the OCP. This has been through development applications the OCP enables: this Council has not defeated a single application this term. And this has been through continuing LAP initiatives: this Council has approved an area development plan for over 3,700 mixed tenure housing units in Cypress Village, and the first stream of the Ambleside LAP (the Apartment Area, with a variety of supportive policies for rental, strata, and missing middle housing). These completed initiatives have already led to the formation of a dedicated implementation project team for Cypress Village; and Council direction for a private development application to proceed, in addition to Council rezoning District-owned land, for more housing in Ambleside.

West Vancouver currently has sufficient zoned capacity to meet both the provincially-determined 20-year housing needs and provincially-issued 5-year housing targets. However, in terms of the number of building permit and rezoning applications we receive, the District is restricted by the market. I would encourage you and your staff to review regional and provincial data regarding housing starts, existing unabsorbed new units, days-on-market and sales-to-new-listings ratios for resale units. West Vancouver is not immune from this market downturn. A local example would be a 201 rental unit project, which Council approved, staff processed, and that the applicant chose to let issued permits expire. In this economic climate, West Vancouver continues to advance its planning – which will include the legislated update to the OCP to provide for the additional approximate 900-unit capacity identified in the Housing Needs Report by December 31, 2025 – with the public involvement, staff diligence, and careful Council decision-making that has shaped our community since its inception.

As the incorporated local land use authority, we find the issuance of Directives runs contrary to a more collaborative partnership with the Ministry and have the following specific concerns regarding the three Directives:

Directive 1: Increase Density at Park Royal

A Taylor Way LAP, including Park Royal North, is expected to include financial, transportation, and urban design modeling – as well as community input. However, the Directive is based on defined

densities within a 400-metre radius centred on a cluster of bus stops, without indication given to the actual location, infrastructure, space, timing, or funding of a new transit hub and how this should be integrated with the new development.

Directive 2: Extend Ambleside Apartment Area DPA

The area indicated either already allows for 6-units per lot, or has already been identified for further planning work as part of the Neighbourhood Area (the third stream of the ongoing Ambleside LAP). The focus of this stream will be missing middle forms of housing. These are much-needed forms of housing, which would be made less likely (or impossible) by a Directive for waterfront-adjacent or proximate high-rise apartments.

Directive 3: Approve Proposed Ambleside Centre Local Area Plan

This proposed bylaw, the second stream of the Ambleside LAP, stems from a thorough community process addressing a broad range of issues (commercial revitalization, public realm and facilities improvements) in addition to housing. The bylaw has been presented and remains with Council to direct any modifications and consider its adoption, a fundamental prerogative of the elected representatives of West Vancouver.

Our intention is to address the areas identified in the three Directives in a way that respects our tradition of thoughtful planning, community involvement, and Council's local land use decision-making – recognizing that that this takes time beyond the Directives' imposed December 31, 2025 deadline. We continue to invite the Minister to meet with us to foster a better understanding of our initiatives and a more collaborative approach, one which would include the Province committing to move ahead with projects funded (at least in part) by BC Housing, notably Klahanie Court and Inglewood Care Centre.



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.**

August 15, 2025

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

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SEP 04 2025

CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
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<input type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	6584-01

Dear Mayor Sharie Minions:

Re: Office of the Ombudsperson Quarterly Report: April 1 - June 30, 2025

This package of documents details the complaint files the Office of the Ombudsperson closed for City of Port Alberni between April 1 and June 30, 2025. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

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

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

Enclosed you will find detailed reports containing the following:

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



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

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

To learn more about educational opportunities on administrative fairness provided by our office, or if you wish to consult with our office to enhance fairness within your organization's policies or procedures, our Public Authority Consultation and Training (PACT) Team can assist you. Please contact them by 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 April - 30 June, 2025
City of Port Alberni

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



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 April - 30 June, 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	3	2%
Bylaw Enforcement	63	35%
Council Member Conduct (incl. Conflict of Interest)	15	8%
Fees/Charges (incl. Taxes)	17	10%
Official Community Plan/Zoning/Development	24	13%
Open Meetings	4	2%
Other	36	20%
Response to Damages Claim	1	1%
Services (incl. Garbage, Sewer, Water)	15	8%

General Complaint Topics – All Local Government

Accessibility	7	3%
Administrative Error	7	3%
Communication	41	15%
Delay	11	4%
Disagreement with Decision or Outcome	90	33%
Discrimination	7	3%
Employment or Labour Relations	5	2%



**OMBUDSPERSON
BRITISH COLUMBIA**

Other	4	1%
Process or Procedure	68	25%
Review or Appeal Process	7	3%
Treatment by Staff	27	10%



RECEIVED

SEP 09 2025

CITY OF PORT ALBERNI

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
250.758.4697 | info@virl.bc.ca
www.virl.bc.ca

City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8
Email: sara.darling@portalberni.ca

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
File # RCM Oct 1
7960-20-PAVIRL

Re: VIRL library located at 4255 Wallace Street, Port Alberni, BC

Please be advised that the library hours will be changing effective September 21, 2025:

Port Alberni		
	Current	Effective September 21, 2025
Sunday	Closed	10 AM to 6 PM
Monday	10 AM to 8 PM	10 AM to 6 PM
Tuesday	10 AM to 8 PM	10 AM to 6 PM
Wednesday	10 AM to 8 PM	10 AM to 7 PM
Thursday	10 AM to 8 PM	10 AM to 7 PM
Friday	10 AM to 5 PM	10 AM to 6 PM
Saturday	10 AM to 5 PM	10 AM to 6 PM

These changes will result in the library being open 7 days/week, except statutory holidays, and an overall increase of 4 hours/week in the library's Normal Business Hours.

Pursuant to our lease, your support is requested by adjusting the Interior Climate Control (article 6.2), access to Entrances/Lobbies/Common Areas (article 6.3), access to Public Washrooms (article 6.4), and the custodial cleaning schedule (Schedule C). Additionally, please advise of any other adjustments that may be needed to maintain the existing service levels.

Any questions may be directed to the undersigned at swoods@virl.bc.ca

Your assistance supporting this transition is greatly appreciated.

Steve Woods, P.Eng
Divisional Manager, Facilities

Our File No: 1855-20-GMF

September 17, 2025

Green Municipal Fund
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3
by email: gmfinfo@fcm.ca

Dear Sir/Madam

**Re: FCM Green Municipal Fund | Community Buildings Retrofit (CBR)
Alberni Valley Multiplex: Heat Recovery Upgrades**

Please accept this resolution, carried unanimously at the [date], regular meeting, as proof of the City of Port Alberni Council's support for submitting an application to the FCM Green Municipal Fund: Community Buildings Retrofit (CBR) Program.

The City of Port Alberni acknowledges that should this application be approved, no further projects within the municipality will be eligible under the above noted funding initiative through the Green Municipal Fund's Community Buildings Retrofit initiative.

Should you require further information, please contact our Director of Corporate Services, Sara Darling at sara_darling@portalberni.ca or 250-720-2822.

Yours truly,
CITY OF PORT ALBERNI

Sharie Minions
Mayor

c: M. Fox, CAO
S. Darling, Director of Corporate Services

Our File No:1855-20-GMF

September 17, 2025

Green Municipal Fund
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3
by email: gmfinfo@fcm.ca

Dear Sir/Madam

Re: Confirmation of Financial Contribution for GMF Application | Community Buildings Retrofit (CBR) | Alberni Valley Multiplex: Heat Recovery Upgrades

This letter is to confirm that the City of Port Alberni will make cash contributions of \$327,100 to undertake Alberni Valley Multiplex: Heat Recovery Upgrades for which funding is requested from the Green Municipal Fund through the GHG Community Buildings Retrofit (CBR) program.

The City of Port Alberni acknowledges that should this application be approved, no further projects within the municipality will be eligible under the above noted funding initiative through the Green Municipal Fund's Community Buildings Retrofit initiative.

Yours truly,
CITY OF PORT ALBERNI

Sharie Minions
Mayor

c: M. Fox, CAO
S. Darling, Director of Corporate Services
A. McGifford, Director of Finance

Our File No: 1855-20-GMF

September 17, 2025

Minister of Housing and Municipal Affairs
PO Box 9074 Stn Prov Govt
Victoria, BC V8W 9E9
by email: HMA.Minister@gov.bc.ca

Attn: Honourable Christine Boyle

Dear Minister Boyle

Re: Consultation with Provincial/Territorial Government for Community Buildings Retrofit (CBR) | Alberni Valley Multiplex: Heat Recovery Upgrades

The City of Port Alberni is submitting an application to the Federation of Canadian Municipalities' Green Municipal Fund (FCM) for the above-mentioned initiative.

As part of the application process, FCM requires the lead applicant to supply evidence of consultation with the provincial/territorial government about the initiative. The intent of this consultation is to avoid potential conflicts with other provincial/territorial funding sources or policies. Regulatory issues do not need to be addressed at this time, as they are addressed through compliance clauses in the funding agreements of approved applications.

We are sending this letter to initiate the required consultation. Please review the attached application and advise us if there is any potential conflict with provincial/territorial funding or policy issues.

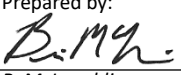


If we do not receive correspondence from you within 90 days, we will assume that no such conflicts exist.

Yours truly,
CITY OF PORT ALBERNI

Sharie Minions
Mayor

c: M. Fox, CAO
S. Darling, Director of Corporate Services

Date: September 19, 2025
File No: 0640-30-October 1, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: **Short-Term Rentals Background Report**

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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RECOMMENDATION

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

PURPOSE

To provide Council with an overview of Port Alberni's current short-term rental (STR) regulations, recent provincial legislative changes and their implications, and preliminary options for Council consideration.

BACKGROUND

In response to the ongoing housing crisis, the Province of BC enacted the *Short-Term Rental Accommodations Act* (Bill 35) in October 2023, which came into effect on May 1, 2024. The legislation is intended to return more dwelling units to the long-term rental market, strengthen tools for local governments to enforce STR bylaws, and to establish a provincial role in regulating STRs.

For local governments, the minimum requirements under the Act are to:

- Align local bylaws with the new provincial principal residence requirement, ensuring bylaws are not more permissive than the provincial rules;
- Review and update business licence bylaws to reflect the new provincial framework.

Local governments are responsible for enforcing their own STR bylaws, while the Province enforces the new principal residence requirement, and oversees the provincial STR registry.

At the April 22, 2025 Committee of the Whole meeting, Council received a delegation raising concerns about the City's current STR regulations. In response, Council passed the following resolution at the April 28, 2025 Regular Council meeting:

Resolution No. 25-232

That Council direct Administration to provide an overview of short-term rental requirements in the City.

This report responds to that direction by summarizing recent legislative changes, situating Port Alberni's existing STR framework in that context, and outlining preliminary options for Council consideration.

STR Activity, Compliance, and Enforcement

As of August 25, 2025, the City had approved 19 business licences for STR operations. Of these, three were operating within a legal secondary suite, and 16 were licensed for bedrooms within the host's principal residence. In comparison, the Province's Short-Term Rental Registry listed 29 registered STRs in Port Alberni.

According to AirDNA,¹ a third-party data provider tracking listings on Airbnb and VRBO, there were approximately 77 active listings within city limits as of August 25, 2025. This figure likely underrepresents total activity, as it excludes other booking platforms and informal/seasonal advertising, and may also include listings that would not qualify for a business licence (e.g., boats or other unconventional accommodations).

This data suggests that:

- Approximately 66% of STRs registered with the province hold a City business licence (19 of 29).
- Other STRs are registered with the province, but are not licensed with the City, or vice versa.
- A significant number of STRs may be operating outside of both systems (number of licensed/registered STRs vs estimated listings on AirDNA).

This gap highlights the challenges of ensuring compliance and the need for effective enforcement tools. To date, enforcement has been primarily complaint-driven due to limited resources. Under the Bylaw Notice Enforcement Bylaw, the penalty for operating without a business licence is \$200.

Summary of Provincial Short-Term Rental Legislation

British Columbia's short-term rental legislation requires municipalities to align their local processes with provincial laws. Detailed information is attached as Appendix 1. Key components of the legislation include:

- Requiring all hosts register with the provincial STR registry
- Requiring booking platforms share info with the registry and municipalities to support enforcement and tax auditing.
- Enforcing a principal residence requirement, and defining short-term rentals as stays under 90 days
- Increased fines for non-compliance
- Mandating the display of business licence numbers on STR listings.

Municipalities can request platforms to remove listings without a business licence, and a provincial Compliance and Enforcement Unit has been established by the Ministry of Housing to investigate violations. However, local governments remain responsible for enforcing their own bylaws.

Federal STR Tax Changes

Effective January 1, 2024, STR operators not in compliance with provincial or municipal STR rules will no longer be permitted to deduct STR-related expenses from their taxable income.²

ALTERNATIVES/OPTIONS

1. That Council direct Administration to prepare bylaw updates to match BC short-term rental legislation, and to provide clarity on the City's regulations.
2. Direct Administration to continue with the current short-term rental program.
3. Direct Administration to undertake additional review of the short-term rental program.

¹ Air DNA, 2025, Port Alberni, website accessed August 25, 2025: <https://app.airdna.co/data/ca/56325/listings>

² Government of Canada, (2025), website accessed August 22, 2025: <https://www.canada.ca/en/revenue-agency/news/newsroom/tax-tips/tax-tips-2025/changes-rules-eligible-deductions-short-term-rental-income.html>

Administration recommends Option 1.

ANALYSIS

This section summarizes the City's current STR regulatory framework, including zoning, business licensing, and building code requirements. It also includes a comparison of approaches used by selected municipalities.

Current STR Regulatory Framework and Activity in Port Alberni

1. Zoning Bylaw Regulations

Short-term rentals in Port Alberni are regulated through the existing Bed and Breakfast (B&B) use in the Zoning Bylaw, as there is no separate STR definition. A B&B is defined as "the accommodation of paying overnight transient guests in part of a single detached dwelling, where breakfast is the only meal served". A B&B must be operated by a permanent resident and is subject to restrictions on the number of bedrooms, guests, parking, and other operational requirements (note: the bylaw does not currently establish a maximum stay length).

Although the Zoning Bylaw does not explicitly address STRs within a secondary suite or accessory dwelling unit, the City's current practice is to allow a B&B to operate in either a legal suite within a single detached dwelling or accessory dwelling unit, or within a bedroom of a principal dwelling. However, the bylaw stipulates that a secondary suite is not permitted in conjunction with a B&B use (i.e., a property cannot operate a B&B and rent a suite to a long-term tenant at the same time).

Table 1 - Summary of Key Bed & Breakfast Regulations in Zoning Bylaw	
Permitted Zones	A1 - Agriculture, FD - Future Development, RR - Rural Residential, R - Primary Residential, C9 - Commercial Guest House
Maximum Sleeping Units / Bedrooms	2 bedrooms
Maximum Guests	4 guests (2 per bedroom)
Staffing	Operated by permanent residents only
Meals Permitted	Breakfast only
Parking Requirement	1 off-street space per bedroom

2. Business Licence Bylaw Regulations

B&B operators are required to obtain a business licence under the City's Business Licence Regulation Bylaw. The bylaw does not include any STR-specific provisions. While this requirement has been longstanding, active enforcement has been limited due to resource constraints.

3. Building Permits and BC Building Code

STRs must be located in dwelling units that were constructed with a valid building permit. Secondary suites used as STRs must also be constructed with a valid building permit, meeting all life-safety requirements of the BC Building Code.

Housing Context: 2024 Interim Housing Needs Report

Although the number of STR listings in Port Alberni remains limited, further growth of STRs (particularly in secondary suites) could increase pressure on the limited rental supply. This should be considered in future STR policy decisions.

Port Alberni’s Interim Housing Needs Report (2024) identifies a significant housing shortfall, with 1,220 new units needed in the next five years — mostly smaller, affordable units for renters and low-income households. Renters are disproportionately in core housing need (28.5%) and rely heavily on the secondary rental market, including secondary suites that are sometimes used as short-term rentals. Vacancy rates remain low (1.5% as of October 2024) and rents have risen sharply since 2015, while only 62 net new purpose-built rental units have been added since 2006.

Much of the unmet demand is for smaller units (1- and 2-bedroom), and the report notes that there has been limited growth in the purpose-built rental supply, resulting in a greater reliance on the secondary rental market. The secondary rental market includes housing that is not considered purpose-built, such as secondary suites, detached suites, rented single-detached houses, duplexes and/or rented freehold townhomes, or condos.

Approaches in Other Municipalities

A review of selected municipalities and their approach to regulating STRs under provincial rules is located in Appendix 2. The comparison highlights how municipalities have the flexibility to draft regulations to meet local priorities, while remaining consistent with provincial legislation. The variety of approaches used in these examples demonstrate how municipalities can use these tools to balance housing supply, neighbourhood impacts, and tourism. Stay limits, restrictions on where STRs are permitted, increasing fines, and additional business licence requirements provide clarity and enforceability. Additional measures such as aligning definitions with provincial standards and clarifying business licence expectations are also options.

IMPLICATIONS

Port Alberni’s current STR framework regulates operations through business licensing the existing B&B use in the Zoning Bylaw. While the City’s bylaws do not specifically define “primary resident” or set a maximum stay length, the approach generally aligns with provincial requirements under the *Short-Term Rental Accommodations Act*. However, the bylaws could be updated to provide more clarity to operators, City staff, and the public. A detailed analysis of the City’s STR regulations, enforcement practices, and potential policy changes is summarized in *Appendix 1 – Overview of Provincial STR Legislation and Implications*.

Three options are presented for Council’s consideration. Each option enables the City to meet provincial requirements and balance local priorities, such as protecting the long-term rental supply and supporting tourism, while allowing residents to earn additional income.

Option 1:
Minor bylaw updates for clarity and alignment with provincial legislation

(Staff Recommended)

- Make targeted updates to the Zoning Bylaw and Business Licence Regulation Bylaw to clarify STR definitions, explicitly align with provincial requirements, and improve administrative efficiency.
- Would help STR operators understand and comply with rules, such as stay durations, “principal residence” criteria, and licence display requirements, and clearly specify conditions where a business licence may be revoked.
 - Would provide clear, enforceable rules for STR operators, while keeping the program simple and manageable for staff.

Option 2: Continue with the current STR program (status quo)	<p>Continue to regulate STRs under existing B&B rules. This approach generally meets provincial requirements but leaves some ambiguity for STR operators and staff regarding terms such as “permanent resident,” stay durations, and business license display requirements.</p> <ul style="list-style-type: none"> • Would require minimal administrative effort but may result in ongoing uncertainty and enforcement challenges.
Option 3: Undertake additional review of the STR program	<p>Undertake a broad and comprehensive review of the STR program, exploring potential changes to zoning, business licence requirements, fees, compliance monitoring, or other regulatory tools.</p> <ul style="list-style-type: none"> • Could provide a more tailored long-term strategy to manage STRs and protect the housing supply. • Is not required for provincial compliance and would require significantly more staff resources and Council consideration.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

Short-term rental policies should consider the OCP objective of maintaining a range of housing options by balancing opportunities for residents to earn additional income with the need to protect long-term rental supply for current and future residents.

Zoning Bylaw No. 5105, 2024

Any change to how the City regulates short-term rentals would require an amendment to this bylaw.

Business Licence Regulation Bylaw No. 4951

Any change to the how STRs are regulated via Business Licensing would require an amendment to the bylaw.

SUMMARY

The City of Port Alberni’s current approach to regulating short-term rentals generally aligns with provincial requirements under the *Short-Term Rental Accommodations Act*. However, minor bylaw updates to match the legislation would provide much needed clarity for operators, City staff, and the public. Council is presented with three options: implement targeted bylaw updates to improve clarity, better align with provincial rules, and support compliance; maintain the status quo, which continues the current approach; or undertake a comprehensive review of the STR program. Each option enables the City to meet provincial requirements and balance local priorities, such as protecting the long-term rental supply and supporting tourism, while allowing residents to earn additional income.

ATTACHMENTS/REFERENCE MATERIALS

1. *Appendix 1 - Overview of Provincial Str Legislation and Implications*
2. *Appendix 2 - Str Regulatory Approaches in Selected Municipalities*

APPENDIX 1 - OVERVIEW OF PROVINCIAL STR LEGISLATION AND IMPLICATIONS

The *Short-Term Rental Accommodations Act* (Bill 35) introduced new definitions, registration and licensing requirements, platform accountability measures, and additional enforcement tools. Key requirements and implications for City policy are summarized below:

Provincial Requirement / Change	Provincial Legislation ^{3,4}	Implications for City of Port Alberni
Applicability and Exemptions	<p>The legislation applies to all STRs offered to the public, including listings on platforms such as Airbnb and VRBO, other websites, and classified newspaper ads. Exemptions include:</p> <ul style="list-style-type: none"> Hotels and motels Vehicles (e.g., RVs) Tents or other temporary shelters 	<p>No major policy changes are needed.</p> <p>The legislation confirms that STRs in Port Alberni (B&Bs) fall under provincial requirements. Exemptions (e.g., hotels, RVs, tents) already align with existing City regulations.</p>
Definition of Short-Term Rental (90 days stay length)	<p>The Province defines a short-term rental accommodation as “the service of accommodation in the property of a property host, in exchange for a fee, that is provided to members of the public for a period of time of less than 90 consecutive days or another prescribed period, if any, but does not include a prescribed accommodation service”</p> <p>Local governments may adopt a different local STR definition (e.g., with a shorter stay threshold) but must ensure other regulations are otherwise consistent with the provincial legislation.</p>	<p>Council may wish to:</p> <p>(a) adopt the provincial definition (b) establish a different time threshold, or (c) continue without a threshold, recognizing that clarity for operators would remain limited.</p> <p>The City currently regulates STRs under “B&B” and “Guest House” without a length-of-stay threshold.</p> <p>The provincial 90-day limit introduces a clear definition not reflected in the Zoning Bylaw.</p>

³ Government of BC, 2023, “Short-Term Rentals: Policy Guidance for BC Local Governments”: <https://news.gov.bc.ca/files/STRPolicyGuidance2023.pdf>

⁴ Government of BC, 2025, “Short-Term Rentals”, website accessed August 18, 2025: <https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals>

Principal Residence Requirement	<p>STRs are limited to the host's principal residence plus one secondary suite or accessory dwelling unit. Principal Residence is defined as "the residence in which an individual resides for a longer period of time in a calendar year than any other place".</p> <p>This requirement applies to Port Alberni. However, the City may opt out of the principal residence requirement if the rental vacancy rate is 3% or more for two consecutive years.</p> <p>This requires a council resolution submitted annually to the Province by March 31; changes (if approved) take effect November 1.</p> <p>Some accommodation types are exempt from the principal residence requirement, including: strata hotels/motels, time shares, lodges, student housing, home exchanges, guest suites in stratas, and properties on farm land (Class 9).</p>	<p>The City's regulations are already more restrictive (e.g., only one STR per property, bedroom/guest caps). However, "permanent resident" is undefined in the Zoning Bylaw.</p> <p>Council may consider updating City bylaws with the Province's "principal residence" definition for clarity and consistency.</p>
End of Legal Non-Conforming Use	<p>STR operators can no longer rely on non-conforming use protections if the use is no longer permitted under local bylaws.</p>	<p>No known STRs in Port Alberni benefit from non-conforming status. No impact is expected.</p>
Increased Fine Authority	<p>The maximum fine limit for STRs has increased. The Bylaw Enforcement Ticket Regulation fines have increased from \$1,000 to \$3,000 per day per infraction.</p> <p>Under the Local Government Bylaw Notice Enforcement Act, the maximum fine remains \$500. Municipalities may choose which enforcement approach to use.</p>	<p>The City typically issues fines under the <i>Local Government Bylaw Notice Enforcement Act</i> (max \$500). Current penalties listed in the City's Bylaw Notice Enforcement Bylaw are \$200 for operating without a business licence, and \$200 for operating contrary to zoning. Council may consider increasing fines to \$500 as a stronger deterrent.</p> <p>Higher penalties under the Bylaw Enforcement Ticket Regulation are available, but pursuing them in court requires a higher burden of proof and</p>

		substantial resources, so they are best reserved for exceptional cases.
Display of Business Licence Number on Listings	STR hosts must display a valid local business licence number on all STR listings.	While business licences are already required for B&Bs and Guest Houses, the Act now requires that the licence number be displayed on all listings. This measure is expected to improve compliance and help address the issue of unlicensed STRs. As the City's Business Licence Regulation Bylaw does not contain any detailed regulations for STRs, a review and update should be considered to align with the new provincial requirements and to provide clarity for STR hosts.
Provincial STR Registry & Data Sharing System	<p>All STR hosts in BC must register with the provincial registry as of May 1, 2025. Host registration requires compliance with local bylaws and a valid business licence.</p> <p>Platforms are also required to share STR data with the provincial registry and municipalities, including host names, addresses, and booking information. This data supports municipal bylaw enforcement and federal/provincial tax auditing. The City of Port Alberni signed a data-sharing agreement with the Province in August 2025.</p>	The provincial registry will provide reliable data on STR operators and bookings, strengthening the City's ability to monitor compliance.
Platform Accountability	Platform Accountability Measures Platforms must remove listings that lack a valid business licence or provincial registry number if requested by a municipality. Municipalities are expected to follow their own enforcement process before requesting removal.	Platforms must remove non-compliant listings at the City's request. This provides a stronger enforcement tool, though the City's bylaw enforcement processes must still be followed first.

Provincial Compliance and Enforcement Unit	<p>The Province has established a Compliance and Enforcement Unit (CEU) within the Ministry of Housing's Short-Term Rental Branch. The CEU provides education, conducts investigations, issues compliance orders, and imposes administrative penalties or injunctions as needed.</p> <p>Municipalities and the public may report potential violations to the CEU, but local governments remain responsible for enforcing their own bylaws. Municipal processes must align with provincial legislation, and zoning or other permissions must be consistent with the Act.</p>	<p>The CEU offers provincial backup for Act violations but does not replace City bylaw enforcement. This partnership could reduce enforcement gaps, but municipal resources would be needed to ensure compliance.</p>
Federal STR Tax Changes	<p>Effective January 1, 2024, STR operators not in compliance with provincial or municipal STR rules will no longer be permitted to deduct STR-related expenses from their taxable income.</p>	<p>Operators not in compliance with provincial or municipal STR rules may lose the ability to deduct STR-related expenses for income tax purposes, providing an additional incentive for voluntary compliance.</p>

APPENDIX 2 – STR REGULATORY APPROACHES IN SELECTED MUNICIPALITIES

Municipality	Stay Length Limit	Permitted Dwelling Types	Principal Residence Definition	Approach to Fines for Non-Compliance	Business Licence Bylaw Updates
Nanaimo	<30 days	Single detached, multi-family, legal secondary suites, accessory dwelling units (ADUs)	Owner must occupy dwelling ≥8 months/year	Increased to max \$500 under <i>Bylaw Notice Enforcement Act</i> .	Updated STR terminology, licence must be displayed in the unit and listed in the Provincial registry.
Courtenay	<90 days	Single detached, legal secondary suites, ADUs	Same as provincial definition. Must be operated by property owner.	No change.	Licence must be displayed, operator contact info, fire & safety plan submitted
Nelson	31 days	Single detached, duplexes, multi-family, secondary suites; excludes ADUs. Includes a specific Guest Home zone.	Not specifically defined	Max \$500.	Licence caps by type and neighbourhood block to control number and concentration of STRs.
Squamish	<90 days	Single detached, multi-family; excludes secondary suites, ADUs, multi-flex units in stratas	Lists types of documents that are proof of principal residence within definition (income tax returns, driver's licences, etc.)	Increased to new \$3,000 max per offence under <i>Local Government Bylaw Notice Enforcement Act</i> .	Detailed info required (fire safety plan, emergency contact, strata authorization, parking plan); higher fees (\$400/year)

Date: October 1, 2025
File No: 0640-30-October 1, 2025
To: Mayor & Council
From: Mike Fox, CAO
Subject: **Write-off for Uncollectible Receivables**

Prepared by: <i>ROSALYN MACAULEY</i> DEPUTY DIRECTOR OF FINANCE	Supervisor: <i>ANDREW MCGIFFORD</i> DIRECTOR OF FINANCE	CAO Concurrence:  Mike Fox, CAO
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RECOMMENDATION

- THAT Council authorize Administration to prepare an order to the Minister of Housing and Municipal Affairs pursuant to Section 781 of the Local Government Act requesting authority to write off uncollectible property taxes in the amount of \$56,334.
- THAT Council approve Policy No. 3009-8 "Write-off for Uncollectible Receivables".

PURPOSE

To inform Council of the City's uncollectible property taxes and request authorization to write off uncollectible tax accounts and provide a policy for other uncollectible accounts.

BACKGROUND

The City's current process for tax collection follows the "general tax collection scheme" S. 234 (1) of the Community Charter requiring all property taxes due by July 2nd, tax payments not received by the due date will be subject to penalties & interest fees. Delinquent accounts enter the tax sale process if outstanding for more than 2 years as per the Local Government Act part 16 div 7. Most tax accounts are collected under the tax sale process; however, there are a few scenarios in which tax sale does not apply and taxes are uncollectible:

- Property that has been destroyed
- Mobile homes that have been moved
- Property tax owing on crown land that is held under lease or licence

The City currently carries a balance of \$56,334 in uncollectible property taxes, interest and penalties relating to leased property owed by the Port Alberni Port Authority [PAPA], (Appendix A - uncollectible property taxes). Under section 257 (1) of the Community Charter the tax sale process cannot be used as the recovery mechanism for property taxes owing on Crown land that is held under lease or licence.

Under Sec (125) of the Constitution Act, 1967, the Government of Canada is exempt from local taxation¹; alternate support is provided under Payments in Lieu of Taxes Act. When crown land is leased for commercial use, the property is considered taxable for the leasee, if the lease terminates prior to taxes being paid in full the land reverts to crown property and collection under the general tax scheme is no longer applicable.

¹ Public works and Government Services Canada

<https://www.canada.ca/en/public-services-procurement/services/infrastructure-buildings/payments-lieu-taxes-federal-properties.html>

Property tax collection defaults to the property not the owner and taxes are payable by those on title no matter of change in ownership. However, in this scenario, uncollectible accounts related to lease agreements on crown land create a risk to the collection process.

When accounts become uncollectible no revenue is received and the City will have to cover the tax amounts owed to other organizations such as BC Assessment, Municipal Finance Authority of BC, and the Provincial collected School Tax.

ALTERNATIVES/OPTIONS

1. THAT Council authorize Administration to prepare an order to the Minister of Housing and Municipal Affairs pursuant to Section 781 of the *Local Government Act* requesting authority to write off uncollectible property taxes in the amount of \$56,334.
and that Council approve Policy No. 3009-8 “Write-off for Uncollectible Receivables”.
2. That Council receive the report for information purposes and request a policy be created prior to writing off any uncollectible accounts.
3. That Council receive the report for information purposes and request more information on the uncollectible accounts and alternative collection options prior to writing off.
4. That Council receive the report for information purposes and take no action at this time.

ANALYSIS

A long-standing outstanding amount is related to CanTimber Biotech Ltd, a PAPA leaseholder, ceased operations in June 2016 and terminated its lease May 2018. In late 2018 the company did dissolve and sold off all assets. Correspondence was delivered to both CanTimber and PAPA giving notice of past due property taxes owed requesting proceeds from the sale of assets on the property be put towards unpaid taxes. Correspondence was received stating that the Port Authority does not collect tax payments from its lessees, therefore cannot remit a tax payment on behalf of the CanTimber. No proceeds from the sale of assets were put towards the outstanding amount owed by the business.

Circadian Wellness, another lease holder of PAPA ceased business in 2022 and left outstanding property taxes owed for the 2022 tax season. 2024 Tax amounts owed by San Industries Ltd. had a late taxation payment related to a lease agreement on Harbour Road are also deemed uncollectible as the lease was terminated with the Port Authority. All accounts continue to incur interest charges on amounts owed to the organization until approval for write off occurs.

To reduce risk of non-collection for current leases staff have sent out correspondence to verify any termination or change in lease is communicated with BC Assessment. This helps to ensure our tax roll reflects proper ownership prior to tax rates being set and taxes are only collected on current leased properties.

Prior to amounts being deemed uncollectible alternative collection options such as use of collection agencies and Commercial liens are explored.

The process of collection is case by case and could at times also require a legal opinion resulting in additional expense being incurred. Both CanTimber and Circadian tax accounts have been deemed uncollectible because the businesses have dissolved and collection is no longer an option. The San Group terminated their lease with the Port Authority and entered insolvency also making collection no longer possible.

When no other options exist for collection, municipalities do have the option to request authority to write off local government financial assets by resolution under the *local Government Act s. 781 “Further powers in relation to assets”*.

A resolution of Council can be made directing staff to request the Minister of Housing and Municipal Affairs approve an order to write off outstanding taxes with penalties and interest associated with the uncollectible properties.

There are a number of other accounts that Administration has identified outside of the Provincial Legislation. These accounts do not represent a large volume of the City's revenue. When considering a write-off of property taxes, it is beneficial Council be prepared and able to provide the same consideration to every taxpayer in the same situation. To provide clear guidance on property tax write-offs going forward staff have prepared a policy for Council consideration.

IMPLICATIONS

When termination of lease occurs on Crown land it creates a risk to collection of property taxes, timing of termination can affect the calculation of taxation for the community if not received prior to the finalized roll from BC assessment. The result is overestimating our tax collections for the leased properties. When the tax revenue is not received the City will also be responsible for paying amounts owed to other taxing authorities. Currently the amount uncollectible is \$56,334, includes \$17,877 of City of Port Alberni taxation, \$30,078 of Interest and Penalties, and \$8,389 of other governments taxation.

COMMUNICATIONS

A resolution of Council requesting and order to the Minister of Housing and Municipal Affairs to write off financials Assets. The write off order will be received by the Provincial Government.

BYLAWS/PLANS/POLICIES

- *Draft Write-off for Uncollectible Receivables*

SUMMARY

Currently the City has \$56,334 in outstanding uncollectible tax accounts relating to leased property owed by the PAPA, uncollectible accounts related to lease agreements on crown land create a risk to the collection process. Staff can use alternate collections processes when applicable and if no other options exist, Council can request authority to write off local government financial assets by resolution to the Minister of Housing and Municipal Affairs. To provide clear guidance on property tax write-offs going staff have prepared a policy for Council consideration.

ATTACHMENTS

- *Appendix A - Uncollectible Property Taxes*
- *Draft Policy No. 3009-8 "Write-off for Uncollectible Receivables"*

Copy: Sara Darling, Director of Corporate Services

Appendix A - Uncollectible Property Taxes

City of Port Alberni - Uncollectible property taxes - 2025

Leaseholder	Folio	BCAA	Debt	CPA	Hospital	MFA	ACRD	School	VIRL	Tax Levy	Interest	Penalties	Total Charges
CanTimber Ltd	990-0401-05	152	166	16,700	815	0.58	1,242	5,197	552	24,824	18,439	2,482	45,746
Circadian Wellness Corp.	990-0407-15	9	9	1,002	29	0.04	68	290	34	1,441	438	144	2,023
San Industries Ltd	990-0400-09											8,575	8,575
Total		161	175	17,702	844	1	1,310	5,487	586	26,265	18,877	11,202	\$ 56,344

Total Uncollectible	Summary
Other Governments Portion	8,388
CPA Portion	47,956
Total	\$ 56,344

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

Approved:

Resolution No.:

Date of Last Review: NEW



1. PURPOSE

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

2. POLICY STATEMENT

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

3. SCOPE AND APPLICATION

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

4. DEFINITIONS

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

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

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

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

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

5. POLICY

Designating an account uncollectable:

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

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

Procedures for Writing Off Uncollectible Account:

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

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

Approval Authority - Write off Requests

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

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

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

6. AUTHORITY TO ACT

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

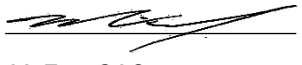
7. REVIEW PROCECURES

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

S. Minions
MAYOR

S. Darling
CORPORATE OFFICER

Date: September 19, 2025
File No: 0640-30-October 1, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: Lagoon Upgrade Requirements

Prepared by: <i>JIM MACDONALD</i> DIRECTOR OF INFRASTRUCTURE SERVICES	Supervisor: <i>MIKE FOX</i> CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025” as follows:

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

PURPOSE

Seek approval to add a capital project and fund upgrades to the Lagoon flow monitoring and control systems.

BACKGROUND

The lagoon treatment facility has experienced ongoing issues with its effluent flow monitoring equipment, which has not functioned correctly since commissioning. Effluent flow monitoring is a regulatory requirement and in addition, the lack of reliable data has prevented the use of several automated features of the plant. Additionally, the control system installed utilizes outdated controller equipment that was selected during the original design. This has resulted in limitations to automated process control, remote connectivity, alarm callouts, and a reliance on obsolete components that are increasingly difficult to source.

The project scope involves replacing the flow monitoring equipment with alternative technology, and similarly the control system will be upgraded with a modern PLC controller to enable full functionality of the plant control system.

ALTERNATIVES/OPTIONS

1. That Council amend the “City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025” as follows:
 - i. Add – Capital Plan - 2025 - Lagoon flow monitoring and control systems upgrades - \$425,000
 - ii. Add - Sewer Infrastructure Reserve Fund allocation for project - \$425,000
 - iii. Transfer - Water Infrastructure Reserve Fund - \$425,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.
2. That Council proceed with the transfer without returning the funding with interest forgone.

3. That Council Proceed with the Project and allocate \$425,000 from the Canada Building Community Fund (Gas Tax) in order to fund the project.
4. That Council use the Growing Communities Grant Reserve to fund the project.
5. That Council seek further information and delay the project.

ANALYSIS

1. Approve allocation of \$425,000 for upgrades

- Pros: Resolves regulatory compliance issues; restores automated plant functionality; improves operational reliability and safety;
- Cons: Temporary disruption during commissioning and equipment replacement.

IMPLICATIONS

Financial implications of the recommendation will utilize all of the Sewer Infrastructure Fund Reserve available if all projects approved are completed in 2026. As the master plan process proceeds the long-term financial plan will be populated with projects, along with the associated funding availability to undertake those projects. Council may choose to seek alternative funding arrangements through taxation, grant funds allocations, internal or external borrowing as examples.

- Environmental: Improved monitoring and control will reduce risk of environmental non-compliance.
- Regulatory: Addresses mandatory effluent flow monitoring requirements.
- Operational: Enhances system automation, reliability, and remote management capabilities.

COMMUNICATIONS

No public communications are required. Standard contractor coordination and internal notifications will be managed by staff.

BYLAWS/PLANS/POLICIES

This project supports Council's Strategic Plan objectives related to infrastructure renewal and environmental protection. It also aligns with the Official Community Plan's goals for sustainable utility management.

[Financial Plan Bylaw](#)
[2025-2029 Financial Plan](#)

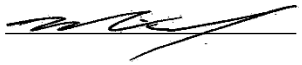
SUMMARY

Staff recommend that Council approve the allocation of \$425,000 from the Sewer Infrastructure Reserve to complete necessary upgrades to the Lagoon flow monitoring and control systems. This action addresses regulatory requirements and operational limitations, and utilizes funding already identified in the financial plan.

ATTACHMENTS/REFERENCE MATERIALS

C: A. McGifford, Director of Finance

Date: September 19, 2025
File No: 0640-30-October 1, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: Wallace Sanitary Pump Station Repairs

Prepared by: <i>JIM MACDONALD</i> DIRECTOR OF INFRASTRUCTURE SERVICES	Supervisor: <i>MIKE FOX</i> CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

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

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

PURPOSE

To seek Council approval for the allocation of funding to complete repairs at the Wallace Sanitary Pump Station.

BACKGROUND

The Wallace Sanitary Pump Station is a wet/dry well facility that has experienced significant corrosion in the interconnecting pipes between the wet and dry wells. These pipes are now leaking, resulting in raw sewage entering the dry well area. This poses a safety hazard for operators and increases the risk of environmental contamination. Repairs are urgently required to replace the corroded piping and restore safe operation. The project will also require substantial bypass pumping to maintain service during the repair period.

ALTERNATIVES/OPTIONS

1. That Council amend the "City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025" as follows:
 - i. Add – Capital Plan - 2025 - Wallace Sanitary Pump Station - \$175,000
 - ii. Add - Sewer Infrastructure Reserve Fund allocation for project - \$175,000
 - iii. Transfer - Water Infrastructure Reserve Fund - \$175,000 to Sewer Infrastructure Reserve Fund (if required) and return the funds in 2028 with interest forgone.
2. That Council proceed with the transfer without returning the funding with interest forgone.
3. That Council Proceed with the Project and allocate \$175,000 from the Canada Building Community Fund (Gas Tax) in order to fund the project.

4. That Council use the Growing Communities Grant Reserve to fund the project.
5. That Council direct staff to pursue a full pump station upgrade (estimated to be significantly higher cost).
6. That Council direct staff to take no action.

ANALYSIS

1. **Approve allocation of \$175,000 for repairs**
 - **Pros:** Addresses immediate safety and environmental concerns, funding, cost-effective solution.
 - **Cons:** Temporary disruption during bypass pumping operations.
2. **Pursue full pump station upgrade**
 - **Pros:** Long-term infrastructure improvement; potential for increased capacity and efficiency.
 - **Cons:** Significantly higher cost; longer timeline.
3. **Take no action**
 - **Pros:** No immediate financial impacts.
 - **Cons:** Continued safety risks for operators; potential environmental violations; risk of system failure.

IMPLICATIONS

Financial implications of the recommendation will utilize all of the Sewer Infrastructure Fund Reserve available if all projects approved are completed in 2026. As the master plan process proceeds the long-term financial plan will be populated with projects, along with the associated funding availability to undertake those projects. Council may choose to seek alternative funding arrangements through taxation, grant funds allocations, internal or external borrowing as examples.

- **Environmental:** Risk of sewage leaks into the environment if repairs are not completed.
- **Personnel:** Safety hazard for operators working in the dry well due to raw sewage exposure.
- **Legislative:** Potential non-compliance with environmental regulations if leaks persist.

COMMUNICATIONS

No public communications are required. Internal coordination with contractors will include standard notification procedures.

Financial Plan Bylaw and link to website

This project aligns with Council's *Strategic Plan* commitment to maintaining critical infrastructure and ensuring public safety.

[Financial Plan Bylaw](#)
[2025-2029 Financial Plan](#)

SUMMARY

Staff recommend that Council approve the allocation of \$175,000 from the Sewer Infrastructure Reserve to complete necessary repairs at the Wallace Sanitary Pump Station. This action addresses immediate safety and environmental concerns and utilizes funding already identified in the financial plan.

ATTACHMENTS/REFERENCE MATERIALS

C: *A. McGifford, Director of Finance*