
AGENDA - REGULAR MEETING OF COUNCIL
Monday, December 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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

2. 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.
3. Late items identified by Councillors.
4. Late items identified by the Corporate Officer.
5. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. *THAT the minutes of the Special meeting and Regular Council meeting on November 24, 2025 be adopted, as presented.*

C. DELEGATIONS

1. **25-Year Employee Recognition Award**
Recognition of 25-year employee, Ian Ritchie, Port Alberni Firefighter.

Recognition of fellow 25-year employees not in attendance:
 - John Haley, Port Alberni Firefighter
 - Trevor Lepine, Waste Water Treatment Plant Operator, Public Works
 - Kirsten Smith, Collections Curator, Alberni Valley Museum

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Clean Team Funding Update 2026 - Page 14**
Report dated November 24, 2025 from the Manager of Community Safety and Social Development providing a Clean Team update.
 - a. *THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" by allocating \$44,000 from taxation in 2026 to support the continuation of Clean Team operations for a four-month period while grant applications are pending.*
 - b. *THAT Council direct Administration to issue a Request for Proposals [RFP] to identify a service provider for the operation of a Clean Team for a one-year term.*

E. STAFF REPORTS

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

F. BYLAWS

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

1. **OCF and Zoning Bylaw Amendments | 15th Avenue at Montrose Street - Page 17**
Report dated November 25, 2025 from the Director of Development Services/Deputy CAO requesting Council consideration for third reading and final adoption of the proposed bylaws.
 - a. *THAT "Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110" be read a third time.*
 - b. *THAT "Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111" be read a third time.*
 - c. *THAT "Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5110.*
 - d. *THAT "Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5110.*
 - e. *THAT the minutes of the Public Hearing on November 24, 2025 regarding "Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110" and "Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111", be adopted as presented.*

2. **Zoning Bylaw Amendment | 5405 Argyle Street** - Page 36
Report dated November 25, 2025 from the Manager of Planning requesting Council consideration for third reading and final adoption of the proposed bylaw.
 - a. *THAT "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" be read a third time.*
 - b. *THAT "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5134.*
 - c. *THAT the minutes of the Public Hearing on November 24, 2025 regarding "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134", be adopted as presented.*
3. **2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025** - Page 50
THAT "2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5123-2.
4. **Fees and Charges Bylaw No. 5125-2, 2025** - Page 52
THAT "Fees and Charges Bylaw No. 5125-2, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5125-2.

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 Forestry Coalition** - Page 62
Request from the Alberni Valley Forestry Coalition for Council endorsement of a draft letter to the Ministry of Forests regarding actionable measures to support the recovery of the coastal forest industry.

THAT Council endorse the Alberni Valley Forestry Coalition letter to the Ministry of Forests regarding actionable measures to support the recovery of the coastal forest industry.

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary** - Page 64
 - a. Ministry of Post Secondary Education & Future Skills | Post Secondary Opportunities
 - b. Traffic Advisory Committee Meeting Minutes | January 15, 2025
 - c. Audit Committee Meeting Minutes | October 7, 2025

J. REPORT FROM IN-CAMERA

1. Council releases for public consumption approval of the updated Policy No. 5002-1 'Salary Administration – Exempt Positions'.
2. Council releases for public consumption reappointment of Joshua Dahling, Callan Noye and Colin Schult to the Community Investment Program for a one-year term commencing January 1, 2026 – December 31, 2026.
3. Council releases for public consumption appointment of Kelly Johnsen to the Alberni Heritage Commission for a two-year term commencing January 1, 2026 – December 31, 2027.

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.

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. **2026 Meeting Schedules & Council Appointments - Page 72**
Report dated October 29, 2025 from the Director of Corporate Services requesting Council approval of the 2026 meeting schedules and Council appointments.
 - a. *THAT City of Port Alberni Council approve the 2026 Regular Council meeting schedule, as circulated and further, that staff be authorized to publish notice of availability of the schedule.*
 - b. *THAT City of Port Alberni Council approve the 2026 meeting schedules, as circulated for the Committee of the Whole, Advisory Planning Commission, Traffic Advisory Committee, and Alberni Valley Heritage Commission.*
 - c. *THAT Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 4 votes), to the positions of Director for the Alberni-Clayoquot Regional District with alternates [in order] as follows:*
 1. *Councillor Solda*
 2. *Councillor Mealey*
 3. *Councillor Patola*
 4. *Councillor Dame*
 5. *Councillor Verbrugge*
 - d. *THAT the 2026 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.*

2. **LCRB Entertainment Endorsement Application | The Station Taphouse** - Page 82
Report dated November 24, 2025 from the Deputy Director of Corporate Services seeking Council consideration for the Station Taphouse's application to the Liquor and Cannabis Regulation Branch (LCRB).

THAT Council support the Liquor and Cannabis Regulation Branch Patron Participation Entertainment Endorsement application for The Station Taphouse located at 3100 Kingsway Avenue.

3. **Authorize Council Registration | 2026 Conferences** - Page 87
Report dated December 1, 2025 from the Executive Assistant requesting Council consideration of their attendance at conferences in 2026.
- a. *THAT Council authorize Mayor Minions and [insert names] to participate in the 81st Annual Truck Loggers Association [TLA] Convention, taking place January 14-16, 2026 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*
 - b. *THAT Council authorize [insert names] to participate in the annual BC Council of Forest Industries 2026 Convention, taking place April 8-10, 2026 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*
 - c. *THAT Council authorize [insert names] to participate in the annual BC Economic Development Association [BCEDA] 2025 BC Economic Summit taking place May 11-14, 2026 in Penticton, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*
 - d. *THAT Council authorize [insert names] to participate with the Mayor in the Federation of Canadian Municipalities 2025 Annual Conference and Trade Show taking place June 4 – 7, 2026 in Edmonton, AB. with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.*
 - e. *THAT Council authorize [insert names] to participate in the Vancouver Island Economic Alliance (VIEA) Summit taking place October 20 - 22, 2026 in Nanaimo, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*
 - f. *THAT Council authorize [insert names] to participate with the Mayor in the Housing Central Conference taking place November 16-18, 2026 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker.

N. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE SPECIAL IN-CAMERA MEETING OF COUNCIL
Monday, November 24, 2025 @ 11:00 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

Regrets: Councillor T. Verbrugge

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services
S. Darling, Director of Corporate Services

The meeting was called to order at 11:00 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, and specifically outlined as follows:

- 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)(f)** law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- Section 90 (1)(g)** litigation or potential litigation affecting the municipality;
- Section 90 (1)(i)** the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- Section 90 (2)(b)** the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The meeting adjourned at 1:52 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, November 24, 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

Absent: Councillor T. Verbrugge

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
S. Darling, Director of Corporate Services
R. Macauley, Deputy Director of Finance
B. McLoughlin, Manager of Planning
M. Owens, Fire Chief
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
J. Pelech, Manager of Information Services

Gallery: 49

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

- *8 late items of correspondence regarding Temporary Use Permit | 3130 3rd Avenue*

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on November 10, 2025 be adopted, as circulated.

CARRIED

C. DELEGATIONS

1. BC Transit

MOVED AND SECONDED, THAT Council endorse the 2025 BC Transit - Transit Future Service Plan.

CARRIED | Res. No. 25-444

D. UNFINISHED BUSINESS

1. Temporary Use Permit | 3130 3rd Avenue

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

K. Ambrose voiced his concerns regarding the effectiveness of Good Neighbour Agreements and the Neighbourhood Mitigation Strategy.

C. Zanette spoke in support of the issuance of Temporary Use Permit 25-03.

J. Little spoke in support of the issuance of Temporary Use Permit 25-03.

Misha spoke in support of the issuance of Temporary Use Permit 25-03.

L. Worms spoke in support of the issuance of Temporary Use Permit 25-03.

T. Hodson, case manager at the Bread of Life, spoke in support of the issuance of Temporary Use Permit 25-03.

N. Kossenko, co-chair of the Port Alberni Community Action Team, spoke in support of the issuance of Temporary Use Permit 25-03.

P. Parkin spoke in support of the issuance of Temporary Use Permit 25-03.

C. Naesgaard spoke in support of the issuance of Temporary Use Permit 25-03.

T. Glen, case manager at the Bread of Life, spoke in support of the issuance of Temporary Use Permit 25-03.

B. DeBrantanni spoke in support of the issuance of Temporary Use Permit 25-03.

M. Humphries spoke in support of the issuance of Temporary Use Permit 25-03.

Sandy spoke in support of the issuance of Temporary Use Permit 25-03.

G. DeBrantanni spoke in support of the issuance of Temporary Use Permit 25-03.

Gail spoke in support of the issuance of Temporary Use Permit 25-03.

N. Tsai spoke in support of the issuance of Temporary Use Permit 25-03.

A. Glassey, President of the Alberni Valley Restorative Justice Society, spoke in support of the issuance of Temporary Use Permit 25-03.

Rina spoke in support of the issuance of Temporary Use Permit 25-03.

M. Ramsay from the Salvation Army spoke to the services provided by the Salvation Army and the Bread of Life in support of the issuance of Temporary Use Permit 25-03.

MOVED AND SECONDED, THAT Council authorize the Director of Corporate Services to issue Temporary Use Permit 25-03 for 3130 3rd Avenue (Bread of Life Centre) once the following conditions have been met to the satisfaction of the Director of Development Services:

- a. The Salvation Army and BC Housing have finalized a Support Services Agreement.*
- b. An updated Letter of Commitment/Good Neighbour Agreement has been finalized.*

MOVED AND SECONDED, THAT Council amend the motion to state that the term of Temporary Use Permit 25-03 be two years.

DEFEATED

MOVED AND SECONDED, THAT Council authorize the Director of Corporate Services to issue Temporary Use Permit 25-03 for 3130 3rd Avenue (Bread of Life Centre) once the following conditions have been met to the satisfaction of the Director of Development Services:

- a. The Salvation Army and BC Housing have finalized a Support Services Agreement.*
- b. An updated Letter of Commitment/Good Neighbour Agreement has been finalized.*

CARRIED | Res. No. 25-445

Councillor Patola left the meeting at 4:18 p.m. and returned to the meeting at 4:20 p.m.

E. STAFF REPORTS

1. Quarterly Departmental Report

MOVED AND SECONDED, THAT Council receive the Q3 Quarterly Report from the Fire department for the period July 1 – September 30, 2025 as information.

CARRIED | Res. No. 25-446

Councillor Haggard left the meeting at 4:21 p.m. and returned to the meeting at 4:22 p.m.

F. BYLAWS

1. 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025

MOVED AND SECONDED, THAT the "City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" be now introduced and read a first time.

CARRIED | Res. No. 25-447

MOVED AND SECONDED, THAT " City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" be read a second time.

CARRIED | Res. No. 25-448

MOVED AND SECONDED, THAT " City of Port Alberni 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" be read a third time.

CARRIED | Res. No. 25-449

2. 2026 – 2030 Financial Plan | Facilities Capital Amendment 2026 – 2030

MOVED AND SECONDED, THAT Council amend the 'City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138' to reflect the following:

- i. Capital Plan 2027 – City Wide – Lead Remediation – add \$33,000*
- ii. Capital Plan 2027 – Aquatic Centre – Replace Tot's UV System – add \$55,000*
- iii. Capital Plan 2027 – Aquatic Centre – South Roof Replacement – add \$138,000*
- iv. Capital Plan 2027 – Aquatic Centre – Replace Hydronic System Equipment – add \$33,000*
- v. Capital Plan 2027 – Fire Hall – Replace Roof & Skylights – add \$480,000*
- vi. Capital Plan 2027 – Multiplex – Replace Make-Up Air Units – add \$150,000*

- vii. *Capital Plan 2028 – Multiplex – Replace Pressure Relief Valves – add \$10,450*
- viii. *Capital Plan 2028 – Echo Centre – Replace Generator – add \$150,000*
- ix. *Capital Plan 2028 – Parks Yard – Carpentry Shop Upgrades – add \$25,000*
- x. *Capital Plan 2028 – Multiplex – Replace Roof – add \$1,440,000*
- xi. *Capital Plan 2029 – Aquatic Centre – Exercise Equipment Upgrades – add \$12,100*
- xii. *Capital Plan 2029 – Multiplex – Replace Ammonia Plant Room Exhaust Fan – add \$176,400*
- xiii. *Capital Plan 2029 – Multiplex – Replace Condenser Pump – add \$48,000*
- xiv. *Capital Plan 2029 – Museum – Replace Roof – add \$462,000*
- xv. *Capital Plan 2029 – RCMP – Upgrade BAS System – add \$60,000*
- xvi. *Capital Plan 2029 – HQ – Replace Spirit Square Roof – add \$698,400*
- xvii. *Capital Plan 2030 – Mclean Mill – Structural Review – Sawmill – add \$50,000*
- xviii. *Capital Plan 2030 – Echo Centre – Paint Exterior Cladding – add \$114,000*
- xix. *Capital Plan 2030 – IHC – Demolition – add \$2,000,000*
- xx. *Capital Plan 2030 – Multiplex – Replace Remaining Flat Roof – add \$720,000*
- xxi. *Capital Plan 2030 – Museum – Replace Air Handling Unit – add \$384,000*
- xxii. *Capital Plan 2030 – Works Yard – Structural Cracks – add \$960,000*
- xxiii. *Capital Plan 2030 – Multiplex – Replace Large Exhaust Fans – add \$81,600*

CARRIED | Res. No. 25-450

3. 2026 – 2030 Financial Plan Bylaw 5138 | Second Reading

MOVED AND SECONDED, THAT "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" be read a second time, as amended.

CARRIED | Res. No. 25-451

4. Fees and Charges Bylaw 5125-2, 2025

MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-2, 2025" be now introduced and read a first time, as amended.

CARRIED | Res. No. 25-452

MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-2, 2025" be read a second time.

CARRIED | Res. No. 25-453

MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-2, 2025" be read a third time.

CARRIED | Res. No. 25-454

G. CORRESPONDENCE FOR ACTION

1. Butterfly Support Network

MOVED AND SECONDED, THAT Council direct Administration to provide a letter of support to the Butterfly Support Network to help strengthen their outreach efforts for research, education, and bereavement care for families across BC experiencing pregnancy and infant loss.

CARRIED | Res. No. 25-455

2. **Alberni Valley Makerspace Society**
MOVED AND SECONDED, THAT Council provide a letter of support for Alberni Valley Makerspace to accompany funding applications in 2026 to strengthen internal capacity and expand programming.
CARRIED | Res. No. 25-456
3. **Ticmup | How to Survive Society**
MOVED AND SECONDED, THAT Council provide a letter of support for Ticmup: How to Survive Society to accompany grant applications for funds toward a living library, classroom, and cultural centre.
CARRIED | Res. No. 25-457

H. PROCLAMATIONS

1. **Central Vancouver Island Crime Stoppers**
MOVED AND SECONDED, THAT Council on behalf of Central Vancouver Island Crime Stoppers proclaim the month of January 2026 as 'Crime Stoppers Month' in Port Alberni.
CARRIED | Res. No. 25-458

I. CORRESPONDENCE FOR INFORMATION

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

- a. Alberni-Clayoquot Regional District | Copy of letter to Ministry of Transportation and Transit regarding Cathedral Grove Safety
- b. ACRD Board Highlights | October 2025
- c. Island Health | 2025 Population Health Status Report
- d. AV Museum and Heritage Commission Minutes | October 1, 2025

MOVED AND SECONDED, THAT Council send a letter to the Ministry of Transportation and Transit regarding safety in Cathedral Grove.

CARRIED | Res. No. 25-459

MOVED AND SECONDED, THAT Council receive the November 10, 2025 correspondence summary as information.

CARRIED | Res. No. 25-460

J. REPORT FROM IN-CAMERA

1. Council released for public consumption direction that Administration continue conversations with the Ministry of Public Safety and Solicitor General and provincial Cabinet Committee on Community Safety, making public safety in Port Alberni a top Council priority.
2. Council released for public consumption direction that Administration work on an approach for possible co-hosting or additional support for future annual Truth & Reconciliation Day events.

3. Council released for public consumption direction to grant permission to the Western Vancouver Island Industrial Heritage Society to utilize City-owned railway assets and equipment in accordance with their agreement with the Island Corridor Foundation, for the operation of a tourist railway along its designated service corridor.

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. 25-461

L. NEW BUSINESS

M. QUESTION PERIOD

N. Tsai

Inquired about the purpose and use of Good Neighbour Agreements/Letters of Commitment with social service agencies in the City.

N. ADJOURNMENT


MOVED AND SECONDED, THAT the meeting adjourn at 4:44 p.m.

CARRIED

Mayor

Corporate Officer

Date: November 24, 2025
File No: 0640-30-December 1, 2025
To: Mayor and Council
From: M. Fox, CAO
Subject: Clean Team Funding Update 2026

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

RECOMMENDATION[S]

- THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" by allocating \$44,000 from taxation in 2026 to support the continuation of Clean Team operations for a four-month period while grant applications are pending.
- THAT Council direct Administration to issue a Request for Proposals [RFP] to identify a service provider for the operation of a Clean Team for a one-year term.

PURPOSE

The purpose of this report is to provide the Council with an update on grant funding for the Clean Team, following discussions during October 20, 2025, Committee of the Whole meeting and subsequent resolutions passed at the Regular Council meeting on October 27, 2025.

BACKGROUND

At their October 27, 2025 Regular meeting, Council resolved as follows:

- THAT Council postpone discussion to December 2025 regarding allocation of \$120,000 from Line 22130 within the "Draft 2026-2030 Financial Plan" to fund the Clean Team program, and direct Administration to pursue grant funding for the Clean Team program.
- THAT \$22,000 be temporarily allocated to continue operation of a Clean Team to the end of December 2025.

Clean Team funding was awarded to CMHA, facilitating operations to begin November 17, 2025. Administration has applied for Federal grant funding for one year through Health Canada's Emergency Treatment Fund to pilot components of the Port Alberni Neighbourhood Mitigation Strategy including a Clean Team, Diversion Outreach Team, Crisis Response Team, and Security Ambassadors. The City expects to receive notification regarding the funding request by March 2026.

Additionally, discussions with the Provincial Ministry regarding Clean Team funding for 2026 have not yet resulted in concrete funding. However, a potential Provincial grant opportunity is set to open in the coming weeks, which Administration will pursue.

ALTERNATIVES/OPTIONS

Option 1

- a. *THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" by allocating \$44,000 from taxation in 2026 to support the continuation of Clean Team operations for a four-month period while grant applications are pending.*
- b. *THAT Council direct Administration to issue a Request for Proposals for the operation of a Clean Team for a one-year term.*

Option 2

THAT Council amend the "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" by allocating \$120,000 from taxation in 2026 for the continuation of Clean Team operations.

Option 3

THAT Council defer Clean Team operations until grant funding can be secured.

Option 4

THAT Council direct Administration to adjust service levels within Community Safety and Social Development to identify funding for a Clean Team.

ANALYSIS

The Neighbourhood Mitigation Strategy consists of five key components:

1. Agreements
2. Clean Teams
3. Diversion Outreach Teams
4. Crisis Response Teams
5. Security Ambassadors

The Clean Team is only one of the components that the City may consider funding in 2026. It is a cornerstone of the City's Neighbourhood Mitigation Strategy to address cleanliness, safety perception, and economic vitality by maintaining public spaces, removing graffiti, and engaging peer workers to foster community pride. The program aligns with Council's strategic priorities on community safety and beautification, reducing the burden on Infrastructure Services and emergency services while improving the experience for residents, businesses, and visitors.

The proposed investment of \$44,000 in the Clean Team program presents an opportunity to bridge the gap while grant funding applications are being considered. This amount will cover a four-month term of Clean Team operations. To facilitate this, we plan to issue a request for proposals [RFP] in December to identify a service provider for a one-year term, starting immediately after the current two-month contract concludes in late January or early February. This approach will ensure the continuity of Clean Team operations without interruption.

Based on the cost-benefit analysis, the program provides the following advantages:

- Public Safety Improvements: Cleaner environment reduces vandalism and improves safety perception
- Reduced Emergency Service Usage: Less demand on public works and emergency cleanup
- Economic Impact: Improves aesthetics and supports local business vitality
- Community Well-being: Promotes civic pride and neighborhood engagement

These benefits translate into reduced municipal costs for emergency cleanups, improved business vitality, and enhanced civic pride. The investment supports long-term economic development and aligns with Council's strategic priorities for safety and beautification

IMPLICATIONS

Financial implications for the Clean Team is \$120,000 for twelve months, five days a week, three hours a day. The budget includes wages, insurance, travel, equipment, and consumables as detailed below.

| Category | Estimated Cost (CAD) |
|--------------------|----------------------|
| Staffing | \$90,000.00 |
| Insurance | \$2,500.00 |
| Expenses | \$18,500.00 |
| Administration Fee | \$9,000.00 |
| Total | \$120,000.00 |

At present, there is no funding available to allocate to this initiative, and grant funding is pending. Should Council direct that the \$44,000 in funding come from taxation in 2026 for a four-month term, the tax implications would be an increase of .13 percent. Should Council direct full funding in the amount of \$120,000 from taxation in 2026, the tax implications would be an increase of .33 percent.

It is important to note that while the Clean Team is a key component of the Neighbourhood Mitigation Strategy, the remaining components also require significant levels of funding, which has yet to be secured.

COMMUNICATIONS

The communication plan will include announcements about the Clean Team, social media updates highlighting program benefits, engagement with businesses and the Alberni Valley Chamber of Commerce, and inclusion in the City's annual report to demonstrate accountability and transparency.

BYLAWS/PLANS/POLICIES

This initiative aligns with Council's strategic priorities for community safety, beautification, and economic development

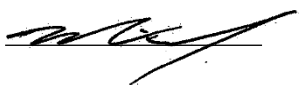
SUMMARY

In summary, funding the Clean Team for the first four months of 2026 at an estimated cost of \$44,000 is recommended to maintain downtown cleanliness and safety while grant funding applications are under review. This investment delivers measurable social and economic benefits and aligns with strategic priorities. However, as grant funding has yet to be secured, it is essential to consider the remaining components of the Neighbourhood Mitigation Strategy as part of future funding discussions.

ATTACHMENTS/REFERENCE MATERIALS

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

Date: November 25, 2025
File No: 0640-30-December 1, 2025
To: Mayor and Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments for a portion of LOT A at 15th Avenue and Montrose Street**
Lot A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044, EXCEPT PART IN PLAN VIP55450 (PID: 008-079-820)
Applicant: Windward Homes

| | | |
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| Prepared by: <i>S. Smith</i> Dir. of Development Services/ Deputy CAO | Supervisor: <i>M. Fox</i> Chief Administrative Officer | CAO Concurrence:  M. Fox, CAO |
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RECOMMENDATIONS

- THAT “Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110” be read a third time.
- THAT “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111” be read a third time.
- THAT “Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5110.
- THAT “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5110.
- THAT the minutes of the Public Hearing on November 24, 2025 regarding “Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110” and “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111”, be adopted as presented.

PURPOSE

To consider Official Community Plan (OCP) and Zoning Bylaw amendments for a portion of City-owned land at the southeast corner of the 15th Avenue and Montrose Street. The bylaw amendments would enable sale of the land to Windward Homes in accordance with a Contract of Purchase and Sale. The proposed subdivision development would create 13 residential lots.

BACKGROUND

The subject property is approximately 2.8 acres (11,330 m²) of forested land located at the intersection 15th Avenue and Montrose Street. The proposed development site has no civic address, but is a portion of the parcel and described as *Lot A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044, EXCEPT PART IN PLAN VIP55450*. The subject property will be referred to as the “portion of Lot A” in this report. Boundaries are shown as the subject site. Property is surrounded by a residential neighbourhood and approximately 104 acres of City-owned land.

Contract of Purchase and Sale

In 2021, Council directed staff to issue a public Request for Proposals (RFP) for the purchase and development of a portion of Lot A located nearest to the 15th Avenue and Montrose Street intersection. The proposal from Windward Homes was selected during the RFP process, and they were granted purchase of the property subject to the following:

- a) Amendment of the OCP and Zoning Bylaw
- b) Subdivision of the property according to the site plan.

An application for OCP and Zoning bylaw amendments was submitted in May 2022. While the City currently owns Lot A, there is a Contract of Purchase and Sale for the portion of land with proposed amendments (signed January 17, 2022 and extended to December 31, 2025).

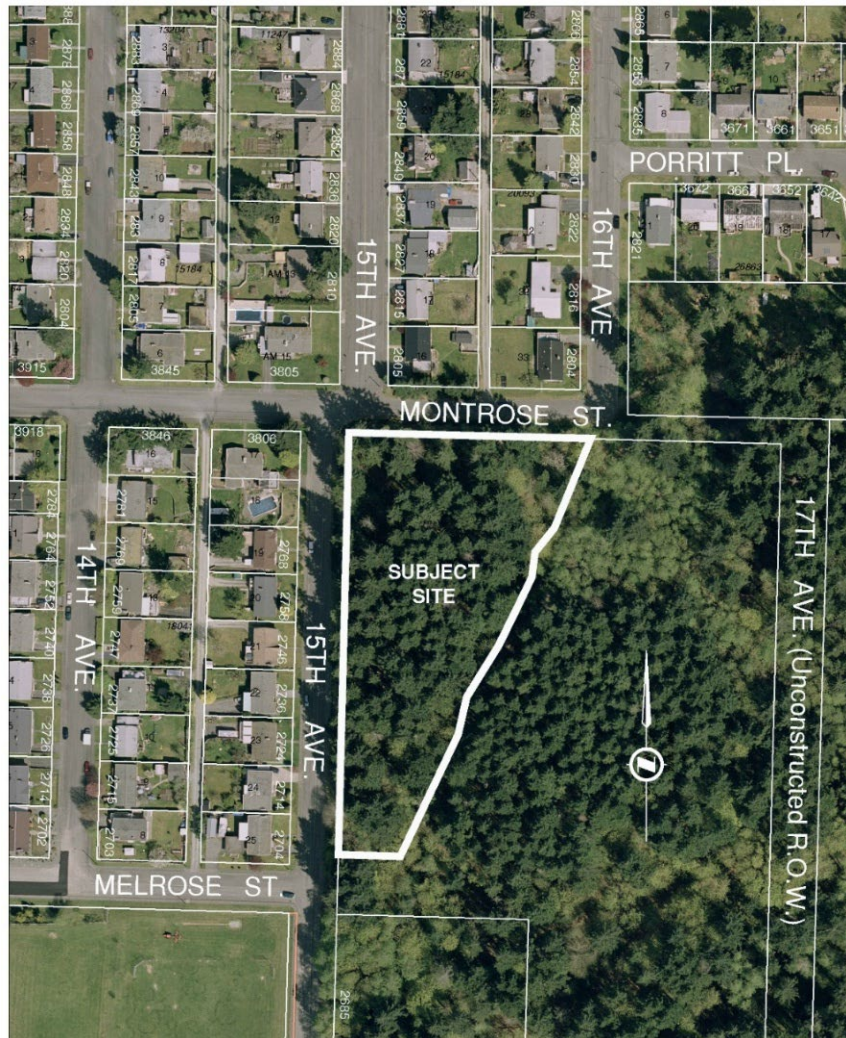


Figure 1 – City-Owned Lands

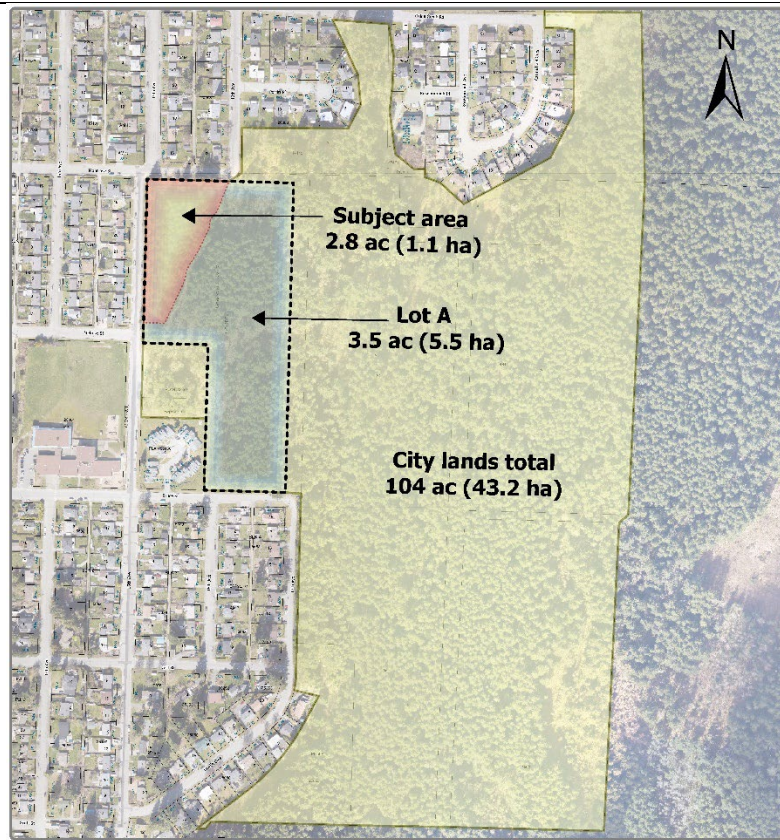


Figure 2 - OCP Land Use Map

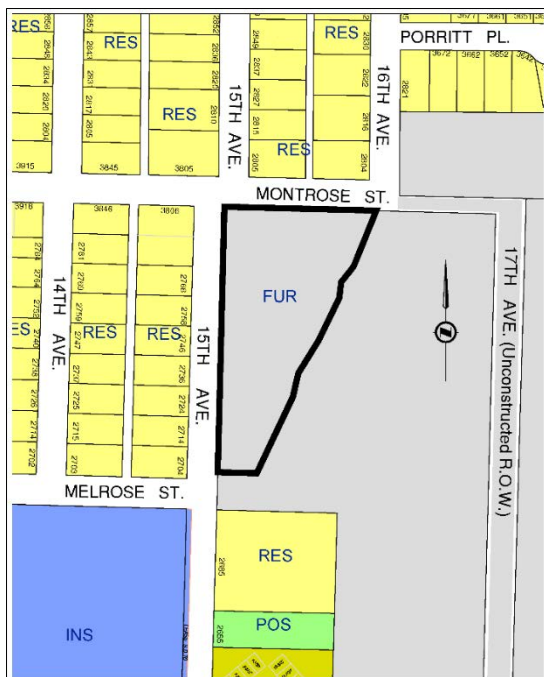


Figure 3 – Zoning Map



ALTERNATIVES/OPTIONS

1. *THAT “Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110” be read a third time.*
THAT “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111” be read a third time.
THAT “Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5110.
THAT “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5110.
THAT the minutes of the Public Hearing on November 24, 2025 regarding “Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110” and “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111”, be adopted as presented.
2. *Council may decline to give third reading.*

ANALYSIS

Official Community Plan Bylaw No. 4602

Lands designated *Future Residential* in the OCP are intended to accommodate future residential growth. A policy request that a “neighbourhood plan” be prepared as a condition of development be approved by Council prior to changing the designation. The City has not prepared a neighbourhood plan for this portion of Lot A, or the surrounding City-owned lands shown in Figure 1.

The proposal is to designate the land Residential (RES), which is compatible with the surrounding neighbourhood. While OCP policy states that *Residential* land is intended for up to two dwelling units, the BC *Local Government Act* required the City to allow up to four units via the property zoning.

a) OCP Policy for Future Residential (FUR) Land Use

Section C: 2.0 – Land Use Designations

- [Future Residential] identifies areas that will accommodate future residential growth at a low density for up to 20 years. Lands with this designation will require as a condition of development, the preparation of a neighbourhood plan that identifies how development will occur in a planned and sustainable manner. This designation may include some non-residential land uses.

Section D: 4.0 - Residential

- The Future Residential (FUR) designation applies to undeveloped lands reserved to accommodate residential growth over the next 20 years based on a projected 1.5% growth rate.

Section D: 4.4.2 – Future Residential (FUR)

- In those areas designated in the Official Community Plan as “Future Residential”, a neighbourhood plan is required in order to address the specifics of the proposed land use. The neighbourhood plan must be approved prior to an OCP designation change by Council. The proposed subject site is separated from the larger parcel by a man-made drainage ditch. The proposed subdivision aligns with the intent of the FUR definition in the OCP. The potential development of the subject site would not negatively impact a future neighbourhood plan. Staff recommends a “neighbourhood plan” not be required as a condition of development and support moving forward with consideration of the OCP and Zoning amendments.

Zoning Bylaw No. 5105, 2024

The proposed *Primary Residential* zoning aligns with the surrounding neighborhood, and the preliminary subdivision plan meets the minimum lot size and frontage requirements of the Zoning Bylaw. Additional details would be confirmed during subdivision. If rezoned, and development would need to meet the requirements of the *Primary Residential* zone.

a) *General Impact*

The proposed development would increase traffic and use of street parking, and there would be a loss of green space. These impacts are typical of residential neighbourhoods, and is not anticipated to affect the surrounding area in a way that would preclude development.

b) *Development Plans*

A preliminary subdivision plan submitted by Windward Homes would create thirteen (13) new parcels for residential housing (Figure 5). The *Primary Residential* zoning permits a mix of unit types including single-detached dwellings, duplexes, tri-plexes or fourplexes. Secondary suites and ADUs are also permitted. While each lot is permitted up to four (4) units, the size of the lots, minimum setbacks, and restrictions on coverage limit the number of feasible units.

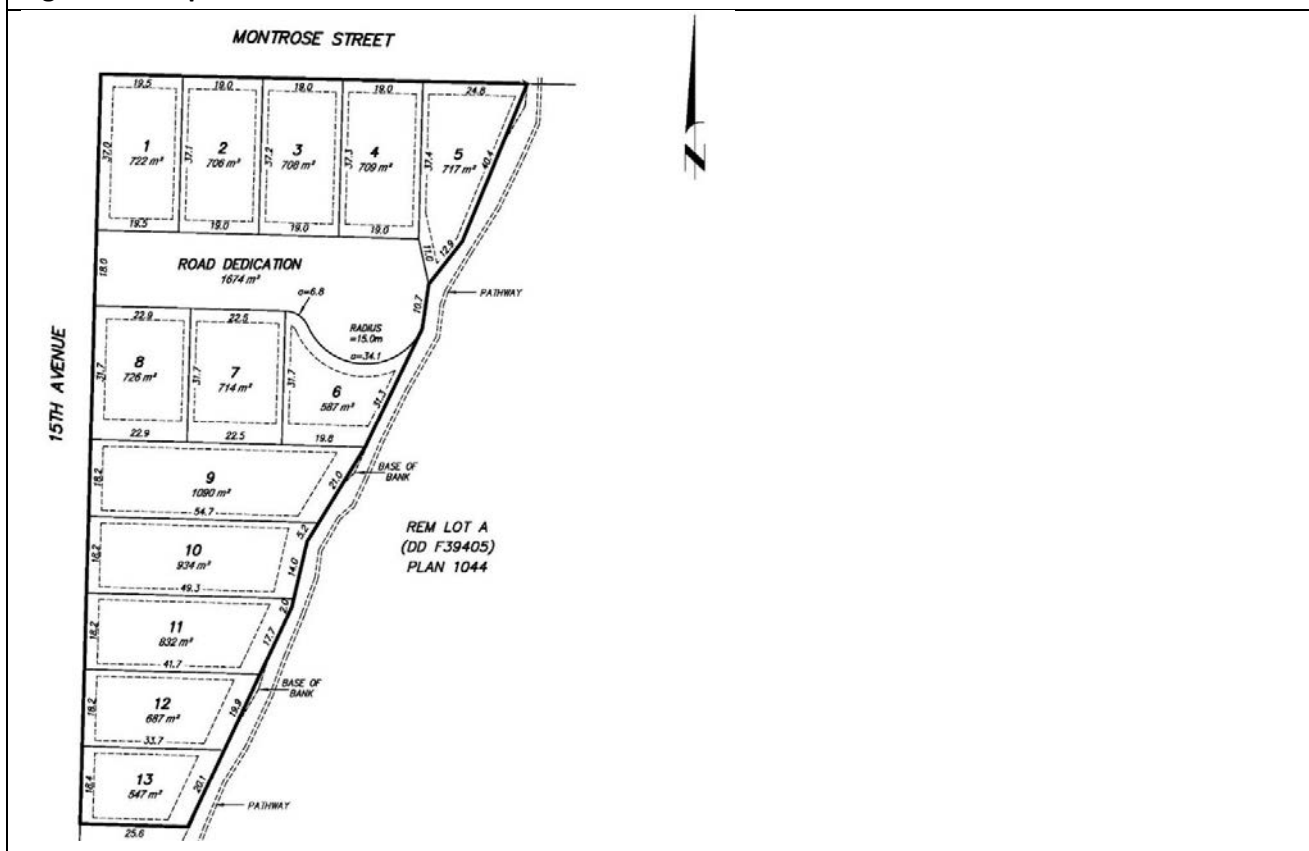
c) *Parking*

Parking for properties with *Primary Residential* zoning must be provided at a minimum ratio of one (1) space per dwelling unit.

d) *Roads and Access*

Lots would have direct access from both 15th Avenue and Montrose Street, and from a new east/west cul-de-sac.

Figure 5 – Proposed Subdivision Plan



Archaeological Overview Assessment

The City requested an Archaeological Overview Assessment (AOA) for the site in response to comments from the Tseshah First Nation. An AOA was obtained in April 2023, which assessed the study area as having low archaeological potential and recommended no further work. The AOA was provided to Tseshah and Hupacasath First Nations.

Environmental Report

The OCP includes policies for preserving and protecting watercourses, riparian areas, areas with significant wildlife values, and fisheries sensitive zones. An environmental report on the man-made drainage ditch on Lot A was obtained on October 12, 2023. The work was undertaken by a registered professional biologist who confirmed the following:

- The ditch does not provide fish habitat, but does provide seasonal flows to downstream fish bearing waters (Dry Creek).
- The ditch may provide minimal habitat value as a seasonal water source for wildlife.
- The primary environmental consideration for future development of the site is sediment control.
- The berm located on the ditch's western side currently prevents run-off from flowing to the ditch.

Infrastructure and Services

If the current proposal is supported, site servicing requirements would be determined at subdivision, with the new owner responsible for the cost of designing and installing necessary upgrades.

IMPLICATIONS

The proposed OCP and Zoning amendments would allow a subdivision plan to be considered that would create thirteen (13) new parcels for residential housing.

2042 Official Community Plan and Housing Needs

Community input received during engagement for 2042 OCP supported a growth scenario that emphasizes complete communities and limits development of natural "greenfield" areas. However, the *BC Local Government Act* requires Council to adopt an OCP that will enable 20 years of housing growth identified in the City's *Interim Housing Needs Report*.

It is likely that meeting the City's housing needs will require a combination of new "greenfield" development and infill of existing neighbourhoods. A review of potential land for housing development is underway, including the subject lands owned by the City.

COMMUNICATIONS

Advisory Planning Commission (APC)

The APC discussed the application and passed a motion at their June 20th 2024 meeting recommending that Council support the application. Members of the APC inquired about:

- How the City chose this property for development;
- Whether the nearby trail system would be impacted;
- What requirements would be placed on the developer (i.e. parkland dedication and infrastructure upgrades).

Members of the APC also expressed that the City should consider preserving municipal land along the jurisdictional border as greenspace in the OCP update. A copy of the meeting Summary Minutes is attached to this report.

OCP Pre-Engagement

In accordance with *Section 475* of the *Local Government Act* (LGA), the City provided an additional opportunity for members of the community to receive information and provide input on the OCP amendment. Staff mailed letters to all owners and occupants of property within 100 metres of the subject property. A total of 78 letters were mailed, and 23 responses were received.

A detailed summary of pre-engagement comments is attached to this report, key topics included:

- Support for increased housing in Port Alberni.
- General opposition to location and scale of development.
- Concern that current OCP update is not being considered in the application's review and approval timeline.
- Concern that the application does not align with community feedback on 'Climate Action' and 'Growth Scenarios' during 2042 OCP engagement.
- Concern that the proposed development will impact the area's environmental features, habitats, and ecological assets.
- Concern that proposed development will impact the trail system and result in loss of green/recreation space.
- Concern for potential safety issues in the area caused by increased traffic.

Public Hearing

A Public Hearing was held on November 24, 2025 and several speakers provided comments on the application. Prior to the Public Hearing, staff completed all required statutory notifications including mailing letters to all owners and occupants of properties within 100 metres of the subject property. Notices were also placed in the newspaper as required by Sections 465 and 466 of the *Local Government Act* (LGA). A total of 82 letters were mailed and 11 pieces of correspondence were been received.

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

The proposed amendment would change the OCP land use designation of a portion of Lot A from '*Future Residential*' to '*Residential*'.

Zoning Bylaw No. 5105

The proposed amendment would change the zoning of a portion of Lot A from '*FD Future Development*' to '*R Primary Residential*' on the Zoning Bylaw map.

Interim Housing Needs Report 2024 (IHNR, 2024)

Under the proposed zoning and site plan, the number of units provided by the development could range from 13 to 52. This equals 1% to 4% of the housing required to achieve the City's estimated housing target. Approximately 1,220 dwellings units (550 rental units, 670 ownership units) are needed over the next 5 years to meet Port Alberni's housing needs.

SUMMARY

For Council's consideration are amendments to the OCP and Zoning Bylaw, that would remove land from the *Future Residential* land use designation, enable a property sale, and the creation of 13 lots for residential development.

ATTACHMENTS/REFERENCE MATERIALS

- *“Official Community Plan Amendment (15th Avenue at Montrose Street) Bylaw No. 5110”*
- *“Zoning Amendment (15th Avenue at Montrose Street) Bylaw No. 5111”*
- *Public Hearing Minutes – November 24, 2025*

CITY OF PORT ALBERNI

BYLAW NO. 5110

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

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

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110**".

2. Official Community Plan Amendments

- 2.1 Respecting a portion of the property legally described as LOT A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044 EXCEPT PART IN PLAN VIP55450, *having* PID: 008-079-820 and located at the southeast corner of 15th Avenue and Montrose Street as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendment applies:
- 2.2 Schedule "A" (Land Use Map) that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on the relevant portion of the property from 'Future Residential' use to 'Residential' use.

READ A FIRST TIME this 27th day of October, 2025.

READ A SECOND TIME this 27th day of October, 2025.

A PUBLIC HEARING WAS HELD this 24th day of November, 2025.

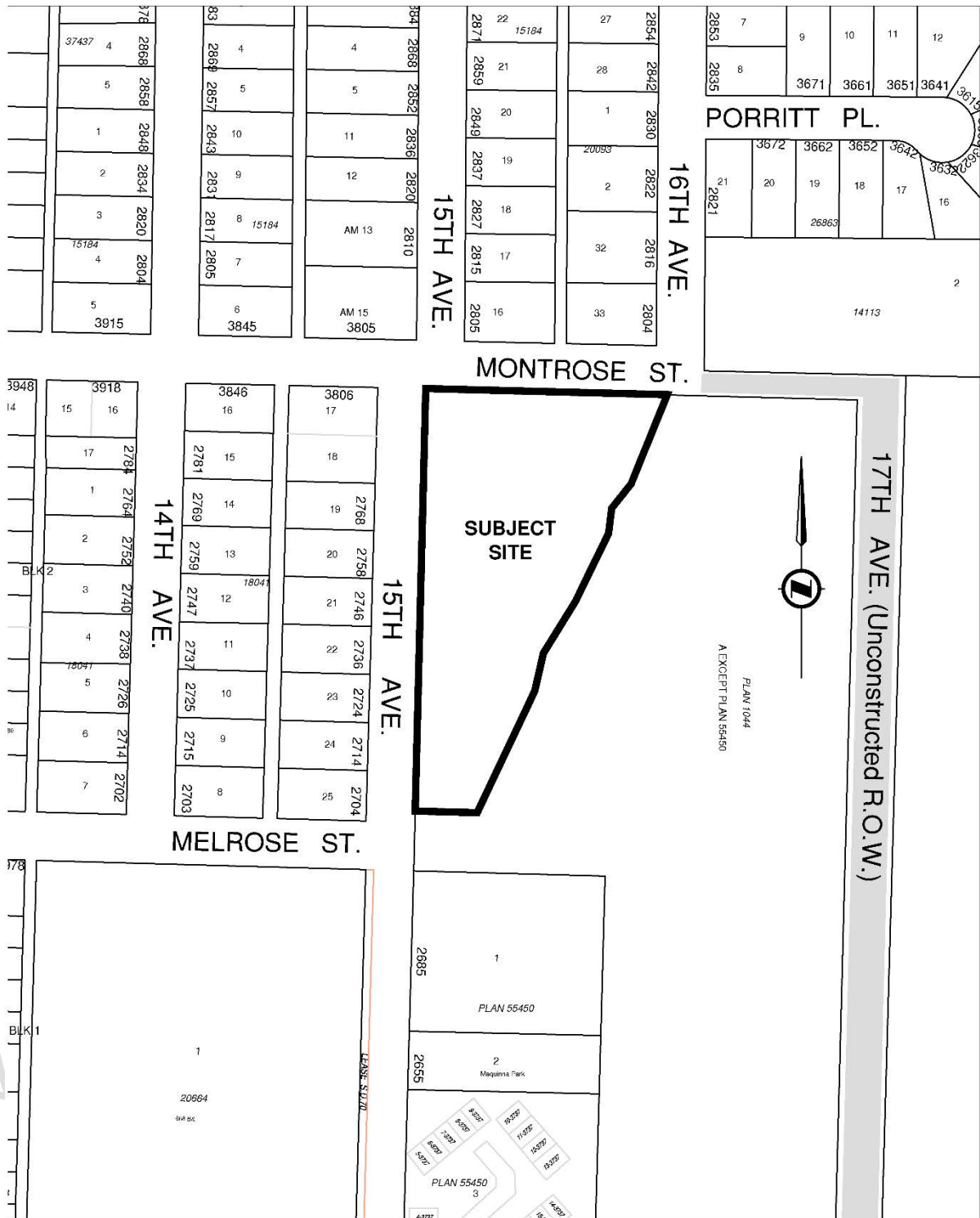
READ A THIRD TIME this day of , 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

Schedule "A" to Bylaw 5110



Site: 15th Ave. at Montrose St.

CITY OF PORT ALBERNI

BYLAW NO. 5111

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as “**Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111**”.

2. Zoning Map Amendments

- 2.1 A portion of the property legally described as LOT A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044 EXCEPT PART IN PLAN VIP55450, having PID: 008-079-820 and located at the southeast corner of 15th Avenue and Montrose Street as shown outlined in heavy black line on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'FD Future Development' to 'R Primary Residential'.
- 2.2 Schedule “A” (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw No. 5105 is hereby amended to denote the zoning outlined in Section 2.1 above.

READ A FIRST TIME this 27th day of October, 2025.

READ A SECOND TIME this 27th day of October, 2025.

A PUBLIC HEARING WAS HELD this 24th day of November, 2025.

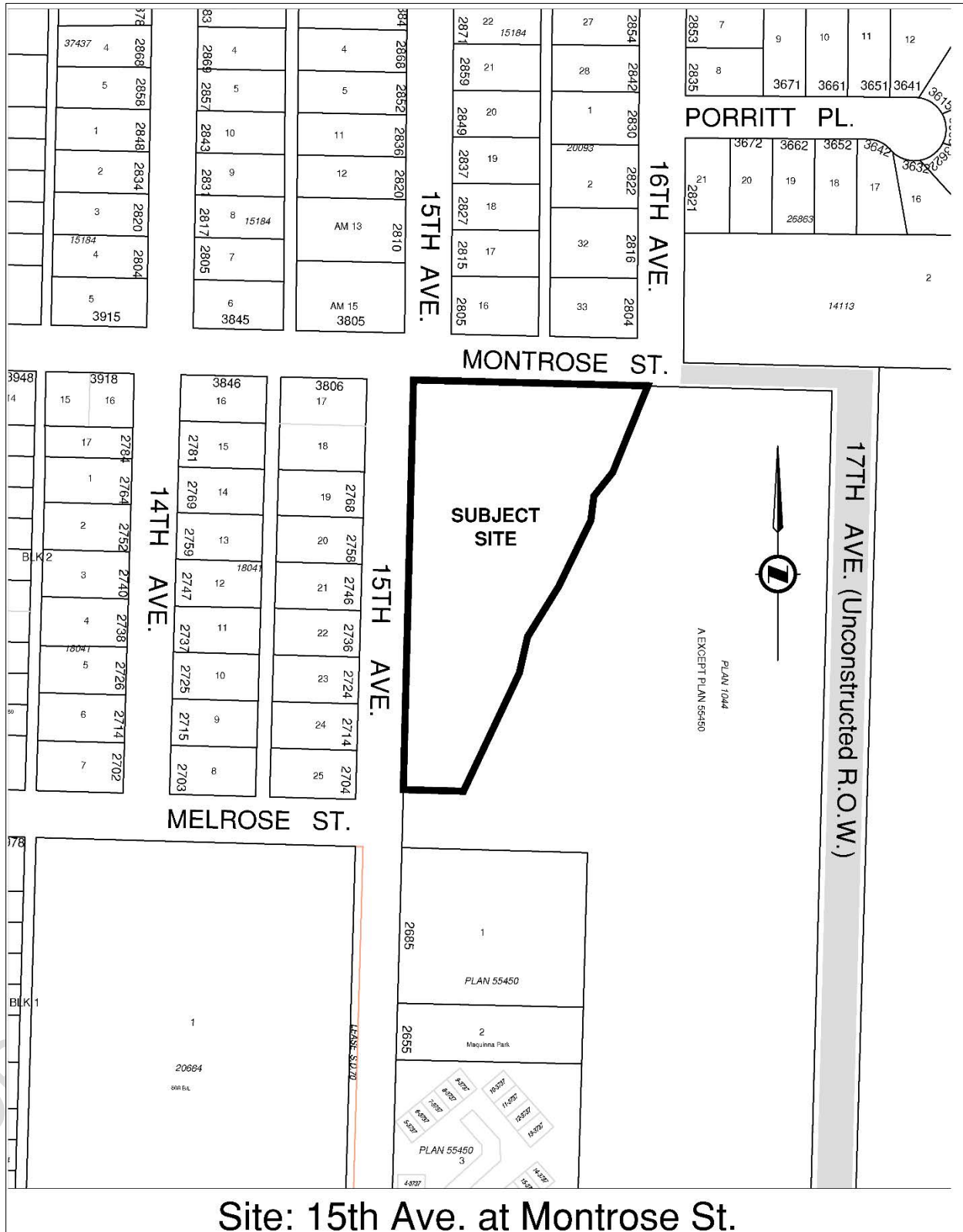
READ A THIRD TIME this day of , 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5111



PUBLIC HEARING REPORT
Monday, November 24, 2025 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

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

Gallery: 37

CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

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

A1. 5405 Argyle Street – Description of the Application

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

- The applicant [R. Lemkay] has applied to change the zoning of a portion of the property located at 5405 Argyle Street to enable the development of a restaurant expansion and commercial kitchen.

The proposed bylaw is:

- i. "Zoning Amendment (5405 Argyle Street) Bylaw No. 5134".

If amended, this bylaw changes the zoning classification of 5405 Argyle Street from a split-zoned 'W1 Waterfront Commercial' and 'W2 Waterfront Industrial' to 'W1 Waterfront Commercial' in the Zoning Bylaw.

A2. Background Information from the Development Services Department:

The Manager of Planning provided background information regarding the proposed amendment by way of summarizing the report of November 17, 2025.

A3. **Correspondence:** None.

A4. **Late Correspondence Regarding the Matter:** None.

A5. **Questions/Comments from Council:** None.

A6. **Questions/Comments from the Public:** None.

A7. **Closing Remarks from the Chair:**

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

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

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

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

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

There being no further speakers, Chair Minions declared this portion [Part A – 5405 Argyle Street] of the Public Hearing closed at 6:07 pm.

B1. **15th Avenue at Montrose Street – Description of the Application**

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

- The applicant [Windward Homes] has applied to change the land use designation and zoning of the property located at 15th Avenue at Montrose [a portion of Lot A (DD F39405) of District Lot 113, Alberni District, Plan VIP1044 Except part in Plan VIP55450] to enable sale and subdivision for residential development of 13 lots.

The proposed bylaws are:

- i. "Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110".

If amended, this bylaw changes the land use designation from 'Future Residential' to 'Residential' in the OCP.

- ii. "Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111".

If amended, this bylaw changes the zoning classification 'FD Future Development' to 'R Primary Residential' in the Zoning Bylaw.

B2. Background Information from the Development Services Department:

The Director of Development Services/Deputy CAO provided background information regarding the proposed amendment by way of summarizing the report of November 17, 2025.

B3. Correspondence:

- Email dated October 29, 2025 from B. Eschuk
- Email dated November 17, 2025 from J. King
- Email dated November 18, 2025 from D. Johnson

B4. Late Correspondence Regarding the Matter:

- Email dated November 20, 2025 from K. Dewey
- Email dated November 21, 2025 from J. Waite
- Email dated November 24, 2025 from V. Goss
- Email dated November 24, 2025 from Charlotte H.
- Email dated November 24, 2025 from M. Martin
- Email dated November 24, 2025 from S. Bone
- Email dated November 24, 2025 from T. Rust
- Email dated November 24, 2025 from A. Anaka

B5. Questions/Comments from Council:

1. How long has it been deemed Future Residential?

Staff Response (S. Smith): *The City property has been noted in the two previous OCP's as future residential development, and has been owned by the City for several decades.*

2. How would the trail system in that greenspace be impacted?

Staff Response (S. Smith): *The proposed development would not impact the wildlife.*

3. How would wildlife in the area be affected?

Staff Response: *No answer.*

B6. Questions/Comments from the Public:

Earl: Inquired about the current and historical ownership of the land.

Staff Response (S. Smith): *The property is currently owned by the City and has been for many decades.*

M. Hill: Expressed objections regarding the location and density of the proposed development. Raised concerns about the public engagement radius and water runoff mitigation, including potential flooding issues.

S. Rust: Inquired about the public consultation process. Questioned if the Official Community Plan (OCP) is still under development why this application is being considered. Suggested that other non-greenfield spaces should be considered for development. Asked about the berm setback and potential impacts on fish habitats and tributaries in the area, as well as drainage concerns.

Staff Response (S. Smith): *Clarified that the OCP amendment application required engagement through a mailout identifying the proposed development. The staff report outlined the pre-engagement efforts. The draft OCP is delayed due to staff shortages, as such, staff recommended that the OCP and Zoning applications be considered in the interim.*

S. Boehm: Inquired when the zoning designation changed from undesignated to future residential. Raised concerns about flooding, as well as the size of the proposed lots in comparison to existing ones.

Ian: Expressed concerns about the reduction of greenspace and the alignment of the proposed development with the OCP's future residential plans.

Heidi R.: Raised concerns about the potential impact of development on foraging areas and the cumulative effects of development on the surrounding forest.

T. Rust: Opposed the rezoning considering the OCP has not been completed and stated that community feedback during the OCP update process has indicated a strong value for the land in its current state as per the alternative growth scenarios and climate action reports.

S. Turner: Requested clarification on the historical ownership of the property. Raised concerns about the density of the proposed development and potential water issues in the area. Asked about potential for fourplex development on the site.

Staff Response (S. Smith): *The residential zoning currently allows for fourplex development; however, the developer has not confirmed that this will be the primary focus. The submitted site plan allocated development as primary residential.*

P. McMillan: Concerned about the density of proposed fourplexes and the size of the lots. Suggested that sidewalks should be included in the future development. Voiced concerns about water availability and emphasized that primary residential use would be more suitable for the site.

D. Johnson: Asked whether the contract of purchase and sale for the property is subject to public scrutiny. Inquired if the accepted Request for Proposals (RFP) binds the developer to a specific type of development and if future amendments to the contract are possible. Voiced concerns about urban sprawl and the encroachment on the trail network.

Staff Response (S. Smith): *The City issued an RFP with eight proposals received. The City evaluates proposals based on development potential, purchase price offered, developer track record, long-term housing options proposed, and potential future tax revenue. Zoning dictates the types of development allowed, and the Province's regulations prevent local governments from obstructing developments required by provincial legislation.*

D. Cruikshank: Raised concerns about the density of the development and its consistency with the current neighborhood. Suggested that the maximum number of lots should be limited to nine, opposing triplexes and fourplexes. Voiced concerns about parking and increased sewage capacity.

K. A. Dewey: Expressed concerns about the diminished use of the trail system, the potential density issues, construction noise, and the impact on wildlife.

C. Reynolds: Concerned about the loss of green space and suggested considering other development areas within the City. Voiced concerns about road setbacks, increased traffic to the area, and previous vehicle accidents in the neighbourhood.

D. Cunningham: Enjoys the green space and emphasized that the trail system is a significant community asset that should be addressed in the OCP. Believes that higher-density housing would provide the greatest benefit. Raised concerns about wildfire protection.

Staff Response (M. Fox): *The City follows FireSmart principles and is working with the Alberni-Clayoquot Regional District (ACRD) to develop wildfire interface zones. Mitigation strategies are eligible for funding to reduce future risks.*

David S.: Asked for clarification on the housing needs requirement and how many homes are needed over the next five years.

Staff Response (S. Smith): *Explained development of the Interim Housing Needs Report; format follows provincial guidelines and is required to be updated every five years.*

Chair Response: *Emphasized the importance of appropriate space usage and balancing density with affordability.*

Staff Response (M. Fox): *Noted that the City has demonstrated to the Province that it is a willing partner in meeting legislated development requirements.*

N. Pattison: Believes there are more suitable locations for development within the City. Main concern is parking availability.

Staff Response (S. Smith): *Parking standards mandate one parking spot per residential unit.*

M. Hill: Inquired about why the property was offered for sale.

Chair Response: *The sale was aligned with the Municipality's strategic plan, which evaluates the best use of assets for improvements or potential sale.*

S. Boehm: Expressed concerns regarding the size of the proposed lots and appealed for reconsideration of the proposal.

B7. Closing Remarks from the Chair:

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

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

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

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

N. Pattison: Expressed concerns about the Province and developers making changes resulting in negative impacts to the community.

Chair Response: *Assured that the City follows processes to ensure appropriate development.*

T. Rust: Opposed the development and proposed that the land be rezoned to parkland.

S. Rust: Raised concerns regarding the primary proposed development of the site.

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

S. Boehm: Expressed a strong desire for the area to be preserved as a park.

L. Shepherd: Inquired whether any endangered species have been identified in the area.

Staff Response (SS): *A preliminary biology report on the drainage ditch has been completed. If any future species at risk are identified, there are established processes to address concerns.*

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

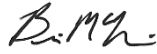


Termination of the Public Hearing:

MOVED AND SECONDED, THAT this Public Hearing terminate at 7:53 pm.

CARRIED

Sara Darling
Director of Corporate Services

Date: November 25, 2025
File No: 0640-30-December 1, 2025
To: Mayor and Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendment 5405 Argyle Street, Port Alberni**
LOT A, DISTRICT LOTS 1 AND 118, ALBERNI DISTRICT, PLAN 13074. PID: 003-925-536
Applicant: R. Lemkay

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

RECOMMENDATIONS

- THAT "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" be read a third time.
- THAT "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5134.
- THAT the minutes of the Public Hearing on November 24, 2025 regarding "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134", be adopted as presented.

PURPOSE

To consider a Zoning Bylaw map amendment at 5405 Argyle Street. The applicant is requesting to rezone a portion of the property from *W2 Waterfront Industrial* to *W1 Waterfront Commercial*.

BACKGROUND

The subject property is located at the entrance to Harbour Quay at the intersection of Argyle Street and Bird Avenue. The property is 806 m² (0.08 acres) and split-zoned *W1 Waterfront Commercial* and *W2 Waterfront Industrial*. The W1 portion of the property contains a commercial building with retail shops, a restaurant, and a second story residential suite. The W2 portion contains a former marine industry warehouse. The applicant intends to rezone the W2 portion to match the rest of the property, which would allow the warehouse to be developed into a restaurant expansion and commercial kitchen.

ALTERNATIVES/OPTIONS

- THAT "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" be read a third time.

THAT "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5134.

THAT the minutes of the Public Hearing on November 24, 2025 regarding "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" be adopted as presented.
- Council may decline to give third reading.

ANALYSIS

Below is a summary of the proposed Zoning Bylaw amendment:

- Rezone a portion of the property from *W2 Waterfront Industrial* to *W1 Waterfront Commercial* on the Schedule A Zoning Bylaw map.

Official Community Plan (OCP)

The subject property is designated *General Commercial (GCO)* in the OCP. The proposed W1 zoning aligns with the OCP land use and policy for the South Port area. OCP policy in *Section D – 5.2 Southport* outlines a vision for the neighbourhood as a destination for visitors and residents with a recognizably distinct character within the community. Policy highlights the area near the entrance of Harbour Quay as a distinct social node. An expansion the W1 zone in this location is supported by OCP policy.

Zoning Bylaw No. 5105, 2024

The proposed restaurant expansion aligns with the intent of the W1 zone. The *W1-Waterfront Commercial* zone is designed with limited uses, and is only located at Harbour Quay and Clutesi Haven Marina. The purpose of the zone is to create vibrant places for tourists and the general public, and to maintain areas for marine-oriented activities.

Industrial Land Inventory

The warehouse building has been vacant for several years, and is likely too small to have a practical marine industrial use beyond storage. Rezoning this portion of the property is not anticipated to impact the availability of industrial land in Port Alberni.

Parking and Loading

The Zoning Bylaw does not require parking to be provided in the W1 zone, but nearby parking is available on Argyle Street, Kingsway Street, and at Harbour Quay. The parking requirement is zero because the neighbourhood is a highly-walkable commercial district.

Properties at Harbour Quay have little space for commercial vehicles to load goods in and out of the building. At 5405 Argyle Street it is expected that loading will occur from Bird Avenue where the warehouse doors exit onto the street. An existing loading space is currently marked on the asphalt in this location.

Infrastructure

If renovation of the warehouse building requires new service connections these will be confirmed during Development Permit, and required to be installed at Building Permit at the expense of the applicant.

IMPLICATIONS

Harbour Quay is a unique community destination that attracts visitors to Port Alberni. The rezoning aligns with the OCP land use designation, and neighbourhood policy that supports Harbour Quay as a waterfront destination and attraction. Rezoning the remainder of 5405 Argyle Street from W2 to W1 is not anticipated to impact the availability of marine industrial land in Port Alberni.

COMMUNICATIONS

Public Hearing

A Public Hearing was held on November 24, 2025, and there were no speakers. Prior to the Public Hearing, staff completed public notice, including mailing letters to all owners and occupants of properties within 100 metres of 5405 Argyle Street. Notices were also placed in the newspaper, and no correspondence was received.

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

No OCP amendment is required. The proposed W1 zoning aligns with the GCO land use designation.

Zoning Bylaw No. 5105

The proposed amendment would change the zoning of a portion of the property from *W2 Waterfront Industrial* to *W1 Waterfront Commercial*.

Shoreline Master Plan

Rezoning a portion of 5405 Argyle Street to W1 aligns with the uses identified for Harbour Quay in the *Port Alberni Shoreline Master Plan*: retail, restaurant, microbrewery, nightclub, cabaret, bar, pub, public market.

SUMMARY

The City has received an application to rezone a portion of the property at 5405 Argyle Street from *W2 Waterfront Industrial* to *W1 Waterfront Commercial*. The property is currently split-zoned, and this application would change the zoning of the rear of the property to match the rest of the site. The rezoning would enable a small industrial warehouse to be developed into a restaurant expansion and commercial kitchen. Administration recommends Council give Third Reading and Final Adoption of *Zoning Amendment Bylaw No. 5134*.

ATTACHMENTS/REFERENCE MATERIALS

- *Site Photos - 5405 Argyle Street*
- *Zoning Amendment (5405 Argyle Street) Bylaw No. 5134*
- *Public Hearing Minutes – November 24, 2025*

SITE PHOTOS – 5405 ARGYLE STREET



CITY OF PORT ALBERNI

BYLAW NO. 5134

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as **“Zoning Amendment (5405 Argyle Street), Bylaw No. 5134”**.

2. Zoning Map Amendment

- 2.1 With respect to the property, legally described as Lot A, District Lot 1, Alberni District, Plan VIP13074 (PID: 003-925-536) located at 5405 Argyle Street, a portion shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, is hereby rezoned from 'W2 Waterfront Industrial' to 'W1 Waterfront Commercial' zone.
- 2.2 Schedule “A” (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 5105 is hereby amended to denote the zoning outlined in Section 2.1 above.

READ A FIRST TIME this 27th day of October, 2025.

READ A SECOND TIME this 27th day of October, 2025.

A PUBLIC HEARING WAS HELD this 24th day of November, 2025.

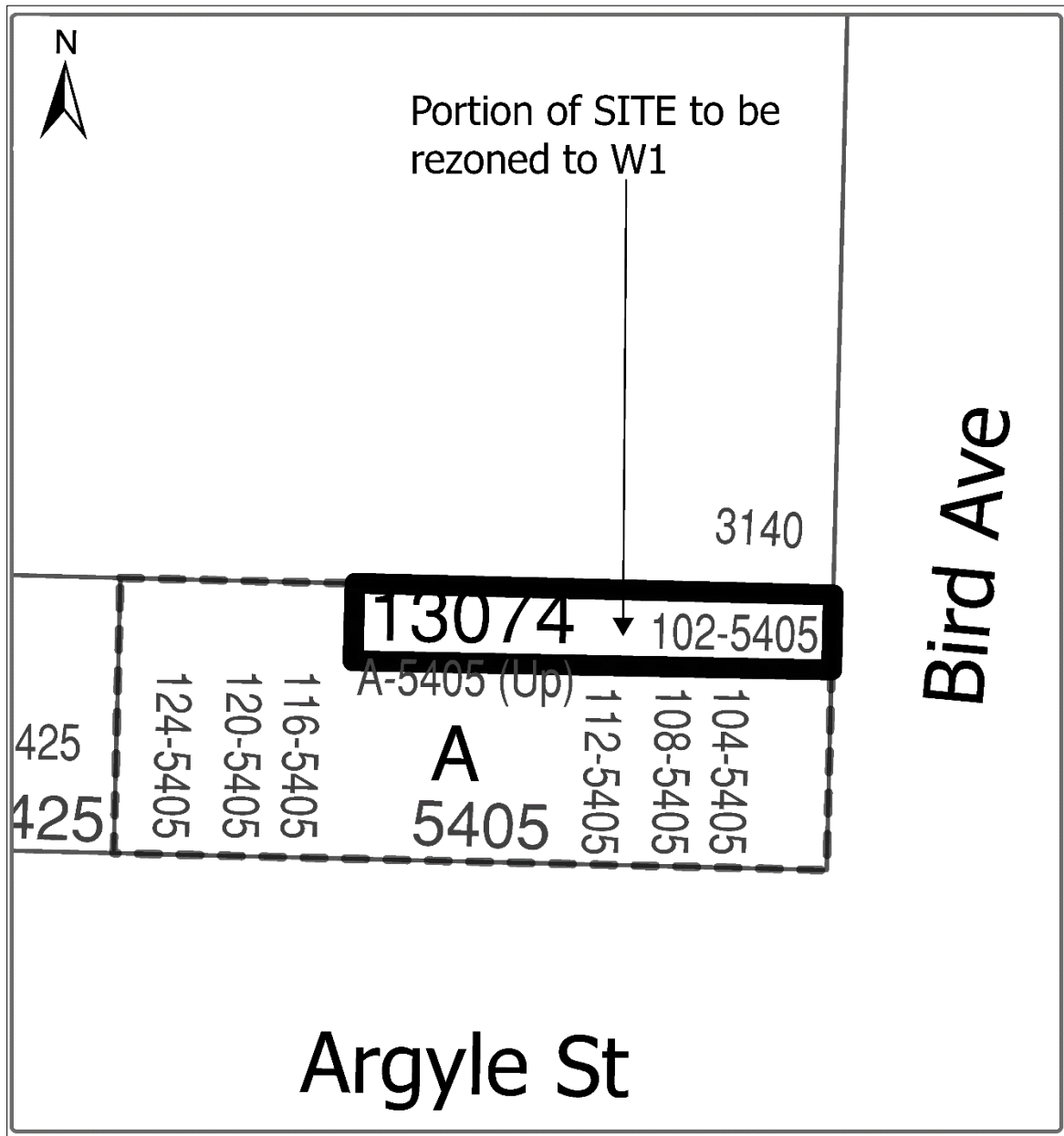
READ A THIRD TIME this day of , 2025.

FINALLY ADOPTED this day of , 2025.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5134



PUBLIC HEARING REPORT
Monday, November 24, 2025 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

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

Gallery: 37

CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

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

A1. 5405 Argyle Street – Description of the Application

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

- The applicant [R. Lemkay] has applied to change the zoning of a portion of the property located at 5405 Argyle Street to enable the development of a restaurant expansion and commercial kitchen.

The proposed bylaw is:

- i. "Zoning Amendment (5405 Argyle Street) Bylaw No. 5134".

If amended, this bylaw changes the zoning classification of 5405 Argyle Street from a split-zoned 'W1 Waterfront Commercial' and 'W2 Waterfront Industrial' to 'W1 Waterfront Commercial' in the Zoning Bylaw.

A2. Background Information from the Development Services Department:

The Manager of Planning provided background information regarding the proposed amendment by way of summarizing the report of November 17, 2025.

A3. **Correspondence:** None.

A4. **Late Correspondence Regarding the Matter:** None.

A5. **Questions/Comments from Council:** None.

A6. **Questions/Comments from the Public:** None.

A7. **Closing Remarks from the Chair:**

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

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

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

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

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

There being no further speakers, Chair Minions declared this portion [Part A – 5405 Argyle Street] of the Public Hearing closed at 6:07 pm.

B1. **15th Avenue at Montrose Street – Description of the Application**

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

- The applicant [Windward Homes] has applied to change the land use designation and zoning of the property located at 15th Avenue at Montrose [a portion of Lot A (DD F39405) of District Lot 113, Alberni District, Plan VIP1044 Except part in Plan VIP55450] to enable sale and subdivision for residential development of 13 lots.

The proposed bylaws are:

- i. "Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110".

If amended, this bylaw changes the land use designation from 'Future Residential' to 'Residential' in the OCP.

- ii. "Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111".

If amended, this bylaw changes the zoning classification 'FD Future Development' to 'R Primary Residential' in the Zoning Bylaw.

B2. Background Information from the Development Services Department:

The Director of Development Services/Deputy CAO provided background information regarding the proposed amendment by way of summarizing the report of November 17, 2025.

B3. Correspondence:

- Email dated October 29, 2025 from B. Eschuk
- Email dated November 17, 2025 from J. King
- Email dated November 18, 2025 from D. Johnson

B4. Late Correspondence Regarding the Matter:

- Email dated November 20, 2025 from K. Dewey
- Email dated November 21, 2025 from J. Waite
- Email dated November 24, 2025 from V. Goss
- Email dated November 24, 2025 from Charlotte H.
- Email dated November 24, 2025 from M. Martin
- Email dated November 24, 2025 from S. Bone
- Email dated November 24, 2025 from T. Rust
- Email dated November 24, 2025 from A. Anaka

B5. Questions/Comments from Council:

1. How long has it been deemed Future Residential?

Staff Response (S. Smith): *The City property has been noted in the two previous OCP's as future residential development, and has been owned by the City for several decades.*

2. How would the trail system in that greenspace be impacted?

Staff Response (S. Smith): *The proposed development would not impact the wildlife.*

3. How would wildlife in the area be affected?

Staff Response: *No answer.*

B6. Questions/Comments from the Public:

Earl: Inquired about the current and historical ownership of the land.

Staff Response (S. Smith): *The property is currently owned by the City and has been for many decades.*

M. Hill: Expressed objections regarding the location and density of the proposed development. Raised concerns about the public engagement radius and water runoff mitigation, including potential flooding issues.

S. Rust: Inquired about the public consultation process. Questioned if the Official Community Plan (OCP) is still under development why this application is being considered. Suggested that other non-greenfield spaces should be considered for development. Asked about the berm setback and potential impacts on fish habitats and tributaries in the area, as well as drainage concerns.

Staff Response (S. Smith): *Clarified that the OCP amendment application required engagement through a mailout identifying the proposed development. The staff report outlined the pre-engagement efforts. The draft OCP is delayed due to staff shortages, as such, staff recommended that the OCP and Zoning applications be considered in the interim.*

S. Boehm: Inquired when the zoning designation changed from undesignated to future residential. Raised concerns about flooding, as well as the size of the proposed lots in comparison to existing ones.

Ian: Expressed concerns about the reduction of greenspace and the alignment of the proposed development with the OCP's future residential plans.

Heidi R.: Raised concerns about the potential impact of development on foraging areas and the cumulative effects of development on the surrounding forest.

T. Rust: Opposed the rezoning considering the OCP has not been completed and stated that community feedback during the OCP update process has indicated a strong value for the land in its current state as per the alternative growth scenarios and climate action reports.

S. Turner: Requested clarification on the historical ownership of the property. Raised concerns about the density of the proposed development and potential water issues in the area. Asked about potential for fourplex development on the site.

Staff Response (S. Smith): *The residential zoning currently allows for fourplex development; however, the developer has not confirmed that this will be the primary focus. The submitted site plan allocated development as primary residential.*

P. McMillan: Concerned about the density of proposed fourplexes and the size of the lots. Suggested that sidewalks should be included in the future development. Voiced concerns about water availability and emphasized that primary residential use would be more suitable for the site.

D. Johnson: Asked whether the contract of purchase and sale for the property is subject to public scrutiny. Inquired if the accepted Request for Proposals (RFP) binds the developer to a specific type of development and if future amendments to the contract are possible. Voiced concerns about urban sprawl and the encroachment on the trail network.

Staff Response (S. Smith): *The City issued an RFP with eight proposals received. The City evaluates proposals based on development potential, purchase price offered, developer track record, long-term housing options proposed, and potential future tax revenue. Zoning dictates the types of development allowed, and the Province's regulations prevent local governments from obstructing developments required by provincial legislation.*

D. Cruikshank: Raised concerns about the density of the development and its consistency with the current neighborhood. Suggested that the maximum number of lots should be limited to nine, opposing triplexes and fourplexes. Voiced concerns about parking and increased sewage capacity.

K. A. Dewey: Expressed concerns about the diminished use of the trail system, the potential density issues, construction noise, and the impact on wildlife.

C. Reynolds: Concerned about the loss of green space and suggested considering other development areas within the City. Voiced concerns about road setbacks, increased traffic to the area, and previous vehicle accidents in the neighbourhood.

D. Cunningham: Enjoys the green space and emphasized that the trail system is a significant community asset that should be addressed in the OCP. Believes that higher-density housing would provide the greatest benefit. Raised concerns about wildfire protection.

Staff Response (M. Fox): *The City follows FireSmart principles and is working with the Alberni-Clayoquot Regional District (ACRD) to develop wildfire interface zones. Mitigation strategies are eligible for funding to reduce future risks.*

David S.: Asked for clarification on the housing needs requirement and how many homes are needed over the next five years.

Staff Response (S. Smith): *Explained development of the Interim Housing Needs Report; format follows provincial guidelines and is required to be updated every five years.*

Chair Response: *Emphasized the importance of appropriate space usage and balancing density with affordability.*

Staff Response (M. Fox): *Noted that the City has demonstrated to the Province that it is a willing partner in meeting legislated development requirements.*

N. Pattison: Believes there are more suitable locations for development within the City. Main concern is parking availability.

Staff Response (S. Smith): *Parking standards mandate one parking spot per residential unit.*

M. Hill: Inquired about why the property was offered for sale.

Chair Response: *The sale was aligned with the Municipality's strategic plan, which evaluates the best use of assets for improvements or potential sale.*

S. Boehm: Expressed concerns regarding the size of the proposed lots and appealed for reconsideration of the proposal.

B7. Closing Remarks from the Chair:

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

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

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

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

N. Pattison: Expressed concerns about the Province and developers making changes resulting in negative impacts to the community.

Chair Response: *Assured that the City follows processes to ensure appropriate development.*

T. Rust: Opposed the development and proposed that the land be rezoned to parkland.

S. Rust: Raised concerns regarding the primary proposed development of the site.

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

S. Boehm: Expressed a strong desire for the area to be preserved as a park.

L. Shepherd: Inquired whether any endangered species have been identified in the area.

Staff Response (SS): *A preliminary biology report on the drainage ditch has been completed. If any future species at risk are identified, there are established processes to address concerns.*

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

Termination of the Public Hearing:

MOVED AND SECONDED, THAT this Public Hearing terminate at 7:53 pm.

CARRIED

Sara Darling
Director of Corporate Services

CITY OF PORT ALBERNI

BYLAW NO. 5123-2

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

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

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

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

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

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

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

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

READ A THIRD TIME this 24th day of November, 2025.

FINALLY ADOPTED this day of, 2025.

Mayor

Corporate Officer

SCHEDULE A

**CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2025 - 2029**

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Revenue | | | | | |
| Taxes | | | | | |
| Property Taxes | 35,833,824 | 40,943,955 | 43,091,438 | 45,183,593 | 47,677,501 |
| Other Taxes | 860,702 | 886,716 | 913,518 | 941,131 | 988,189 |
| Grants in Lieu of Taxes | 231,761 | 231,772 | 231,784 | 231,795 | 231,825 |
| Fees and Charges | | | | | |
| Sales of Service | 5,126,468 | 5,249,172 | 5,356,040 | 5,497,475 | 5,733,390 |
| Sales of Service/Utilities | 7,871,234 | 8,272,581 | 8,624,247 | 8,750,340 | 8,975,648 |
| Service to other Government | 75,000 | 76,000 | 77,000 | 79,000 | 83,000 |
| User Fees | 636,171 | 650,588 | 665,396 | 680,608 | 705,804 |
| Rentals | 257,110 | 262,572 | 268,152 | 273,854 | 280,377 |
| Interest/Penalties/Miscellaneous | 1,275,063 | 1,291,888 | 1,309,232 | 1,327,110 | 1,357,168 |
| Grants/Other Governments | 1,085,000 | 1,095,150 | 1,105,402 | 1,115,755 | 1,129,713 |
| Other Contributions | 89,900 | 89,900 | 89,900 | 89,900 | 89,900 |
| | <u>53,342,233</u> | <u>59,050,294</u> | <u>61,732,109</u> | <u>64,170,561</u> | <u>67,252,515</u> |
| Expenses | | | | | |
| Debt Interest | 647,335 | 647,335 | 647,335 | 647,335 | 647,335 |
| Capital Expenses | 12,046,954 | 17,816,706 | 6,944,822 | 5,550,559 | 5,732,139 |
| Other Municipal Purposes | | | | | |
| General Municipal | 5,794,882 | 5,860,164 | 5,984,680 | 6,160,055 | 6,433,633 |
| Police Services | 10,668,243 | 11,285,908 | 11,684,478 | 12,014,864 | 12,403,001 |
| Fire Services | 5,154,265 | 5,312,791 | 5,522,881 | 5,741,853 | 5,988,740 |
| Other Protective Services | 477,569 | 479,080 | 522,239 | 505,794 | 525,334 |
| Transportation Services | 6,873,210 | 7,220,544 | 7,435,298 | 7,664,373 | 7,971,831 |
| Environmental Health and Development | 3,550,053 | 3,796,827 | 3,787,342 | 3,901,224 | 4,027,853 |
| Parks and Recreation | 7,892,959 | 8,039,532 | 8,277,710 | 8,509,162 | 8,802,417 |
| Cultural | 2,173,425 | 2,253,239 | 2,318,447 | 2,438,695 | 2,532,104 |
| Water | 2,447,258 | 2,474,629 | 2,545,124 | 2,617,722 | 2,715,349 |
| Sewer | 2,129,493 | 2,164,854 | 2,227,339 | 2,291,703 | 2,381,693 |
| Contingency | 15,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| | <u>59,870,646</u> | <u>67,651,609</u> | <u>58,197,695</u> | <u>58,343,339</u> | <u>60,461,429</u> |
| Revenue Over (Under) Expenses Before Other | <u>(6,528,413)</u> | <u>(8,601,315)</u> | <u>3,534,415</u> | <u>5,827,222</u> | <u>6,791,086</u> |
| Other | | | | | |
| Debt Proceeds | - | - | - | - | - |
| Debt Principal | (363,788) | (363,788) | (363,788) | (363,788) | (363,788) |
| Transfer from (to) Reserves | (3,751,396) | (5,207,003) | (6,836,688) | (8,922,717) | (12,686,337) |
| | <u>6,528,413</u> | <u>8,601,315</u> | <u>(3,534,415)</u> | <u>(5,827,222)</u> | <u>(6,791,086)</u> |
| Balanced Budget | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |

CITY OF PORT ALBERNI

BYLAW NO. 5125-2, 2025

A BYLAW TO AMEND THE FEES AND CHARGES BYLAW NO. 5125, 2025

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

1. Title

This bylaw may be cited for all purposes as “**Fees and Charges Bylaw No. 5125-2, 2025**”.

2. Amendments

“Fees and Charges Bylaw No. 5125, 2025” is hereby amended as follows:

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

Schedule K – Parks, Recreation and Culture Fees & Charges

- b) Schedule “N” attached to “Fees and Charges Bylaw 5125, 2025” is amended by adding:

4. Customer Service Charges

| <i>Service</i> | <i>Cost</i> |
|--|------------------|
| Meter Testing | \$84.15 per test |
| Interim Meter Read | \$35.00 |
| Account Adjustment due to Meter Failure | \$11.20 |
| Processing of Application for Account Adjustment due to Leak | \$65.00 |

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

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

READ A THIRD TIME this 24th day of November, 2025.

ADOPTED this day of , 2025.

Mayor

Corporate Officer

SCHEDULE K

PARKS, RECREATION AND CULTURE FEES AND CHARGES

1. Implementation of Fees

- 1.1 Annually, every fee within this bylaw shall increase by the same value as the Consumer Price Index (CPI) of the previous year.
- 1.2 Staff shall complete a review of the rates contained within this bylaw every four (4) years to examine alignment of these rates versus comparable communities.
- 1.3 Applicable taxes must be added to all rates within this bylaw.
- 1.4 Facility rentals on statutory holidays shall be subject to rates reflecting the additional cost in staff time to facilitate such rentals.

2. Age Classifications:

| | |
|------------|---|
| Tot | 0-4 years |
| Child | 5-12 years |
| Youth | 13-18 years |
| Adult | 19-59 years |
| Senior | 60-74 |
| Golden Age | 75+ years |
| Family | Max. 6 persons min. 1 adult or senior max. 2 adults |

3. Definitions

3.1 *Duration*

| | |
|----------|----------------|
| Half Day | Up to 6 hours |
| Full Day | 1 calendar day |

3.2 *Get Active, Stay Active Pass*

Youth receive unlimited access to drop-in sessions and 20% off all registered programs.

Valid January – December (no prorated fee if pass is purchased throughout the year).

3.3 *Primary/Secondary Ice Surfaces (Multiplex Only)*

Primary Sheet (Weyerhaeuser)
Secondary Sheet (Coulson)

3.4 Prime Time/Non-Prime Time (Multiplex Only)

| | |
|----------------|---|
| Prime Time | Monday – Friday, 3pm – 9am Saturday – Sunday: All open hours |
| Non-Prime Time | Monday – Friday, 9am – 3pm |

3.5 *Staff Costs*

Current wages (inclusive of employer deductions) as paid to City of Port Alberni employees.

3.6 *Tax Implications*

Taxes will be added to all fees as required by legislation.

3.7 **User Group Types**

3.7.1 *Commercial*

Groups or organizations with a primary purpose of generating profit through providing goods or services for sale.

Fees and charges for commercial groups/organizations will be negotiated on behalf of the City by the Director of Parks, Recreation and Culture or designate.

3.7.2 *Local non-profit*

Registered non-profit or charitable organizations located within the Alberni Valley as indicated by the service area boundaries of the City of Port Alberni and Alberni-Clayoquot Regional District.

3.7.3 *Non-local non-profit*

Registered organizations located outside the Alberni Valley.

3.7.4 *Political*

Organizations or groups affiliated with a particular political party.

3.7.5 *Public*

Individuals or groups not affiliated with a particular organization.

3.7.6 *Religious*

Organizations or groups affiliated with a particular religion, faith, or spiritual belief system.

3.7.7 *Sanctioned events*

Events organized or hosted by local or non-local organizations.

ADMISSIONS

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

FACILITY RENTALS

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

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

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

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

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

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

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

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

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

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

OTHER PARKS, RECREATION AND CULTURE FEES

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

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

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

Alberni Valley Forestry Coalition (AVFC)

October 20, 2025

To:

Hon. Ravi Parmar, Minister of Forests – FOR.Minister@gov.bc.ca

Makenzie Leine, Deputy Minister of Forests – makenzie.leine@gov.bc.ca

CC:

Ian McMahon, Chief of Staff to the Minister of Forests – ian.mcmahon@gov.bc.ca

Re: Urgent Request for Quick Wins in the Alberni Valley

Dear Minister Parmar and Deputy Minister Leine,

The Alberni Valley Forestry Coalition (AVFC) was established in May 2025 as a partnership between local First Nations, Industry, and Labour to address the emergency facing the forest sector in the Alberni Valley. The coalition's focus is on practical solutions that will maintain jobs, sustain local manufacturing, and protect the economic foundation of our region.

Despite the significant efforts of Ministry staff and our ongoing engagement with your team, conditions in the Alberni Valley have continued to deteriorate. We require immediate intervention from you as our Minister of Forests, the Ministry, Cabinet, the Premier and Treasury. Without prompt action, the industry in the Alberni Valley faces the risk of collapse—**not months from now, but imminently.**

Mills are continuing their roiling curtailments, harvest levels have stalled, and families and Nations are bearing the economic consequences daily. While progress has been made with regional staff and the ongoing discussions around shared decision-making, immediate and tangible actions are now required to keep this sector alive on the coast.

We are therefore reiterating the urgency for the Ministry to deliver a series of Quick Wins: short-term, measurable actions that demonstrate provincial leadership and commitment to the recovery of the coastal forest industry.

These measures can be implemented quickly and effectively, and we propose the following priorities:

- **Fee-in-Lieu Reduction:** Implement a temporary (12–24 month) reduction in Fee-in-Lieu for Hemlock and Balsam species to stimulate economic viability of marginal stands.

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

File # 0360-20 AVFC *2cm Dec 1/25.*

• **Fibre Recovery Zone Review or Suspension:** Review the FRZ framework on a trial basis or temporarily suspend it in regions where it is acting as a disincentive to harvest.

- **Targeted Stumpage Reduction:** Apply localized, short-term stumpage adjustments or trial removals in high-cost or low-value operating areas to restore fibre flow.

These actions can be implemented quickly and transparently through existing administrative channels, and they align directly with the Province's stated goals of shared decision-making, reconciliation, and local value retention. They are not subsidies; they are practical policy tools that will allow fibre to move, crews to return to work, and Nations to continue generating community benefit through active forest management.

The Alberni Valley has the infrastructure, partnerships, and leadership ready to pilot these measures immediately. We ask that the Ministry demonstrate flexibility and urgency in enabling these Quick Wins. The coalition stands ready to work directly with your team to finalize implementation details.

We would welcome your presence to our next meeting when you and your staff are ready to implement creative solutions.

Sincerely,
Alberni Valley Forestry Coalition (AVFC)

RECEIVED

NOV 25 2025

CITY OF PORT ALBERNI



| | |
|--|--|
| <input checked="" type="checkbox"/> Council | <input checked="" type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Mayor | <input type="checkbox"/> Engineering/PW |
| <input checked="" type="checkbox"/> CAO | <input type="checkbox"/> Parks, Rec. & Heritage |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Development Services |
| <input checked="" type="checkbox"/> Corporate Services | <input type="checkbox"/> Community Safety |
| <input type="checkbox"/> Other | |
| Agenda <u>ECM Dec 1</u> | |
| File # <u>0400-20-PSEPS</u> | |

November 25, 2025

Our Ref. 148246

Your Worship Sharie Minions
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Email Address: sharie_minions@portalberni.ca

Dear Mayor Sharie Minions:

Thank you and your delegation for the opportunity to meet during the 2025 Union of British Columbia Municipalities Convention, and for your November 17, 2025 follow up letter.

Since I became Minister of Post-Secondary Education and Future Skills, I have appreciated the opportunity to meet with representatives of communities and organizations from across BC to hear about issues that are important to their region.

I welcomed the opportunity to learn more about the City of Port Alberni's training needs, particularly in the areas of health care and ship recycling. My Ministry will continue to work with the Ministry of Health to deliver health education programming and to advance initiatives that promote the recruitment and retention of priority health professionals in rural and remote communities.

I appreciate the City of Port Alberni's interest in attracting newcomers who can help meet key labour market needs and drive local economic development. Our Government offers a [diverse suite of labour market programs](#) to support training for communities, employers and individuals to get the skills they need for in-demand jobs. I acknowledge that the federal government's recent changes to study permit policies for international students have had financial impacts on many post-secondary institutions, including North Island College. Despite these challenges, our Government encourages you to continue working closely with North Island College to explore opportunities for expanding local programming in areas where there is strong demand. Strengthening these partnerships can help ensure that training aligns with community priorities and supports local workforce development. The [Community Workforce Response Grant](#) is also available to provide skills training for in-demand jobs to ensure local labour market gaps can be filled with local talent.

.../2

Ministry of Post-Secondary
Education and Future Skills

Office of the
Minister

Mailing Address:
PO Box 9080 Stn Prov Govt
Victoria, BC V8W 9E2

-2-

In addition to the Health Care Assistant and Licensed Practical Nursing programs offered locally by North Island College, Port Alberni students may wish to consider health programs that are offered through hybrid delivery with theory courses online, consolidated lab courses outside of the community and practicums in Port Alberni. Examples include the [Pharmacy Technician program](#), offered through Selkirk College in partnership with Vancouver Island University, and Douglas College's [Licensed Practical Nurse Access to Psychiatric Nursing program](#), which only requires a one-week residency outside of a student's home community.

I hope you and your delegation enjoyed a successful Convention and I look forward to continuing working together in the year ahead.

Sincerely,



Honourable Jessie Sunner
Minister of Post-Secondary Education and Future Skills

pc: Mike Fox, Chief Administrative Officer
City of Port Alberni

mike.fox@portalberni.ca

MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING

Wednesday, January 15, 2025 @ 10:00 AM

City Hall Council Chambers

4850 Argyle Street, Port Alberni, BC

Present: Director of Infrastructure Services, Jim MacDonald
Councillor, Charles Mealey
Trustee, SD70, Chris Washington
Fire Chief, Mike Owens
RCMP, Sgt. Jordan Hamlyn
Director of Corporate Services, Sara Darling

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

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

Gallery: 14

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 10:00 AM.

MOVED, THAT the agenda be adopted, as circulated.

CARRIED

B. ADOPTION OF MINUTES

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

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

1. Upper Argyle Street Safety Concerns

J. MacDonald, Director of Infrastructure Services reported that design standards do not support the addition of a crosswalk on upper Argyle Street as there is no corresponding sidewalk on the opposite side. The City has since installed additional signage and the Tsumas Elementary school is providing traffic education with parents.

2. Lathom Road Traffic Safety Concerns

J. Macdonald, Director of Infrastructure Services reported that the City will be installing traffic count devices and speed cameras to collect data for further consideration. This area will also be considered in the Transportation Master Plan.

E. CORRESPONDENCE FOR INFORMATION

The Director of Infrastructure Services summarized correspondence to the Committee as follows:

- a. Pacific Rim School District | Appointment of Pacific Rim School District's Advisory Traffic Committee Representative

F. NEW BUSINESS

1. Email communication received from W. Walker regarding traffic safety concerns on Argyle Street, from Harbour Quay to 3rd Avenue.

The Director of Infrastructure Services explained that many of the concerns refer to noise and traffic which should be referred to RCMP Traffic Control for review. The City is currently working on the design for the redevelopment of Argyle Street - 1st to 3rd Avenue with pedestrian safety upgrades.

2. Email communication received from M. Deneault and G. Porter regarding traffic safety concerns on Compton Rd., between Margaret St. and Grandview Rd.

The Director of Infrastructure Services explained that the City is aware of this issue and has received several complaints. Specifications and Standards need to be reviewed before recommendations can be put forward. The City will begin installing traffic count devices and speed cameras to collect data and this area will be considered in the Transportation Master Plan.

G. ROUNDTABLE

Fire Chief, Mike Owens

- a. Inquired whether the City has road designations eg. arterial etc. The Director of Infrastructure Services explained that the City does not have designated zones applied to specifications or a map of road designations. This will be addressed in the Transportation Master Plan.

Trustee, SD70, Christine Washington

- a. Inquired whether the City will create an alternate route for traffic during the construction of the roundabout on River Road. She added that people will avoid River Road and there will be more traffic on Compton Road. The Director of Infrastructure Services commented that because River Road is a provincial highway the Ministry must provide an alternate route. This will be set out in their Traffic Management Plan for the construction of the roundabout. The Director may bring this up with the Ministry.
- b. Inquired whether the City has given consideration to implementing what many communities have adopted - a 40km/h speed limit. The Director explained this will be addressed in the Transportation Master Plan. If there is a deviation from traffic standards Council would have to approve based on data-driven decisions.

Councillor, Charles Mealey

- a. Councillor Mealey echoed Trustee Washington's comments. He added that people will avoid the roundabout until they become comfortable with it. He suggested the City monitor Compton Road traffic volume during this time.

H. QUESTION PERIOD

Public Member of the Gallery

Commented about the load limit on Kitsuksis Bridge and the fact that no one abides by it. It is used heavily by commercial vehicles. His concern is about the lifespan of the bridge. J. MacDonald, Director of Infrastructure Services explained that the City is currently refining its Bridge Maintenance Program. To divert commercial traffic away from this bridge the City would first have to identify truck routes which will be part of the Transportation Master Plan.

Trustee, SD70, Christine Washington

Inquired about the date that the Transportation Master Plan will be completed. J. Macdonald, Director of Infrastructure Services explained that the Master Plan is due to be completed in late 2025 but will confirm.

Public Member of the Gallery, M. Deneault

Proposed speed humps on Compton Road. The roundabout on River Road will increase traffic during construction and ongoing. He inquired when the City is planning on installing speed cameras to collect data. J. Macdonald, Director of Infrastructure Services explained that the City needs data to support our case to request funding for suggested changes. As well, there needs to be discussion around the best locations to install these data devices.

Councillor, Charles Mealey

Inquired whether the Tsuma-as Elementary school has educated parents on parking. Trustee, SD70, Christine Washington explained that letters to parents have been sent out several times. The School District has also expanded the parking area behind the school but it is underutilized. If the City has an opportunity for funding the School District will also provide support.

Director of Infrastructure Services, Jim MacDonald

Expressed his appreciation for the comments and feedback. He explained that the City could approach ICBC and the Province for safety-related upgrades including solar powered pedestrian activated signals. The City could access the Operational Budget for any possible short-term upgrades as well.

Public Member of the Gallery, G. Porter

Resident of Compton Road provided input about his concerns with speeding and parents parking in residents' driveways. He suggested that speed humps are allowed on arterial routes and they are less impactful than speed bumps. J. MacDonald, Director of Infrastructure suggested the City do a series of public media releases and social media reminders.

Trustee, SD70, Christine Washington

- a. Inquired if the Traffic Advisory Committee had the authority to bring a prioritized list of traffic issues forward to Council? J. Macdonald, Director of Infrastructure Services answered yes to this question. He also stated that there will be more public engagement during the Transportation Master Plan project.
- b. Inquired whether the City could do something in the interim prior to the Transportation Master Plan being completed. J. MacDonald, Director of Infrastructure Services stated that speed humps may be considered in the short-term from the Operational Budget

Manager of Operations, Clinton Wright

Provided input on speed humps. The cost of each permanent speed hump is approx. \$15,000 and they are installed in a series. Data must be gathered to support prioritizing installing speed humps at different locations in the city.

I. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourned at 11:03 AM.

CARRIED

CERTIFIED CORRECT


J. MacDonald, Chair

SCHEDULE OF NEXT MEETING DATES:

April 16, 2025
July 16, 2025
October 15, 2025

DISTRIBUTION

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

MINUTES OF THE AUDIT COMMITTEE
Tuesday, October 7, 2025 @ 9:30 AM
City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Councillor C. Solda, Chair @ 9:45 am
Councillor D. Dame
Councillor T. Patola, Acting Chair

STAFF: A. McGifford, Director of Finance
M. Fox, CAO
T. Feltrin, Recording Secretary

GALLERY: 1

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 9:40 AM.

MOVED AND SECONDED, THAT the agenda be approved.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on June 24, 2025, be adopted, as presented.

CARRIED

C. UNFINISHED BUSINESS

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

The Director of Finance provided an overview of Mayor and Council travel and development expenses up to June 30, 2025.

Members inquired as follows:

- It appears our travel expenses are down, is this intentional or are fewer Councillors travelling.
We are trying to travel together to save some money on expenses, also the UBCM Convention is not included in this quarter.

E. REPORTS

General Fund - Revenue

The Director of Finance provided a summary of the General Fund – Revenue.

Members inquired as follows:

- Line 12410 – BC Hydro – why has it increased by 131%?
The Payment in Lieu of Taxes (PILT) reflects the property if it was taxable. The planned increases to the PILT should increase in future years.
- Line 15170 – Building & Plumbing Permit Fees – shouldn't this number be larger?
This is based on timing, we are only reporting the second quarter.

General Fund - Expenditures

The Director of Finance provided a summary of the General Revenue Fund Expenditures. The Committee did not have any comments or questions.

Sewer Revenue Fund Update

The Director of Finance provided a summary of the Sewer Revenue Fund.

Members inquired as follows:

- Line 108130 – Principal Payments on Debentures – why has this changed?
This is due to the allocation of the principal and will be reconciled for year end.

Water Revenue Fund Update

The Director of Finance provided a summary of the Water Revenue Fund. The Committee did not have any comments or questions.

Capital Funds Update

The Director of Finance provided a summary of the Capital Projects.

Members inquired as follows:

- Project #23021 – Intersection Safety #1a Gertrude/Roger – what are we doing?
Light changes at this intersection, pedestrian safety.

F. VENDOR CHEQUE REGISTER REPORT

The Director of Finance presented the Vendor Cheque Register report from April 1 to June 30, 2025. The Committee did not have any comments or questions.

G. INVESTMENTS REPORT

The Director of Finance provided a verbal overview of the City's investment portfolio as of June 30, 2025. The second quarter of the year is a time when the cash flow is low. As the cash flow increases money is moved into our high interest saving accounts and GIC investments.

H. OTHER COMPETENT BUSINESS**I. QUESTION PERIOD**


No questions from the public.

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 10:02 am.


CARRIED

CERTIFIED CORRECT



Councillor Cindy Solda, Chair

Date: October 29, 2025
File No: 0640-30-December 1, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: **2026 Regular Council Meeting | Committee/Commission Meeting Schedules & Council Appointments**

| | | |
|-----------------------------------|------------------------------|--|
| Prepared by: <i>S. DARLING</i> | Supervisor <i>M. Fox</i> | CAO Concurrence: |
| Director of Corporate Services | Chief Administrative Officer |  M. Fox, CAO |

RECOMMENDATION[S]

- a. THAT City of Port Alberni Council approve the 2026 Regular meeting schedule, as circulated and further, that staff be authorized to publish notice of availability of the schedule.
- b. THAT City of Port Alberni Council approve the 2026 meeting schedules, as circulated for the Committee of the Whole, Advisory Planning Commission, Traffic Advisory Committee, and Alberni Valley Heritage Commission.
- c. THAT Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 4 votes), to the positions of Director of the Alberni-Clayoquot Regional District with alternates [in order] as follows:
 1. Councillor Solda
 2. Councillor Mealey
 3. Councillor Patola
 4. Councillor Dame
 5. Councillor Verbrugge
- d. THAT the 2026 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.

PURPOSE

For Council to establish Council's Regular meeting and Committee/Commission meeting schedules for 2026. Further, to formalize 2026 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees.

BACKGROUND

2026 Council Meeting Schedule - Section 125 of the [Community Charter](#) requires that a Council must meet regularly in accordance with their procedures bylaw.

Further, Section 127 of the [Community Charter](#) requires that a schedule of the date, time and place of all Regular Council meetings to be held during the year, be prepared and made available to the public. The

Community Charter also requires publishing a statutory notice on or before January 31st of the availability of the schedule.

"Council Procedures Bylaw, 2013, Bylaw No. 4830" provides that Regular Council meetings must be held on the second and/or fourth Monday of each month as scheduled except when such meeting falls on a statutory holiday, be held on the next day City Hall is open following which is not a statutory holiday.

The Procedures Bylaw also states that the meeting schedule be posted at the Public Notice Posting Places and that copies be provided to associated members. Additional schedules for Council's approval include the Committee of the Whole, Advisory Planning Commission, Traffic Advisory Committee and the Alberni Valley Heritage Commission.

Additional requirements as per Council Procedures Bylaw are:

- meetings must take place at the Council Chambers within City Hall except when Council resolves to hold meetings elsewhere.
- begin at 2:00 pm **OR** 7:00 pm.
- be cancelled by Council, provided that two consecutive meetings are not cancelled; and
- be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

ALTERNATIVES/OPTIONS

1. That the 2026 Regular meeting schedule of City Council be approved as circulated and that staff be authorized to publish notice of availability of the schedule.

That the 2026 meeting schedules for the Committee of the Whole, Advisory Planning Commission, Traffic Advisory Committee and Alberni Valley Heritage Commission, be approved as circulated.

That Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 4 votes), to the positions of Director of the Alberni-Clayoquot Regional District with alternates [in order] as follows:

Councillor Solda
Councillor Mealey
Councillor Patola
Councillor Dame
Councillor Verbrugge

That the 2026 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.

2. That Council request amendments to the schedules and/or appointments prior to approval.

ANALYSIS

The 2026 Council regular meeting schedule has been prepared in accordance with *"Council Procedures Bylaw, 2013, Bylaw No. 4830"* with the exception that staff are proposing that:

- Council conduct only one regular meeting in the months of July and August to be held on the 2nd Monday of each month
- The September Regular meeting be rescheduled from Monday, September 14th to Tuesday, September 8th to accommodate the UBCM Convention taking place September 14-18, 2026.

- The meeting schedule be adjusted to reflect one Regular meeting in October as a result of the 2026 general local election [advance polls October 7 & 14 and general voting day October 17].
- Adjust the time of the November 9th Regular meeting from 2 pm to 7 pm to accommodate the Inaugural meeting following the general local election.

Council's Procedures Bylaw allows Council to go into a CoW meeting at any time during a Council meeting, subject to a resolution of Council or scheduled at anytime so long as a notice of the day, hour and place of the CoW meeting is given at least 24 hours before the time of the meeting. In order to establish consistently and for general public awareness, CoW meetings have been held the 3rd Monday of each month except the months of August and December and start at 6:00 pm.

The 2026 Committee/Commission meetings have been scheduled according to past practice. To avoid any disruption to City business and adhere to Council policies, staff are recommending that Council approve the meeting schedules as attached.

Consideration from Council is required with respect to Deputy Mayor appointments as well as appointments to Committees and Council representatives to public bodies, commissions and select committees as guided by the respective processes.

IMPLICATIONS

Costs associated with publishing a statutory notice in the newspaper, in this case, notice of the availability of Council's 2026 meeting schedule, is captured in the current operating budget.

COMMUNICATIONS

As per legislative requirements, the Regular Council meeting schedule will be published in the Alberni Valley News for two consecutive weeks. Regular Council and Committee/Commission meeting schedules will also be posted to the City's Public Notice Posting Places, which include the City Website and facility bulletin board, and copies of schedules will be provided to associated members. Council appointments will be communicated to the appropriate public bodies, commissions and select committees.

BYLAWS/PLANS/POLICIES

The proposed meeting schedules have been prepared in accordance with the "*Council Procedures Bylaw 2013, Bylaw No. 4830*" including amendments to June 2023.

SUMMARY

This report has been provided to allow Council to establish Council's Regular meeting and Committee/Commission meeting schedules for 2026 as it relates to the *Community Charter, "Council Procedures Bylaw 2013, Bylaw No. 4830"* and as guided by the respective processes.

It is being recommended that Council approve schedules as distributed so as to avoid any disruption to City business as well as meet legislative requirements and adhere to Council policies, noting that it remains within Council's authority to propose additional meetings dates and/or to cancel meetings as required.

ATTACHMENTS

- *Council Appointments and Deputy Mayor Schedule*
- *2026 Meeting Schedules*
 - a. *Regular Council meeting*
 - b. *Committee of the Whole*
 - c. *Advisory Planning Commission*
 - d. *Traffic Advisory Committee*
 - e. *Alberni Valley Heritage Commission*

Copy: S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
L. Dauphin, Director of Parks, Recreation and Heritage
J. Macdonald, Director of Infrastructure Services



COUNCILLOR APPOINTMENTS

MAYOR SHARIE MINIONS

The Mayor is the head and chief executive officer of the City with duties prescribed by the Community Charter. Further to these duties the Mayor will participate in the following:

- Court of Revision
- Director, Alberni-Clayoquot Regional District
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Forestry Worker Supports and Community Resilience Council [Provincial]
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRC)

COUNCILLOR DUSTIN DAME

- Liaison, Advisory Planning Commission (*Alternate: Councillor Haggard*)
- Liaison, AV Transition Town Society

COUNCILLOR DEBBIE HAGGARD

- Director, Alberni-Clayoquot Regional District
- Member, Alberni Clayoquot Health Network
- Liaison, Uptown Merchants Association
- Member, Tsawak-qin Public Advisory Group

COUNCILLOR CHARLES MEALEY

- Member, Advisory Traffic Committee
- Member, Alberni Valley Heritage Commission
- Liaison, School District #70

COUNCILLOR TODD PATOLA

- Court of Revision
- Member, Air Quality Council
- Trustee, Vancouver Island Regional Library Board (VIRL) (*Alternate: Councillor Haggard*)

COUNCILLOR CINDY SOLDA

- Court of Revision
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, West Coast Native Healthcare Society
- Liaison, Learning Council/North Island College
- Member, Alberni-Clayoquot Regional District Accessibility Committee (*Alternate: Councillor Dame*)
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Alberni-Clayoquot Regional District Transportation Advisory Committee (*Alternate: Councillor Mealey*)
- Liaison, Community Investment Program Committee

COUNCILLOR TOM VERBRUGGE

- Liaison, AV Community Forest Corporation
- Liaison, Alberni Valley Regional Airport Advisory Committee

DEPUTY MAYOR APPOINTMENTS (REGULAR AND COMMITTEE OF THE WHOLE MEETINGS)

| | | | |
|----------------------|----------------------|-----------------|--------------------|
| January & July | Councillor Dame | April & October | Councillor Haggard |
| February & September | Councillor Verbrugge | May & November | Councillor Mealey |
| March & August | Councillor Patola | June & December | Councillor Solda |

Deputy Mayor outside of formal meetings will be determined based on Council liaison appointments

Updated November 25, 2025



CITY OF PORT ALBERNI 2026 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

*(All Council meetings held 2:00 pm in the Council Chambers
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted)*

| |
|---|
| Monday, January 12 |
| Monday, January 26 |
| Monday, February 9 |
| Monday, February 23 |
| Monday, March 9 |
| Monday, March 23 |
| Monday, April 13 |
| Monday, April 27 |
| Monday, May 11 |
| Monday, May 25 |
| Monday, June 8 |
| Monday, June 22 |
| Monday, July 13 |
| Monday, August 10 |
| Tuesday, September 8 * |
| Monday, September 28 |
| Monday, October 26 |
| Monday, November 9 ** <i>Inaugural Meeting – 7:00 pm</i> |
| Monday, November 23 |
| Monday, December 7 *** |

* To accommodate UBCM Convention

** Inaugural Meeting

*** Organizational Meeting

Distribution: Council
PACMA
PNPP (Web & Bulletin)

Media
david.wiwchar@jpbg.ca
ShawSpotlightPortAlberni@sjrb.ca
editor@albernavalleynews.com
publisher@albernavalleynews.com

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CITY OF PORT ALBERNI 2026 COMMITTEE OF THE WHOLE MEETING SCHEDULE

(All CoW meetings held at 6:00 pm in the Council Chambers at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted and are open to the public)

| |
|----------------------|
| Monday, January 19 |
| Tuesday, February 17 |
| Monday, March 16 |
| Monday, April 20 |
| Tuesday, May 19 |
| Monday, June 15 |
| Monday, July 20 |
| Monday, September 21 |
| Monday, October 19 |
| Monday, November 16 |

Distribution: Council
PACMA
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CITY OF PORT ALBERNI 2026 MEETING SCHEDULE ADVISORY PLANNING COMMISSION

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 12:00 pm)

These meetings are open to the public.

| |
|------------------------|
| Thursday, January 15 |
| Thursday, February 19 |
| Thursday, March 19 |
| Thursday, April 16 |
| Thursday, May 21 |
| Thursday, June 18 |
| Thursday, July 16 |
| Thursday, August 20 |
| Thursday, September 17 |
| Thursday, October 15 |
| Thursday, November 19 |
| No meeting in December |

Distribution: Council
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PNPP (Web & Bulletin)

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CITY OF PORT ALBERNI 2026 MEETING SCHEDULE TRAFFIC ADVISORY COMMITTEE

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 10:00 am)

These meetings are open to the public.

| |
|-----------------------|
| Wednesday, January 21 |
| Wednesday, April 15 |
| Wednesday, July 15 |
| Wednesday, October 21 |

Distribution: Council
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**CITY OF PORT ALBERNI
2026 MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

*(Wednesdays at 7:00 p.m.)
These meetings are open to the public.*

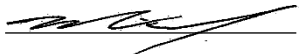
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|---|--------------------------|
| Wednesday, January 7 | Alberni Valley Museum |
| Wednesday, February 4 | Alberni Valley Museum |
| Wednesday, March 4 | Alberni Valley Museum |
| Wednesday, April 1 | Alberni Valley Museum |
| Wednesday, May 6 | McLean Mill |
| Wednesday, June 3 | Maritime Heritage Centre |
| <i>There are no meetings in July and August</i> | |
| Wednesday, September 2 | Alberni Valley Museum |
| Wednesday, October 7 | Alberni Valley Museum |
| Wednesday, November 4 | Alberni Valley Museum |
| Wednesday, December 2 | Alberni Valley Museum |

Distribution: Council
PACMA
PNPP (Web & Bulletin)

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david.wiwchar@jpbg.ca
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publisher@alberniavalleynews.com

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Date: November 24, 2025
File No: 0640-30-December 1, 2025
To: Mayor & Council
From: M. Fox, CAO
Subject: **Council Resolution – LCRB Application (Station Taphouse)**
3100 Kingsway Avenue, Port Alberni
Applicant: A. Colyn

| | | |
|--|--|--|
| Prepared by: K. MOTIUK K. MOTIUK, DEPUTY DIRECTOR, CORPORATE SERVICES | Supervisor: S. DARLING S. DARLING, DIRECTOR, CORPORATE SERVICES | CAO Concurrence:  M. Fox CAO |
|--|--|--|

RECOMMENDATION[S]

THAT Council support the Liquor and Cannabis Regulation Branch Patron Participation Entertainment Endorsement application for The Station Taphouse located at 3100 Kingsway Avenue.

PURPOSE

The purpose of this report is to seek Council's support for The Station Taphouse's application to the Liquor and Cannabis Regulation Branch (LCRB) for a Patron Participation Entertainment Endorsement.

BACKGROUND

The Station Taphouse, located at 3100 Kingsway Avenue, has submitted an application to the LCRB for a Patron Participation Entertainment Endorsement to enhance their offerings of entertainment to the public. This endorsement would allow the establishment to host activities where patrons can actively participate, including but not limited to live music, karaoke, trivia, and other interactive events.

ALTERNATIVES/OPTIONS

1. That Council support the Liquor and Cannabis Regulation Branch Patron Participation Entertainment Endorsement application for The Station Taphouse located at 3100 Kingsway Avenue.
2. That Council support the LCRB application from Station Taphouse and provide additional recommendations.
3. That Council opt out from comment on the application.

ANALYSIS

Option 1 – Support the Application (Recommended):

Current capacity of the Taphouse is 170, with hours of service from 9:00 a.m. until 12:00 midnight. The service area is indoors; thus, the proposed entertainment will have limited impact on the surrounding area. The City's noise bylaw comes into effect after 11:00 pm which will limit amplified music. No significant concerns regarding public safety or zoning are associated with this application, and it is in line with the City's goal to

support vibrant, community-focused entertainment offerings while maintaining the integrity of public safety and local regulations.

Supporting this application provides an additional entertainment option for residents and visitors in the area. The endorsement would not alter the current business operations but would allow The Station Taphouse to enhance its appeal as a community gathering spot, supporting economic development in the Uptown commercial area as a social space and entertainment venue for locals and visitors. It has potential to contribute to neighbourhood revitalization.

Option 3 – Support the Application with Recommend Changes

Should Council have concerns about the proposed entertainment activities, recommendations for changes (such as limiting certain activities or adding conditions to the endorsement) could be provided with comment.

Option 2 – Opt out from Comment on the Application

Council may choose to opt out of providing comment on the application. While the LCRB retains the final authority for application approvals, Council's input can be valuable in offering local insights.

IMPLICATIONS

- **Legislative:** This request is compliant with the *Liquor Control and Licensing Act* and *Local Government Act*. Council's *Liquor License Application Policy No. 3006-1* states that Patron participation endorsements will require public input and council resolution.
- **Financial:** There are no financial implications for the City related to the approval of this endorsement.
- **Operational:** No additional staff resources are required. The City's regular licensing and compliance procedures will continue to apply.
- **Social:** The endorsement would enhance the vibrancy of the local entertainment scene, offering more community engagement and entertainment options. There may be positive social benefits through increased patronage, cultural events, and community involvement.

COMMUNICATIONS

The City will communicate Council's its comments to the LCRB and The Station Taphouse.

BYLAWS/PLANS/POLICIES

This application aligns with the City's Zoning Bylaw and the broader goal of supporting local businesses that provide entertainment and community engagement.

SUMMARY

Staff recommend that Council support The Station Taphouse's application for a Patron Participation Entertainment Endorsement from the Liquor and Cannabis Regulation Branch. Should the LCRB approve the application, it will allow the establishment to enhance its entertainment offerings, providing greater engagement opportunities for the community.

ATTACHMENTS/REFERENCE MATERIALS

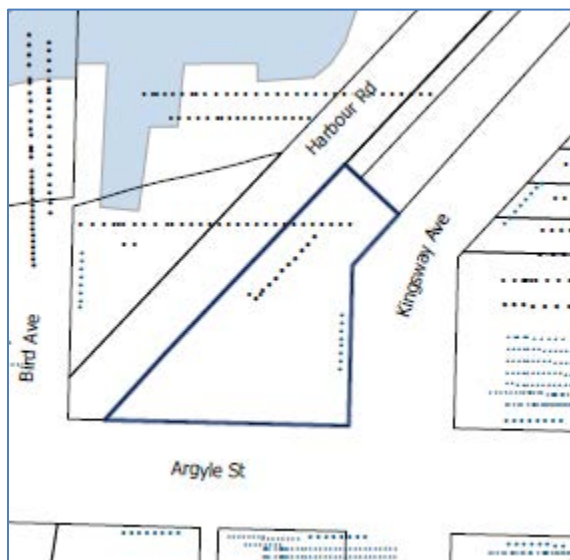
- City of Port Alberni Public Notice – Station Taphouse Patron Participation Entertainment Endorsement
- Station Taphouse Map
- [LCRB Liquor Policy Manual](#) Section 11.4.2 (pg 110)
- [LCRB Patron Participation Entertainment Endorsement](#)
- [Policy 3006-1 | Liquor License Application Policy](#) (pg 181)

Copy: S. Smith, Director of Planning



CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

The Station Taphouse has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Patron Participation Entertainment Endorsement for the property at **3100 Kingsway Avenue**, Port Alberni. The applicant proposes to host a variety of events that encourage active customer participation.



The LCRB is seeking a resolution from City Council. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby owners or occupants of property.

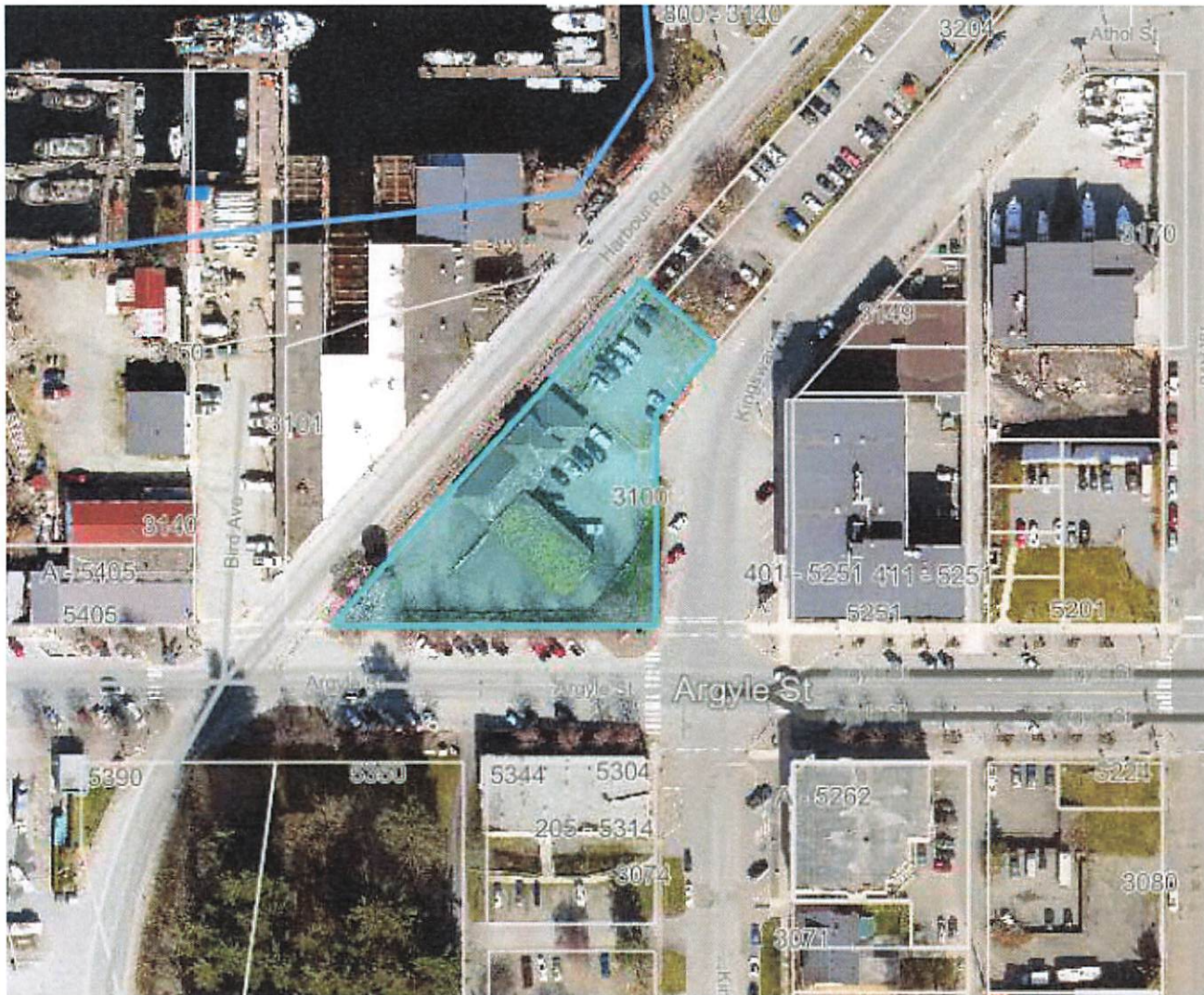
Hours of Liquor Service: **Monday – Sunday (9:00 a.m. – 12:00 a.m.)**

Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to City Council:


- Email correspondence may be sent to corp_serv@portalberni.ca.
- Correspondence may also be hand delivered to the drop box located left of the main entrance to City Hall.
- Address correspondence to 'Mayor and Council' c/o 4850 Argyle Street, Port Alberni, BC V9Y 1V8.
- Include in the subject line: '**The Station Taphouse LCRB Application**'.
- Include the name and address of the person making the submission.

All comments to City Council must be received before **12:00 p.m. on Friday November 29, 2025**.

All questions should be directed to the Development Services department upstairs at 4835 Argyle Street or via email at developmentservices@portalberni.ca.



Date: December 1, 2025
File No: 0640-30-December 1, 2025
To: Mayor & Council
From: Mike Fox, CAO
Subject: Authorize Council Registration | 2026 Conferences

| | | |
|---|---|--|
| Prepared by: BRIANNE DEMPSEY EXECUTIVE ASSISTANT | Supervisor: SARA DARLING DIRECTOR OF CORPORATE SERVICES | CAO Concurrence:  M. Fox, CAO |
|---|---|--|

RECOMMENDATION[S]

- a. THAT Council authorize Mayor Minions and [insert names] to participate in the 81st Annual Truck Loggers Association [TLA] Convention, taking place January 14-16, 2026 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.
- b. THAT Council authorize [insert names] to participate in the annual BC Council of Forest Industries 2026 Convention, taking place April 8-10, 2026 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.
- c. THAT Council authorize [insert names] to participate in the annual BC Economic Development Association [BCEDA] 2026 BC Economic Summit taking place May 11-14, 2026 in Penticton, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.
- d. THAT Council authorize [insert names] to participate with the Mayor in the Federation of Canadian Municipalities 2026 Annual Conference and Trade Show taking place June 4-7, 2026 in Edmonton, AB. with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.
- e. THAT Council authorize [insert names] to participate in the Vancouver Island Economic Alliance (VIEA) Summit taking place October 20-22, 2026 in Nanaimo, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.
- f. THAT Council authorize [insert names] to participate with the Mayor in the Housing Central Conference taking place November 16-18, 2026 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.

PURPOSE

To provide Council with an overview of conferences historically attended for consideration of their attendance in the 2026 calendar year.

BACKGROUND

Council reviews and approves conference attendance at the organizational meeting each year.

ALTERNATIVES/OPTIONS

1. That Council authorize Council attendance as per the various resolutions provided and as per Travel Policy 3009-2.
2. That Council provide alternate direction to continue considering conferences/conventions as they become available.
3. Council may wish to add additional conferences/conventions to the list provided to be considered on an annual basis.

ANALYSIS

While the 2026 – 2030 Five-Year Financial Plan has yet to be adopted, Council has allocated \$62,500.00 to fund 2026 Council and Travel Development. Council has yet to expend any funds allocated to Council's Travel and Development fund for the 2026 year.

The **Truck Loggers Association Convention & Trade Show** takes place January 14-16, 2026 in Vancouver, BC. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate total costs to be approximately \$2800.00 per person. This estimate includes convention registration, four-nights accommodation, ferry charges, per-diem and vehicle mileage. Regular pricing is in effect for registration from November 14, 2025 until the beginning of the conference.

The **Council of Forest Industries (COFI)** conference takes place April 8-10, 2026 in Vancouver, BC. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff have estimated total costs to be approximately \$1900.00 per person. This estimate includes convention registration, four nights accommodation, flights, and per-diem. The BC Council of Forests Industries has extended one complimentary registration and one complimentary hotel night to the City of Port Alberni. However, this offer needs to be claimed by January 31, 2026. Early Bird pricing is in effect until March 6, 2026.

The **Association of Vancouver Island Coastal Communities (AVICC)** conference takes place April 24-26, 2026 in Victoria, BC. All members of Council are eligible to attend as per Council Travel Policy 3009-2. Staff estimate total costs to be approximately \$1000.88 per person. This estimate includes convention registration and two nights accommodation. As the conference is on the Island, Council could travel together using a City vehicle to keep expenses lower.

BCEDA 2026 Economic Summit is hosted May 11-14, 2026 in Penticton, BC. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate the total costs to be approximately \$2900.00 per person. This estimate includes convention registration, four nights accommodation, flights, and per-diem. Early Bird pricing is in effect until December 31, 2025.

The **Federation of Canadian Municipalities (FCM)** conference is hosted June 4-7, 2026 in Edmonton, AB. The Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities as per Council Travel Policy 3009-2. Staff estimate the total cost to be approximately \$3150.00 per person. This estimate includes convention registration, four-nights accommodation, flights to Edmonton, and taxi fare to and from the airport.

The **Union of BC Municipalities (UBCM)** convention is held September 14-18, 2026 in Vancouver, BC. All members of Council are eligible to attend as per Council Travel Policy 3009-2. Staff estimate total costs to be approximately \$2527.28 per person. This includes convention registration and five-nights accommodation. As the conference is on the Island, Council could travel together using a City vehicle to keep expenses lower.

The **Vancouver Island Economic Alliance (VIEA)** Summit will take place October 20-22, 2026 in Nanaimo, BC. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate total costs to be approximately \$1500.00 per person. This estimate includes convention registration, two nights accommodation, per-diem and mileage.

The **Housing Central** Conference, BC Non-Profit Housing Association conference is held November 16-18, 2026, in Vancouver, BC. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate the total costs to be approximately \$2500.00 per person. This includes conference registration, three nights accommodation, ferries and mileage.

As a cost saving measure, Council may wish to authorize the Mayor **OR** a member of Council to attend the previously mentioned conferences.

It is Council's prerogative to either support and/or deny the attendance of Council members at a particular conference/convention outside of those identified in the City's Travel Policy No. 3009-2. Council may wish to add additional conferences/conventions to the list provided to be considered on an annual basis. When considering an item based on policy, Council is encouraged to consider the merits and how City representation at this convention will contribute to the betterment of the City.

IMPLICATIONS

While the 2026-2030 Five-Year Financial Plan has yet to be adopted, Council has allocated \$62,500.00 to fund 2026 Council and Travel Development. The cost per councillor for the conferences can be referenced in the Council Budget Tracker document, Appendix I.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In accordance with City Travel Policy No. 3009-2 Council attendance outside of AVICC and UBCM requires a resolution of Council authorizing attendance. Further, the Mayor and members of Council, selected through

resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities

Attendance at various conferences/conventions/summits aligns with Council's Strategic Priorities, in particular, No. 2 | Enable the New Economy, Goal 2.4: "the community has a strategy that effectively encourages investment and sustainable growth".

SUMMARY

Travel Expense Policy No. 3009-2 requires authorization by Council as it pertains to members of Council attending a conference/convention other than AVICC and UBCM. Further, the Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities

While the 2026 – 2030 Five-Year Financial Plan has yet to be adopted, Council has allocated \$62,500.00 to fund 2026 Council and Travel Development.

ATTACHMENTS/REFERENCE MATERIALS

- *Travel Policy No. 3009-2*
- *2026 Conferences Costing Spreadsheet*
- *2023 – 2027 Corporate Strategic Plan [ref]*

C: A. McGifford, Director of Finance

POLICY No. 3009-2 | Travel Policy

Approved: May 23, 2023

Resolution No: R23-183 | R24-95

Date of Last Review: February 26, 2024 [Amended]

CITY OF
PORT ALBERNI



1) PURPOSE

To establish a policy and procedures to be followed by City of Port Alberni (CPA) Council and employees who travel on approved business or who have been given approval for attendance at conferences, seminars and other training and education purposes.

2) POLICY STATEMENT

It is the policy of the City to travel in the spirit of best value for taxpayer dollars, with consideration that will include total cost, quality, expertise, and environmental and social sustainability impacts.

3) PROCESS

Subject to the approvals required below, employees who travel on CPA business or who are attending at seminars, conferences and other training/development purposes will:

- i. Obtain approval for travel in advance from their supervisor. Where necessary, an accountable advance is available to cover travel expenses by completing the travel advance/claim form. The Finance department requires a minimum of ten days to process requests for accountable advances.
- ii. Travel by the most economical means.
- iii. Obtain the government rate for accommodation where available.
- iv. Be allowed meal allowances and a per diem rate for meals and other related expenses.
- v. Be reimbursed for reasonable out-of-pocket expenses.
- vi. Provide receipts for all claimed travel expenses except where meal allowances and a per diem rate is claimed.
- vii. Complete a travel advance/expense form accompanied by appropriate receipts to supervisor within 30 days after return from travel and forward to supervisor for approval and then to Finance for processing.

4) APPROVALS

For travel, approval must be received from the employee's manager and budget available to undertake that travel.

- i. Any staff members elected to the Executive of either the Vancouver Island Local Government Managers Association or Local Government Managers Association of B.C. are authorized to attend Executive meetings of either Association and that expenses incurred in connection there with will be defrayed by CPA.
- ii. Council is authorized to attend the annual conference of the following organizations:
 - a. Union of British Columbia Municipalities; and
 - b. Association of Vancouver Island and Coastal Communities.
- iii. Travel outside the CPA but within British Columbia, requires the departments Director approval.
- iv. The Chief Administrative Officer's [CAO] approval is required for travel outside of British Columbia.



- v. The CAO will obtain approval from the chair of the Board for their own travel outside British Columbia.
- vi. The Mayor is authorized to attend British Columbia Mayors' Caucus meetings and the Local Government Leadership Academy seminars on behalf of CPA and shall be paid in accordance with policy for expenditures made or expenses incurred.
- vii. The Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities on behalf of the Municipality and shall be paid in accordance with the policy for expenditures made or expenses incurred.
- viii. The Council member appointed as the Liaison to the Alberni Valley Community Forest Corporation is authorized to attend the annual conference of the British Columbia Community Forest Association and shall be paid in accordance with policy for expenditures made or expenses incurred.
- ix. Council members shall be paid for expenditures made or expenses incurred for their attendance at official meetings, workshops and other events within the municipality approved for attendance. Reimbursements under this policy will be limited to actual costs incurred for personal meals and costs of registration at a maximum per event cost not to exceed \$150.
- x. Reimbursement for expenditures made or expenses incurred will also be provided to Council members for their attendance at official functions of organizations directly funded by the City of Port Alberni (i.e. Alberni Valley Chamber of Commerce, Western Vancouver Industrial Heritage Society, Port Alberni SPCA).
- xi. Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of an event hosted by a not-for-profit organization where the member (generally the Mayor, but on occasion the Mayor's representative) is a guest of honour.
- xii. The Mayor or Alternate Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality (i.e. ministers or officials of the provincial, federal or other foreign or local governments; business and industry leaders or prospective investors; leaders of cultural, humanitarian, educational or other non-governmental organizations).

5) GUIDELINES

A. Travel

- i. Employees should carefully weigh alternate means of travel, taking into consideration costs, convenience, amount of work time taken for travel, the need for a vehicle at destination, number of employees traveling together, air fare discounts and using a CPA vehicle rather than a personal vehicle, etc.
- ii. Airfare is to be economy class and booked far enough ahead to qualify for discounted rates, if practical.
- iii. Kilometrage for using a personal vehicle shall be paid at the rate per kilometer pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- iv. Employees are encouraged to use a fleet vehicle, if possible and available, rather than their personal vehicle.
- v. If a trip includes travel with BC Ferries, reservation charges would be covered.
- vi. Travel that combines CPA and personal business must be reimbursed at the lesser of:
 - a. actual transportation expenses; or
 - b. an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
- vii. Additional expenses arising from personal extensions to business travel are the employee's responsibility.
- viii. Expenses for an employee's spouse or family members are not reimbursable.

B. Accommodation


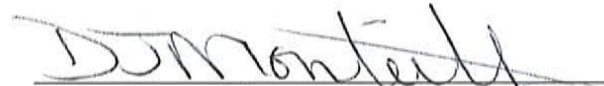
- i. Government rates are to be requested when booking accommodation, and at single occupancy rates.
- ii. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.
- iii. Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.
- iv. A flat rate may be claimed for non-commercial accommodation. No receipt is required. This rate is pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].

C. Meal Allowances and Per Diem Rates

- i. Meal [per diem] reimbursement when traveling on the CPA business will be in accordance with ***Employee Group II rates***, pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- ii. Incidentals are defined as all other related travel expenses not covered specifically within this policy and may be claimed for each 24-hour period.
- iii. If claiming the above meal allowances or per diem rate, receipts are not required.
- iv. In order to be reimbursed for meals when not claiming a meal allowance or per diem rate, receipts are required to be submitted.
- v. When meals are paid for on behalf of more than one individual, all attendees must be listed and receipts submitted. As a guideline, meals per person, should be within the range of the per diem rates currently in effect.
- vi. Purchase of any beverage containing alcohol is not a reimbursable expense.

D. Local Transportation

- i. Local transportation will be by CPA fleet vehicle, car rental, taxi, bus or rapid transit. Receipts must be submitted to claim local transit expenses including parking, where possible.
- ii. Out of town car rental will be approved in circumstances where taxi or public transit is not practical.


Sharie Minions
Mayor
Donna Monteith
Corporate Officer

Appendix 1 – Travel Allowances

Last updated: April 1, 2024

Note: This Appendix provides key reimbursement amounts.

1. Meal/Per Diem Allowances

- (1) Meal/per diem reimbursement when traveling on the employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

| Effective April 1, 2024 | | | | | | | | | |
|-------------------------|-------------|-------------|-------------------|---------------|----------------|-------------|-------------|-------------|--------------------|
| Employee Group | Full Day \$ | Half Day \$ | Breakfast Only \$ | Lunch Only \$ | Dinner Only \$ | B&L Only \$ | L&D Only \$ | B&D Only \$ | Incidental Only \$ |
| I | 60.61 | N/A | 14.58 | 16.87 | 29.16 | 31.45 | 46.03 | 43.74 | N/A |
| II | 63.75 | N/A | 25.50 | 25.50 | 35.25 | 37.00 | 46.75 | 46.75 | 15.00 |
| III | 66.75 | 33.50 | 26.25 | 26.25 | 36.00 | 40.25 | 50.00 | 50.00 | 15.00 |

- (2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.
- (3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- (4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- (5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).
- (6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

| Group I and Group II | Group III |
|--|---------------------------------------|
| at the meal rate(s) specified in 1(1) for Group I, above | for all actual meal expenses incurred |

2. Private Vehicle Allowance

- (1) Where a private vehicle is used on the employer's business, reimbursement shall be: Effective April 1, 2024 – \$0.63 per km
- (2) The distance allowance does not apply when using leased, rental or government vehicles.
- (3) Actual transportation toll charges may also be claimed.

3. Acceptable Parking Charges

When a private, government, or leased/rental vehicle is used for the employer's business, receipted parking charges will be reimbursed.

4. Vehicle Damage Reimbursement

(1) Where an employee/appointee's private vehicle is damaged while in use on the employer's business as specified above, the employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$727.27 per occurrence, for:

- a. damage caused to the vehicle by wards or clients of the province;
and/or
- b. damage caused to the vehicle by vandalism that results from
employment; and/or
- c. damage as a result of an accident while on the employer's business.

(2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.

(3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

5. Commercial Transportation Charges

(1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.

(2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the employer and the employee/appointee requests to use their private motor vehicle instead and the employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/appointee taken the designated commercial transportation.

(3) Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will

not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

6. Accommodation Charges

- (1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.
- (2) Where private lodging is used in lieu of commercial accommodation, reimbursement of \$38.41 maximum per day may be claimed.

7. Miscellaneous Out-of-Pocket Expenses

Reimbursement will be made for the following out-of-pocket expenses incurred while on travel status:

| | Group I | Group II and Group III |
|---------------------------|---|-----------------------------------|
| 1) Telephone calls | Where overnight accommodation is required, upon production of receipts, one five-minute telephone call to the employee's home in British Columbia may be claimed for each night away. | Included in per diem |
| 2) Portage | \$0.50 maximum upon arrival at commercial accommodation and \$0.50 maximum upon departure. | Included in per diem |
| 3) Dry cleaning / laundry | Dry cleaning/laundry services may be claimed every seven consecutive days away from headquarters or geographic location. | Included in per diem |

8. Meal/Per Diem Expenses When Traveling to the United States

- (1) For travel to and from the United States, the meal and per diem rates specified in section 1(1) will be in U.S. currency. Deduction(s) for partial day travel or for meals provided at public expense will be in accordance with section 1(3) and 1(4).

9. Meal/Per Diem Expenses When Traveling to Foreign Locations

- (1) For travel to and from all other foreign locations, the meal rates (for Group I) and total per diem rates (for Group II and Group III) shall be calculated as follows from the '**Meal Total**' rates published by the federal National Joint Council, [Travel Directive \(Appendix D\)](#). See subsection 2 for rates for partial days or for situations where one or more meals are provided at public expense.

| | Group I meals | Group II (per diem) | Group III (per diem) |
|--------------------|--|-------------------------------|-------------------------------|
| Full day meal rate | 100% of the federal "meal total" rate | | |
| Per diem rate | N/A (See Section 7 above – Out of Pocket Expenses) | 120% of the "meal total" rate | 130% of the "meal total" rate |

- (2) Where foreign travel is for a partial day and/or meals are provided at public expense, the individual meal rates as published in the National Joint Council directive are to be deducted for those meal(s) not required. When the individual meal rates are not published, the following percentages of the full day "meal total" rates (rounded to the nearest dollar) are to be deducted from the full day/per diem rate calculated in subsection (1) above.

| | Group I | Group II | Group III |
|-----------|----------------|-----------------|------------------|
| Breakfast | 25% | 20% | 20% |
| Lunch | 25% | 20% | 20% |
| Dinner | 50% | 35% | 35% |

10. Other Foreign Travel Expenses

- (1) All other foreign travel expenses, including foreign currency exchange, will be reimbursed in accordance with Treasury Board Orders and Directives.
- (2) Reimbursement may also be claimed for reasonable expenses incurred which relate directly to foreign travel:
- a) Car rental insurance
 - b) Visa(s) and passport(s)
 - c) Inoculation(s)
 - d) Travelers' cheques
 - e) Bottled water
 - f) Preventive medication, i.e. malaria tablets, etc.
 - g) Premiums for additional medical insurance to provide coverage equivalent to that available under the Medical Services Plan in B.C.
 - h) Additional dry cleaning/laundry costs
 - i) Additional baggage insurance
 - j) Reasonable travel gratuities
 - k) Similar directly related travel costs

11. Local Travel Expenses at Foreign Locations

- (1) This section applies to the employees/appointees who are posted from B.C. to a foreign office or who are hired locally at a foreign office and whose job responsibilities require them to travel away from their foreign office on the Employer's business.
- (2) Meal/per diem allowances will be reimbursed in accordance with section 8 and are subject to deduction for meals not required as per section 8.
- (3) Where a private vehicle is used in accordance with Treasury Board Orders and Directives, reimbursement will be at the distance rate specified by External Affairs Canada for that location.
- (4) Parking and transportation toll charges will be reimbursed.
- (5) Where commercial transportation is required, the actual travel costs will be reimbursed in accordance with Treasury Board Orders and Directives.
- (6) Actual commercial accommodation costs will be reimbursed up to the maximum amount established by External Affairs Canada for that location.
- (7) Private accommodation will be reimbursed at 25% of the maximum accommodation level established by External Affairs Canada for that location.
- (8) Actual reasonable miscellaneous expenses such as dry cleaning, personal telephone calls home, etc. will be reimbursed for Group I employees / appointees.

12. Meal Allowances for Dependents on Relocation

Where a Group I, II or III employee/appointee incurs meal expense(s) for their spouse and or dependent(s) during relocation, the expense(s) will be reimbursed as follows:

- (1) Dependents 12 years of age and under may claim one-half of the Group I meal allowances;
- (2) Spouse and dependents over 12 years of age may claim the full Group I meal allowances.

13. Extraordinary Loss

Where an employee/appointee on the employer's business incurs a loss of or damage to personal property which is pertinent to the performance of their duties, that is not otherwise covered by government policy or insurance, the employer may reimburse the lesser of the loss, or the repair or the deductible portion of the employee/appointee's insurance policy, up to a maximum of \$500.



CITY OF PORT ALBERNI TRAVEL EXPENSE CLAIM FORM

(updated/effective April 1, 2024)

| | | | |
|-------------------|--|--------------|--|
| NAME: | | | |
| MEETING TYPE: | | | |
| MEETING LOCATION: | | | |
| MEETING DATE: | | TO: | |
| DEPARTURE TIME: | | RETURN TIME: | |

| Expense Item | Rates | Number of occurrences | Total | GST | Total less GST |
|--|----------|-----------------------|--------------|------------|-----------------------|
| <i>* Per Diems - only those meals not provided for during the conference will be paid for by the City.</i> | | | | | |
| Breakfast - Only *** | \$ 25.50 | | | | |
| Lunch - Only *** | \$ 25.50 | | | | |
| Supper - Only *** | \$ 35.25 | | | | |
| Breakfast & Lunch - Only *** | \$ 37.00 | | | | |
| Breakfast & Dinner - Only*** | \$ 46.75 | | | | |
| Lunch & Dinner - Only*** | \$ 46.75 | | | | |
| Full Day Per diem (3 meals for one day) | \$ 63.75 | | | | |
| Incidentals | \$ 15.00 | | | | |
| Private Vehicle - mileage | \$ 0.63 | | | | |
| Private Accommodations | \$ 38.41 | | | | |
| Ferries (attach receipt) | | | | | |
| Hotel Accommodations (attach receipt) | | | | | |
| Taxi/Miscellaneous (attach receipts) | | | | | |
| Registration (attach receipt) | | | | | |
| Parking (attach receipts) | | | | | |
| Air Fare (attach receipt/copy) | | | | | |
| Other (specify and attach receipts) | | | | | |
| | | | Total | GST | Total less GST |
| GL / WO Account | | | - | - | - |
| GL / WO Account | | | | | |
| GL / WO Account | | | | | |
| 01.02.042520.3424 - Personal Expenses (paid by city - to be reimbursed by employee) | | | | NO TAX | |
| TOTAL AMOUNT | | | | | |
| <i>* Only provide the expenses to be reimbursed - do not include expenses already paid by City.</i> | | | | | |
| <i>** Please submit City Credit Card receipts to the Accounts Receivable Clerk directly.</i> | | | | | |
| <i>*** Only - if this was the only meal(s) that is being claimed in the day</i> | | | | | |

Claimant Signature: _____

Date: _____

Approval Signature: _____

Date: _____

Director of Finance: _____

Date: _____



City of Port Alberni

RECORD OF KILOMETRES AND CLAIM FOR REIMBURSEMENT FOR PRIVATE VEHICLE USE FOR CITY WORK-RELATED TRAVEL

FOR THE MONTH OF: _____

YEAR: _____

Employee Name _____

Purchase Order Number _____

| Date | Location Travelled To/From | KM's Travelled |
|--------------------|----------------------------|----------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
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| 24 | | |
| 25 | | |
| 26 | | |
| 27 | | |
| 28 | | |
| 29 | | |
| 30 | | |
| 31 | | |
| TOTAL KM'S | | |
| RATE/KM (\$) | | |
| MONTHLY CLAIM (\$) | | |

Effective - April 1, 2024

Employee Signature _____

Supervisor Signature _____

Director of Finance Signature _____

Notes:

1. Where a portion is involved under "Km travelled on behalf of the City" it must be expressed as a decimal (e.g.: 1.3).
2. Normal daily travel to and from work is **NOT** to be included on this form. Where it is necessary to deviate from the normal daily route to and from your home to work then that distance only should be included.

COUNCIL BUDGET - Conferences 2026

| | | | | | | |
|-----------------|-----------------------|---------------|---------------|----------|---------------|----------------------|
| AVICC | April 24-26, 2026 | Victoria, BC | | | | Subtotal (perperson) |
| | Councillor | Registration | Accommodation | Travel | | |
| | | \$450.00 | \$900.00 | | | \$1,350.00 |
| | | | | | Total: | |
| FCM | June 4-7, 2026 | Edmonton, AB | | | | |
| | Councillor | Registration | Accommodation | Travel | Miscellaneous | |
| | | \$1,395.00 | 1000 | \$750.00 | | \$3,145.00 |
| | | | | | Total: | |
| UBCM | September 14-18, 2026 | Vancouver, BC | | | | |
| | Councillor | Registration | Accommodation | Travel | Miscellaneous | |
| | | \$1,000.00 | \$1,927.28 | 400 | | \$3,327.28 |
| | | | | | Total: | |
| TLA | January 14-16, 2026 | Vancouver, BC | | | | |
| | Councillor | Registration | Accommodation | Travel | Miscellaneous | |
| | | \$1,495.00 | \$880.00 | \$400.00 | | \$2,775.00 |
| | | | | | Total | |
| COFI | April 8-10, 2026 | Vancouver, BC | | | | |
| | Councillor | Registration | Accommodation | Travel | Miscellaneous | |
| | | \$700.00 | \$900.00 | \$400.00 | | \$2,000.00 |
| | | | | | Total | |
| BCEDA | May 11-14, 2026 | Penticton, BC | | | | |
| | Councillor | Registration | Accommodation | Travel | Miscellaneous | |
| | | \$650.00 | \$784.16 | \$924.70 | | \$2,358.86 |
| | | | | | Total: | |
| VIEA | October 20-22, 2026 | Nanaimo, BC | | | | |
| | Councillor | Registration | Accommodation | Travel | Miscellaneous | |
| | | \$900.00 | \$600.88 | \$103.70 | | \$1,604.58 |
| | | | | | Total | |
| Housing Central | November 16-18, 2026 | Vancouver, BC | | | | |
| | Councillor | Registration | Accommodation | Travel | Miscellaneous | |
| | | \$1,300.00 | \$950.00 | \$400.00 | | \$2,650.00 |
| | | | | | Total: | |