
AGENDA - REGULAR MEETING OF COUNCIL

Monday, January 12, 2026 @ 2:00 PM

In the City Hall Council Chambers & Via Video-Conference

4850 Argyle Street, Port Alberni, BC

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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. *THAT the minutes of the Special meeting and Regular Council meeting held on December 1, 2025 and Special meeting held on December 8, 2025 be adopted, as presented.*

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

E. STAFF REPORTS

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

1. **3rd & 4th Quarter | 2025 Procurement Summary** - Page 14

Report dated January 7, 2026 from the Director of Finance providing Council with an overview of the respective Procurement activities from July to December 2025.

THAT Council receive the '3rd & 4th Quarter – 2025 Procurement Summary' dated January 7, 2026, as information.

F. BYLAWS

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

1. OCP and Zoning Bylaw Amendments | 3027 2nd Avenue - Page 17

Report dated January 5, 2026 from the Director of Development Services/Deputy CAO requesting Council consideration of third reading and final adoption of the proposed bylaws.

- a. *THAT the minutes of the Public Hearing of December 1, 2025 regarding "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" and "Zoning Amendment (3027 2nd Avenue), Bylaw 5137", be approved, as circulated.*
- b. *THAT "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" be read a third time.*
- c. *THAT "Zoning Amendment (3027 2nd Avenue), Bylaw No. 5137" be read a third time.*
- d. *THAT "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5136.*
- e. *THAT "Zoning Amendment (3027 2nd Avenue), Bylaw No. 5137" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5137.*

G. CORRESPONDENCE FOR ACTION

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

1. 2026 ADSS Prom Committee | Use of City Streets - Page 94

Letter dated December 6, 2025 from the Prom Committee Chair requesting access to City streets for the ADSS graduating class of 2026.

THAT Council authorize the 2026 ADSS Prom Committee access to City streets on Saturday, June 20, 2026 from 5:30 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. through to Roger St., ending at the Athletic Hall [3727 Roger St.] subject to:

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

2. **Wounded Warrior Run BC - Page 96**

Letter dated December 12, 2025 from Director, Jacqueline Zweng requesting access to City streets for the Wounded Warrior Run 2025.

THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, February 26, 2026 for the purpose of a Wounded Warrior Run from Hwy 4 [Johnston Rd.] to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293 subject to:

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

3. **ACRD | Community Emergency Preparedness Fund – Emergency Operations Centres (EOC) Equipment and Training Grant Request - Page 99**

Letter of January 6, 2026 requesting Council's support in the Regional Grant application.

THAT the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres Equipment and Training grant and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

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 101**

- Various Ministry Letters | Follow up to the 2025 UBCM Convention Meetings
- UBCM | 2025 Resolutions Referred to UBCM Executive
- Various Letters from Local Governments and the Municipal Insurance Association to the Province Re: Bill M 216 – 2025 *Professional Reliance Act*
- Nanaimo Regional Hospital District | Health Forward Summary Report
- ACRD Board Highlights | November 2025
- City of Quesnel | Copy of a letter of support to Northern Development Initiative Trust
- AVICC | 2026 AVICC AGM & Convention – 2nd Call for Resolutions
- AV Museum and Heritage Commission Minutes | November 5, 2025

J. REPORT FROM IN-CAMERA

That Council release for public consumption, the following:

- Notice of execution of a Land Use Agreement with the Riders of Alberni Valley for the purpose of maintaining and promoting non-motorized recreational use on City-owned trail networks, including the Maquinna Trail Network and the Dry Creek Trail area for a term of five (5) years.
- Notice of execution of a Lease Agreement between the City of Port Alberni and the Hupacasath First Nation for the property legally described as Part 1 in Plan 5330, Plan 858 R.W., located at Victoria Quay, for a term of ten (10) years commencing January 1, 2026, and expiring December 31, 2035, with an option for two (2) additional five-year renewal terms.
- That Administration collaborate with the BC SPCA to re-evaluate the services provided, identify the necessary services for the City, and adjust the budget to \$75,000 over a two-year contract to allow time for gathering KPIs and metrics to analyze the service delivery model.
- That “*City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138*” be amended to facilitate the acquisition of the Clutesi Haven Marina infrastructure in the amount of \$1,000,000 as follows:
 - i. Allocate \$250,000 from surplus for 2026, supplemented by taxation as required.
 - ii. Allocate \$250,000 annually for the years 2027-2029, sourced equally from Marina operation revenue and surplus.
- Notice from the Alberni Valley Chamber of Commerce that they will not be seeking to renew the contract with the City for the operation of McLean Mill [ending December 31, 2026].
- Appointment of Jack Roland to the Advisory Planning Commission for a two-year term commencing January 1, 2026 – December 31, 2027.

K. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 185

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. **Temporary Use Permit | 3048 3rd Avenue** - Page 189

Report dated January 5, 2026 from the Development Planner requesting Council consider issuance of TUP 25-05.

Opportunity for members of the public to speak to the application.

THAT Council does not approve Temporary Use Permit No. 25-05 at 3048 3rd Avenue.

- 2. **Exempt Staff Benefit and Leave Entitlements Policy Approval** - Page 202
Report dated January 5, 2026 from the Director of Human Resources requesting Council consideration of the proposed policies.
 - a. *THAT Council rescind the Benefits for Supervisory (Exempt Staff) policy dated May 9, 2016.*
 - b. *THAT Council approve "Benefits – Exempt Staff Policy No. 5002-2".*
 - c. *THAT Council approve "Leave Entitlements – Exempt Staff Policy No. 5002-3".*

- 3. **Playground Improvements** - Page 209
Report dated January 6, 2026 from the Manager of Parks requesting Council consideration of playground improvements.
 - a. *THAT Council direct staff to proceed with Option 1 outlined in the staff report of January 12, 2026, for upgrades and improvements to 2549 10th Avenue [11th Avenue Park], 3627 16th Avenue Park, and 6038 River Road Park, prior to completion of the Parks, Recreation & Culture Master Plan.*
 - b. *THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" to include \$159,000 plus 10% contingency for the playground improvement project [2549 10th Avenue, 3627 16th Avenue, 6038 River Road] from the Community Forest Reserve fund.*
 - c. *THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" to reflect a \$13,300 increase in 2026 for operational costs (line 27215) related to the playground improvement project [2549 10th Avenue, 3627 16th Avenue, 6038 River Road] with annual inflationary increases through 2030.*

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, December 1, 2025 @ 11:00 a.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions @ 12:00 p.m.
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola @11:10 a.m.
Councillor C. Solda
Councillor T. Verbrugge

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

The meeting was called to order at 11:00 a.m. by Deputy Mayor Solda.

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)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

Section 90 (1)(d) the security of the property of the municipality;

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

The meeting adjourned at 1:40 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE 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

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

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
S. Darling, Director of Corporate Services
M. Owens, Fire Chief
MC. Massicotte, Manager of Community Safety and Social Development
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)
J. Pelech, Manager of Information Services

Gallery: 4

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 as circulated with the following additions:

- *Notice of Motion – Councillor Dame - L.4. Playground Replacement Plan*
- *Notice of Motion – Councillor Dame – L.5. Adventure Park*
- *F.4 – Motion to repeal of Parks, Recreation and Culture Facilities Fees and Charges 2024, Bylaw No. 5106, 2024*

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of Council on November 24, 2025 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. **25-Year Employee Recognition Award**

M. Owens, Fire Chief, presented a 25-Year Employee recognition award to Ian Ritchie, Port Alberni Firefighter. Chief Owens also recognized John Haley, who was not in attendance, for 25 years of service to the City.

M. Fox, CAO, recognized fellow 25-year employees not in attendance:

- Trevor Lepine, Waste Water Treatment Plant Operator, Public Works
- Kirsten Smith, Collections Curator, Alberni Valley Museum

D. UNFINISHED BUSINESS

Councillor Patola recused himself from discussion declaring a conflict of interest with respect to his position on the CMHA Board of Directors at 2:09 p.m.

1. Clean Team Funding Update 2026

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-462

MOVED AND SECONDED, 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 term of up to one year.

CARRIED | Res. No. 25-463

Councillor Patola returned to the meeting at 2:20 p.m.

E. STAFF REPORTS

F. BYLAWS

1. OCP and Zoning Bylaw Amendments | 15th Avenue at Montrose Street

MOVED AND SECONDED, THAT “Official Community Plan Amendment (15th Avenue at Montrose Street), Bylaw No. 5110” be read a third time.

CARRIED | Res. No. 25-464

MOVED AND SECONDED, THAT “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111” be read a third time.

CARRIED | Res. No. 25-465

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-466

MOVED AND SECONDED, THAT “Zoning Amendment (15th Avenue at Montrose Street), Bylaw No. 5111” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5111.

CARRIED | Res. No. 25-467

MOVED AND SECONDED, 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 circulated.

CARRIED | Res. No. 25-468

MOVED AND SECONDED, THAT Council direct Administration to provide recommendations regarding the designation of permanent park land within the Maquinna Trail system.

CARRIED | Res. No. 25-469

2. Zoning Bylaw Amendment | 5405 Argyle Street

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

CARRIED | Res. No. 25-470

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

CARRIED | Res. No. 25-471

MOVED AND SECONDED, THAT the minutes of the Public Hearing on November 24, 2025 regarding "Zoning Amendment (5405 Argyle Street), Bylaw No. 5134", be adopted as circulated.

CARRIED | Res. No. 25-472

3. 2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-473

4. Fees and Charges Bylaw No. 5125-2, 2025

MOVED AND SECONDED, THAT "Fees and Charges Bylaw No. 5125-2, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5125-2.

CARRIED | Res. No. 25-474

MOVED AND SECONDED, THAT Council repeal "Parks, Recreation and Culture Facilities Fees and Charges 2024, Bylaw No. 5106, 2024".

CARRIED | Res. No. 25-475

G. CORRESPONDENCE FOR ACTION

1. Alberni Valley Forestry Coalition

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-476

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- 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

MOVED AND SECONDED, THAT Council receive the December 1, 2025 correspondence summary as information.

CARRIED | Res. No. 25-477

J. REPORT FROM IN-CAMERA

1. Council released for public consumption approval of the updated Policy No. 5002-1 'Salary Administration – Exempt Positions'.
2. Council released 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 released 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

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

CARRIED | Res. No. 25-478

L. NEW BUSINESS

1. 2026 Meeting Schedules & Council Appointments

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-479

MOVED AND SECONDED, 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.

CARRIED | Res. No. 25-480

MOVED AND SECONDED, THAT Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 5 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*

CARRIED | Res. No. 25-481

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

CARRIED | Res. No. 25-482

2. LCRB Entertainment Endorsement Application | The Station Taphouse

Councillor Dame recused himself from discussion, citing his personal relationship with owners of the establishment, at 3:04 p.m.

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

CARRIED | Res. No. 25-483

Councillor Dame returned to the meeting at 3:07 p.m.

3. Authorize Council Registration | 2026 Conferences

MOVED AND SECONDED, THAT Council authorize Councillor Haggard 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.

CARRIED | Res. No. 25-484

MOVED AND SECONDED, THAT Council authorize Mayor Minions and Councillor Haggard 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.

CARRIED | Res. No. 25-485

MOVED AND SECONDED, THAT Council authorize Councillors Patola and Solda 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.

CARRIED | Res. No. 25-486

MOVED AND SECONDED, THAT Council authorize Councillors Haggard, Patola and Solda 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.

CARRIED | Res. No. 25-487

MOVED AND SECONDED, THAT Council authorize up to two members of Council 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.

CARRIED | Res. No. 25-488

MOVED AND SECONDED, THAT Council authorize up to two members of Council 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.

CARRIED | Res. No. 25-489

4. **Notice of Motion | Playground Replacement Plan [Cllr. Dame]**

THAT Council direct Administration to develop a comprehensive 5-year playground replacement plan to be integrated into the 2026-2030 Financial Plan, to be presented to Council in the first quarter of 2026.

5. **Notice of Motion | Adventure Park [Cllr. Dame]**

THAT Council direct Administration to include the planning and design costs for an Adventure Park in the 2026-2030 Financial Plan with an allocation of \$630,000 for the design in 2029.

M. QUESTION PERIOD

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:20 p.m.

CARRIED

Mayor

Corporate Officer

MINUTES OF THE SPECIAL IN-CAMERA MEETING OF COUNCIL
Monday, December 8, 2025 @ 1:00 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

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

Staff: M. Fox, Chief Administrative Officer
K. Bodin, Director of Human Resources
S. Darling, Director of Corporate Services

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

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

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

The meeting adjourned at 3:50 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: January 7, 2026
File No: 0640-30-January 12, 2026
To: Mayor & Council
From: M. Fox, Chief Administrative Officer
From: **3rd & 4th Quarter - 2025 Procurement Summary**

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

THAT Council receive the report '3rd & 4th Quarter - 2025 Procurement Summary' dated January 7, 2026, as information.

PURPOSE

To provide Council with the annual update/report on procurement contract awards and social procurement activities.

BACKGROUND

The procurement policy delegates authority to designated City of Port Alberni (City) staff to award contracts for operating and capital projects which have been approved in Council's five-year financial plan. During the financial planning process, Council may identify contracts that are of particular interest to the Council or are of specific interest in the community that they wish to approve prior to award. Each department is responsible for the development and execution of procurements. Financial Services reviews and supports the process administratively.

ALTERNATIVES/OPTIONS

1. That Council receive the report '3rd & 4th Quarter - 2025 Procurement Summary' dated January 7, 2026, as information.

ANALYSIS

All contracts awarded during this period are included in the Council adopted financial plan(s).

IMPLICATIONS

Not applicable.

COMMUNICATIONS

To provide transparency, procurement opportunities are publicly posted to the City's website and the BC Bid website. BC Bid is British Columbia's central electronic tendering website and is the main hub of all public procurement in the province. The successful vendor and the contract award amount are also posted.

BYLAWS/PLANS/POLICIES

The City's [Procurement Policy 3009-1](#) delegates authority for staff to award contracts provided the expenditure is approved in the Financial Plan. Council maintains the ability to identify opportunities during the financial planning process that requires their approval prior to staff awarding a contract.

SUMMARY

The City's procurement policy framework requires that all contract awards must fall within approved budgets in the Financial Plan, with exceptions provided only for emergency purposes. Through the financial planning process, Council has an opportunity to identify projects of significant value or community interest that require Council approval in the procurement process. A list of contracts awarded over the past year in excess of \$100,000 is included as *Appendix A*. The City is committed to continuing and expanding education both within the organization and with the broader marketplace to utilize social procurement practices where reasonable, while exploring opportunities to support community benefits.

ATTACHMENT

- Appendix A – 3rd & 4th Quarter 2025 Procurement awards

c: *S. Darling, Director of Corporate Services*
K. DeClercq, Assistant Accountant

Appendix A – Contract Award Report

The following contracts above \$100,000 were awarded between July 1, 2025 and December 31, 2025

Procurement	NOI Multiplex Chiller
Successful Vendor	Fraser Valley Refrigeration
Award Value	\$284,000
Award Method	Direct Award (no challenges received)
Compliant Responses	
Non-Compliant Responses	
Ranking	Bidder
1	n/a

Procurement	RFP 019-25 Josephine Sanitary Force main Somass River Crossing
Successful Vendor	Directional Mining & Drilling Ltd
Award Value	\$2,089,600
Award Method	Highest Evaluated Submission
Compliant Responses	2
Non-Compliant Responses	0
Ranking	Bidder
1	Directional Mining & Drilling Ltd
2	Marathon Underground Constructors Corporation

Procurement	RSO Tree Service
Successful Vendor	Ranked List - highest three evaluated
Award Value	dependent on call out demand
Award Method	Highest Evaluated Submissions
Compliant Responses	4
Non-Compliant Responses	1
Ranking	Bidder
1	Totem Tree Service - Qualified List
2	Davey Tree Expert Co of Canada Ltd - Qualified List
3	Treeco Tree Service Ltd - Qualified List
4	Timberwolf Tree Service Inc

Date: January 5, 2026
File No: 0640-30-January 12, 2026
To: Mayor and Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments for Property at 3027 2nd Avenue, Port Alberni**
LOT 1 BLOCK 72 DISTRICT LOT 1 ALBERNI DISTRICT PLAN EPP143827
(PID: 032-512-945)
Applicant: Number Ten Architectural Group dba BC Housing Management Commission

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

RECOMMENDATIONS

- a. *THAT the minutes of the Public Hearing on December 1, 2025 regarding “Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136” and “Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137”, be approved.*
- b. *THAT “Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136” be read a third time.*
- c. *THAT “Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137” be read a third time.*
- d. *THAT “Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5136.*
- e. *THAT “Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5137.*

PURPOSE

To consider OCP and Zoning Bylaw amendments that would enable a new supporting housing development at 3027 2nd Avenue. The amendments add policy support to the OCP, for multi-residential buildings to contain support services. The property would also be rezoned to a unique Comprehensive Development zone. The proposed amendments would enable supportive housing to be built and operated on the property.

BACKGROUND

The property at 3027 2nd Avenue is owned by the City of Port Alberni and is currently vacant. BC Housing is proposing the development of a 6-storey, 55-unit supportive housing project. The development would house vulnerable people who are experiencing homelessness, mental health or substance use challenges. The project would be funded and managed by BC Housing and their operators. Development Services staff reviewed the housing proposal, and drafted OCP and Zoning Bylaw amendments for Council’s consideration.

ALTERNATIVES/OPTIONS

1. *THAT the minutes of the Public Hearing on December 1, 2025 regarding "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" and "Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137", be approved.*
THAT "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" be read a third time.
THAT "Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137" be read a third time.
THAT "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5136.
THAT "Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5137.
2. *THAT Council give third reading to "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" and "Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137", with final adoption subject to conditions as directed by Council.*
3. *THAT Council decline to give third reading to "Official Community Plan Amendment (3027 2nd Avenue), Bylaw No. 5136" and "Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137".*
4. *THAT Council provide alternative direction to administration.*

ANALYSIS

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

- Change the OCP land use designation of 3027 2nd Avenue from 'General Commercial' to 'Multi Family Residential'.
- Add a text amendment to allow supportive housing in the multi-residential land use where specified by site-specific zoning.
- Add 3027 2nd Avenue to Development Permit Area No.1 Multi Family Residential in the OCP. Add a new Comprehensive Development zone (CD7) for 3027 2nd Avenue to the Zoning Bylaw.
- Change the classification of 3027 2nd Avenue to the new CD7 zone on the Zoning Bylaw map.

Figure 1 – Subject Property Map



Figure 2 - OCP Land Use Map

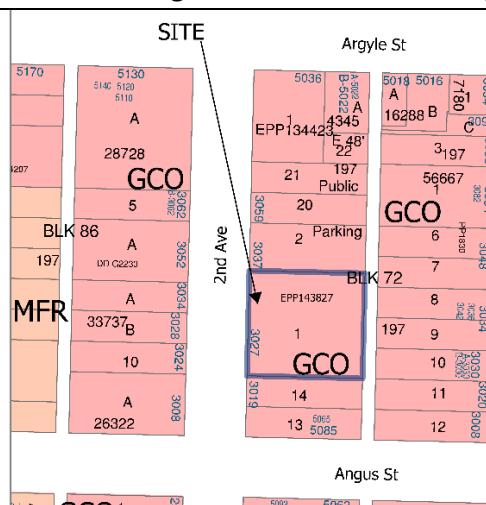
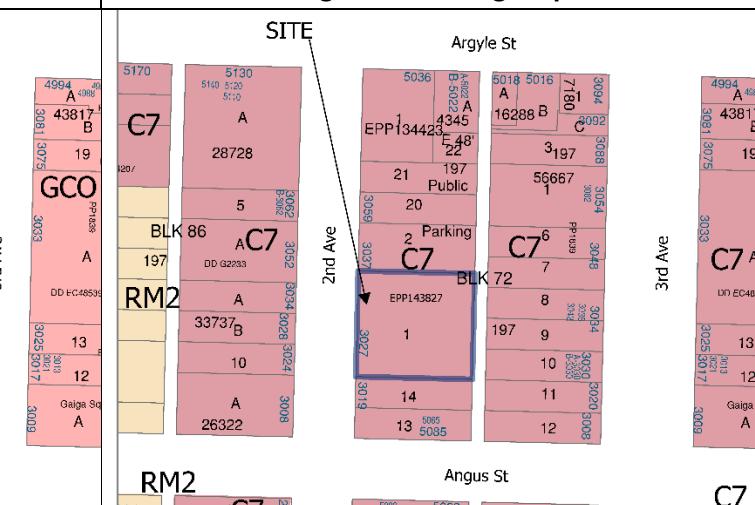


Figure 3 – Zoning Map



Proposed Development

The proposed BC Housing project is a 6-storey supportive housing building. The building would consist of 55 studio units, with 8 units being accessible and 47 units being adaptable. The building also includes a full

commercial kitchen, large dining room, lounge, library, counselling room, staff rooms, bike storage and laundry facilities. The development plans from the architect are attached for additional information.

Supportive housing provides a home with access to on-site supports to help residents maintain housing stability and supportive housing is currently defined in the Zoning bylaw as housing that has no limit on length of stay, is purpose-designed building that provides ongoing supports and services to individuals who cannot live independently. Information from BC Housing “Community Benefits of Supportive Housing” is attached for more detailed information on supportive housing projects.

The most recent Homeless Count for Port Alberni was completed on April 30, 2025 with 180 people experiencing homelessness in Port Alberni. More detailed information on Port Alberni’s homeless count from the Homelessness Services Association of BC is attached for information.

Figure 4 – Proposed Development at 3027 2nd Avenue



Official Community Plan Amendment

When considering re-designation of areas to Multi-Family Residential (MFR), the City shall consider the following criteria:

- Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks;
- Should be located on or in proximity to major collectors or arterial roads in order to reduce traffic impacts on local roads;
- An adequate transition between lower density housing and compatibility with adjacent land uses must be provided.

The location meets the OCP criteria (4.4.3) for the re-designation of land to MFR.

- The property is within 800 m of a commercial node (Uptown Core Business District). The site is a good location for residents to access daily needs within walking distance of the development.
- The property is located one block of arterial roads (Argyle Street and 3rd Avenue).
- The proposed 6 storeys would be the tallest structure in the immediate area and will impact some existing lower structures. The area is zoned C7 which allows for a building height of 16 m and other taller buildings are anticipated to be constructed over time. The project provides landscape areas on both the north and south property lines to buffer and improve the transition to adjacent properties.

Specifically, the OCP text amendment would allow supportive housing in the multi-residential land use where specified by site-specific zoning. This policy would support Council in approving supportive housing projects on a broader range of properties in Port Alberni through a rezoning process. Proposed changes to *OCP Section D: Plan Policies* are summarized in Table 2.

Table 2 - Proposed OCP Text Amendments to Section D: Plan Policies	
OCP Section	Proposed Text Amendment
Section D: Plan Policies 4.0 Residential, Multi-family Housing 4.3 Multi-Family Residential (MFR)	Add - “Supportive housing can be permitted within the Multi-Family Residential for specialty housing that address community housing needs. Such housing may include congregate care with integrated support services in the MFR land use designation through site-specific zoning.” Add - “6. To enable supportive housing, including congregate care, to be located in the Multi-Family Residential (MFR) land use designation through site-specific zoning.” Delete - “2. (except congregate care which should be located within the Institutional designation)”.

Zoning Bylaw Text and Map Amendment

An amendment to the Zoning Bylaw is required to create a new CD7 Comprehensive Development zone, and to re-classify the property on the Zoning Bylaw map. The new CD7 zone is specific for the supportive housing development proposed for 3027 2nd Avenue.

The proposed CD7 zone Site Development Regulations are similar to the adjacent C7 Core Business zone. The CD7 zone has a lower maximum lot coverage and floor area ratio and minor setback differences. The CD7 zone allows for a greater height of 17.5 metres compared to 16 metres in the C7 zone.

The parking standard for residential in the C7 zone is 0.5 parking spaces per dwelling unit. The proposed parking requirement for this supportive housing project in the CD7 is 0.25 parking spaces per dwelling unit. The tenants of this facility are very unlikely to own a vehicle and the proposed 14 parking spaces will be adequate for staff and

any visitors. The site on 2nd Avenue is very walkable, close to public transit and cycling networks. The project includes a bicycle storage area within the building.

The proposed Useable Open Space is less than what a multi-family residential building would be required to provide under the medium or high density MFH requirements in the Zoning Bylaw. The focus of the project was to maximum the number of supportive units and this reduced the potential open space. The open space provided is raised above street level and enclosed is on all sides. The location makes for greater privacy and allows for staff to supervise any outdoor activity.

The full CD7 zone description is in the attached amending Bylaw No. 5137.

Transportation Impact Assessment

The City required the applicant submit a Transportation Impact Assessment (TIA) from a professional engineer. The TIA noted the following:

- The neighborhood road network can accommodate traffic created by the proposed housing development.
- Due to the constrained site, commercial vehicles cannot turn around and must exit by reversing onto 2nd Avenue with limited site lines. Safety measures will need to be put in place as part of the building design.

Inter-agency Referrals

Referrals were sent to City departments and external agencies for comment on the proposed development. The follow is a summary of responses that were received.

Port Alberni Fire Department	10/3/2025	Fire Department has concerns about the three hydrants used for the fire flow calculations. It would appear problematic to have to lay three separate supply lines in through one access way. Have questions about adding another hydrant, and access to the rear of the building for firefighting apparatus (Tower 3).
RCMP	10/9/2025	<p>This housing is intended to support and provide “permanent housing for vulnerable individuals, particularly those experiencing homelessness and mental health or substance use challenges”. Other BC Housing facilities that already exist in Port Alberni are for individuals of varying acuity with this project being intended for those of lowest acuity. RCMP are enduringly supportive of every effort to aid vulnerable individuals but as regards to this proposal, concern does exist not just for police but for all first responder agency groups. Additionally, the facility may serve individuals from outside the community. With this facility’s proposed proximity to an area already evincing these same challenges that draw first response with regularity. It is anticipated that co-locating this facility may amplify existing challenges that would equate to increased call for services, increase officer safety concerns, increased risk to public safety generally and further entrenchment for continued substance abuse in this area.</p> <p>Though an alternate location may be more tenable, increased resources and specifically, more police officers, would be required to meet the added pressures associated to this endeavor.</p>
Island Health (VIHA)	10/10/2025	Island Health acknowledges the need for culturally safe and accessible housing to support individuals experiencing homelessness and substance use challenges. Island Health is supportive of the new development application.

IMPLICATIONS

The proposed OCP and Zoning amendments would re-designate the property at 3027 2nd Avenue to Multi-Family Residential in the OCP and would create a new Comprehensive Development zone to enable the development of a 55-unit supportive housing project. If adopted by Council, the new CD7 zone would only apply to this property.

COMMUNICATIONS

OCP Amendment Pre-Engagement

In accordance with *Section 475* of the *Local Government Act* (LGA), BC Housing provided additional opportunity for residents to receive information and provide input.

- Neighbour letter, introducing the proposed supportive housing project.
- Email to interested parties.
- First Nations Engagement.
- BC Housing dedicated project webpage.
- Public Information Open House.

Notices were mailed to owners and occupants within 200 metres of 3027 2nd Avenue, with information on the supportive housing project, and an invitation to a public information meeting. The meeting was held on April 1, 2025 at the Best Western Barclay Hotel. BC Housing, Architect and City staff attended the meeting, and BC Housing collected written and verbal feedback that included:

- Support for additional affordable housing.
- Concern for scale/density of proposed development.
- Concern regarding the location for the project.
- Concern regarding crime and drug use.

A detailed Engagement Summary Report from BC Housing and the Community Open House written comments are attached to this report.

Public Hearing

A Public Hearing was held on December 1, 2025 and several speakers provided comment on the application. Prior to the Public Hearing, staff completed all required statutory notifications including mailing letters to all owners and occupants of properties with 100 metres of the subject property. Notices were also placed in the newspaper as required by Section 465 and 466 of the *Local Government Act*. A total of 224 letters were mailed and 18 pieces of correspondence were received and provided to Council.

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

The proposed amendment would do the following:

- a) Add text to *Section D: Plan Policies, 4.3 Multi-Family Residential (MFR)* to enable supportive housing, including congregate care, to be located in the MFR land use designation through site-specific zoning.
- b) Change the land use designation of the property from General Commercial (GCO) to Multi-Family Residential (MFR).
- c) Add the property to *Development Permit Area No.1 Multi-Family Residential*.

Zoning Bylaw No. 5105

The proposed amendment would do the following:

- a) Add text to *Section 5: Establishment of Zones* to create CD7 Comprehensive Development as a new zone.
- b) Change the Zoning Bylaw map to rezone 3027 2nd Avenue from *C7 Core Business* to *CD7 Comprehensive Development*.

2023-2027 Corporate Strategic Plan

Council strategic priorities, including No. 5 Fostering a Complete Community :

- 5.2 Safe and accessible housing options exist for all members of the community.

2024 Interim Housing Needs Report

The City's [2024 Interim Housing Needs Report](#) and [data inventory](#) identifies a need for housing that would be provided by this project. Housing targets for the next 5 years are as follows:

- 101 dwelling units needed for households of a “person experiencing homelessness”.
- 176 deep subsidy & supportive rental units.
- The report assumes that all persons experiencing homelessness require Deep Subsidy + Supportive Rental units.

SUMMARY

The property at 3027 2nd Avenue is owned by the City of Port Alberni and is currently vacant. BC Housing is proposing the development of a 6-storey, 55-unit supportive housing project. The development would house vulnerable people who are experiencing homelessness, mental health or substance use challenges. The project would be funded and managed by BC Housing and their operators. The most recent Homeless Count for Port Alberni was completed on April 30, 2025 with 180 people experiencing homelessness in Port Alberni.

ATTACHMENTS/REFERENCE MATERIALS

1. *Public Hearing Minutes*
2. *Development Plans from the Architect.*
3. BC Housing “Community Benefits of Supportive Housing”
4. *Port Alberni – 2025 Homeless Count.*
5. *OCP Amendment Pre-Engagement – BC Housing Engagement Summary Report dated May 2025.*
6. *OCP Amendment Pre-Engagement – Community Open House Comments*
7. *Official Community Plan Amendment (3027 2nd Avenue) Bylaw No. 5136*
8. *Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137*

PUBLIC HEARING REPORT
Monday, December 1, 2025 @ 6:00 PM
In the Cedar Room – Echo Centre | 4255 Wallace 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. Smith, Director of Development Services/Deputy CAO
S. Darling, Director of Corporate Services
K. Motiuk, Deputy Director of Corporate Services

Gallery: 54

CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

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

1. Description of the Application:

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

- The applicant is seeking to change the OCP and zoning of the property located at 3027 2nd Avenue to enable construction of a 6-storey, 55-unit, supportive housing development.

The proposed bylaws are:

- i. "Official Community Plan Amendment (3027 2nd Avenue) Bylaw No. 5136".

If amended, this bylaw would change the OCP land use designations from 'General Commercial' to 'Multi-Family Residential', and 'Development Permit Area No. 1 Multi-Family Residential'.

- ii. "Zoning Amendment (3027 2nd Avenue) Bylaw No. 5137".

If amended, this bylaw would change from 'C7 Core Business' to 'CD7 Comprehensive Development – 3027 2nd Avenue'.

2. Background Information from the Development Services Department:

The Director of Development Services provided background information regarding the proposed amendment by way of summarizing the report dated November 24, 2025.

3. Correspondence:

- Email dated November 5 & 26, 2025 from K. Ruissen
- Email dated November 21, 2025 from C. Mudge
- Email dated November 26, 2025 from L. Phillips
- Email dated November 27, 2025 from C. Schellenberg
- Email dated November 27, 2025 from C. Patterson

4. Late Correspondence Regarding the Matter:

- Letter dated November 28, 2025 from D. Grsic
- Petition dated November 28, 2025 from R. & M. Kristensen and D. Grsic
- Letter dated November 28, 2025 from Port Alberni Association for Community Living, Board of Directors
- Letter dated November 28, 2025 from R. & M. Kristensen
- Email dated November 29, 2025 from G. Stephen-Player
- Letter dated November 30, 2025 from U. & H. Ruel
- Letter dated December 1, 2025 from C. Campsall
- Email dated December 1, 2025 from Dr. F. Meyer
- Email dated December 1, 2025 from J. Wright
- Letter dated December 1, 2025 from M. Flory
- Letter and petition dated December 1, 2025 from R. and M. Kristensen
- Email dated December 1, 2025 from C. Alemany
- Email dated December 1, 2025 from E. Jolicoeur

6. Questions/Comments from the Public:

G. Macdonald: Spoke in support of supportive housing and housing density in general, concerned with the effect on small business development in the area and the volume of emergency calls in the area.

K. Ambrose: Spoke in opposition to the proposed development. Concerns with parking allotment for the proposed development.

R. Palmer: Opposed to the rezoning. Not the right location for the proposed development, stated that the area is focused on small business development, and tourism.

Les: Spoke in opposition to the proposed development. Concerns regarding security in the area.

J. Rai, Alano Club: Has concerns regarding location of proposed development for its proximity to the Alano Club patrons and the potential increase in traffic.

M. Stabler: Concern regarding size of the development, effect on businesses in the area, parking and increased criminal activity.

M. Tessler: Invested a lot into the revitalization of the area. Has had issues finding tenants due to the close location of certain social service agencies and associated issues in the area. Concerned with track record of some BC Housing projects in commercial districts.

R. Kristensen: Concerns with unhoused individuals and drug use in the area. Has witnessed a decline of businesses in the area. Noted a reduction of criminal activity after Port Pub was demolished. Concerns about community safety as it relates to the proposed low barrier model and potential for an increase in illegal behaviours. More consultation with service providers needs to be done.

L. George: In favour of proposed development overall citing need for this type of development. Inquired about who the facility operator is. Asks if the city or the developer has been in contact with any local service providers to provide facility operations. Concerned about reports regarding the proposed facility operator in relation to other facilities they operate.

D. Grsic: Concerns regarding the vulnerable people in our community. Concerns regarding BC Housing developments and the proposed facility operator. Concerns regarding the proposed development not providing dry housing and the staffing ratio. The proposed development should be placed in a more conducive location.

B. Verheul: Concerns from living near a safe injection site previously, and near the former Port Pub. Has noticed a calm in the neighbourhood since Port Pub had been demolished. Concerns regarding future increases of drug paraphernalia and foot traffic. Concerns regarding safety, theft, vandalism and invasion of privacy. A better location for the proposed development should be identified.

M. Palmer: Concerns regarding shading of his commercial property, intimidation of his clients by increased issues in the area, lack of parking, poor location for the proposed development.

T. Broadhead: Opposes the project based on proposed location.

M. Ramsay, Salvation Army: Concerns regarding the proposed facility operator of the development. Shared alleged negative information regarding the facility operator from other communities, concerns with proposed levels of staffing, safety of first responders and increased calls for service. Calls for direct engagement from the proposed facility operator.

Chair Minions: Clarified that application being discussed is regarding land use, which is a separate matter from the facility operator.

I. Chase: Feels the facility is needed in community. Concerns regarding the two-block area around the proposed development. Increased security and cameras needed with weekly issues when Port Pub was in place. Issues have been remedied since building demolished. Concerns regarding the demographic of residents in the two-block radius (vulnerable senior citizens). Concerns regarding numbers of staff on site, lack of City bylaw officers and proximity of services for potential future residents.

K. Chase: Business clients have already voice concerns about the area in its present state. Concerns about the proposed location of development and potential for associated increase in vandalism, vehicle theft and damage.

D. Savard: Concerns regarding nightly issues from former residents of the Port Pub. Concerns regarding the proposed location of the development, proximity to support services and potential impacts on tourism in the area.

A. Schroeder: Opposed to the proposed development. A detox facility is required. Feels residents and small business also require support and this project does not address this. Concerns regarding vandalism, theft, garbage, increase in crime. Concerns regarding increase in insurance rates due to repeated claims.

Chair Minions: Council has long advocated for detox facility in the area. Funding has been allocated, working with Island Health on development.

G. Hughes: Feels that the voice that is missing in this discussion are the clients/peers of the proposed project. High need for accessible units in all facilities. Sober housing is a goal of many living on the streets. Harm-reduction style housing should be closer to hospital. Strategy and structure of a low-barrier housing project should be in place while identifying harm reduction supports.

M. Florey: Concerns regarding the location, size of the proposed development, effects on small businesses in the area, vandalism and theft. Concerns regarding personal safety.

M. Kristensen: Concern regarding radius of the Public Notice issued to residents. Concern regarding the proposed facility operator and potential impacts on the revitalization of the area.

Councillor Haggard left the meeting at 7:33 p.m. and returned to the meeting at 7:35 p.m.

Chair Minions: Clarified that when there have been issues with past facility operators in the community, Council has worked with BC Housing to rectify issues. The City does not have the authority to choose the facility operator, that decision resides with BC Housing.

H. Zenner, Port Alberni Association for Community Living Board: Main concern is providing safety for clients of PAACL services. Acknowledge accessible housing and supportive accessible housing is needed.

P. Parkin: Concerns regarding location for the proposed development.

N. Quist: Concerns regarding parking in the area, effects on proximity of low-barrier housing to Alano Club, safety of Alano Club staff and members, concerns regarding overflow of facility residents into the neighbourhood.

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

Councillor Mealey: Asked about the radius of the Public Notice mail out.

Staff Response (S. Smith): Public notice sign erected on the property and 224 notices mailed out within a 100-metre radius of the proposed development, as per the City bylaw.

Councillor Patola: Addressed the question from the public regarding other municipalities sending unhoused people to Port Alberni. Shared that the annual Point in Time homelessness count includes information about where people originated from. Statistics suggests that 95% of the unhoused population in Port Alberni originated in our community.

Chair Minions: Asked for clarification from BC Housing regarding requirements around staffing levels (min 2 staff, 24/7). Concern regarding engagement with Indigenous partner agencies and local service providers on the project. Asked for clarification regarding smoking areas on the proposed site. Asked for clarification if community peers or former residents of supportive housing were consulted in design of project.

BC Housing (J. Fox) – RFP process for the facility operator was posted through provincial BC Bid website. First posting garnered no applicants. Second posting was heavily broadcast to service providers in the community by BC Housing staff and affiliates. Development of coordinating access to a support services network is a part of the

supportive housing development process. The facility operator is not currently involved in any part of the project as development has not yet been approved by the City. BC Housing mandate does not address health issues such as actively treating addiction. This development is purpose built for supportive housing. Selected residents are chosen if they are prepared for living in this specific type of site. 24% of 180 in PIT homeless count that require supportive housing cite substance abuse as an issue. Staffing mandate is 2 minimum, 24/7 with additional staff dependent on funding. There is a planned smoking area on site.

Chair Minions: Asked if there is a process for BC Housing addressing concerns at the site.

BC Housing (J. Fox): BC Housing Community relations have mandated response times for concerns received by email; stats and information from Community Relations is reported upward to Executive levels. When issues occur, meetings are held with sites and complainant. Occasionally, third parties are engaged when these steps are not successful. Facility operator contracts may be terminated if contractual obligations are not followed.

Councillor Mealey: Shared his experience visiting the Cornerstone supportive housing site in Nanaimo; asked if that project was comparable to this proposed development?

BC Housing (J. Fox): Yes, that development is also supportive housing.

Councillor Patola left the meeting at 8:00 p.m. and returned to the meeting at 8:02 p.m.

Councillor Haggard: Why has the developer chosen to build a 6-storey, 55-unit building?

BC Housing (R. Halliday, architect): 6 stories proposed to maximize the number of units for the residents of the building while also including community areas for residents on site. Shared safety measures including that there will be controlled access to the site for residents by staff. Smoking area on site has been designated.

Councillor Solda: Asked what is Plan B if the rezoning is not approved?

BC Housing (J. Fox): Stated there is no plan B.

Further Questions/Comments from the Public:

K. Ambrose: Spoke to concerns regarding effects on small businesses and the safety of local residents.

Chair Minions: Clarified that issues management related to privately-owned problem properties in the area are not the same as issues management for the BC Housing proposed development.

D. Grsic: Shared concern regarding specifications on number of support workers and funding provided for staffing. Concerns regarding property safety and drug paraphernalia in neighbouring areas.

G. Hughes: Expressed concerns regarding staffing ratio in relation to providing access to the site and ability to respond to medical emergencies within the facility and voiced concerns related to security provisions on site.

BC Housing (J. Fox): Shared information regarding the staffing model; provincial framework states minimum staff required-this can include tenant support workers, on site manager, janitors, maintenance, program providers. Appropriate level of service will be decided between BC Housing and the facility operator. Security measures include cameras on site, locked doors requiring staff permitted entry; some operators maintain a guest policy that restricts guests. Security staffing is outsourced and would not be included in staff count.

L. Toth: Asked where BC Housing funding is coming from. Asked Council how many potential City properties were considered for this development.

Chair Minions: Stated that the property on 2nd Ave has been considered for development many times. Assessment of city lands identifies properties available for a variety of developments. Council's goal is to not condense these types of properties into one area but rather spread them throughout the community

M. Stabler: Suggests the proposed development would condense issues into an area that doesn't want it. Shared concerns that the same issues will occur in the neighbourhood that existed with the former Port Pub.

L. George: Addressed the public's concerns stating that the public hearing is for the zoning application, not the services being provided.

M. Florey: Requested confirmation that the mail out was distributed within a 100-metre radius.

Staff Response (S. Smith): Confirmed that mail outs were issued within the required 100-meter radius of the development area and provided an explanation of how properties are identified for notice.

A. Schroeder: Shared concerns that there will be a downturn in the neighbourhood due to drug use and crime, and a resultant decrease in property values.

J. Rai: Asked if the housing located on Roger Street is a BC Housing development. Shared concern regarding an increase in traffic to the area. Proposed Council conduct a referendum on the issue.

M. Kristensen: Stated that the relationship between businesses and community is symbiotic. Suggested that the community and businesses in the area are not equipped to support residents of the proposed development, and suggested potential future residents are unable to support businesses and community.

Chair Minions: Clarified that the proposed facility operator is not presently operating in the community, but they are familiar with the community as is BC Housing.

P. Parkin: Asked who addresses concerns regarding issues that would come to light with the proposed development.

Chair Minions: Issues related to a specific property are addressed directly with property operator. Issues within the neighbourhood are addressed by bylaw services.

Comments from operators of Wildflower Café, shared by G. Macdonald: Shared concerns for small businesses in the area. Owners have been working tirelessly to improve the area. Concerned that negative impacts on the area related to the proposed development would result in their business being forced to close.

C. Cansell: Spoke against the proposed development. Concerned with potential associated garbage, drug use, crime, effects on neighbourhood.

J. Towe: Asked if BC Housing would be the recipient of any tax benefits for this development.

Chair Minions: Stated that supportive housing developments are exempt from taxation.

G Hughes: BC Housing's knowledge base of best practices would be a huge asset to improving the community based on successes in other communities. Suggested the potential benefits of local post-secondary options for outreach education.

K. Hunter: Asked if RCMP concerns regarding property access and development proximity to the hospital were considered in property assessments?

Chair Minions: Stated that many properties for partnership with BC housing have been considered. The location at 2nd Avenue has been considered for development many times over several years.

K. Ambrose: Spoke in opposition to the development.

M. Stabler: Called for public referendum on the issue.

D. Savard: Feels that the matter is simple; the proposed land use change is not supported by adjacent landowners, business owners, residents, and community members.

K. Petersen: Is opposed to proposed development due to size. Concerns regarding resurgence of crime, drug use.

Chair Minions: Provided clarification on tax collected on proposed development; Supportive Housing is designated Class 3 - portions are assessed at a nominal amount (often \$1), effectively minimizing any taxable value for properties in this class.

D. Grsic: Concern regarding shading on adjacent properties due to the height of the proposed development; concern regarding the effects of lack of sun on mental health, light pollution, increased energy consumption and privacy concerns due to the size of the building.

M. Kristensen: Question regarding radius of the City Public Notice, vs BC Housing Open House notification radius.

Staff Response (S. Smith): BC Housing chose a larger radius for Open House notification.

M. Kristensen: Question regarding supportive housing property taxation.

Chair Minions: Shared that supportive housing properties are assessed at a nominal amount (often \$1), effectively minimizing any taxable value for properties in this class. Costs of emergency response services provided by the City for those properties would be borne by the municipality.

C. Cansell: Shared concern regarding existing trees on property, resident birds.

Les: Asked about the process for requesting project quotes prior to land rezoning approval.

BC Housing (R. Halliday, architect): Shared that any trees close to excavation were likely to be cut; however, any animals in trees would be protected (i.e. nesting birds would be undisturbed until nesting stage is complete).

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

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.

G. Macdonald: Feels like Council has already made their decision.

C. Casell: Feels Council has made up their mind.

A. Schroeder: Is not opposed to seniors housing, accessible housing, but is concerned about crime and biohazardous materials, littering. Concerned about distance from service providers; i.e. fire, police, emergency/hospital.

K. Ambrose: Spoke in opposition to the proposed development.

M. Stabler: Concerned that the neighbourhood has voiced their concerns, and that they will not be heard resulting in residents being forced to deal with the issues that may come with the proposed development.

M. Ramsay, Salvation Army: Thanked Council for listening to differing opinions and for the in-depth answers to questions from BC Housing.

J. Towe: Asked what the benefit to the community would be for the proposed development.

Councillor Mealy: Stated the benefit would be to house our most vulnerable.

M. Kristensen: Asked when the decision will be made.

Staff Response (S. Smith): Stated that consideration would be requested at Council's first meeting in January 2026.

Les: Asked about a public input process for the proposed development and if there will be a recorded Council vote on the proposed development?

Chair Minions: Stated that this Public Hearing is the public input opportunity for the public. Shared info regarding the January meeting of Council where the development application will be considered. Shared information regarding Council's process for a recorded vote.

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.

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

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 9:06 pm.

CARRIED

Sara Darling
Director of Corporate Services

PORT ALBERNI SUPPORTIVE HOUSING REZONING APPLICATION ~ RESUBMISSION

November 3rd 2025



Project Team

Client & Operator	Structural Engineer	Civil Engineer	Energy Model
BC Housing Contact: Elsaie Fourie Email: efourie@bchousing.org Phone: 236-997-0379	RJC Engineering Contact: Caleb Goertz Email: CGoertz@jc.ca Phone: 778-746-1114	Gwai Engineering Contact: Corey Brown Email: cbrown@gwaieng.com Phone: 250-886-0049	RJC Engineering Contact: Mohammad Fakoor Email: MFakoor@jc.ca Phone: 778-357-0593
Project Manager:	Mechanical Engineer	Landscape Architect	Building Envelope
Colliers Project Leaders Contact: Dave Roy Email: Dave.Roy@colliersprojectleaders.com Phone: 236-878-5799	Avalon Mechanical Contact: Kevin Jackson Email: kjackson@avalonmechanical.com Phone: 250-940-2976	LADR Landscape Architects Contact: Chris Wndjack Email: cwindjack@ladria.ca Phone: 250-598-0105	RJC Engineering Contact: Sameer Hasham Email: SHasham@jc.ca Phone: 250-386-7794
Architect & Prime Consultant	Electrical Engineering	Geotechnical Engineer	Commercial Kitchen
NumberTEN Architectural Group Contact: Rob Halliday Email: rhalliday@numberten.com Phone: 250-360-2106 ext. 5209	AES Engineering Contact: Gurp Malhi Email: Gurp.Malhi@aesengr.com Phone: 250-940-3495	Onsite Engineering Contact: Kevin Leopold Email: kleopold@onsite-eng.ca Phone: 778-647-5643	Steelhead Design Contact: Kevin Frost Email: steelheaddesign@shaw.ca Phone: 778-422-3988

Drawing List

Architectural	
A-000	Cover, Drawing List & Project Team
A-001	General Information
A-100a	Site Grading Plan
A-101	Main Floor Plan
A-102	Second Floor Plan
A-103	Third Floor Plan
A-107	Roof Plan
A-200	North & West Elevations
A-201	South & East Elevations
A-800	3D Images
A-801	Solar Shading Study

2025-11-03 UPDATED SUBMISSION LIST OF BUBBLED CHANGES:

1. UPDATED PROJECT INFORMATION TO MATCH UPDATED ZONE WORDING.
2. DEMONSTRATING LOCATION, SIZE & AREA OF USABLE OPEN SPACE PER ZONING BYLAW REQUIREMENTS.
3. PROVIDED HORIZONTAL DIMENSION OF ACCESSIBLE PARKING STALL PER ZONING BYLAW.
4. SHOWING UPDATED PROPERTY SETBACKS TO MATCH UPDATED ZONE WORDING.
5. SHOWING DRIVE AISLE VISIBILITY MITIGATION MEASURES AS NOTED IN THE TRAFFIC IMPACT ASSESSMENT.
6. UPDATED SOLAR STUDY SHOWING FALL EQUINOX CONDITIONS.
7. RENAMED ROOM TO 'BIKE STORAGE' ONLY.

CLIENT
GENERAL NOTES

3 Re-issued for Rezoning
2 Re-issued for Rezoning

2025-11-03
2025-07-25

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architectural group
200 - 1619 Store Street
Victoria, BC
Canada V8W 3K3
T 250.360.2106
F 250.360.2166
www.numberten.com
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Port Alberni Supportive
Housing
3027, 3037 & 3059 2nd Avenue
Port Alberni, BC

Cover, Drawing List & Project Team

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2024522
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SHEET NO.

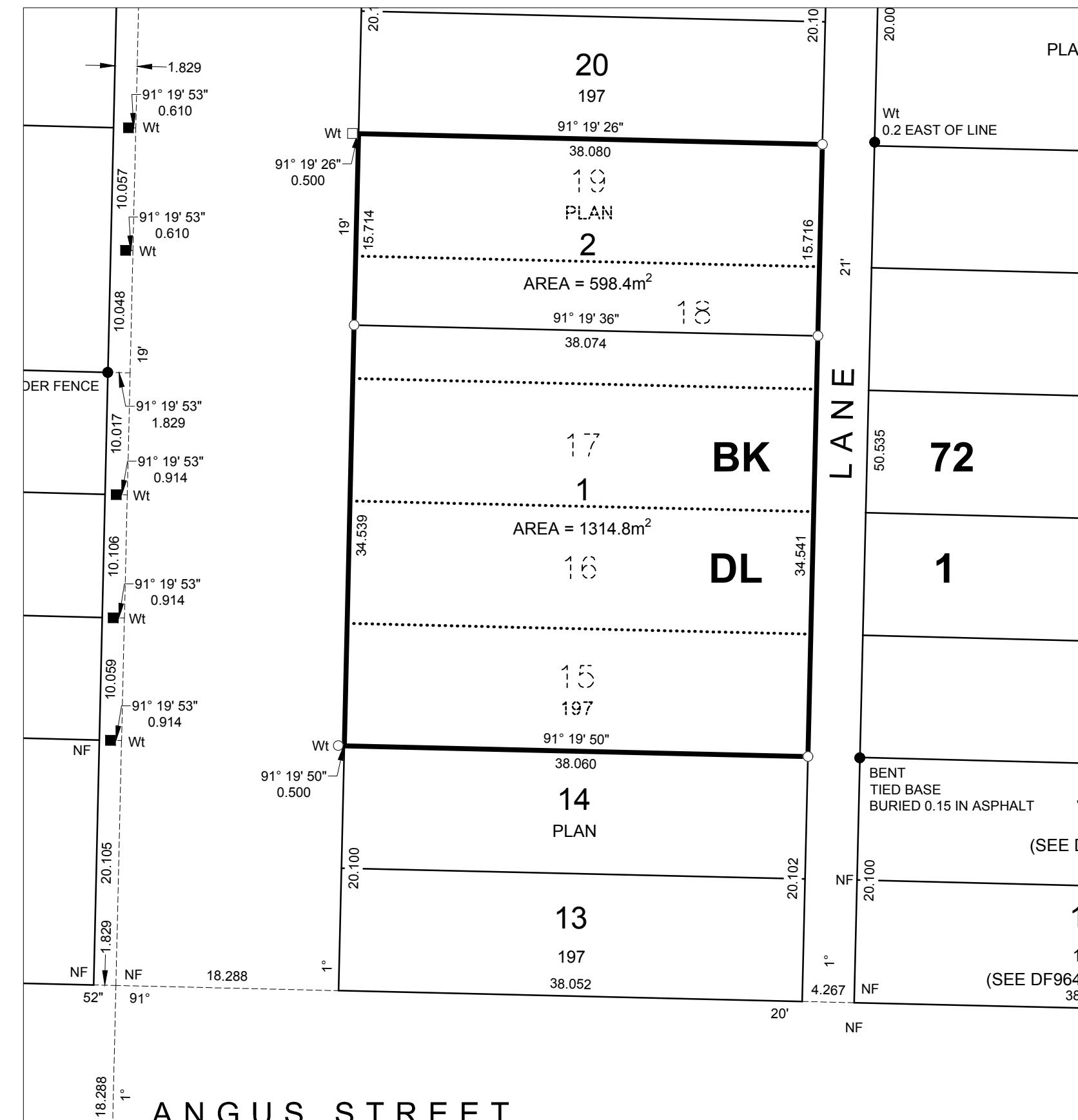
Zoning and Development Data Summary

Authority Having Jurisdiction: City of Port Alberni
 Property Address: 3027, 3037, 3059 2nd Avenue, Port Alberni
 Legal Address: LOTS 15, 16 & 17, & PORTION OF LOT 18, BLOCK 72, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197
 PIDs: 3027 Second Ave, Lot 15 000.039.918
 3037 Second Ave, Lot 16 000.039.926
 3037 Second Ave, Lot 17 000.031.496
 3059 Second Ave, Lot 18 (portion of) 009.277.447

Site Area	Sq.ft	Sq.m	
Total Site Area	14,152 sq.ft	1316.2 sq.m	
Building Area	Sq.ft	Sq.m	# of Studio Units
Main Floor (partially below grade)	4,722 sq.ft	439.2 sq.m	0
Second Floor	6,196 sq.ft	576.3 sq.m	7
Third Floor	6,124 sq.ft	569.5 sq.m	12
Fourth Floor	6,124 sq.ft	569.5 sq.m	12
Fifth Floor	6,124 sq.ft	569.5 sq.m	12
Sixth Floor	6,124 sq.ft	569.5 sq.m	12
Gross Livable Floor Area	35,413 sq.ft	3,293.4 sq.m	55
Gross Residential Floor Area	22,827 sq.ft	2,122.9 sq.m	
Total Service Space Below Grade	2,871 sq.ft	267.0 sq.m	
Building Efficiency (Total Residential/ Total Livable - Service Below Grade)	0.7		

* 8 Units accessible, 47 units adaptable

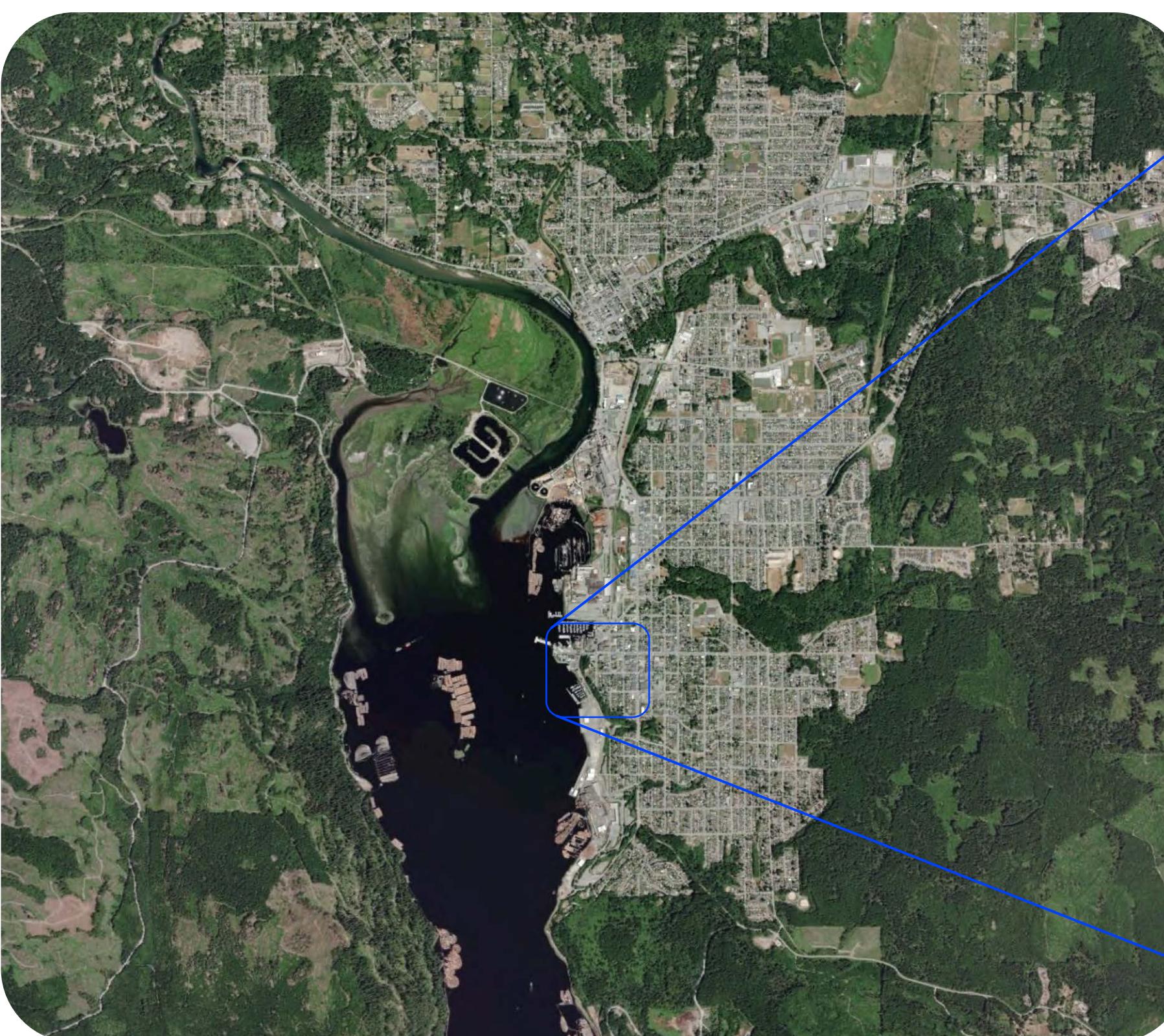
Zoning	Existing: C-7 Zoning	Proposed:
Proposed Use	Core Business	Supportive Housing
Setbacks	Permitted in C-7 Zoning	Proposed
Front Yard	0 Meters	0 Meters
Side Yard	0 Meters	1.5 Meters
Rear Yard	3 Meters	0 Meters
Lot Coverage & Floor Area Ratio	Permitted in C-7 Zoning	Proposed
Lot Coverage	90%	70%
Floor Area Ratio (Gross Floor Area / Total Site Area)	3:1	2.6:1
Building Height	Permitted in C-7 Zoning	Proposed
From Average Grade (34.1m geo.) to Top of Parapet	16m (52.5)	17.5m (57.3')
Off-Street Parking	Required in C-7 Zoning	Proposed
Vehicle	1 Stall per 4 Tenant Units (based on 'Supportive Housing' requirements in Zoning Bylaw)	14
Bike	Interior & Exterior Bike stalls	Proposed
Outdoor Space	No Municipal Requirement	25
Open Space	No Municipal Requirement	230 sq.m / 2,475.7 sq.ft
Total Open Space		230 sq.m / 2,475.7 sq.ft



1 Site Survey

Scale: NOT TO SCALE

CITY OF PORT ALBERNI



3 Site Context

Scale: NOT TO SCALE

DOWNTOWN CORE



SITE LOCATION - 2ND AVENUE & ANGUS STREET



3 Site Context

Scale: NOT TO SCALE

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architectural group
200 - 1619 Store Street
Victoria, BC
Canada V8W 3K3
T 250.360.2166
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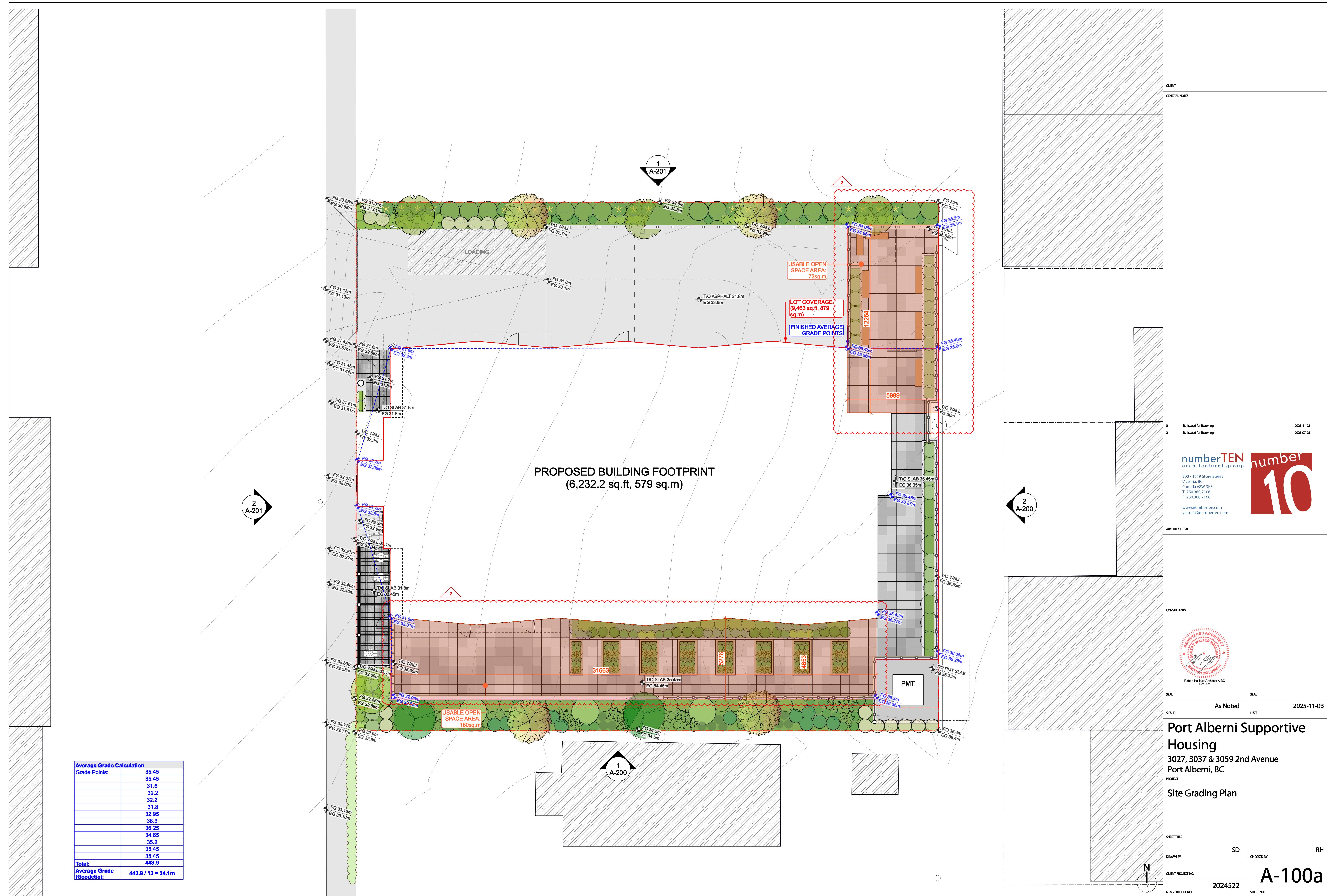
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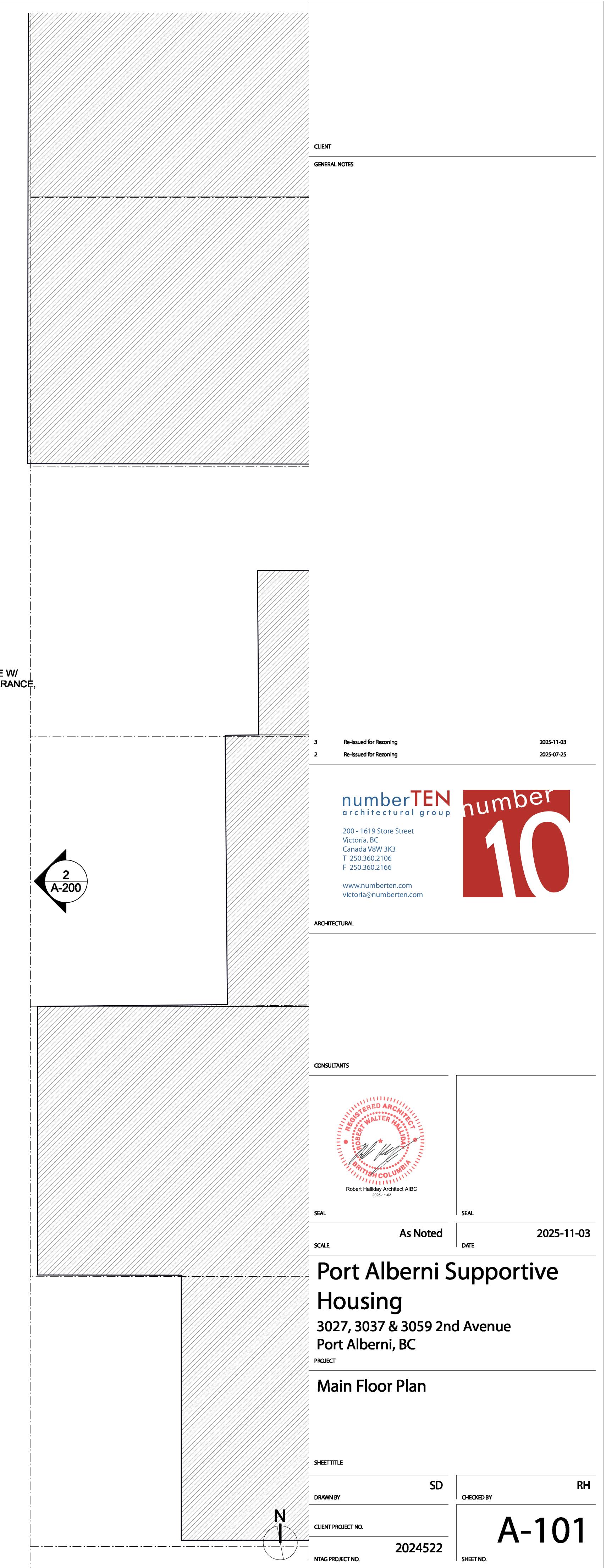
REGISTERED ARCHITECT
ROBERT WALTER HALL
BRITISH COLUMBIA
Robert Halliday Architect ABC
2001-09
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DATE
2025-11-03

Port Alberni Supportive
Housing
3027, 3037 & 3059 2nd Avenue
Port Alberni, BC
PROJECT

General Information

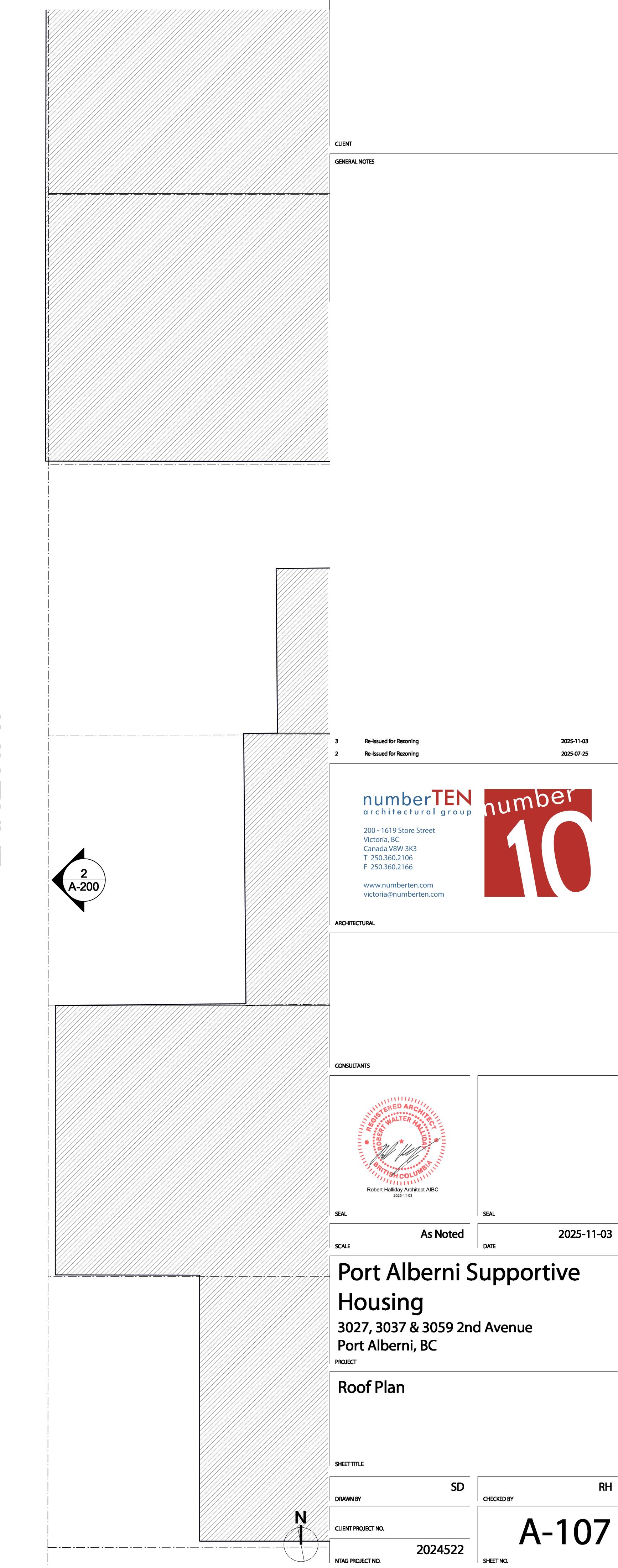
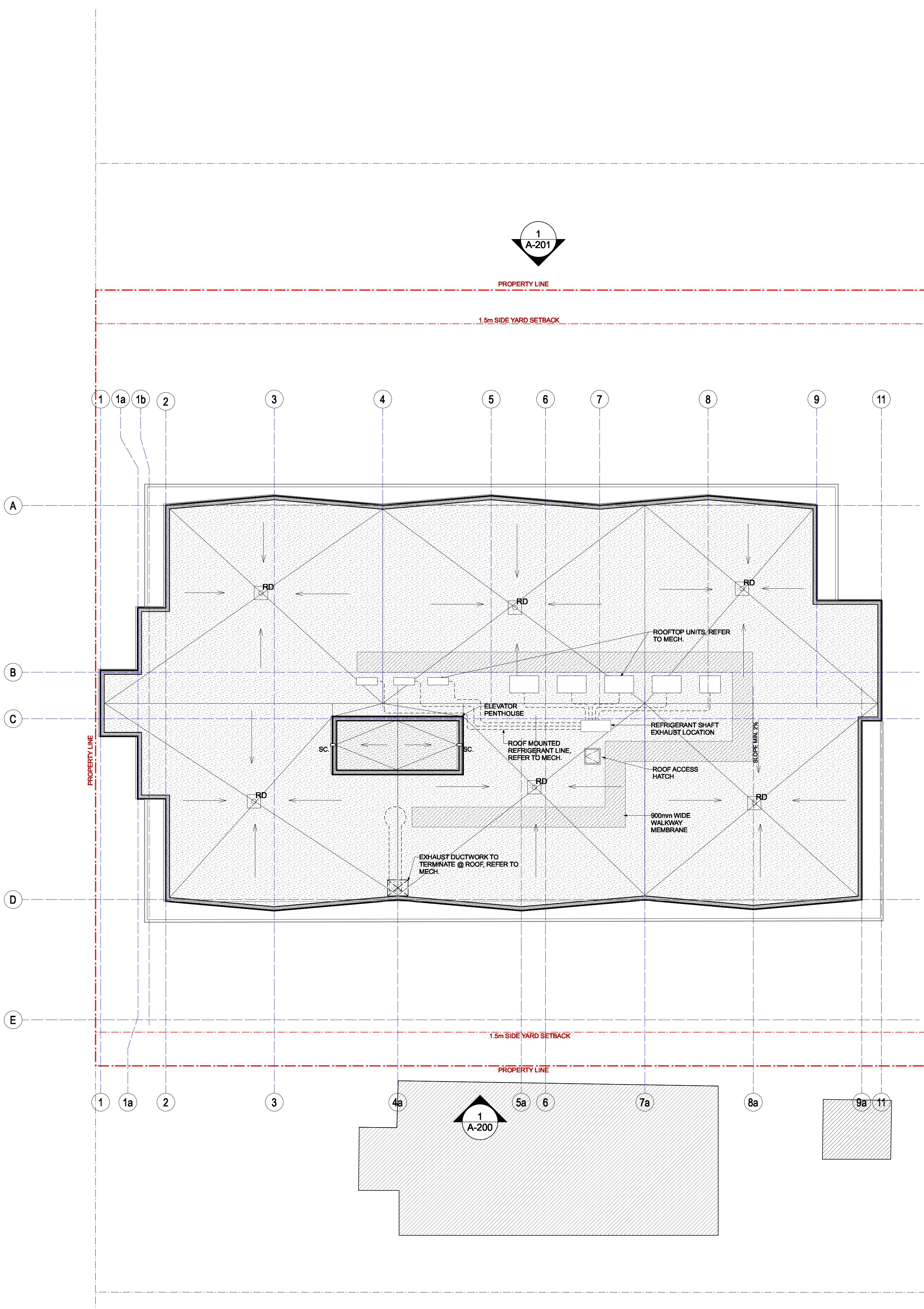
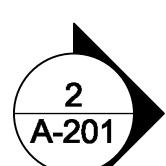
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NTAG PROJECT NO.
2024522
RH
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A-001
SHEET NO.
37





2ND AVENUE







1 **North Elevation**
Scale: 1:100

1 Scale: 1:100



2 Street (West) Elevation

Scale. 1:100

GENERAL NOTES

MATERIAL LEGEND

1. CEMENT BOARD SIDING:
FINISH: CUSTOM BLUE COLOUR
STYLE: WIDE PANEL
2. CEMENT BOARD SIDING:
FINISH: OFF-WHITE
STYLE: SHINGLE HORIZONTAL ORIENTATION, NARROW PROFILE
3. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: OFF-WHITE
STYLE: REFER TO DETAILS
4. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: CHARCOAL
STYLE: REFER TO DETAILS
5. STEEL FENCE:
FINISH: PRE-FINISHED STEEL FENCE (BLACK)
STYLE: MAX. 6'H
6. HEAVY TIMBER CANOPY STRUCTURE:
FINISH: CEDAR POSTS
STYLE: WEATHER TREATED
7. CEMENT BOARD SIDING:
FINISH: CHARCOAL
STYLE: WIDE PANEL
8. METAL PICKET GUARDRAIL:
FINISH: PRE-FINISHED BLACK/CHARCOAL
9. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: CEDAR TONE
STYLE: REFER TO DETAILS
10. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: CUSTOM BLUE COLOUR
STYLE: REFER TO DETAILS
11. WOOD-LOOK SIDING:
FINISH: CEDAR TONE
STYLE: HORIZONTAL 6" PROFILE
12. SOLAR SHADE:
FINISH: PRE-FINISHED METAL (WHITE)
STYLE: REFER TO DETAILS

Re-issued for Rezoning	2025-11-03
Re-issued for Rezoning	2025-07-25

Robert Halliday Architect AIBC

Port Alberni Supportive Housing

27, 3037 & 3059 2nd Avenue
Port Alberni, BC

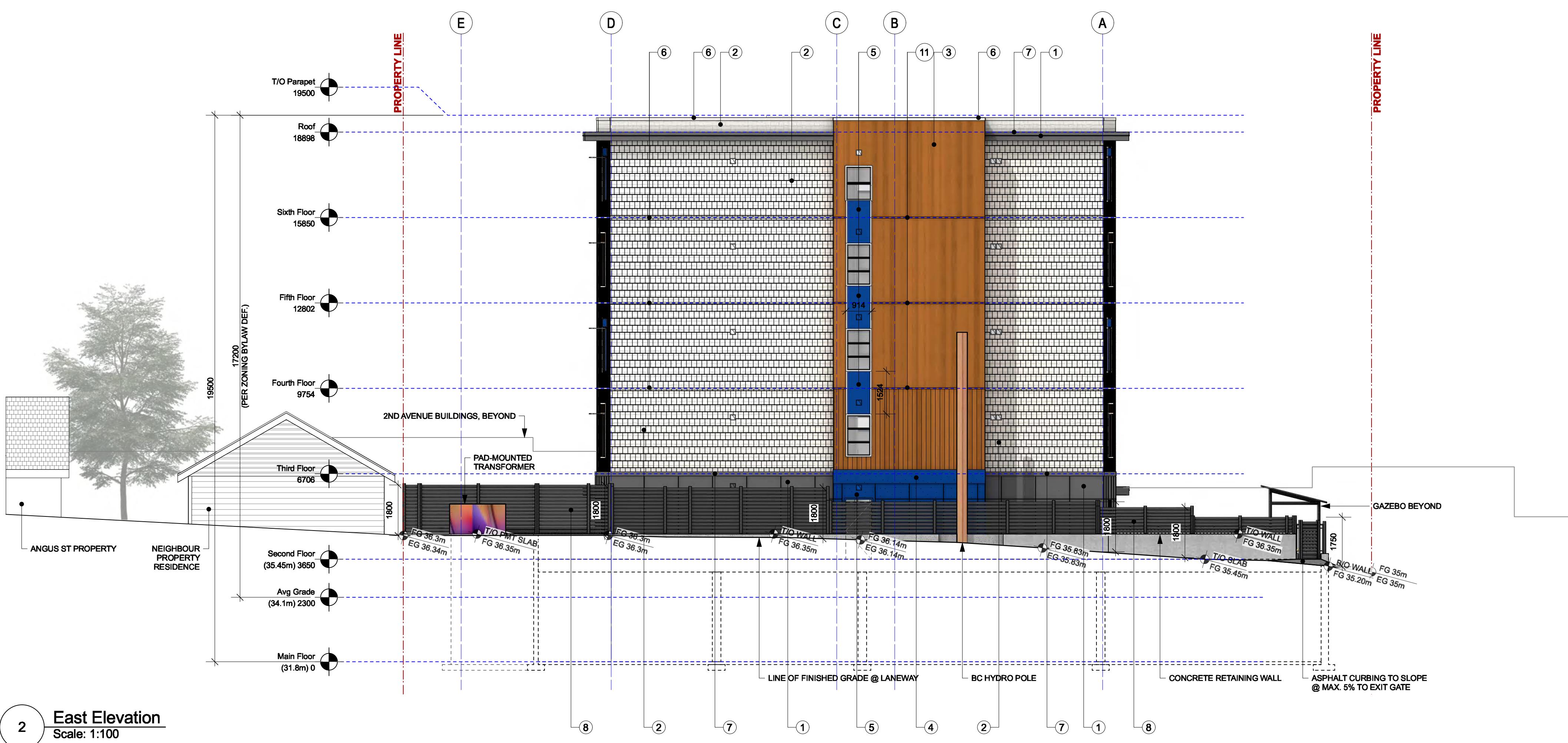
© 2009 Thomson Delmar Learning

2025-11-03

A-200



1 **South Elevation**
Scale: 1:100



2 **East Elevation**
Scale: 1:100

GENERAL NOTES

MATERIAL LEGEND

1. CEMENT BOARD SIDING:
FINISH: CHARCOAL
STYLE: WIDE PANEL
2. CEMENT BOARD SIDING:
FINISH: OFF-WHITE
STYLE: SHINGLE HORIZONTAL ORIENTATION, NARROW PROFILE
3. WOOD-LOOK SIDING:
FINISH: CEDAR TONE
STYLE: HORIZONTAL 6" PROFILE
4. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: CUSTOM BLUE COLOUR
STYLE: REFER TO DETAILS
5. CEMENT BOARD SIDING:
FINISH: CUSTOM BLUE COLOUR
STYLE: WIDE PANEL
6. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: OFF-WHITE
STYLE: REFER TO DETAILS
7. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: CHARCOAL
STYLE: REFER TO DETAILS
8. STEEL FENCE:
FINISH: PRE-FINISHED STEEL FENCE (BLACK)
STYLE: MAX. 6'H
9. HEAVY TIMBER CANOPY STRUCTURE:
FINISH: CEDAR POSTS
STYLE: WEATHER TREATED
10. METAL PICKET GUARDRAIL:
FINISH: PRE-FINISHED BLACK/CHARCOAL
11. CEMENT BOARD TRIM OR METAL FLASHING:
FINISH: CEDAR TONE
STYLE: REFER TO DETAILS
12. SOLAR SHADE:
FINISH: PRE-FINISHED METAL (WHITE)
STYLE: REFER TO DETAILS

3	Re-issued for Rezoning	2025-11-03
2	Re-issued for Rezoning	2025-07-25



numberTEN
architectural group

200 - 1619 Store Street
Victoria, BC
Canada V8W 3K3
T 250.360.2106
F 250.360.2166

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Port Alberni Supportive Housing

3027, 3037 & 3059 2nd Avenue
Port Alberni, BC

South & East Elevations

SHEET TITLE	
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2024522	
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SHEET NO.	



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3 Re-issued for Rezoning
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Victoria, BC
Canada V8W 3K3
T 250.360.2106
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**Port Alberni Supportive
Housing**
3027, 3037 & 3059 2nd Avenue
Port Alberni, BC

3D Images

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2024522 A-800
SHEET NO. 45

SUMMER SOLSTICE



1 June 21st - 9:00 am

Scale: 1:1500

SPRING EQUINOX



4 March 20th - 9:00 am

Scale: 1:1500

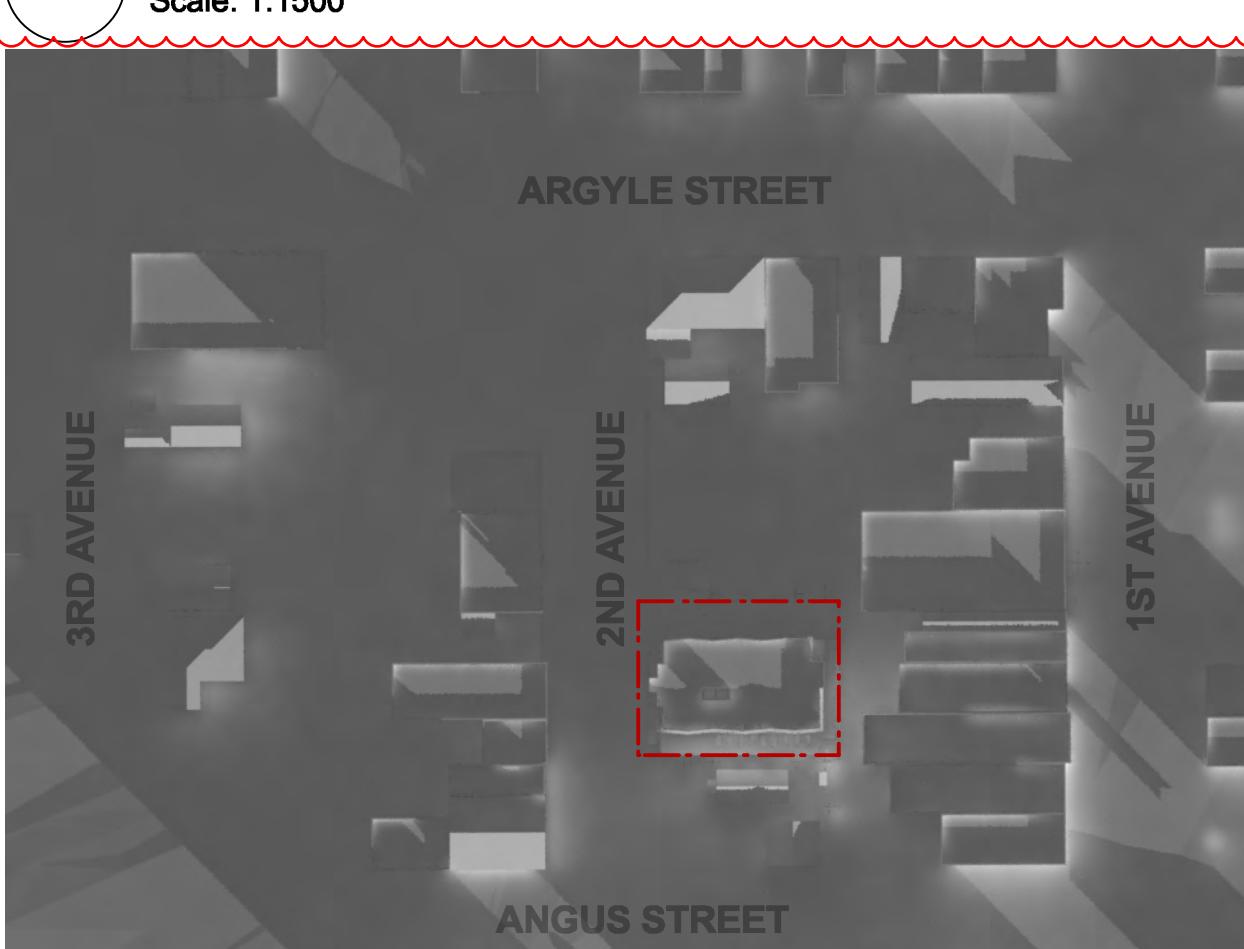
FALL EQUINOX



7 September 22nd - 9:00 am

Scale: 1:1500

WINTER SOLSTICE



10 December 22nd - 9:00 am

Scale: 1:1500



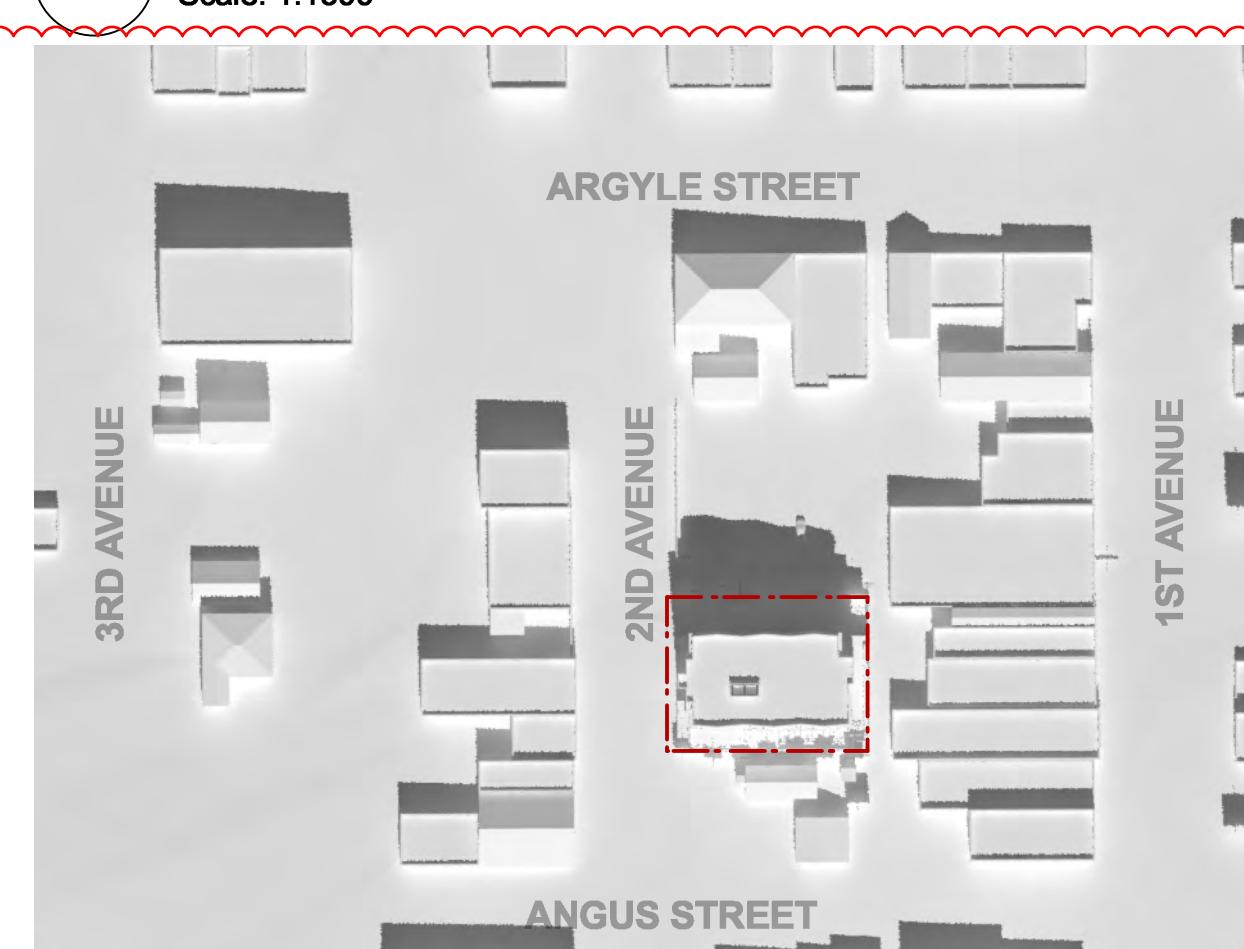
2 June 21st - 12:00 pm

Scale: 1:1500



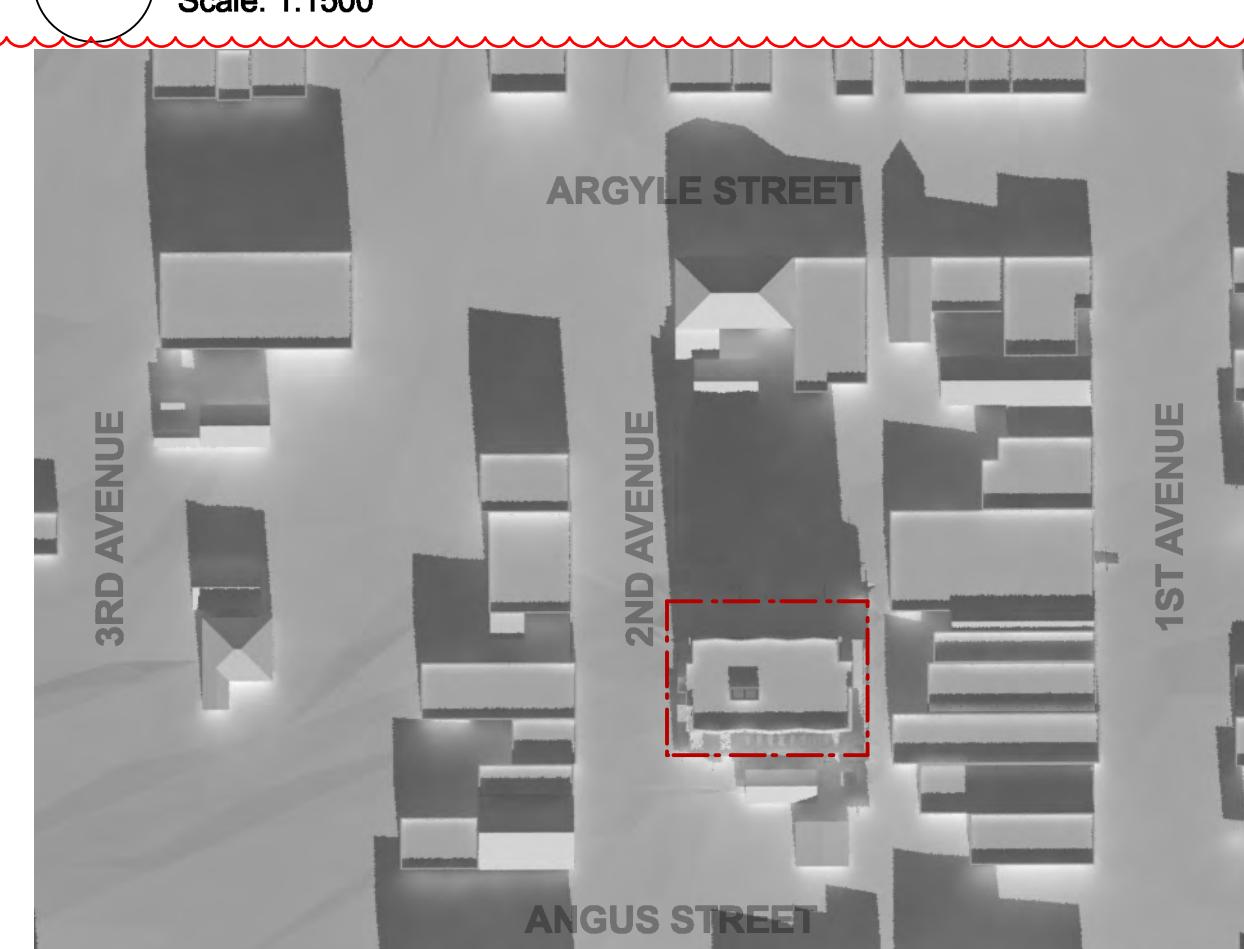
5 March 20th - 12:00 pm

Scale: 1:1500



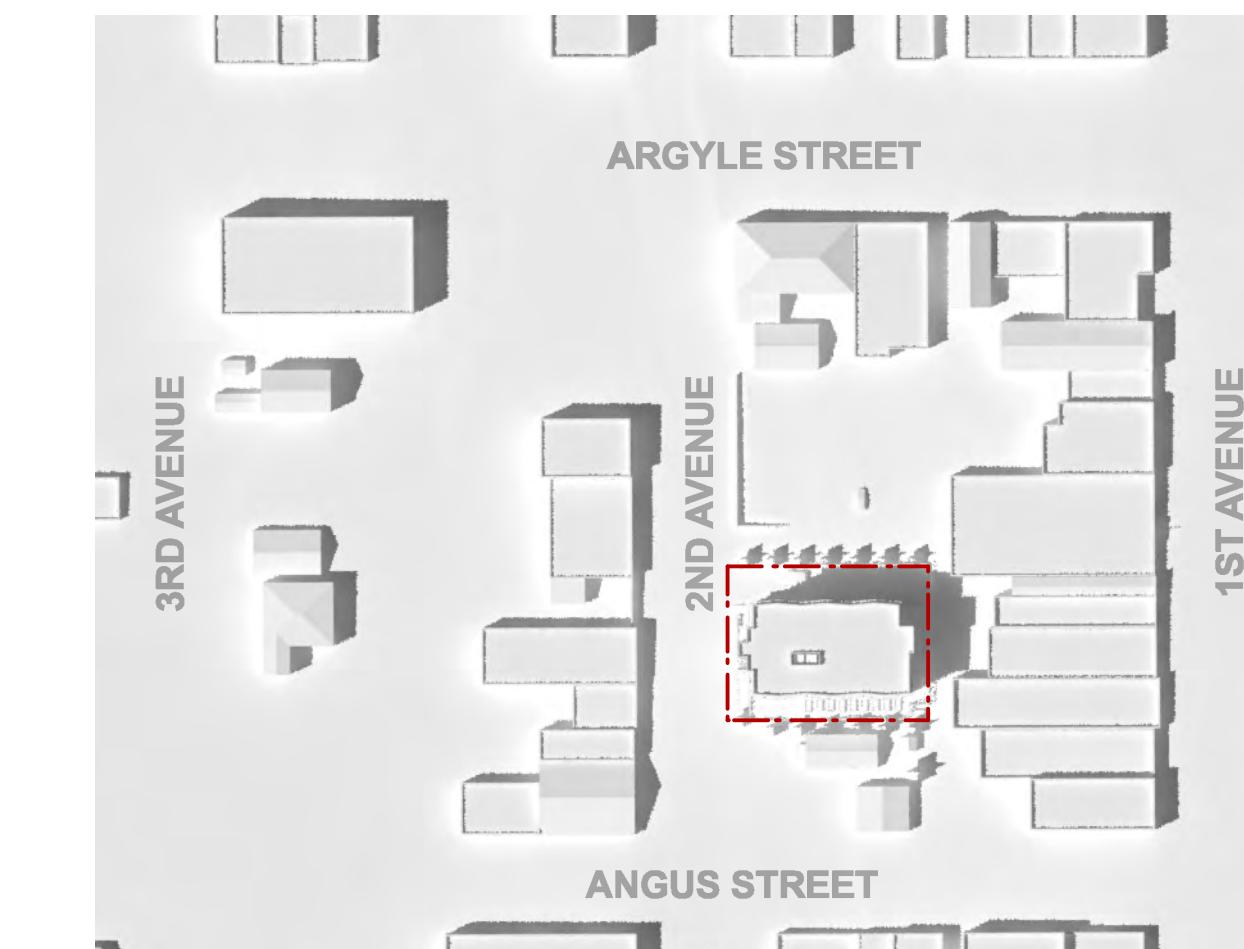
8 September 22nd - 12:00 pm

Scale: 1:1500



11 December 22nd - 12:00 pm

Scale: 1:1500



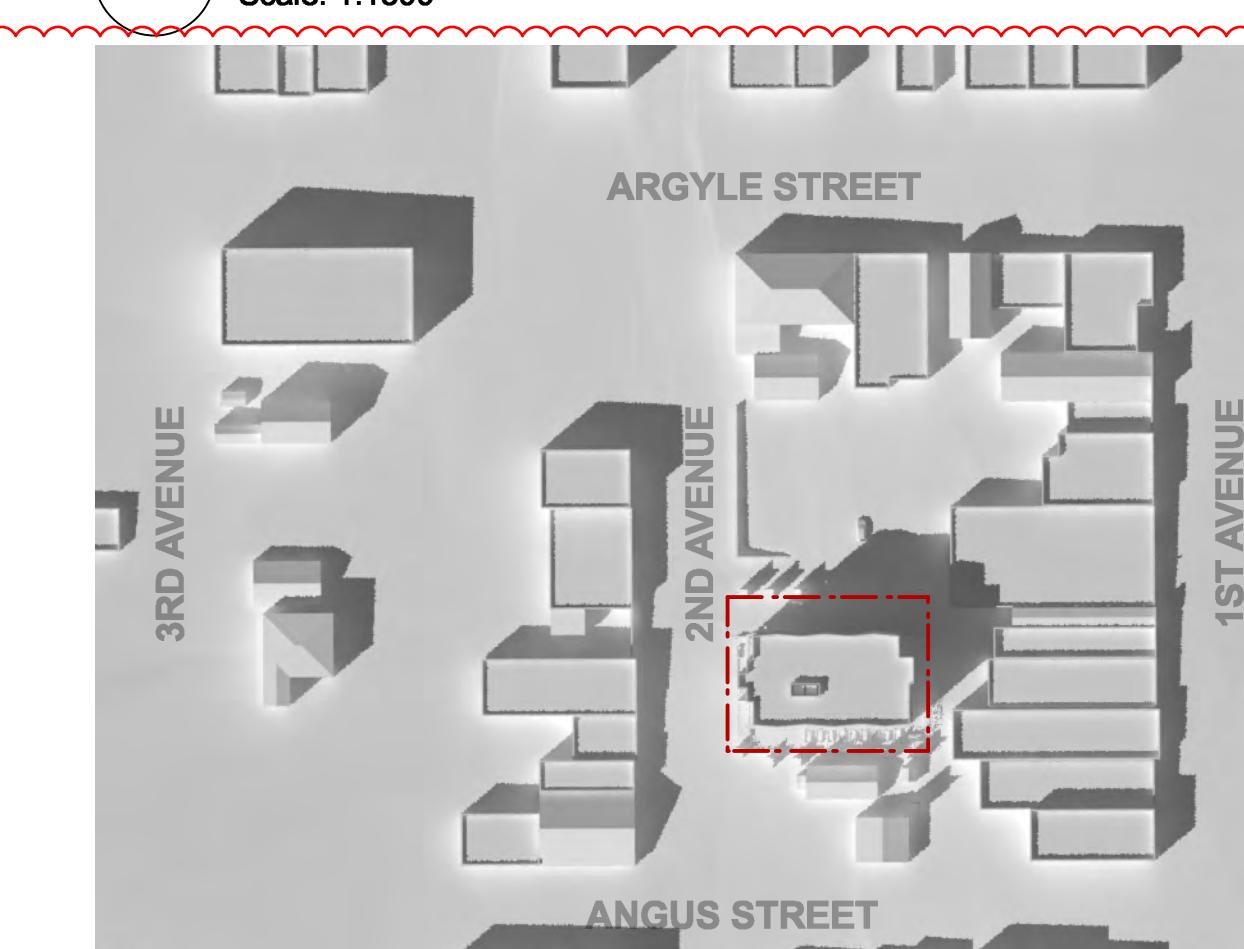
3 June 21st - 3:00 pm

Scale: 1:1500



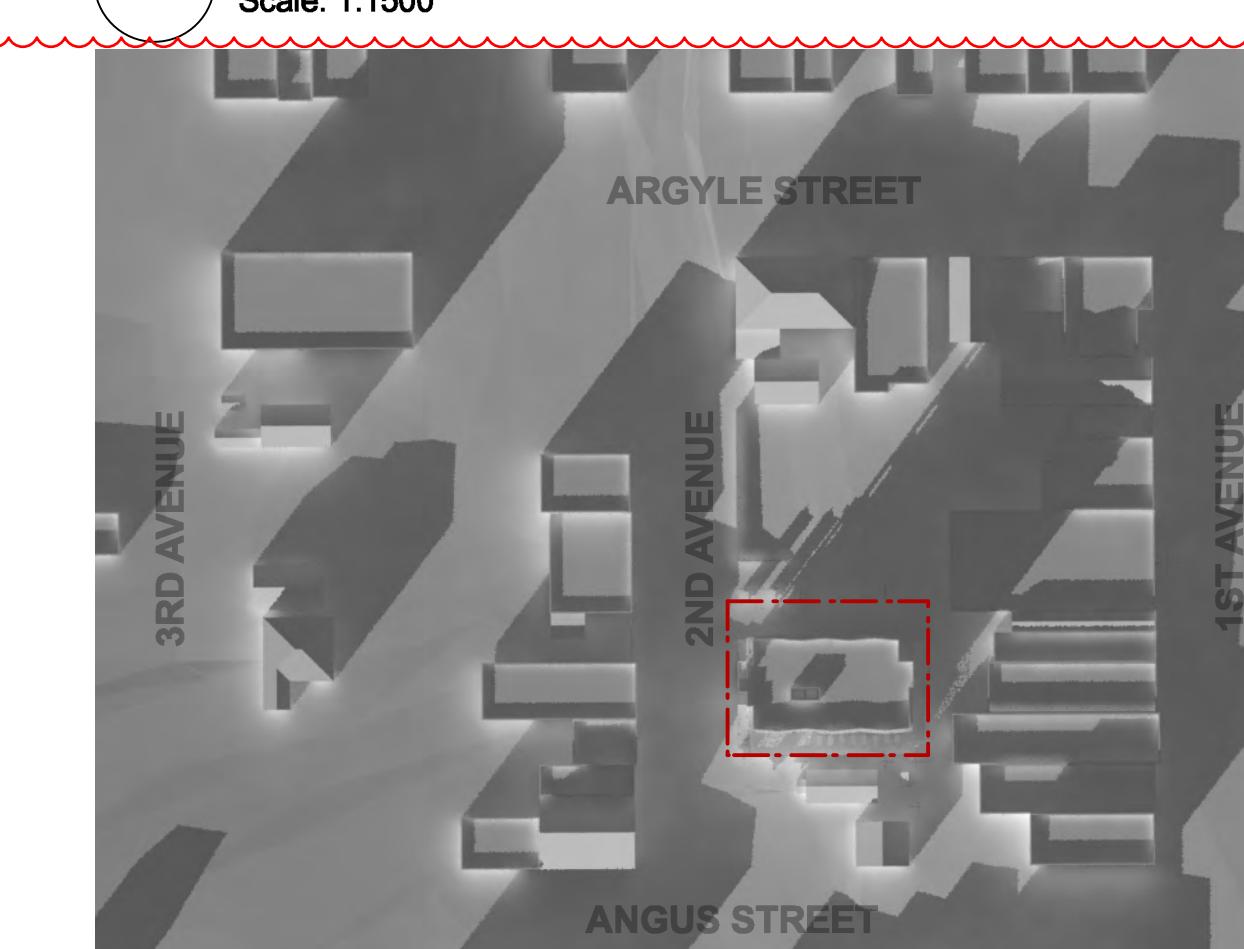
6 March 20th - 3:00 pm

Scale: 1:1500



9 September 22nd - 3:00 pm

Scale: 1:1500



12 December 22nd - 3:00 pm

Scale: 1:1500

CLIENT
GENERAL NOTES

2 Re-issued for Rezoning
1 Re-issued for Rezoning

2025-11-03
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architectural group
200 - 1619 Store Street
Victoria, BC
Canada V8W 3K3
T 250.360.2106
F 250.360.2166
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PROJECT

Port Alberni Supportive Housing
3027 & 3037 2nd Avenue
Port Alberni, BC

As Noted DATE 2025-11-03

Sheets

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NTAG PROJECT NO.

2024522

SHEET NO.

A-801

46

Community Benefits of Supportive Housing



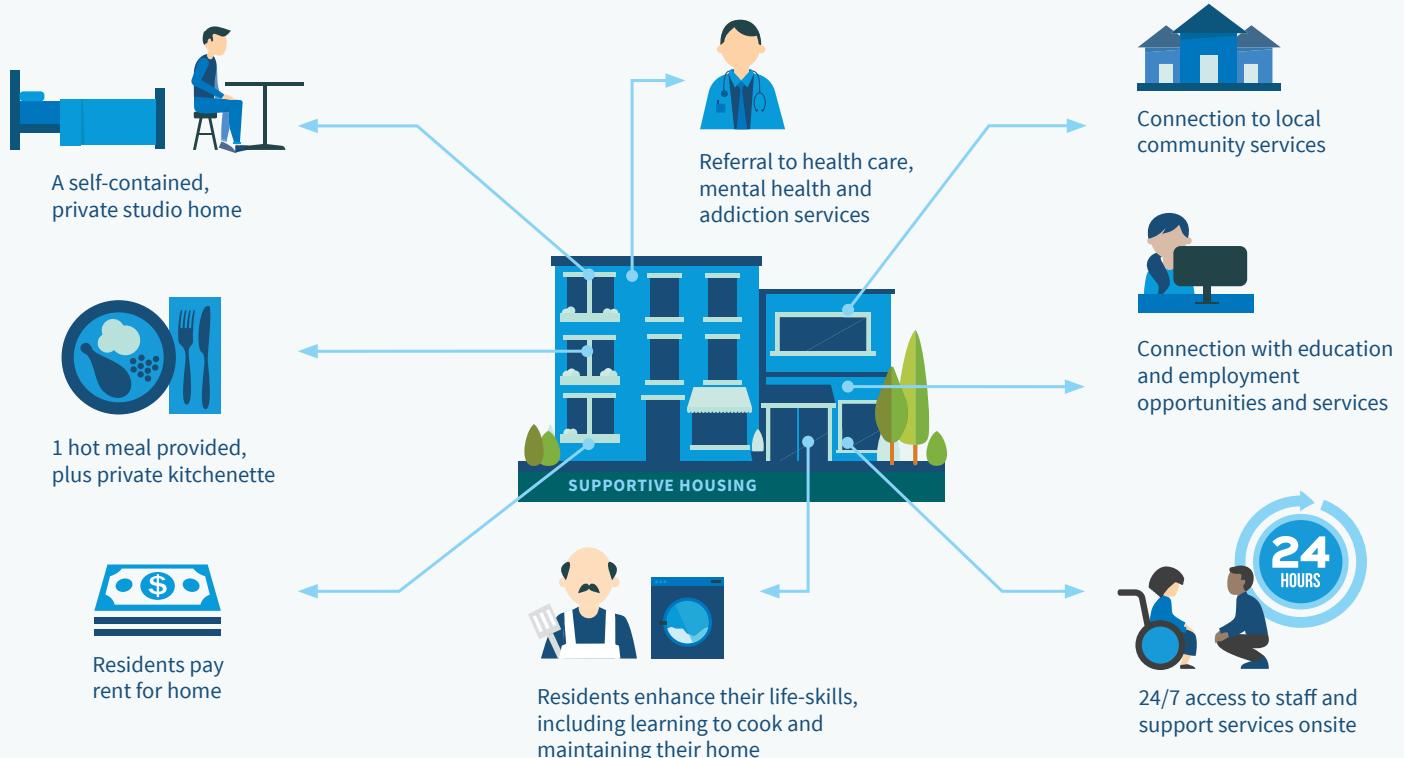
This resource answers questions about Supportive Housing in your neighbourhood



What is supportive housing?

Provincially-funded supportive housing is for people experiencing homelessness. Supportive housing provides a home with access to on-site supports to ensure people can achieve and maintain housing stability. Residents have access to their own self-contained studio apartment or, in some cases, a secure unit with shared bathroom and amenity spaces. All residents sign either a program or tenancy agreement and participate in programming based on an individualized case plan.

All residents in supportive housing have made a choice to live there and are able to access the services provided by non-profit housing operators, such as life-skills training, and connections to primary health care, mental health and/or substance use services.





Will supportive housing affect property values in my neighbourhood?



Studies show that property values immediately surrounding supportive housing sites typically keep pace with the trends of the surrounding municipality.



Facts and Statistics

- ➔ Research completed in 2019 of 13 B.C. supportive housing sites showed that property values immediately surrounding 10 sites either kept pace or surpassed surrounding municipal trends. Property values for the other three sites were not notably different compared to municipal trends.
- ➔ A study in New York City of 7,500 supportive housing units from 1974 to 2005 found no evidence of a negative impact on property values close to supportive housing.

Sources:

- Insight Specialty Consulting. 2019. *Exploring Impacts of Non-Market Housing on Surrounding Property Values*. BC Housing
- Furman Center for Real Estate & Urban Policy. 2008. *The Impact of Supportive Housing on Surrounding Neighborhoods: Evidence from New York City*. New York University. furmancenter.org/files/FurmanCenterPolicyBriefonSupportiveHousing_LowRes.pdf



Is supportive housing costly for tax-payers?



Studies show the cost of providing supportive housing is less than the cost of providing the health and public safety services needed to address homelessness.



VS



On average, a person **experiencing homelessness** with addictions and/or mental illness used **\$55,000** per year in health care and/or corrections services

On average, a person **in supportive housing** with addictions and/or mental illness used **\$37,000** per year in health care and/or corrections services

Supportive housing residents were **64% less likely** than shelter clients to use ambulance services



Average hospital stay for supportive housing residents was **50% less** than shelter clients



Facts and Statistics



- A 2008 B.C. study found that on average a person experiencing homelessness with addictions and/or mental illness used \$55,000 per year in health care and/or corrections services compared to \$37,000 for a person in supportive housing.
- A 2019 B.C. study linking data for more than 450 individuals in BC Housing-funded supportive housing and emergency shelters found:
 - Supportive housing residents were 64 per cent less likely than emergency shelter clients to use ambulance services.
 - The average hospital stay for supportive housing residents was 50 per cent less than for emergency shelter clients.

Sources:

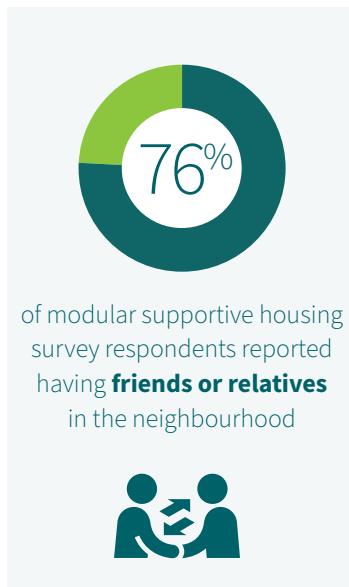
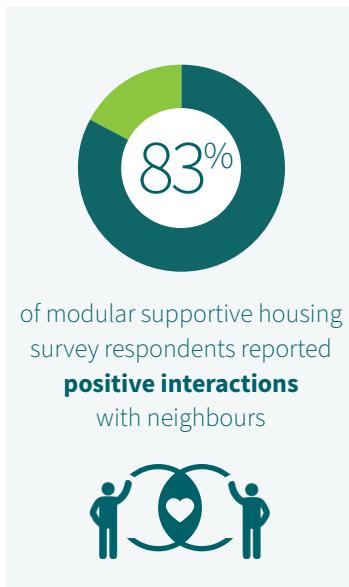
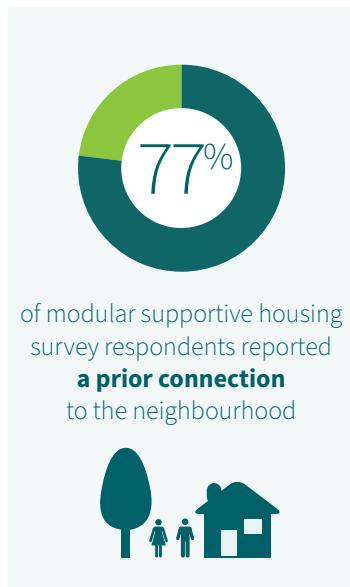
- Patterson, Michelle, Julian Somers, Karen McIntosh, Alan Shiell, Charles James Frankish. 2008. *Housing and Support for Adults with Severe Addictions and/or Mental Illness in British Columbia*. Centre For Applied Research in Mental Health and Addiction, Simon Fraser University www.sfu.ca/carmha/publications/housing-and-support-for-adults-with-severe.html
- Malatest & Associates Ltd. 2019. *Supportive Housing Outcome Evaluation*. BC Housing (Underway).



Will supportive housing change my neighbourhood?



Many supportive housing residents have an existing connection with the neighbourhood and report experiencing positive interactions with neighbours after they moved in. Often the initial concerns from neighbourhoods about supportive housing decrease over time.



Facts and Statistics

- 77 per cent of survey respondents across modular supportive housing sites reported having a prior connection to the neighbourhood before moving into their modular housing unit.
- 83 per cent of survey respondents across modular supportive housing sites reported experiencing positive interactions with neighbours in the surrounding community since they moved in.
- 76 per cent of survey respondents across modular supportive housing sites reported having friends or relatives in the neighbourhood who they can talk to.
- Community Advisory Committees established when developing supportive housing sites often find they no longer need to meet once the sites become operational, as issues and concerns become infrequent. Awareness also increases amongst neighbours to contact the housing provider to address any issues or concerns that do arise.
- Supportive housing staff and residents care about the safety and well-being of their neighbourhoods and are active participants in revitalizing their communities.

Sources:

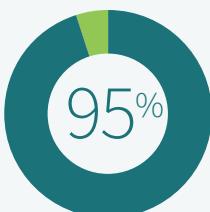
- BC Housing. 2021. *Modular Supportive Housing Resident Outcomes Study Reports*. www.bchousing.org/research-centre/library/transition-from-homelessness/modular-supportive-housing-resident-outcomes?sortType=sortByDate
- Wolf, A. d. 2008. *We are Neighbours: The Impact of Supportive Housing on Community, Social, Economic and Attitude Changes*. Toronto: Wellesley Institute.
- BC Housing. 2018. *Community Acceptance Series – Supportive Housing Case Study Series: Overview*. www.bchousing.org/research-centre/library/comm-unit-acceptance/community-study-series?sortType=sortByDate



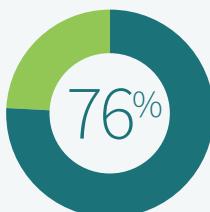
Does supportive housing work to reduce homelessness in my neighbourhood and community?

Supportive housing residents are no longer homeless after they are housed. Once in a supportive housing unit, people who previously experienced homelessness report improvements in access to employment, income, education, mental health supports and life-skills.

After Six Months:



of supportive housing residents
remained housed



of modular supportive housing survey respondents reported
improved overall well-being



of modular supportive housing survey respondents reported
improved access to employment opportunities



of modular supportive housing survey respondents reported
improvements in life skills



Facts and Statistics

- 95 per cent of residents living in BC Housing-funded supportive housing in 2020-21 had been housed for at least six months, including 81 per cent who had been housed for at least one year.
- 76 per cent of survey respondents in modular supportive housing sites reported improvements to their overall well-being.
- 43 per cent of survey respondents in modular supportive housing sites reported improved access to employment opportunities and employment support services.
- 52 per cent of survey respondents in modular supportive housing sites reported improvements in life skills. Staff interviewed said residents life skills improve in terms of cooking, keeping their space tidy, and personal hygiene.

Sources:

- BC Housing. 2021. *Modular Supportive Housing Resident Outcomes Study Reports*. www.bchousing.org/research-centre/library/transition-from-homelessness/modular-supportive-housing-resident-outcomes?sortType=sortByDate
- BC Housing. 2022. *Supportive Housing Demographics and Outcomes*.



Why does supportive housing allow residents to use addictive substances?

Supportive housing uses a harm reduction approach. “Harm reduction” is a term used to describe an array of strategies aimed at reducing potential harm to individuals and communities associated with substance use. Not everyone who moves into supportive housing has substance use issues.



of modular supportive housing survey respondents reported **improvements in substance use issues** six months after moving in.



Many supportive housing sites have volunteer programs for residents to **help keep the neighbourhoods clean.**

Facts and Statistics:

- ➔ In a study of residents living in BC Housing-funded modular supportive housing, 40 per cent reported improvements in substance use issues six months after moving in. 35 per cent reported that their substance use issues were the same (note: not all residents have substance use issues).
- ➔ Supportive housing providers use several strategies to reduce harm related to substance use. These include access to naloxone, peer involvement, supervised injection rooms, staff training and overdose protocols.
- ➔ Supportive housing can reduce substance use paraphernalia found in neighborhoods. For example, the Clean Team operated by a supportive housing provider in Vancouver, sweeps the neighbourhood, looking for substance use and other drug-related paraphernalia.
- ➔ Many supportive housing sites have volunteer programs for residents to help keep the neighbourhoods clean. This includes picking up garbage and substance use paraphernalia left by people who do not live in supportive housing.
- ➔ About half of residents in BC Housing-funded supportive housing reported having an substance use issue.

Sources:

- Homeless Hub. 2021, October. *Harm Reduction*. Retrieved from Homeless Hub: www.homelesshub.ca/about-homelessness/substance-use-addiction/harm-reduction
- BC Housing. 2021. *Modular Supportive Housing Resident Outcomes Study Reports*. www.bchousing.org/research-centre/library/transition-from-homelessness/modular-supportive-housing-resident-outcomes?sortType=sortByDate
- Urban Health Research Initiative. 2009. *Findings from the evaluation of Vancouver's Pilot Medically Supervised Safer Injecting Facility*. BC Centre for Excellence in HIV/AIDS.
- Cohen, E. 2019. *The Effects of Designated Homeless Housing Sites on Local Communities: Evidence from Los Angeles County*. Los Angeles: UCLA.
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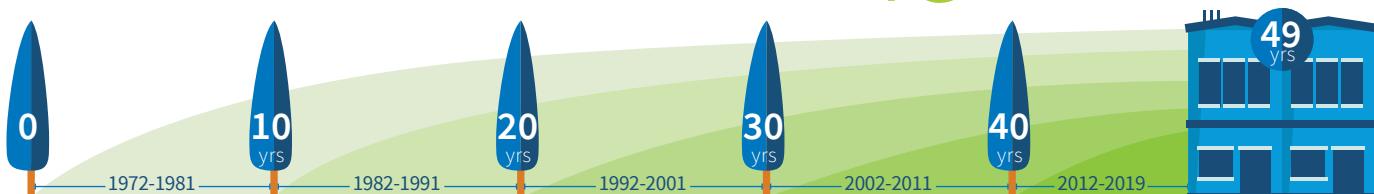


Will supportive housing have an impact on nearby schools in my neighbourhood?



Many supportive housing sites across the province have been operating in their communities and near schools for 10+ years with few issues and support from the community.

Oldest supportive housing site operating for **49 years**



225+

provincially-funded sites operate
within 500 metres of a school



500m

57%

of supportive housing sites in B.C.
within 500 metres of a school **have
been operating for 10+ years**

Facts and Statistics

- ➔ The oldest supportive housing site in B.C. has been operating for 49 years.
- ➔ There are over 225 provincially-funded supportive housing sites across the province that are within 500 metres of a school.
- ➔ 57 per cent of provincially-funded supportive housing sites in B.C. within 500 metres of schools have been operating for 10+ years.

Sources:

- BC Housing 2021 Central Property System



How will supportive housing contribute to my neighbourhood's local economy?



Residents of supportive housing contribute to the economy of the neighborhoods they live in by spending money at local businesses. The construction and operation of supportive housing also creates local jobs.

Every dollar invested in supportive housing puts

\$4-5

back into the local economy through social and/or economic activities

 =  / 

An Ontario study found for every new residential unit built, an estimated

2-2.5

new jobs are created

 =  /  / 

Facts and Statistics:



- 2018 B.C. studies showed that every dollar invested in supportive housing creates four to five dollars in social and/or economic value. Neighbourhood benefits include improved well-being and increased local spending.
- A 2008 study of two supportive housing buildings located in the same Toronto community found that the tenants' local economic footprint is modest because of tenants' income. This does, however, result in tenants shopping at local convenience stores, pharmacies, coffee shops and restaurants, contributing to the local economy of the neighborhood.
- An Ontario study found for every new residential unit built, an estimated 2 to 2.5 new jobs are created.

Sources:

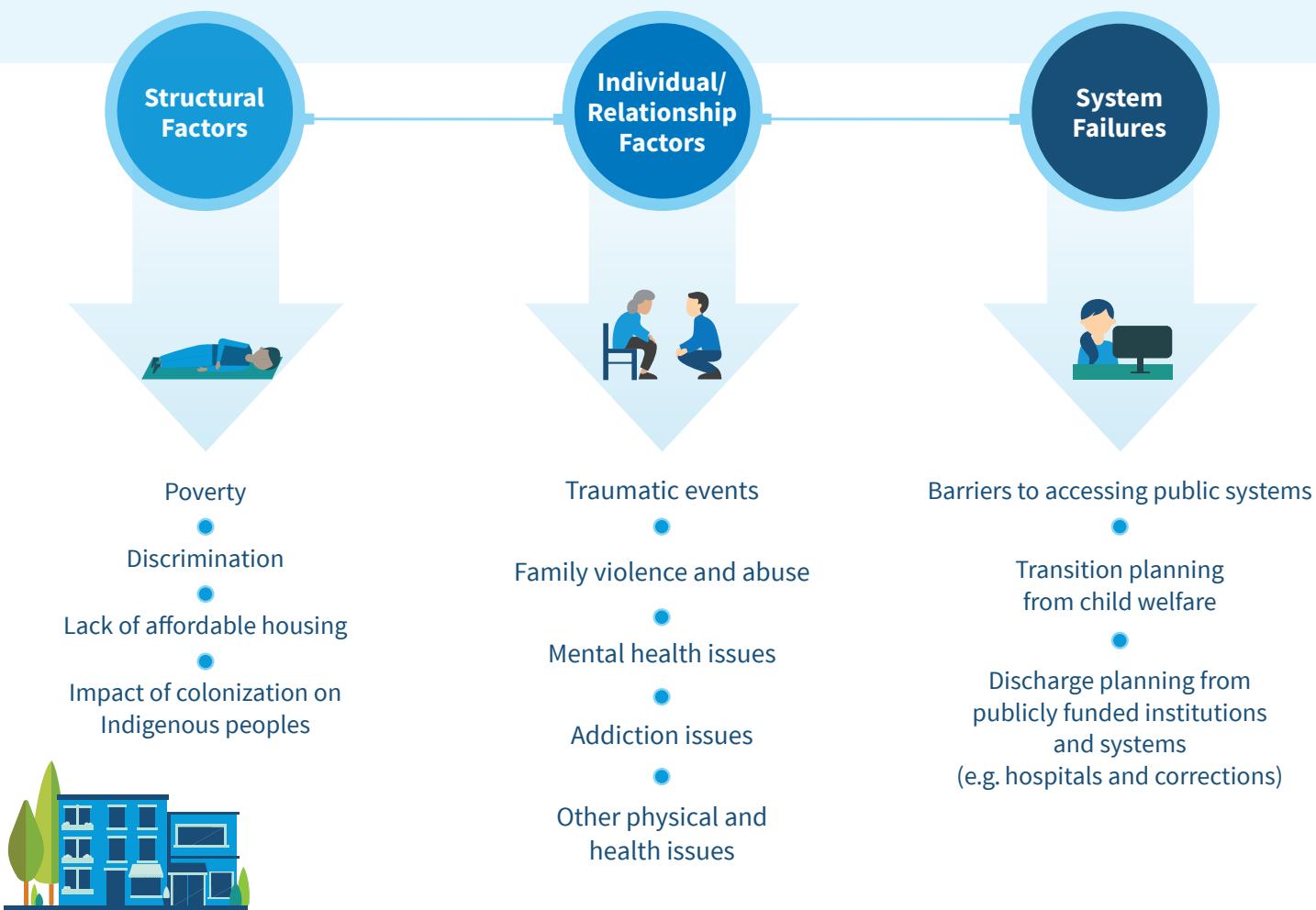
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Understanding Pathways to Homelessness

The information below provides a brief overview of pathways to homelessness.

Often it is a combination of factors.



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Land Acknowledgement

We acknowledge that the 2025 Homeless Count in Port Alberni took place on the unceded territory of the Hupacasath and Tseshah First Nations. They have been stewards of this land since time immemorial and we pay our respect to the Elders and Knowledge-Keepers both past and present.

What is a Point-in-Time Homeless Count?

Point-in-Time homeless counts ("PiT counts" or "counts") provide a snapshot of people who are experiencing homelessness over a 24-hour period in a community. Counts include an estimated number of people experiencing homelessness, their demographic characteristics, and other information including service use, income, and reasons for housing loss. On April 30, 2025, a PiT count was conducted in Port Alberni. This was the fourth count in Port Alberni, with the next most recent conducted on May 2, 2023.

Limitations & Interpretation

- A PiT count represents the minimum number of people who are experiencing homelessness on a given day in the community.
- The purpose of a PiT count is not intended to be a measure of everyone who experiences homelessness. By focusing on a single day, a count will not include some people who cycle in and out of homelessness and staff and volunteers will not encounter everyone despite best attempts.
- While an accepted methodological tool, PiT counts are likely to be an undercount and represent only those individuals identified and included during a 24-hour period.
- This report details the characteristics of people experiencing homelessness who answered each survey question and percentages are based on the number of respondents to each question. Percentages may not be representative of the total population experiencing homelessness; the number (n) of respondents may vary within each question.
- There are a variety of reasons why a count number will change over time in a community. These include changes in actual homelessness, supportive housing, and/or services available. Caution should be used when making comparisons across time or between communities.
- Given these limitations, decision makers are encouraged to seek complimentary sources of data — such as reports from local service agencies — to corroborate the findings in this report.

How Many People Were "Counted" as Experiencing Homelessness in Port Alberni in the 2025 Count?

In total, 180 people in Port Alberni were included in the Count by either staying in a shelter or completing a survey. This total and comparison to the previous count is shown in Figure 1. A comparison of those experiencing sheltered and unsheltered homelessness is shown in Figure 2.

What is Sheltered Homelessness?

Sheltered homelessness includes those who stayed overnight on the night of the Count in homeless shelters, including transition houses and youth safe houses, and people with no fixed address (NFA) staying temporarily in hospitals, local holding cells, and detox facilities. **Note:** shelter capacity can change in a community after the Count, including opening or closure of temporary or year-round shelter programs.

What is Unsheltered Homelessness?

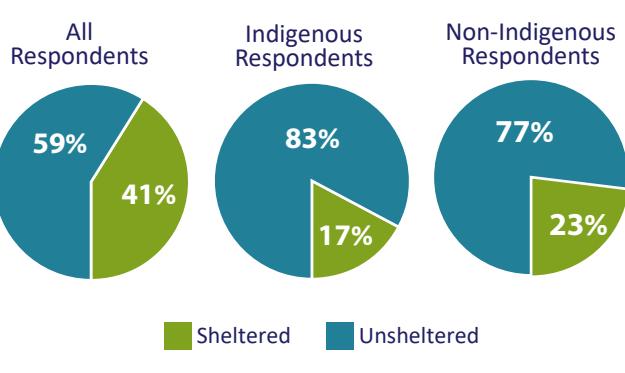
Unsheltered homelessness includes those who stayed outside in alleys, doorways, parkades, parks and vehicles or those who were staying temporarily at someone else's place (couch surfing), a hotel without a place to return to, or with their parents in a temporary situation on the night of the Count. **Note:** the unsheltered count relies on finding individuals on the day of the Count. It may change due to a variety of factors (see Limitations).

Of the 107 respondents experiencing unsheltered homelessness in this community, 21% were staying with others - such as temporarily couch surfing with friends, relatives, their parents, or others.

Figure 1: Total Number of Persons Experiencing Homelessness and Included in the Count



Figure 2: Where Respondents Stayed the Night of the Count



Indigenous Homelessness and PiT Counts

Indigenous people are consistently overrepresented in the population of people experiencing homelessness. Disproportionate rates of homelessness are rooted in the ongoing structural violence of settler colonial society that creates hierarchical systems of privilege and oppression. Indigenous people in Canada face racism, discrimination, and the impacts of intergenerational trauma which can limit safe and equitable access to services making it easier to lose, and harder to acquire, safe and stable housing.

Presentation of Indigenous Data

Indigenous refers to the diverse cultures of First Nations, Métis, and Inuit people, whether they have legal status, or are living in urban, rural, or remote areas. To inform Indigenous-led service planning, this report presents some Indigenous responses alongside those of non-Indigenous respondents and all respondents combined.

Indigenous respondents tend to report accessing services at a lower rate than non-Indigenous respondents. While the PiT Count methodology does not allow for definitive conclusions, these results align with the well-documented harms of the Canadian health and social service sector towards Indigenous peoples.

Figure 3: Indigenous Identity (n=94)

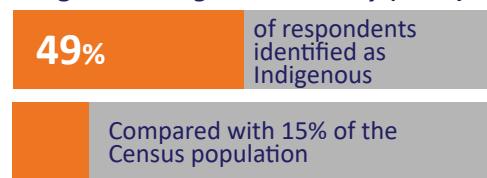


Figure 4: Indigenous Distinction (n=41)

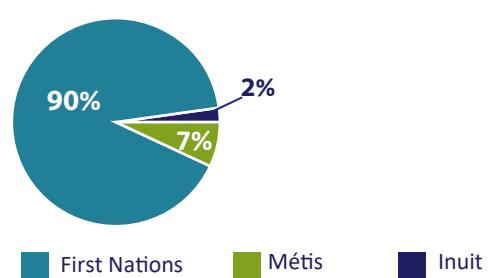


Figure 5: Length of Time in Community All Respondents (n=74)

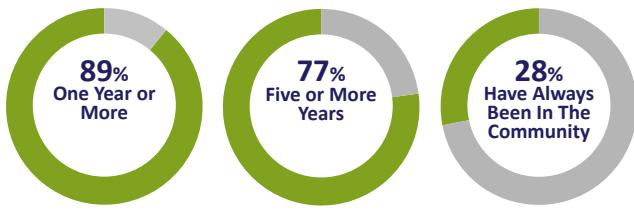


Figure 6: Length of Time Experiencing Homelessness (n=83)

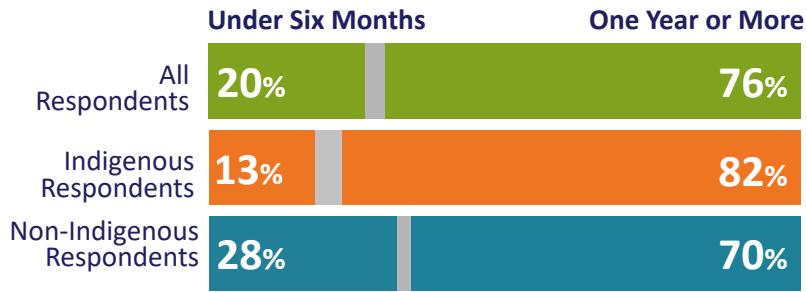


Figure 7: Top Reasons for Housing Loss All Respondents (n=72)



Figure 8: Percentage of Respondents Identifying Eviction as Cause of Most Recent Housing Loss (n=66)



How Long Have Respondents Been in Port Alberni?

The vast majority of individuals experiencing homelessness are long-time residents of their community, as shown in Figure 5 for Port Alberni. This is consistent with all other communities in the 2025 PiT Homeless Count in BC.

How Long Have Respondents Experienced Homelessness?

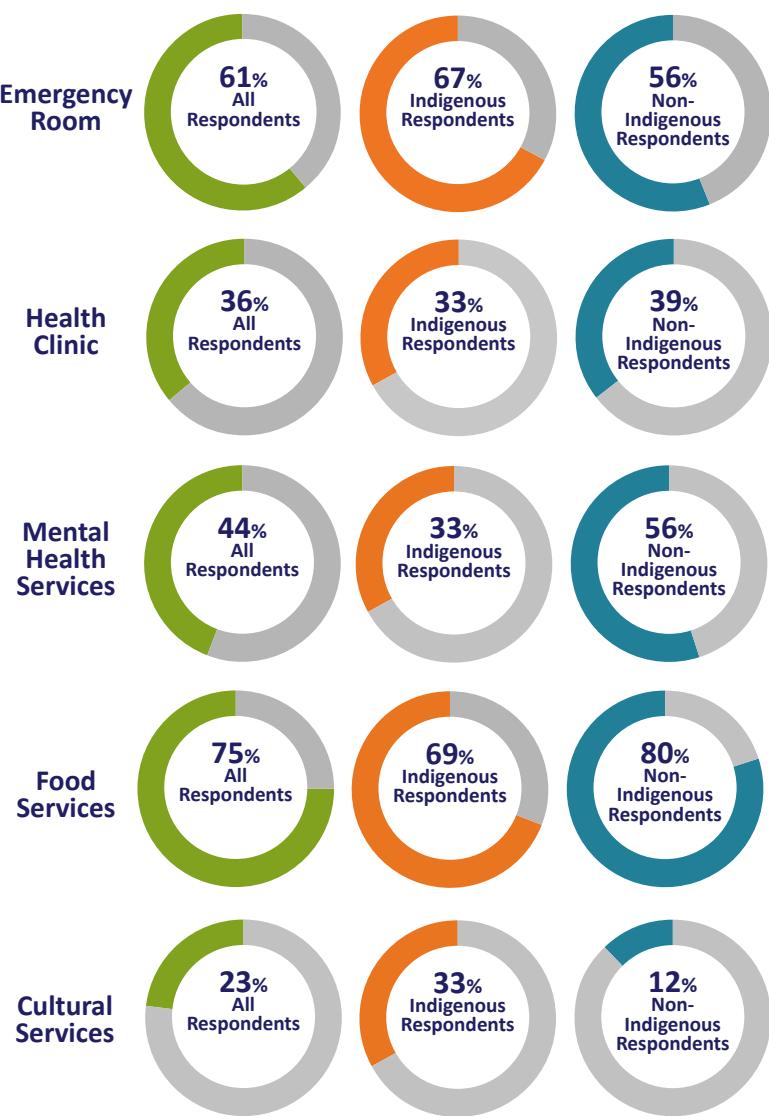
Figure 6 shows the duration of respondents' experiences of homelessness. Those who have experienced homelessness for longer can require different services, and may face different barriers in accessing housing than those with shorter experiences of homelessness.

What Causes a Loss of Housing?

An experience of homelessness is almost always the result of more than one event. Often, income challenges are pushed to a crisis by an event, such as a health challenge, relationship change, or eviction. The top three reasons for housing loss identified by respondents in Port Alberni are shown in Figure 7.

For the first time in the Provincial Count, respondents were asked if their most recent experience of homelessness was the result of an eviction. Results for Port Alberni are shown in Figure 8.

Figure 9: Services Accessed in the Past Year (n=84)



What Services do People Access?

Respondents were asked to check all that apply in a list of services on the survey. Figure 9 shows the percentage of respondents who accessed commonly used services. Service access is often a reflection of service availability and perceived safety.

What Sources of Income do People Have?

A majority of respondents report receiving income assistance (including Persons with Persistent Multiple Barriers benefits) or disability assistance (Figure 10).

Many respondents have other sources of income (Figure 11), and 6% in Port Alberni report having a part-time job.

Figure 10: Percentage of Respondents Who Report Being On Income Assistance (n=84)



Figure 11: Top Sources of Income Other Than Income Assistance for All Respondents (n=83)

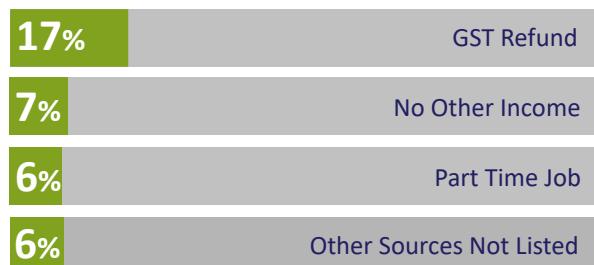


Figure 12: Gender Identity of Respondents (n=92)

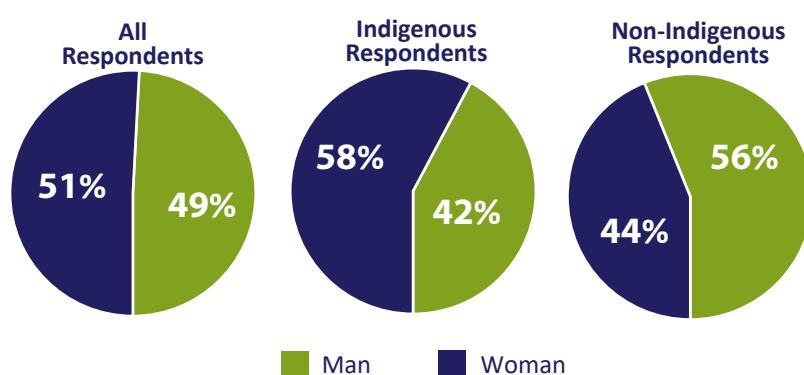


Figure 13: Transgender Experience (n=77)

1% of respondents identified as having transgender experience

Figure 14: Sexual Orientation (n=77)

3% of respondents identified as Asexual, Bisexual, Gay, Lesbian, Pan-sexual, Two-Spirit, Questioning and/or Queer

What are the Gender Identity and Sexual Orientation of Respondents?

Homelessness services that are safe are needed for all identities and orientations. This includes sheltering options, residential supports, and outreach services.

Respondents' gender identity is shown in Figure 12, those who identified as having a transgender experience in Figure 13, and those who identified as asexual, bisexual, gay, lesbian, pan-sexual, Two-Spirit, questioning and/or queer are shown in Figure 14.

While the number of respondents who identify as a gender other than man or woman is zero, this does not mean that there is no one who identifies as another gender experiencing homelessness in Port Alberni. There may be additional barriers for them to access services and they are more likely to experience hidden homelessness.

Figure 15: Age of Respondents (n=90)

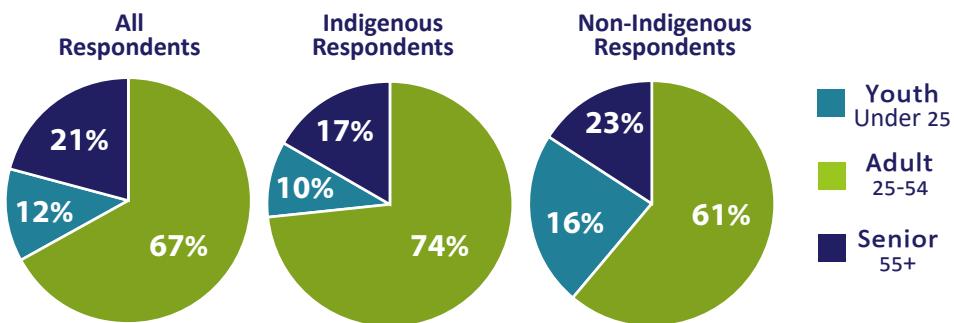
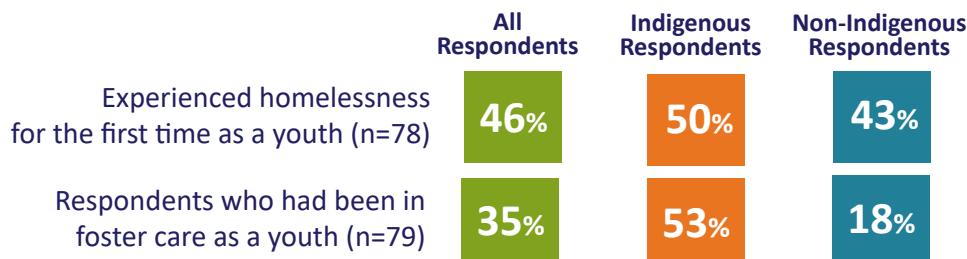


Figure 16: Youth Homelessness and Foster Care



What Are the Ages of Respondents?

Age groups of respondents are shown in Figure 15. Fifty-five years of age or older is used as the benchmark for "senior" in this report as it aligns with the eligibility for BC Housing's Seniors' Supportive Housing program.

What Percentage of Respondents Experience Homelessness as Youth and the Foster Care System?

Figure 16 shows the percentage of respondents who experienced homelessness for the first time as a youth, and those who reported being in foster care, a youth group home, or on an Independent Living Agreement as a youth.

Figure 17: Percentage of Respondents Identifying As Having a Challenge with Their Health - By Category (n=87)

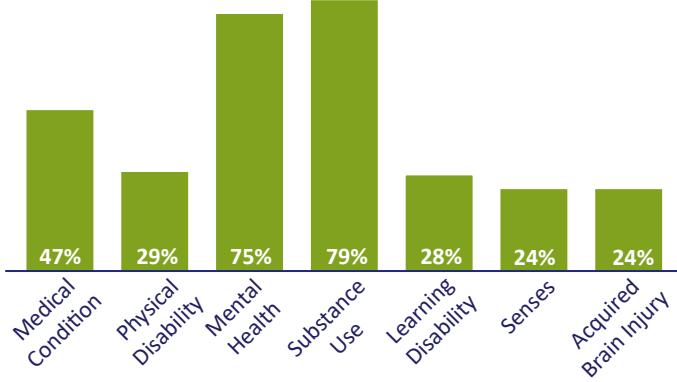
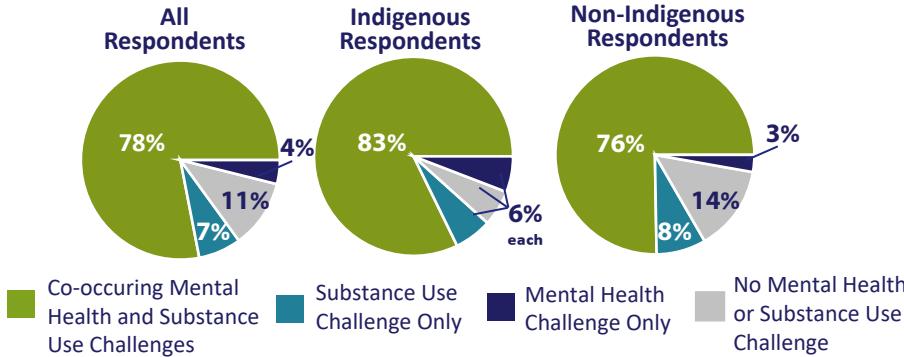


Figure 18: Percentage of Respondents with Co-occurring Mental Health Challenges (n=74)



What Health Challenges do Respondents Face?

Respondents were asked if they identify as currently having a challenge with a series of types of health conditions, which is shown in Figure 17. In this figure, the number of respondents who identified as having each health challenge ranged from 21 to 69. Those with co-occurring mental health and substance use challenges are shown in Figure 18.

What Substances do People Use?

Not all people experiencing homelessness use substances, and those who use substances do not all use one type. This is important when considering what health services might be needed in a given community. Respondents in Port Alberni reported using (n=90): nicotine (81%), alcohol (59%), stimulants (59%), cannabis (57%) and opiates (46%).

With Gratitude

We would like to thank all those who participated in the Count process in Port Alberni this year, including;

- All the people currently experiencing homelessness who gave their time to respond to our survey and share their stories.
- All persons with lived and living experience of homelessness who formed part of survey teams.
- All staff and organizations who spent time on this project. For a complete list of agencies, please see the final report.
- Marcie DeWitt, who served to coordinate the Count in Port Alberni.



Engagement Summary Report

3027/3037 2nd Avenue
Proposed Supportive Housing
Port Alberni, BC

May 2025

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Purpose of the Report

The purpose of this Engagement Summary Report is to provide an overview of engagement that took place regarding BC Housing's proposed 55-unit supportive housing development at 2037/3037 2nd Avenue in Port Alberni. This report details how direct neighbours and businesses, as well as the wider community were engaged, key themes that emerged, as well as outcomes to support the project moving forward.

Background

BC Housing is proposing to build 55 new supportive homes in a 6-storey building on City-owned land at 3027 & 3037 2nd Avenue in Port Alberni. This proposed development is an important step to address the urgent need to offer culturally safe and accessible housing with supports and services to people experiencing homelessness in Port Alberni.

The proposed development requires rezoning. BC Housing submitted a rezoning application to the City of Port Alberni on February 3, 2025. This application is currently pending review by City Council.

On February 10, 2025, the City of Port Alberni Council released a council meeting summary including the following resolution:

“That staff prioritize the processing of the Zoning Amendment, Development Permit, and Building Permit applications for the proposed permanent supportive housing project located at 3027 and 3037 2nd Avenue.”

Engagement Goals

- To engage during the rezoning phase with immediate neighbours, interested parties (IPs), and the wider community.
- To share information about proposed supportive housing, the planning process, and associated timelines.
- To build awareness about the importance and need for supportive housing in Port Alberni.
- To listen and respond to questions from community members about the proposed development.

Engagement Team and Partners

- Jennifer Fox, Regional Director
- Sarah Smith, Director, Regional Development
- Elsabe Fourie, Development Manager
- Crystal Paul, Indigenous Relations Advisor (IR)
- Jerry Michael, Coordinated Access and Assessment Manager
- Michelle Brossoit, Access and Assessment Coordinator
- Laura McLeod, Senior Communications Advisor (MRIM)
- Emily Kendy, Senior Communications Advisor
- Maggie Sheeshka, Senior Communications Specialist
- City of Port Alberni Director of Development Services-Deputy CAO
- Number Ten Architects

Introductory Communications – January-February 2025

Neighbour Letter

On January 28, 2025, BC Housing mailed a letter to 464 neighbours within a 200m radius of the proposed supportive housing at 3027/3037 2nd Ave (**Appendix A**). This letter included:

- An introduction to the proposed supportive housing project and the services to be provided
- An overview of the rezoning application and operator selection processes
- A commitment to host engagement opportunities in the near future
- A link to the Let's Talk Housing BC project webpage and direct email address for questions

Interested Parties (IPs) Emails

On January 28, 2025, BC Housing emailed 48 IPs in the immediate vicinity including the Uptown Merchants. This message included:

- An introduction to the proposed supportive housing project and the services to be provided
- An overview of the rezoning application and operator selection processes
- A commitment to host engagement opportunities in the near future
- A link to the Let's Talk Housing BC project webpage and direct email address for questions

First Nations Engagement

On February 3 and 4, 2025, BC Housing reached out directly to Chief Councilor Brandy Lauder of the Hupačasath First Nation, and Chief Councilor Ken Watts of the Tseshah First Nations to develop collaborative relationships and to seek feedback on proposed designs (**Appendix B**).

Let's Talk Housing BC project webpage

On January 29, 2025, BC Housing launched a dedicated webpage with the full details about this project (letstalkhousingbc.ca/port-alberni-second-avenue). This page will continue to share the latest information on the project as well as community engagement opportunities. The page also invites public feedback via BC Housing's Community Relations email address (communityrelations@bchousing.org). As of the date of this report, we've responded to 16 queries through this email.

Community Open House Invitations and Promotion

On February 25, 2025, BC Housing mailed a follow-up letter to the same neighbours and IPs (**Appendix C**) with an invitation to an in-person open house for community, scheduled for Tuesday, April 1, 2025.

Additional event promotions included (**Appendix D**):

- Community board posters (City-led) were shared around the community
- Alberni Valley News ad ran the week of March 10, and again March 24 (BC Housing led)

BC Housing Community Relations Email

Contact information for BC Housing's Community Relations inbox at communityrelations@bchousing.org has been included on all notification and presentation materials to date. This has given community members and IPs the opportunity to ask questions, provide input on the project, and receive responses from BC Housing staff.

BC Housing will continue to monitor the community relations inbox and respond to inquiries throughout the project timeline.

Community Open House: April 1, 2025

On April 1, 2025, BC Housing hosted a Community Open House event for neighbours and the broader community of Port Alberni to learn more about the proposed supportive housing at 3027/3037 2nd Avenue.

The open house was hosted at the Best Western Plus Barclay Hotel Conference Centre in Port Alberni. This was a drop-in format. Poster boards (**Appendix E**) were situated throughout the room with members of the project team, including representatives from BC Housing, Number Ten Architectural

Group and the City of Port Alberni. Attendees were able to stop by at a time that was most convenient, view poster boards throughout the room and have one-on-one discussions with project team members.

Uptown Merchants' First Look (5:00 p.m. – 5:30 p.m.)

During planning for this event, BC Housing corresponded with the Uptown Merchants via email over several weeks, and as a result, a separate session was developed ahead of the community open house. This gave local businesses in the area the chance to have a first look at the proposed project details, and focused time with the project team to ask questions.

Approximately 13 Uptown Merchants came through during their half-hour 'first look' session.

Common themes from attendees' questions included:

- What supportive housing is and how it works
- The expected timeline for the project
- Questions around the location and why it was chosen
- The process for operator selection

Community Open House (5:30 p.m. – 7:30 p.m.)

Doors opened for the wider community following the Uptown Merchants' First Look session.

Approximately 44 community members attended the open house. Common themes included:

- What supportive housing is and how it works
- The supports and services that will be available to residents
- Expected operations such as programming for residents
- Expectations regarding resident conduct
- Questions around how neighbourhood safety will be managed
- Housing First approach and harm-reduction strategies
- Questions around the location and why it was chosen
- The process for operator selection
- The expected timeline for the project

See the Engagement Outcomes section below for detailed responses to frequently asked questions.

Feedback and Surveys

All event attendees were invited to fill out feedback forms (**Appendix F**) and a survey (**Appendix G**) about the engagement. On April 8 and 9, 2025, BC Housing also emailed this survey to all open house attendees.

Of the 57 total attendees, 9 feedback forms and 9 surveys were received.

Of the feedback forms received, most were curious with concern around location and previous experiences with housing in Port Alberni.

The survey responses highlighted themes such as the need for accountability, the presence of Indigenous staff, and concerns about neighbourhood security. The tone of the responses was predominantly neutral, with one negative mention.

Engagement Outcomes

The combination of direct mail and email communications, a publicly accessible webpage and a community open house gave neighbours and other interested parties ample opportunity to learn more about the need for supportive housing in Port Alberni and the important role this project plays in helping meet that need.

In total, we reached out to **464** neighbours and **48** interested parties – by either direct mail or email – with project information, contact information and invitations to our community open house event. These communications resulted in **57** people engaging with us in person to ask questions and discuss the proposed supportive housing at 3027/3037 2nd Avenue. As of this report's writing, there have been over **285** visits from **436** visitors to the Let's Talk page.

Overall, BC Housing and our project partners aimed to produce communications and project information that was simplified in format and language to provide equitable, accessible and inclusive opportunities for learning, asking questions and voicing concerns. These communications and engagements allowed BC Housing to lay a foundation for strong relationships with neighbours and the community surrounding these much-needed supportive homes.

Questions & Answers

The following is a summary of key questions/concerns expressed during the Community Open House, as well as responses provided by the project team:

WHAT IS SUPPORTIVE HOUSING AND HOW DOES IT WORK?

Response: Supportive homes are deeply affordable studio apartments intended for people experiencing or at risk of homelessness who need supports to maintain their housing. Supportive housing includes two meals a day, laundry services and a variety of onsite services for residents.

WHAT ARE THE SUPPORTS AND SERVICES AVAILABLE FOR RESIDENTS?

Response: Supportive housing provides many onsite support services to residents, including:

- Daily meals
- Life and employment skills training
- Culturally appropriate services for Indigenous clients
- Individualized case planning
- Integrated health and wellness supports, including:
 - Connections to mental health and community-based substance-use programs, in conjunction with health partners
 - Overdose prevention and response programs
 - Services focused on stabilization and connections to housing

WHAT IS EXPECTED OF RESIDENTS IN TERMS OF APPROPRIATE BEHAVIOUR?

Response: Tenants in supportive housing have rights and responsibilities under the Residential Tenancy Act. Residents would sign an addendum that addresses expectations about appropriate and respectful behavior, especially as it relates to the health and safety of themselves and others. Supportive housing providers rely on guest management policies and conduct wellness checks to protect both tenants and staff and support an inclusive and safe environment. The non-profit housing operator would work with residents and neighbours to foster good community relationships. This could include opportunities for engagement activities and volunteer programming (e.g. neighbourhood clean teams, etc.).

HOW WILL NEIGHBOURHOOD SAFETY BE MANAGED?

Response: The most important security feature, both for residents and the community, is staffing. This building would have a minimum of two staff on site 24/7 to ensure that residents are supported

and that any concerns are addressed in a timely manner. Security measures on the property would include camera monitoring, fencing and controlled access through a monitored single-point entry. We all want a safe community. While BC Housing and our non-profit operators are not funded to address community safety concerns beyond our properties, we remain committed to working with neighbours as well as partners who are best positioned to address safety issues beyond our housing sites. These include bylaw, law enforcement, or other emergency services.

WHAT ARE BC HOUSING'S HOUSING-FIRST APPROACH AND HARM REDUCTION STRATEGIES?

Response: BC Housing uses the widely recognized and proven Housing First approach. This approach recognizes that people are better able to improve their well-being if they are first housed. After a person can access a warm bed, washrooms and meals, they are in a better position to improve their physical and mental health, including substance-use recovery. If residents choose to use substances, we take a harm reduction approach, which means support staff would work with each person to use safely. The goal of harm reduction is to prevent the negative consequences of substance use and to improve health. Harm reduction acknowledges that many people may not be in a position to remain abstinent. The harm reduction approach meets people where they are at and provides an option to engage with peers, medical and social services in a non-judgmental way. Harm reduction approaches and programming are seen as a best practice for engaging with people who have substance use issues. If residents want to access treatment or recovery, staff will support them in accessing those services. The operator will also work closely with Island Health in determining best practices to ensure tenants are safe and healthy.

WHY WAS THIS LOCATION CHOSEN?

Response: The property was selected after consultation with local partners, including the City of Port Alberni. It is important for supportive housing to meet people where they are, in the community where they already live. Supportive housing must also be located close to services, amenities and transit. These things are essential for people who are transitioning out of homelessness and working towards a healthy, stable life. Land availability is also a major factor in choosing a location for supportive housing. The property at 3027 & 3037 2nd Avenue is City-owned, vacant and available.

WHAT IS THE PROCESS FOR OPERATOR SELECTION?

Response: BC Housing selects a non-profit operator through a fair and open process to manage the building and provide services to residents. Through this process, we have selected Lookout Housing Health Society to operate this proposed housing should it be approved by City Council.

WHAT IS THE EXPECTED TIMELINE FOR THIS PROJECT?

Response: A decision by City Council is estimated within a six-month window on submission of the rezoning application, which took place in February 2025. Should the housing be approved, the next steps include development permit and building permit phases, ahead of construction. Relevant timeline information will be posted to the Let's Talk page and shared with neighbours if/when confirmed.

Appendices

Appendix A: Announcement Letter, January 28, 2025



January 28, 2025

Neighbourhood Update

3027, 3037 2nd Avenue, Port Alberni

Hello Neighbour,

We are writing to announce that BC Housing is proposing to build 55-units of supportive housing at 3027 and 3037 2nd Avenue, in Port Alberni, with the support of the City of Port Alberni. This development is an important part of our continued effort to address the urgent need to offer safe, indoor housing to people experiencing homelessness in the community. The 2023 Point-in-Time (PIT) homeless count identified 163 people experiencing homelessness in Port Alberni.

About the Proposed Supportive Housing

Supportive housing is deeply affordable studio apartments. They are intended for people who need support to maintain their housing. Residents will pay shelter rates and sign a lease with an addendum that addresses expectations about appropriate and respectful behavior, especially as it relates to the health and safety of themselves and others. There will be a variety of health and safety services and supports onsite, including:

- Cultural 24/7 staffing and security
- Meal programs
- Life and employment skills training
- Health and wellness support

BC Housing will select a non-profit operator for this project through a fair and public process. They would be responsible for managing the building, the property, and providing support services to residents. The operator would also work to foster positive relationships and keep open communication with neighbours.

Community Engagement

Neighbours can watch out for engagement opportunities to be shared in the coming weeks. We encourage you to participate and share your thoughts and feedback as we continue to focus on delivering needed housing to people living in Port Alberni. The proposed development requires rezoning of the land that must be considered by City Council, and BC Housing will be submitting the rezoning application to the City on February 3, 2025.

More Information

To learn more, please visit our web page at: letstalkhousingbc.ca/port-alberni-second-avenue. You can also reach out at any time with questions or feedback by emailing communityrelations@bchousing.org.

Sincerely,
BC Housing

Appendix B: Letters to First Nations Chiefs



January 29, 2025

Chief Councilor Brandy Lauder
Hupačasath First Nation
5500 Ahahswinis Drive
Port Alberni, BC V9Y 8J9

Re: Proposed supportive housing project

[3027, 3037 2nd Avenue, Port Alberni](#)

Dear Chief Councilor Lauder,

I am reaching out to you and the Hupačasath First Nation to share that BC Housing is proposing to build 55 units of supportive housing at 3027 and 3037 2nd Avenue in Port Alberni, with the support of the City of Port Alberni. This development is an important part of our continued effort to address the urgent need to offer safe, indoor housing to people experiencing homelessness in the community. The 2023 Point-in-Time (PIT) homeless count identified 163 people experiencing homelessness in Port Alberni.

About the proposed supportive housing

Supportive housing is deeply affordable studio apartments. They are intended for people who need support to maintain their housing. Residents will pay shelter rates and sign a lease with an addendum that addresses expectations about appropriate and respectful behaviour. There will be a variety of health and safety services and supports onsite, including 24/7 staffing, meal programs, life and employment skills training and health and wellness supports.

BC Housing will select a non-profit operator for this project through a fair and public process. They would be responsible for managing the building and the property and providing support services to residents. The operator would also work to foster positive relationships and keep open communication with neighbours.

Invitation to meet with BC Housing

I would like to invite you to meet with our project leaders to discuss this housing proposal in more detail. Currently, we are available on **February 10 or 14 at 1:00 p.m.** Please let us know if either of these dates work for you. You can reach our Development Manager Elsabe Fourie directly at efourie@bchousing.org or 236-997-0379.

For more project information, please visit letstalkhousingbc.ca/port-alberni-second-avenue.

Sincerely,

Sarah Smith
Director, Regional Development
BC Housing



January 29, 2025

Chief Councillor Ken Watts
Tseshaht First Nation
5091 Tsuma-as Drive
Port Alberni, BC V9Y 8X9

Re: Proposed supportive housing project **3027, 3037 2nd Avenue, Port Alberni**

Dear Chief Councillor Watts,

I am reaching out to you and the Tseshaht First Nation to share that BC Housing is proposing to build 55 units of supportive housing at 3027 and 3037 2nd Avenue in Port Alberni, with the support of the City of Port Alberni. We acknowledge that the project is situated in the traditional, ancestral and unceded homelands of your Nation and peoples. This development is an important part of our continued effort to address the urgent need to offer safe, indoor housing to people experiencing homelessness in the community. The 2023 Point-in-Time (PiT) homeless count identified 163 people experiencing homelessness in Port Alberni.

About the Proposed Supportive Housing

Supportive housing is deeply affordable studio apartments. They are intended for people who need support to maintain their housing. Residents will pay shelter rates and sign a lease with an addendum that addresses expectations about appropriate and respectful behaviour. There will be a variety of health and safety services and supports onsite, including 24/7 staffing, meal programs, life and employment skills training and health and wellness supports.

BC Housing will select a non-profit operator for this project through a fair and public process. They would be responsible for managing the building, the property, and providing support services to residents. The operator would also work to foster positive relationships and keep open communication with neighbours.

Invitation to meet with BC Housing

I would like to invite you to meet with our project leaders to discuss this housing proposal in more detail. Currently, we are available on **February 10 or 14 at 1:00 p.m.** Please let us know if either of these dates work for you. You can reach our Development Manager Elsabe Fourie directly at efourie@bchousing.org or 236-997-0379.

For more project information, please visit letstalkhousingbc.ca/port-alberni-second-avenue.

Sincerely,

Sarah Smith 
Director, Regional Development
BC Housing

Appendix C: Open House Invitation, February 25, 2025



February 25, 2025

Neighbourhood Update

3027, 3037 2nd Avenue, Port Alberni

Hello Neighbour,

We are writing as a follow up to our Jan 28 letter to invite you to a Community Open House to learn more about the proposed Supportive Housing at 3027 and 3037 2nd Avenue in Port Alberni. The rezoning application for this proposed project was submitted to the City on February 3, 2025.

In-Person Community Open House Event

Join us in person to learn more, meet with project team members and ask questions about the project.

- Date: Tuesday, April 1, 2025
- Location: Best Western Barclay Hotel (Ballroom), 4277 Stamp Ave, Port Alberni
- Time: 5:30 p.m. – 7:30 p.m.
- RSVP at: second-avenue-open-house.eventbrite.ca

Registration is appreciated to help with planning.

More Information

This development is an important part of our continued effort to address the urgent need to offer safe, indoor housing to people experiencing homelessness in the community.

To learn more, please visit our web page at: letstalkhousingbc.ca/port-alberni-second-avenue. You can also reach out at any time with questions or feedback by emailing communityrelations@bchousing.org.

Sincerely,
BC Housing

Appendix D: Additional Promotional Material (Poster & Newspaper Ad)

Community Open House

3027 and 3037 2nd Avenue, Port Alberni

BC Housing is proposing to build **55-units of supportive housing** at 3027 and 3037 2nd Avenue in Port Alberni.

Learn more at our community open house:

Date: Tuesday, April 1st
Time: 5:30pm-7:30pm
Location: Best Western Barclay Hotel (Ballroom)



Scan here to register or visit: letstalkhousingbc.ca/port-alberni-second-avenue



Community Open House

3027 and 3037 2nd Avenue, Port Alberni



BC Housing is proposing to build **55-units of supportive housing** at 3027 and 3037 2nd Avenue in Port Alberni.

Learn more at our community open house:

Date: Tuesday, April 1st
Time: 5:30pm-7:30pm
Location: Best Western Barclay Hotel (Ballroom)



Scan here to register or visit: letstalkhousingbc.ca/port-alberni-second-avenue

Appendix E: Open House Poster Boards

letstalkhousingbc.ca/47074/widgets/205257/documents/153523

Appendix F: Feedback Form



Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

Thank you for sharing your thoughts!

Appendix G: Survey and Responses

BC Housing Survey: 3027 and 3037 2nd Avenue Port Alberni - Community Open House

Thank you for your participation at our open house. We value your feedback. If you have any further questions or concerns, please reach out to communityrelations@bchousing.org

1. What brought you here today? (Choose all that apply)

- I care about the topic
- I live in the neighbourhood
- I'm affiliated with a local business
- I wanted to learn more about the project
- I wanted to learn more about the operator
- I wanted to provide feedback about the project and community interests
- I wanted to hear and share opinions with other community members

2. Were your questions about the project answered? (Choose any one option)

- Yes
- Mostly
- Somewhat
- No

3. Was the information shared clear and easy to understand? (Choose any one option)

- Yes
- Mostly
- Somewhat
- No

4. Did you feel able to express your views/that you were heard? (Choose any one option)

-
-
-
-

5. Did attending the open house grow your understanding of supportive housing and its role in addressing homelessness? (Choose any one option)

- Yes
- Mostly
- Somewhat
- No

6. Do you have any other questions you would like to submit?

7. Was there anything missing from today's open house that you would like to have seen or heard?

1. Was there anything missing from today's open house that you would like to have seen or heard?

Various responses including the need to hear from the City, accountability from those in charge, and more representatives from Port Alberni.

2. Do you have any other questions you would like to submit?

Questions ranged from neighborhood security to the presence of Indigenous staff.

3. Did attending the open house grow your understanding of supportive housing and its role in addressing homelessness?

Responses were "Mostly" (2 respondents), "Somewhat" (4 respondents), and "No" (1 respondent).

4. Did you feel able to express your views/that you were heard? (Choose any one option)

A few respondents felt somewhat heard. The majority felt "Mostly" (2 respondents), with some feeling "Somewhat" (2 respondents), and "No" (1 respondent).

5. Was the information shared clear and easy to understand? (Choose any one option)

Responses were "Mostly" (2 respondents), "Somewhat" (2 respondents), and "No" (1 respondent).

6. Were your questions about the project answered? (Choose any one option)

Responses included "Mostly" (2 respondents), "Somewhat" (4 respondents), and "No" (1 respondent).

7. What brought you here today? (Choose all that apply)

Common reasons for attendance included caring about the topic, affiliation with a local business, living in the neighbourhood, and wanting to provide feedback about the project and community interests.



Community Open House Comment Form

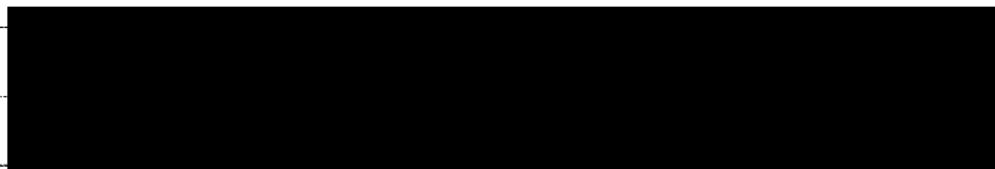
3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

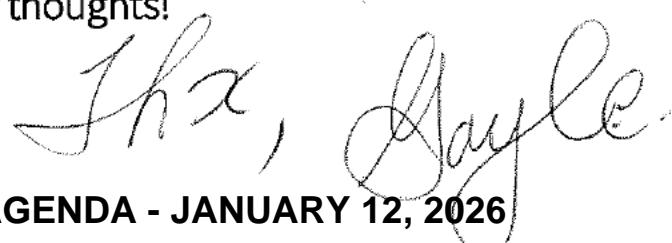
Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

I'm here today to represent
Argyle's Fashions @
5262 Argyle St.
Project looks very promising
& positive
Would love to be kept up to
date on how it's all coming
together



Thank you for sharing your thoughts!

A handwritten signature in cursive script that appears to read "Thx, Hayle".



Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

E Chasse

Port Alberni

Tiny Holmes

Home on 8th

Good example of what
not to do

Thank you for sharing your thoughts!



Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

I do not think this is a great idea
we live across the street from where
the proposed facility is suppose to be. We have
put up with the Pet Pub & heard no good things
by the police station supportive housing is. We ~~have~~
lived here many years & it is slowly clearing up
we do not want this facility here there
must be a better place for it (2)
Somewhere away from the public & businesses.

K [REDACTED] Russen

Thank you for sharing your thoughts!



Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

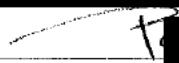
BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

Encouraging news for a large need in
community.

Would appreciate a more fulsom conversation
about coordinated access and assessment
to determine criteria for acceptance.

A handwritten signature that appears to read "Fletcher".

Fletcher.

Thank you for sharing your thoughts!



BC HOUSING

Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

This is so being proposed in the wrong location

Thank you for sharing your thoughts!

Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

I work at a business on 3rd Ave. I am concerned with this proposal due to when the Part Pub Hotel was open. lots of crime and drugs. throwing people out of the store I work in due to being high. A couple of O's at my job.

I just don't understand because the possibility of this all coming back when it has just been cleaned up.

People's property values will go down in price as well.

Thank you for sharing your thoughts!



Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

I gross that you would put a addiction population
that close to a Government/Taxpayer funded drug den
and that close to the jewel of port alberni
of the harbor Key. That's all this town
has for hope is the quay, don't destroy it!

my advice is extend a bus route, build
some barrack style and help them there!

Thank you for sharing your thoughts!

Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

This is a big housing unit, it will address some of the problems around homelessness. Homelessness has many facets as to why some are in that situation, some face poverty due to the high cost of living, some have Mental Health issues, some have addictions either related to legal or illegal drugs, some trauma related. How do we address all this in a way so everyone is 'safe' the neighborhoods around are becoming victimized by the homeless to address their habits, the Justice system needs to be looked at, the Health system needs to be looked at, the well being of every person is important homeless or not, you can't build something without taking into consideration all that surrounds something like this - is it fixing a problem or just moving it to a different location.

Thank you for sharing your thoughts!



BC HOUSING

Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

This development is in the wrong area of Port Alberni. It should be located where the other buildings are on ^{the} ~~the~~ ^{the} Midland.

Thank you for sharing your thoughts!



Community Open House Comment Form

3027, 3037 2nd Avenue, Port Alberni

BC Housing plans to build a 55-unit supportive housing complex at 3027 & 3037 2nd Avenue. This project aims to provide safe and accessible housing with services for people experiencing homelessness in Port Alberni.

Your feedback is important

All comments from this event will be included in a community engagement report, which will be posted on the project webpage at letstalkhousingbc.ca/port-alberni-second-avenue.

RE [REDACTED] checked [REDACTED]
[REDACTED]
[REDACTED] Port Alberni [REDACTED]

strongly oppose

tiny homes, home on 8th
good example of what ~~not~~
NOT TO DO

Thank you for sharing your thoughts!

CITY OF PORT ALBERNI

BYLAW NO. 5136

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 (3027 2nd Avenue), Bylaw No. 5136**".

2. Official Community Plan Map Amendments

Respecting Lot 1, Block 72, District Lot 1, Alberni District, Plan EPP143827 (PID: 032-512-945) located at **3027 2nd Avenue**, and shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendments apply:

- 2.1 **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 property from 'General Commercial' use to '**Multi-Family Residential**' use.
- 2.2 **Schedule B - Development Permit Areas Map** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by removing the property from 'Development Permit Area No. 2 General Commercial' and adding the property into '**Development Permit Area No. 1 Multi-Family Residential**'.

3. Official Community Plan Text Amendments

- 3.1 Add the following text to the end of Section D: Plan Policies, 4.0 Residential, Multi-Family Housing:

"Supportive housing can be permitted within the Multi-Family Residential for specialty housing that address community housing needs. Such housing may include congregate care with integrated support services in the MFR land use designation through site-specific zoning."

- 3.2 Add the following text to Section D: Plan Policies, 4.3 Multi-Family Residential (MFR):

“6. To enable supportive housing, including congregate care, to be located in the Multi-Family Residential (MFR) land use designation through site-specific zoning.”

3.3 Delete the following text from Section D: Plan Policies, 4.3 Multi-Family Residential (MFR):

“2. (except congregate care which should be located within the Institutional designation)”.

READ A FIRST TIME this 10th day of November, 2025.

READ A SECOND TIME this 10th day of November, 2025.

A PUBLIC HEARING WAS HELD this 1st day of December, 2025.

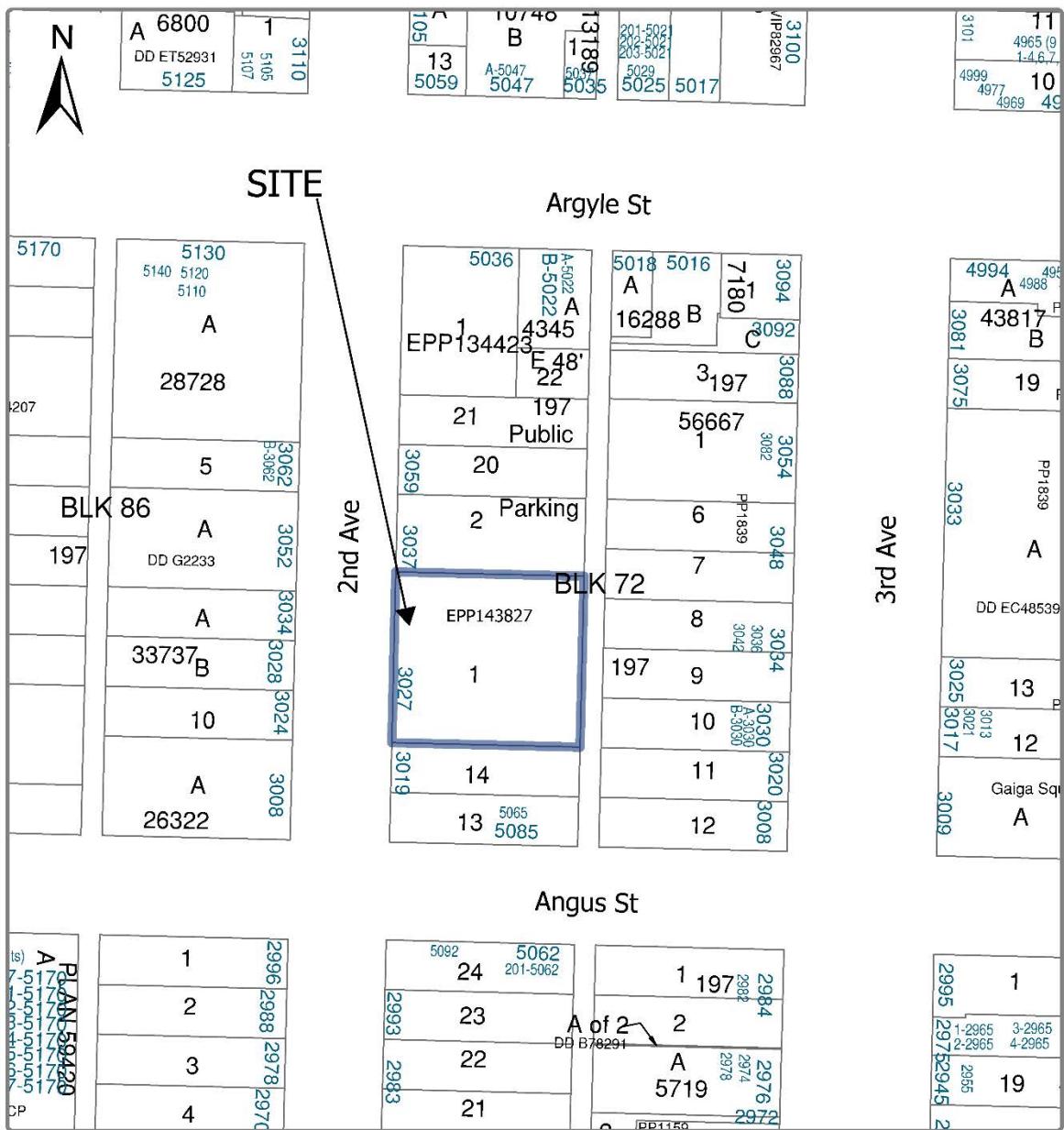
READ A THIRD TIME this day of , 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer

SCHEDULE 'A' to BYLAW 5136



CITY OF PORT ALBERNI

BYLAW NO. 5137

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 (3027 2nd Avenue), Bylaw No. 5137**”.

2. Zoning Text Amendments:

2.1 Adding the following text to Establishment of Zones Section 5.1:

“CD7 Comprehensive Development – 3027 2nd Avenue”

2.2 Zoning Bylaw No. 5105, 2024 is hereby amended by adding the following text under Section 5:

CD7 – COMPREHENSIVE DEVELOPMENT – MULTI FAMILY RESIDENTIAL INFILL - 3027 2nd Avenue

8.7 The purpose of this zone is to enable a multi-family infill housing development with on-site support services at 3027 2nd Avenue.

8.7.1 Permitted Uses

Principal Uses

Multiple family dwellings
Supportive Housing

Accessory Uses

Office
Medical Services
Social Service Centre

8.7.2 Site Development Regulations

Minimum Lot Area	1,300 m ²	(13,993 ft ²)
Minimum Frontage	30m	(180.4 ft)
Maximum Coverage	70%	
Minimum Setbacks:		
Front yard	0 m	
Rear yard	0 m	
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	2.6	
Maximum Height, Principal Building	17.5m	(57.4 ft)

8.6.3 Conditions of Use

- (a) Occupancy of *dwelling units* is restricted to *Residential Rental Tenure*.
- (b) Notwithstanding any other provision of the Bylaw, on-site parking shall be provided at a rate of 0.25 spaces per *dwelling unit*.
- (c) Notwithstanding any other provision of the Bylaw, the amount of Useable Open Space required shall be 230 m².

3. Zoning Map Amendment

- 3.1 The property legally described as Lot 1, Block 72, District Lot 1, Alberni District, Plan EPP143827 (PID: 032-512-945), and located at 3027 2nd Avenue, as shown outlined in heavy line on Schedule "A" attached hereto and forming part of this bylaw, is hereby rezoned from 'C7 Core Business' to 'CD7 Comprehensive Development – 3027 2nd Avenue'.
- 3.2 Schedule "A" (Zoning Map) which forms an integral part of Port Alberni Zoning Bylaw No. 5074 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this 10th day of November, 2025.

READ A SECOND TIME this 10th day of November, 2025.

A PUBLIC HEARING WAS HELD this 1st day of December, 2025.

READ A THIRD TIME this day of , 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer

Schedule “A” to Bylaw No. 5137



RECEIVED

DEC 09 2025

CITY OF PORT ALBERNI

ADSS 2026 Parent Prom Committee
Parade Committee

December 6, 2026

City Hall
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Council
 Mayor
 CAO
 Finance
 Corporate Services
 Agenda

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

File # _____

RCM Jan 12
8100-20-ADSS Parade

Dear Mayor and City Council;

RE: 2026 Prom Parade Request For Use of City Streets

This letter is to request approval for the use of city streets for a prom parade for the ADSS graduating class of 2026.

The parade would take place June 20, 2026 with a marshalling time of 5:30 pm at the 3600 block of Anderson and 12th Avenue. The parade will begin at 6:00 pm. We will be requesting the use of city streets between the time of 5:30 – 6:30 pm. The parade route as outlined on the attached map will be Burde Street to 10th Avenue to Roger Street ending at the Athletic Hall, 3727 Roger Street.

We will have traffic control in place along the parade route and will communicate the parade details with the RCMP, Fire Department, BC Ambulance, BC Transit and any affected businesses/residents.

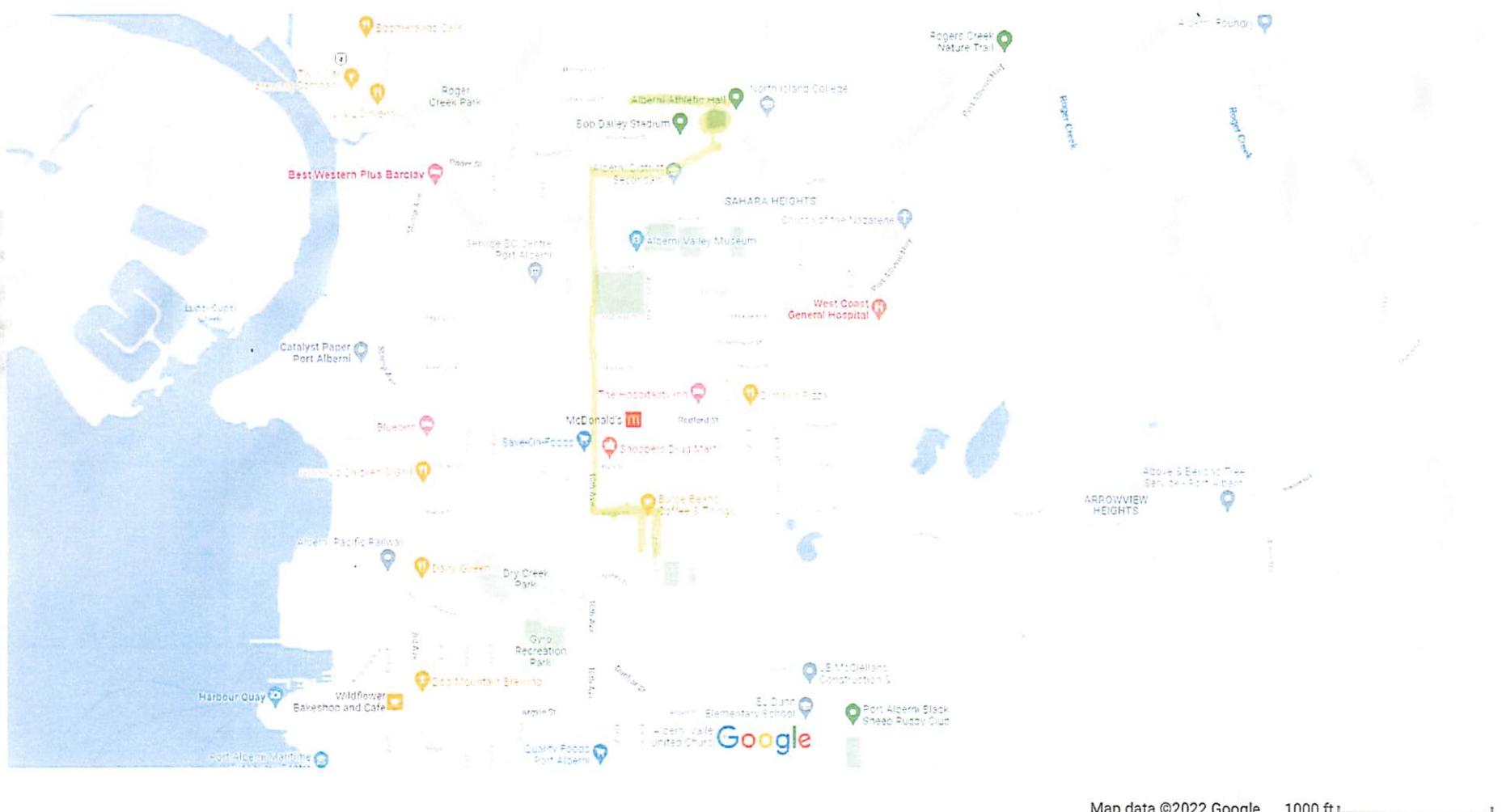
We will have liability insurance in the amount of \$5,000,000 and prior to the event we will provide a certificate of liability insurance naming the City as an additional insured. As well we will provide a COVID-19 Safety Plan in accordance with Provincial Health Orders and guidelines in effect at the time of the event.

If you have any questions or require any additional information please feel free to contact myself at the contact information below.

Sincerely,

L [REDACTED] Mauke
2026 Prom Parade Committee Chair

Google Maps



RECEIVED

DEC 12 2025

CITY OF PORT ALBERNI

Wounded Warrior Run BC
1565 Cedarglen Rd
Victoria, BC V8N2B1



December 12, 2025

City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

RE: Wounded Warrior Run BC

Dear Mayor Minions & Council,

Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Other *EA*
File # *Kcm Jan 12/26 8100-20-WW*

In 2026, we will be embarking on the 13th annual Wounded Warrior Run BC. This event has become the largest fund raiser for Wounded Warriors Canada in B.C., helping our Trauma Exposed Professionals (TExP) and their families. This year there are three events to draw your attention to:

Gala Dinner: Saturday, January 31, 2026 @ Delta Hotels Ocean Pointe Resort
Link: [Wounded Warrior Run BC Gala Dinner](#)

One-Day Run: Sooke to Sidney, Sunday, February 1, 2026

Main Run Event: Port Hardy to Victoria, February 22 to March 1, 2026
Link: [BC Run | Wounded Warriors Canada](#)

The Team is expected to arrive into Port Alberni jurisdiction approximately 4:00pm via Hwy4 on Thursday, February 26, 2026. The team will complete the day at Legion Br#293 Port Alberni. The runners will be escorted by police and first responder vehicles. As in the past, rolling intersection closures will be conducted by police for runner safety as appropriate.

To assist us in ensuring the event is safe and causes the least amount of disruption to residents, we would like to ask if the event be added to your community calendar and any other community pages.

We would like to extend the invitation to Mayor Minions & Council to meet the team when we arrive at 5:45 p.m. at Legion Br#239. We would be honoured to have Mayor Minions make a short address to our team.

Our Ask: Please consider a minimum \$2,500 donation and a line item added to your budget as a yearly contribution. Please also consider helping us promote the Gala Dinner and run events to share as widely as possible our efforts to bring the community together and raise funds for our TExPs right here on Vancouver Island (poster attached).

Wounded Warrior Canada (WWC) is a nationally-recognized mental health service provider dedicated to serving ill and injured Trauma Exposed Professionals (TExP) and their families. A TExP is an individual who, through the course of their regular job duties is continually exposed to traumatic events involving actual or threatened: death, serious injury, and/or sexual violence (PTSD Criterion A, DSM-5, APA, 2013). TExPs include but are not limited to the following professions: Military, Police Officer, Fire Fighter, Paramedic, Corrections Officer, Security Officer, and Health Care.

Our range of clinically facilitated programs have been developed to support the unique needs of Veterans, First Responders and their families. Our programs support individuals, couples, spouses, surviving Family members, and children of those who serve or have served our country and communities. WWC recognizes that only through ongoing partnerships, multi-organizational collaboration, and sustained community involvement can TExP's and their families recover from their injuries and return to a state of well-being in community.

Thank you for your incredible support to Wounded Warriors Canada and for continuing to grow our partnership. Please contact the undersigned for any questions.

Much respect,



Jacqueline Zweng
Director
Wounded Warrior Run BC
250-661-4333
jacqueline@woundedwarriors.ca

8 days · 8 runners · 800kms



WOUNDED WARRIOR RUN BC 2026

8 DAYS • 8 RUNNERS • 800 KMS

We run the length of Vancouver Island in support of Wounded Warriors Canada's programs which aid our Trauma-Exposed Professionals and their families. All funds raised stay on Vancouver Island to support our local Trauma-Exposed Professionals.

February 22nd – March 1st

A man in a red t-shirt and black beanie is shown running on the left side of the poster. The background is a solid red color. To the right is a white map of Vancouver Island with the route marked by dashed lines and pins. The route starts at Port Hardy on February 22, moves to Sayward on February 24, Woss on February 23, Campbell River on February 25, Comox on February 26, Parksville on February 27, Port Alberni on February 26, Shawnigan Lake on February 28, Nanaimo on February 28, Mill Bay on March 1, and ends at Victoria on March 1. A circular inset shows the final stretch from Mill Bay to Victoria. A QR code is located at the bottom right.

PORT HARDY
FEB 22

SAYWARD
FEB 24

WOSS
FEB 23

CAMPBELL RIVER
FEB 25

COMOX
FEB 26

PARKSVILLE
FEB 27

PORT ALBERNI
FEB 26

SHAWNIGAN LAKE
FEB 28

NANAIMO
FEB 28

MILL BAY
MAR 1

VICTORIA
MAR 1

START
FEB 22

FINISH
MAR 1

BENEFITING VETERANS • FIRST RESPONDERS • FAMILIES

WARRIORRUN.CA



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

RECEIVED

January 6, 2026

JAN 07 2026

CITY OF PORT ALBERNI

City of Port Alberni
c/o Mayor and Council
4850 Argyle Street
Port Alberni, BC, V9Y 1V8

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

RCM Jan 12/26
File # 0400-160-ACRD

RE: Grant Partnership Opportunity - Union of BC Municipalities, Emergency Operations Centres (EOC) Equipment and Training

Dear Mayor and Council,

The Alberni-Clayoquot Regional District (ACRD) is pursuing a funding opportunity through the Union of BC Municipalities - Community Emergency Preparedness Fund (CEPF) under the Emergency Operations Centres (EOC) Equipment and Training grant stream. This grant enables partners to collaborate on a single regional application, with each partner eligible to apply for up to \$30,000, for a combined total of \$60,000 in funding. The grant covers 100% of eligible activities, requiring no matching funds.

The CEPF program is designed to support First Nations and local governments in preparing for disasters and reducing risks from natural hazards in a changing climate. The grant is intended to build local capacity by funding the purchase of essential equipment and supplies to enhance emergency response readiness, as well as funding training to strengthen knowledge and operational capabilities.

Regional resilience is essential for effective emergency management, as hazards often extend beyond jurisdictional boundaries. By pooling resources and expertise through a regional application, we can improve coordination, increase efficiency, and strengthen emergency management capacity across the Alberni Valley. This funding will allow us to acquire essential EOC supplies, including laptops, printers, IT equipment, identification vests, and worker-care kits, to enhance emergency response readiness and bolster regional resilience. Additionally, it will support training sessions focused on EOC sections, roles, and policy group responsibilities, ensuring staff and volunteers have the knowledge and skills needed to deliver effective emergency operations.

Investing in resources and training is a critical component of effective emergency preparedness. These improvements will reduce vulnerabilities and significantly enhance our ability to respond to and recover from disasters. Taking this proactive approach equips us with the tools and expertise needed to strengthen our emergency planning, ensuring faster, more coordinated, and more effective emergency operations that safeguard lives, protect property, and build community resilience.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

CEVIBORR

The City of Port Alberni has successfully partnered with the ACRD on previous CEPF grants, and we look forward to continuing this collaboration. To participate in this grant application, a council resolution is required. In accordance with grant guidelines, the resolution must acknowledge that the City of Port Alberni approves the ACRD to apply for, receive, and manage the grant funding on behalf of the regional service area, including the City of Port Alberni. It is recommended that the resolution include the following wording:

THAT the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Operations Centres Equipment and Training grant and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

The grant application deadline is February 27, 2026, and funding approvals are anticipated to be announced in April. If you have any questions, I can be reached at 250.724.1356 or kfreethy@acrd.bc.ca.

Sincerely,

Karen Freethy
Protective Services Manager

RECEIVED

DEC 02 2025

CITY OF PORT ALBERNI



<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
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<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File # <u>RCM Jan 12</u>	
0400-20-SDPR	

December 1, 2025

Ref: 228671

Their Worship Sharie Minions
and Council
City of Port Alberni
via email: sharie_minions@portalberni.ca

Dear Mayor Minions and Council:

Thank you for meeting with me during the Union of British Columbia Municipalities (UBCM) convention in Victoria in September.

Our conversation centered on advocacy for funding allocation and oversight of social services in Alberni Valley. Congratulations on the recent significant reduction in the number of people in Port Alberni with No Fixed Address—this is thanks to the hard work of the city and the service providers in your community.

I recognize the challenges that Port Alberni has faced over the last several years regarding housing and shelter for vulnerable people in your community. While my ministry cannot stipulate where a person chooses to secure housing in the community, we do have Community Integration Specialists who can be deployed to help people in need of support. I encourage you to reach out to them at SDPR.CISB.VancouverIslandCentralNorth@gov.bc.ca.

Also, we are committed to having my ministry represented at the working group table, to continue working in collaboration with the community. Please connect with my Assistant Deputy Minister, Raymond Fieltsch, at Raymond.Fieltsch@gov.bc.ca to discuss how my ministry can engage with the working group.

...2

**Ministry of Social Development
and Poverty Reduction**

Office of the Deputy Minister

Mailing Address:

PO Box 9934 Stn Prov Govt
Victoria BC V8W 9R2

Telephone: 250-387-2325

Facsimile: 250-387-5775

- 2 -

As mentioned, the Clean Team may be eligible for project funding through my ministry's Community and Employer Partnerships program. I encourage you to connect with my Assistant Deputy Minister Karen Blackman at karen.blackman@gov.bc.ca to further this conversation.

Finally, there are new supports through my ministry for people and communities impacted by United States tariffs. I encourage you to apply for the Business Advisory Supports stream of funding, which your community may be eligible for. The intent of the program is to facilitate applicant access to professional supports for addressing specific tariff-related impacts and sustaining and/or creating employment opportunities.

Thank you again for taking the time to meet, share ideas, and discuss how my ministry can best support your community. I look forward to our continued partnership and collaboration.

With thanks for your leadership and encouragement,

Sheila Malcolmson
Minister

P.S.: I have attached a resource list for your region from my ministry; please contact us anytime you wish, so that we can work together to get people the supports they need.

Attachment/Enclosure (1)

Resources: City of Port Alberni

Community Integration (CI) Services

- Local Service BC Office: 4070 8th Avenue Port Alberni, BC V9Y 4S4
- CI Specialists are SDPR staff who work in community (i.e., outreach) to support people who are at risk of or experiencing homelessness by connecting them with financial assistance and helping them to navigate essential community and government supports and services.
- 3 CI Specialists in Port Alberni (including 1 at the Port Alberni Friendship Centre)
- CI Specialists provide in-person and virtual outreach services at:
 - Island Health
 - Port Alberni Friendship Centre
 - Port Alberni Shelter Society
 - Canadian Mental Health Association
 - The Salvation Army
- **CISB Email:** SDPR.CISB.VancouverIslandCentralNorth@gov.bc.ca

Community and Employer Partnerships (CEP)

- No previous or ongoing CEP projects in the community

WorkBC Employment Services

- Local WorkBC Centre: 4805 Mar St., Port Alberni, BC V9Y 8J5
 - **Phone:** (250) 724-4560
 - **Email:** info-portalberni@workbc.ca
 - Full-time office Owned and operated by the WorkBC sub-contractor Island Work Transitions Inc. (IWT), who also operate 2 part-time offices in Ucluelet and Tofino and have been delivering employment services funded by the federal and BC governments since 2007
 - Managed by Alberni Valley Employment Centre
 - Service Provider: Central Vancouver Island Job Opportunities Building Society (CVIJOBS)
 - 1 of 4 WorkBC Centres in the Parksville-Alberni catchment (ES3)
 - Works closely with Nuuchahnulth Employment & Training Program (NETP) to co-fund, co-support, and provide outreach to neighbouring Indigenous communities
 - As of the end of FY2024/25, ~2,370 people have accessed employment services and supports

WorkBC Centre:

Port Alberni	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25
Total WorkBC Clients	964	817	727	719	686	557

*Data Source: SDPR Employment Labour Market Service Division

**Client volumes are not cumulative as clients may access services in more than one fiscal year

Previous SDPR Funding:

- Since 2020, the ministry has provided a total of \$4,062 for income assistance as well as burial/cremation and crisis supplements for clients residing in Port Alberni
- In 2020, Port Alberni received \$21,950 in funding through SDPR's Poverty Reduction Planning & Action grant, administered by UBCM
- In 2020, \$481,125 was provided to 13 non-profit organizations and Indigenous communities in the Alberni Valley through other SDPR funding streams (e.g., non-profits and food security)
- In recent years, Port Alberni has benefited from other cross-government, government-funded initiatives that promote inclusion, including several projects through the PlanH grants to support healthy communities that have been funded and delivered in partnership with both the Alberni Clayoquot Health Network and the Alberni Clayoquot Regional District

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NOV 28 2025

CITY OF PORT ALBERNI



Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Other
File # RCM Jan 12/26
0400-20 NOE 2025

November 25, 2025

Ref: 312751

Their Worship Sharie Minions, Mayor
City of Port Alberni
Email: sharie_minions@portalberni.ca

Dear Mayor Minions:

I am writing to thank you for meeting with me on September 23, 2025, at the Union of BC Municipalities Convention (UBCM) in Victoria. We appreciate your understanding as my response was delayed due to labour action.

The theme at this year's convention, *Charting the Course*, speaks to the importance of engaging with community leaders and those that work together to shape and guide progress and change. I encourage you and your council to continue to work closely with your local board of education to support children, youth and their families in your community for both childcare and education needs.

I appreciate you advocating for your community and taking the time to meet with me. Your partnership in this work is truly appreciated.

Sincerely,

Lisa Beare
Minister

cc: Peter Klaver, Superintendent, School District No. 70 (Pacific Rim)
Pam Craig, Board Chair, School District No. 70 (Pacific Rim)

November 27th, 2025**RECEIVED**

NOV 28 2025

CITY OF PORT ALBERNI

Via email: sharie_minions@portalberni.ca

City Hall – Office of the Mayor
4850 Argyle Street
Port Alberni, B.C.
V9Y 1V8

<input checked="" type="checkbox"/> Council	□ Economic Development
<input checked="" type="checkbox"/> Mayor	□ Engineering/PW
<input checked="" type="checkbox"/> CAO	□ Parks, Rec. & Heritage
<input type="checkbox"/> Finance	□ Development Services
<input checked="" type="checkbox"/> Corporate Services	□ Community Safety
<input checked="" type="checkbox"/> Agenda	□ Other <i>Fire</i>
File # <i>7100-01</i>	

Rem Jan 12/26

Dear Mayor Minions,

Thank you for your letter and for taking the time to meet with us during the recent UBCM convention. It was a pleasure to connect with you, Councilor Haggard, and Mr. Fox. We value the opportunity to collaborate, as partnerships like ours are essential to building sustainable solutions for communities across the province.

We appreciate the recommendations you shared and recognize the important role municipalities play in supporting pre-hospital care. We respect the reasons behind the recent change to local First Responder services and greatly value the strong partnership that exists in Port Alberni. At the same time, we are mindful that these changes could have an impact on patient care where additional resources are needed. This is something we will continue to monitor closely, and we appreciate working together to mitigate any potential effects.

Adding to the current challenges in Port Alberni is the temporary closure of ICU beds at West Coast General Hospital. Please know that BCEHS continues to work closely with Island Health to minimize impacts on patient care and ensure safe, efficient patient transfer processes are in place.

To help address these hospital-related challenges, we have taken immediate steps to temporarily add more paramedic resources to the Port Alberni ambulance station to support 911 coverage and patient transport. As a provincial service without municipal boundaries, BCEHS can move resources where they are most needed, and our air ambulance fleet remains available for patients with more acute medical needs.

Thank you for your support for community paramedics. BCEHS continues to work with Health Authorities across the province to optimize the role of community paramedics in the care of vulnerable individuals in the community.

Thank you again for your engagement and partnership. We look forward to continuing this important conversation.

Warm regards,



Leanne Heppell
Chief Ambulance Officer
BCEHS

Cc: mike_fox@portalberni.ca, Chief Administrative Officer
sara_darling@portalberni.ca, Director of Corporate Services
mike_owens@portalberni.ca, Fire Chief

RECEIVED

DEC 08 2025

CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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File # <u>RCM Jan 12</u>	
File # <u>0406-20-M04</u>	

December 5, 2025

Reference: 189093

Her Worship Sharie Minions
Mayor of the City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Email: sharie_minions@portalberni.ca

Dear Mayor and Councillors:

I am writing to thank you and your delegation for taking the time to meet with Ministry of Housing and Municipal Affairs representatives at this year's Union of BC Municipalities (UBCM) Annual Convention held in Victoria on September 25. We appreciated the opportunity to connect in-person. I am also in receipt of your letter dated November 17 discussing our meeting.

I would like to acknowledge the topics discussed during our meeting, which included your progress in delivering supportive and affordable housing and the success of the Tiny Home Village in providing stability for residents and reducing community impacts. You highlighted the importance of securing long-term solutions for this project, as well as the potential of innovative construction methods to accelerate housing delivery and reduce costs. I also valued hearing your concerns about rising library costs and the strain this puts on municipal budgets. These conversations provided important insight into the opportunities and challenges facing Port Alberni as it continues to grow.

Again, thank you to you and your delegation for taking the time to meet and share the issues that matter to your community and to the people of British Columbia. As a former Municipal Councillor, I understand the dedication and effort involved in representing and advocating for your community, and I want to express my appreciation for the work you are doing.

Sincerely,

Christine Boyle
Minister of Housing and Municipal Affairs

CC: Teri Collins, Deputy Minister of Housing and Municipal Affairs
Vincent Tong, CEO, BC Housing

Office of the
Minister of Housing
and Municipal Affairs

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HMA.Minister@gov.bc.ca

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DEC 21 2025

CITY OF PORT ALBERNI



Council
 Mayor
 CAO
 Finance
 Corporate Services
 Agenda

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

File # RCM Jan 12/26
0400-20 MSOK

December 19, 2025

Ref: 229364

Sharie Minions
Mayor
City of Port Alberni

Brianne Dempsey
Executive Assistant
City of Port Alberni
brianne_dempsey@portalberni.ca

Dear Worship Minions and Brianne Dempsey:

Thank you for your letters of November 17, 2025, addressed to the Honourable Sheila Malcolmson, Minister of Social Development and Poverty Reduction, and myself as Deputy Minister regarding the Union of BC Municipalities (UBCM) convention. Minister Malcolmson has asked that I respond on both our behaves, I am pleased to do so.

As mentioned in Minister Malcolmson's letter to you in September 2024, ministry staff would be happy to participate in future meetings to develop a more effective approach to coordination across agencies to address the gaps in coordination between provincial ministries. I encourage you to reach out to Peta.Poulton@gov.bc.ca, who would be pleased to represent the ministry in these meetings.

Regarding your request for teams to help with disorder and mental health crises, Community Integration Specialists provide community-based outreach services and act as system navigators who can help connect people with supports.

There are three Community Integration Specialists in Port Alberni, including one who is located at the Port Alberni Friendship Centre, to provide culturally appropriate services.

...2

**Ministry of Social Development
and Poverty Reduction**

Office of the Deputy Minister

Mailing Address:

PO Box 9934 Stn Prov Govt
Victoria BC V8W 9R2

Telephone: 250-387-2325

Facsimile: 250-387-5775

Currently Community Integration Specialists in Port Alberni work closely with community organizations such as Salvation Army, Port Alberni Shelter Society, Canadian Mental Health Association (CMHA) and the Port Alberni Friendship Centre to facilitate clients in accessing housing that is available.

Ministry staff also participate in community initiatives:

- [Community Action Team](#) (chaired by Island Health Authority) - focuses on harm reduction, stigma reduction and social stabilization.
- [Situation Table](#) (chaired by the City of Port Alberni) – brings together agencies such as police, mental health, housing, health services and other agencies to support individuals and families in crisis with a rapid, collaborative or coordinated approach.

While the ministry determines the eligibility and amount of financial assistance available to pay for housing costs, it does not have the authority to determine if the conditions of the housing are adequate.

Concerns about housing conditions and tenancy arrangements fall under the City of Port Alberni and the Residential Tenancy Branch (RTB). Ministry staff encourage clients to connect with the Residential Tenancy Branch, providing them with information on how to access that processes, if they have tenancy concerns.

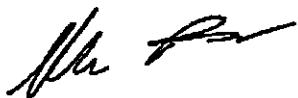
Regarding the Port Alberni Clean Team, we understand it is funded by the Alberni Valley Chamber of Commerce, and CMHA helps connects with individuals to participate. For additional funding for sustainability, you would need to reach out to those organizations directly.

In addition, we will be reaching out to the Ministry of Housing and Municipal Affairs regarding additional housing in the community of Port Alberni, and to the Ministry of Health for cross-agency collaboration to work on issues in your community. I look forward to continuing to work with you on these important issues.

- 3 -

Thank you again for writing.

Sincerely,



Allison Bond
Deputy Minister

cc: Cynthia Johansen, Deputy Minister, Ministry of Health
Teri Collins, Deputy Minister, Ministry of Housing and Municipal Affairs

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DEC 01 2025

CITY OF PORT ALBERNI

November 26, 2025

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

Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Other _____
File # 0390-20-UBCM-2025 RCM Jan 12

Dear Mayor Minions:

Re: 2025 Resolution(s) Referred to UBCM Executive

A resolution(s) sponsored by your community was included in the 2025 Resolutions Book for consideration at the annual UBCM Convention.

Due to a lack of time at the Convention, delegates did not have an opportunity to consider your resolution(s). UBCM Policies provide that all resolutions not considered at Convention are referred automatically to the UBCM Executive for their consideration and action.

At the recent November Executive meeting, the Executive considered the resolutions referred to them from the 2025 Convention, including your resolution(s). The Executive were provided with the Resolutions Committee comments and recommendations, as outlined within the Resolutions Book, to assist them in their deliberations.

Upon review, the Executive chose to not endorse NR83 Establishment of a Framework for Intergovernmental Relations with First Nations .

Should you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst, at 604-270-8226 Ext. 100 or jjustason@ubcm.ca

Sincerely,



Councillor Cori Ramsay
UBCM President

Enclosure

I.11(b)

**2025 NR83 Establishment of a Framework for
Intergovernmental Relations with First Nations**

Port Alberni

Whereas the Province of British Columbia recognizes the inherent rights of Indigenous Peoples, as outlined in the *Constitution Act* of 1982, and the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP);

And whereas meaningful collaboration and engagement between municipal governments and First Nations are essential for fostering mutual respect, understanding, and shared decision-making in matters affecting local communities;

And whereas the lack of a consistent and formalized framework for intergovernmental relations has led to challenges in communication, resource sharing, and coordinated service delivery between First Nations and local governments;

Therefore be it resolved that UBCM advocate to the provincial and federal governments for the establishment of a comprehensive framework for intergovernmental relations between First Nations and local governments;

And be it further resolved that this framework should include:

1. Guidelines for Engagement: Clear protocols for consultation and collaboration between local governments and First Nations, ensuring that all parties are involved in decision-making processes that affect their communities.
2. Resource Sharing Models: Mechanisms to facilitate the equitable distribution of resources, funding, and support to First Nations and local governments to advance shared goals and objectives.
3. Capacity Building Initiatives: Programs to enhance the capacity of both First Nations and local governments to engage in effective intergovernmental relations, including training and development opportunities.
4. Conflict Resolution Processes: Established pathways for addressing disputes or challenges that arise in intergovernmental engagements, fostering a culture of cooperation and mutual respect.
5. Monitoring and Evaluation: A system for assessing the effectiveness of the framework and its implementation, allowing for continuous improvement and adaptation based on the needs of the communities involved.

CONVENTION DECISION: **REFERRED TO UBCM EXECUTIVE**

EXECUTIVE DECISION: **NOT ENDORSED**

RECEIVED

DEC 05 2025

November 26, 2025

CITY OF PORT ALBERNI

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



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

File # RCM Jan 12
0400-65-UBCM

Dear Mayor Minions:

Re: 2025 Resolution(s) Referred to UBCM Executive

A resolution(s) sponsored by your community was included in the 2025 Resolutions Book for consideration at the annual UBCM Convention.

Due to a lack of time at the Convention, delegates did not have an opportunity to consider your resolution(s). UBCM Policies provide that all resolutions not considered at Convention are referred automatically to the UBCM Executive for their consideration and action.

At the recent November Executive meeting, the Executive considered the resolutions referred to them from the 2025 Convention, including your resolution(s). The Executive were provided with the Resolutions Committee comments and recommendations, as outlined within the Resolutions Book, to assist them in their deliberations.

Upon review, the Executive chose to endorse NR110 Forestry Industry and Sustainable Fibre. As such, it will be conveyed to the appropriate order of government or organization.

Should you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst, at 604-270-8226 Ext. 100 or jjustason@ubcm.ca

Sincerely,

Councillor Cori Ramsay
UBCM President

Enclosure

2025 NR110 Forestry Industry and Sustainable Fibre**Port Alberni**

Whereas hundreds of jobs have been lost in the forest industry in BC in 2024 and hundreds more are at risk due to the increasing cost of accessing fibre and multiple other reasons;

And whereas the forest industry crisis has the potential for population declines as well as declines in industrial property tax revenues many communities throughout British Columbia:

Therefore be it resolved that UBCM call on the provincial government to partner financially in localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.

CONVENTION DECISION: **REFERRED TO UBCM EXECUTIVE**

EXECUTIVE DECISION: **ENDORSED**

RECEIVED

NOV 28 2025

CITY OF PORT ALBERNI



City of Pitt Meadows

OFFICE OF THE MAYOR

Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Other
File # 0400-66-General RCM Jan 12/26

November 26, 2025

File: 01-0400-20/25

Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Email: HMA.Minister@gov.bc.ca

Dear Minister Boyle,

Re: Concerns Regarding Bill M 216 – 2025 Professional Reliance Act

On behalf of Pitt Meadows City Council, I am writing to express our concerns with Bill M 216 – 2025 Professional Reliance Act. We understand that the intent of the Bill is to streamline approvals and reduce administrative costs for development. The approach proposed in this legislation, however, is likely to have the opposite effect and create unnecessary risks to both human and environmental health.

Bill M 216 mandates that a local government must accept any submission by a certifying professional (e.g., an architect, engineer, agrologist or environmental consultant) as part of a development approval process. It also prohibits a local government from requiring a peer review of those submissions. As a result, Bill M 216 significantly reduces local government oversight over development projects. This will negatively affect public safety and create new liability for the City and, by extension, local taxpayers.

The City of Pitt Meadows, like many local governments, has been working to improve development approval processes in alignment with local and provincial housing goals, while maintaining public safety and environmental sustainability. We support improvements to the development approval process, but efficiencies cannot come at the expense of due diligence, public health and informed local decision-making. Many certifying professionals, despite their expertise, may not be familiar with local conditions, City bylaws, development permit guidelines, and floodplain requirements, or other community-specific regulations, which is a key reason why local government reviews are essential to ensure accuracy and compliance. Local review processes benefit the public

by helping build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

Challenges with the Professional Reliance Model

Reviewing building and infrastructure plans to safeguard public safety, the natural environment and local agriculture is an important role of local government. As part of these processes, our City staff frequently identify errors in plans and reports prepared by certifying professionals. We also note that these professionals often face pressure from their clients to sign-off on projects quickly and within budget.

In addition, while used infrequently, peer reviews can be an important part of the process to reduce risk and mitigate errors, particularly for more complex developments or projects with greater safety and environmental hazards. Under Bill M 216, these critical local safeguards are weakened, if not eliminated. Oversight responsibility shifts from the public sector—where it is transparent and democratically accountable—to the private sector, where the primary duty is to the client rather than the broader community.

Bill M 216 contradicts extensive evidence that demonstrates the limitations and failures of professional reliance. In 2018, the Province received a report on professional reliance in the natural resource sector that explicitly warned of “significant gaps in professional reliance models” and “substandard professional work.”¹ The report noted various high-profile environmental incidents, including the Mount Polley Tailings Storage Facility breach and the contamination of the Hullcar Aquifer, that had drawn public scrutiny and brought to light decreased confidence in professional reliance regulatory regimes. The report noted that when government cannot request information or verify compliance, it “loses its ability to prevent harm from occurring and is left only with enforcement tools after harm has occurred.”

While we understand that changes to the professional reliance framework were made in response to this 2018 report (e.g., the enactment of the Professional Governance Act and establishment of the office of the superintendent of professional governance), these changes were not intended to replace government review and oversight.

To that end, a 2022 report from the Ombudsperson on the Riparian Areas Protection Regulation found persistent non-compliance, high rejection rates and a need for greater

¹ Professional Reliance Review: The Final Report of the Review of Professional Reliance in Natural Resource Decision-Making (professionalgovernancebc.ca/app/uploads/sites/498/2019/05/Professional_Reliance_Review_Final_Report.pdf)

government oversight of qualified professionals.² The report stated that the effectiveness and accountability of the riparian regulation depend on qualified professionals following regulatory requirements. It also noted that, due to ongoing deficiencies, the Province has had to review all submissions from these professionals.

This highlights a clear and deeply concerning contradiction: professional reliance has been shown to require more oversight at the provincial level, yet Bill M 216 shifts the professional reliance model onto local governments without the safeguards the Province itself determined were necessary.

Liability for Local Governments and Taxpayers

Local government reviews of building and infrastructure plans help to prevent safety issues, environmental damage, infrastructure failures and costly problems in the future. If local governments are required to accept professionally certified plans, including plans for City infrastructure provided through development, significant errors and deficiencies may go undetected. This introduces significant and unacceptable risks for local governments and taxpayers who would be left with the cost of resolving any deficiencies, particularly if the professional, or their company, is unavailable to be held accountable.

Although Bill M 216 states that local governments will not be liable for damages caused by professional certification, legal experts have advised that, in the context of existing case law, the City would still carry liability where a builder, owner, subcontractor or qualified professional is dissolved or insolvent. The attempt in Bill M 216 to protect local governments from liability, furthermore, does not prevent a party from naming the City in its claim, and the City would be required to go through a costly court process to be removed from the action.

Inefficiencies and Processing Delays

It appears that the only remedy available under Bill M 216 to a local government who is concerned about the quality or accuracy of a professional certification is to refer the matter to the provincial Superintendent of Professional Governance for dispute resolution.

The Superintendent of Professional Governance is an office established by the Professional Governance Act to provide oversight of professional regulators. The office focuses on professional regulation, not the subject matter expertise applied by regulated

² Final Report on the Implementation of Recommendations from Striking a Balance: The Challenges of Using a Professional Reliance Model in Environmental Protection – British Columbia’s Riparian Areas Regulation (bcombudsperson.ca/wp-content/uploads/2025/08/StrikingABalance-Report-Jan5.pdf)

professionals. The Superintendent does not employ experts who could settle a dispute between two or more professionals about the technical aspects of a development proposal.

Requiring the Superintendent to resolve potential disputes from the 161 municipalities and 27 regional districts across the Province will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M 216 seeks to address.

Loss of Local Knowledge and Authority

Bill M 216 shifts decision-making away from local governments, and places greater authority in the hands of private professionals. Additionally, shifting dispute resolution to the Superintendent of Professional Governance means moving responsibility away from those most familiar with the local geography and community dynamics. Instead, it places it with a provincial government office that would have no such knowledge or understanding.

Bill M 216 exemplifies the ongoing and concerning shift in decision-making powers from local governments to a centralized provincial authority. This shift is eroding the essential role of locally grounded knowledge—which is fundamental to ensuring developments fit their context, respect environmental constraints and meet the unique needs of the community.

Lack of Clarity and Consideration of other Legislation

Many aspects of Bill M 216, including its relationship to existing legislation that governs development approval processes, remain unclear. For example, it is not clear whether the requirement to accept professional submissions would apply to development permit approvals under the *Local Government Act*. Additionally, it is unclear how Bill M 216 might impact the matters to be considered by an approving officer for subdivision under the *Land Title Act*.

We understand that Bill M 216 has not benefited from the input of provincial staff, who could probably assist provincial elected officials in identifying additional concerns with Bill M 216, and its implications for other provincial legislation.

Absence of Consultation with Local Governments

The City of Pitt Meadows was not consulted prior to the introduction of Bill M 216, nor, as we understand, were any of our local government colleagues across the province. Significant legislative changes affecting development, land use and municipal authority

must be developed collaboratively with local governments. Meaningful consultation is essential to avoid unintended consequences and ensure legislation achieves its stated goals.

In closing, the City of Pitt Meadows supports efforts to reduce duplication, improve timeliness and accelerate housing delivery. However, these goals must be achieved through collaborative, evidence-based approaches that do not weaken local government oversight and create public safety concerns.

We urge the provincial government to reconsider this Bill and engage directly with municipalities before moving forward with changes that fundamentally alter local land use authority and the development process.

Sincerely,



Nicole MacDonald
Mayor, City of Pitt Meadows

cc: Pitt Meadows City Council

Mark Roberts, CAO

David Eby, Premier of British Columbia

Brittny Anderson, Minister of State for Local Governments and Rural Communities

Lisa Beare, MLA for Maple Ridge-Pitt Meadows

George Anderson, MLA for Nanaimo-Lantzville

Select Standing Committee on Private Bills and Private Members' Bills

BC Municipalities & Regional Districts

Councillor Cori Ramsay, Union of BC Municipalities President

Councillor Paul Albrecht, LMLGA President

DEC 04 2025



TOWN OF VIEW ROYAL

CITY OF PORT ALBERNI

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6
 Ph. 250-479-6800 • E. info@viewroyal.ca • www.viewroyal.ca

December 4, 2025

LETTER TO ALL BC MUNICIPAL COUNCILS

Dear Mayor and Council,

RE: Judicial Review of Provincial Housing Laws — Bills 44, 47, 13, 15, and M216

Municipalities across British Columbia are now subject to a suite of provincial housing laws — Bills 44, 47, 13, 15, and M216 — introduced and passed at remarkable speed, with limited consultation and, in some cases, under non-disclosure agreements that prevented open discussion. The timing of these Bills, released after the UBCM resolution deadline, removed the only coordinated opportunity for local governments to provide input or seek policy direction. As a result, councils were left without a meaningful role in shaping legislation that fundamentally alters their authority.

These Bills are not simply about housing supply. Individually and collectively, they alter how local democracy functions. Powers traditionally exercised by elected councils have shifted to prescriptive provincial requirements and external decision-makers. The cancellation of public hearings for many zoning decisions has further limited residents' ability to participate in community planning. Taken together, these changes raise serious questions about whether local governments can continue to operate as accountable democratic institutions.

View Royal Council has authorized the Mayor and CAO to explore a coordinated Judicial Review and to invite other municipalities to consider joining. The purpose of such a review is not to oppose housing, but to obtain clarity on whether the Province acted within lawful limits and whether proper democratic and procedural safeguards were respected.

A Judicial Review would seek answers to key questions:

- Whether these Bills, individually or combined, have eroded councils' capacity to govern and consult their residents.
- Whether eliminating public hearings is consistent with procedural fairness.
- Whether the Province exceeded its authority in reshaping core municipal land use powers.
- Whether the speed, secrecy, and timing of the legislative process met principles of responsible governance.
- What limits exist on unilateral changes to local democratic authority.

Council
 Mayor
 CAO
 Corporate Services
 Agenda

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

 File # 0400-60-Gen
RCM Jan 12

Without clarity, municipalities are left uncertain about their future role and accountability to their communities.

We invite your council to consider joining a coalition of municipalities to examine these issues together and to share the associated work and costs.

Sincerely,



Mayor Sid Tobias
Town of View Royal

Email: mayortobias@viewroyal.ca

or

c/o View Royal Town Hall
45 View Royal Avenue, Victoria BC V9B 1A6
Email: mayorandcouncil@viewroyal.ca

Attached: Appendix with Sample Resolutions

APPENDIX: SAMPLE RESOLUTION FOR COUNCILS

RE: Judicial Review of Provincial Housing Laws — Bills 44, 47, 13, 15, and M216

- THAT Council express its interest in joining a coalition of British Columbia municipalities and regional districts to evaluate and potentially pursue a coordinated Judicial Review of provincial housing legislation, including Bills 44, 47, 13, 15, and M216;
- AND THAT Council note concerns regarding the lack of consultation, the use of non-disclosure agreements, the timing of legislative release after the UBCM resolution deadline, the removal of public hearings, and the cumulative erosion of local democratic authority;
- AND THAT Council support the creation of a joint municipal working group to identify shared legal issues, coordinate information, and explore cost-sharing;
- AND THAT Council authorize the Mayor or designate to engage with participating municipalities and report back on legal options, partnership structures, and financial implications.

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DEC 03 2025



CITY OF PORT ALBERNI

The Corporation of the
District of Central Saanich

November 28th, 2025

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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File # 0400-60-6en RCM Jan 12

Honourable David Eby
Premier of British Columbia

Honourable Christine Boyle
Minister of Housing and Municipal Affairs

Honourable Lana Popham
Member of the Legislative Assembly, Saanich South

Honourable Rob Botterell
Member of the Legislative Assembly, Saanich North & the Islands

Subject: Bill M216 *Professional Reliance Act* – District of Central Saanich Comments

On behalf of the District of Central Saanich, following a motion passed by Council on November 24th, 2025, I am writing to express our strong opposition to Bill M216, the *Professional Reliance Act*. While we recognize the Province's commitment to addressing housing supply challenges, this legislation represents a significant overreach into municipal jurisdiction and undermines the democratic principles that guide local governance.

It appears to us that Bill M216 would erode the decision-making authority of locally elected councils, who are directly accountable to their communities and best positioned to address local needs. It also threatens to bypass the professional expertise of municipal planners and staff, whose knowledge of local context is essential for responsible and sustainable development.

Central Saanich has already met both provincially mandated and locally established housing targets, demonstrating that municipalities can effectively deliver housing solutions without sweeping provincial intervention. A one-size-fits-all approach disregards community diversity and penalizes municipalities that have acted responsibly.

Further, Bill M216 introduces risks to public interest by limiting municipal oversight of technical submissions and creating uncertainty through a dispute resolution process that relies on the Office of the Superintendent of Professional Governance—an entity without the mandate or capacity to adjudicate local planning matters.

We urge the Province to pause Bill M216 and engage in meaningful consultation with local governments and professional organizations before proceeding. Respecting municipal authority and democratic processes is critical to achieving housing goals while safeguarding public trust.

Thank you for your attention to this matter. We look forward to working collaboratively to advance housing solutions that respect local autonomy.

Sincerely,



Mayor Ryan Windsor

cc: Christine Culham, Chief Administrative Officer
Jarret Matanowitsch, Director of Planning, Building and Bylaw Services
BC Municipalities & Regional Districts

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DEC 03 2025

November 25th, 2025

CITY OF PORT ALBERNI

At the November 24th, 2025 Regular Council Meeting, the following resolution was adopted by Council:

Resolution #2025-175

THAT the Village of Radium Hot Springs Council resolve to oppose the provincial draft Professional Reliance Act bill (M216).

Certified a true copy of Resolution #2025-175 this 25th day of November, 2025.

Jill Logan
Jill Logan
Corporate Officer
Village of Radium Hot Springs

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<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
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File # <u>RCM Jan 12</u>	
File # <u>0400-60-Gen</u>	

Meeting Type and Date:	Regular Council Meeting – November 24, 2025
Written by:	Adrian Bergles, CAO
Reviewed and Approved by CAO:	N/A
Subject:	Suggested Village of Radium Hot Springs opposition to draft <i>Professional Reliance Act</i> bill (M216) and consultation period response
Recommendation:	That the Village of Radium Hot Springs Council resolve to oppose the provincial draft <i>Professional Reliance Act</i> bill (M216)

Request for Decision

Department Report

Information Report

Implications of Recommendation:

Asset Management:

Financial:

OCP:

Policy:

Strategic Plan:

SUMMARY INFORMATION

Recently the provincial NDP government has tabled a draft *Professional Reliance Act* bill (M216).

The draft legislation, which has received two readings and is open for public comment is intended to streamline development approvals in BC. Fundamentally it would end municipalities' – like the Village of Radium Hot Springs – ability to have planning documents prepared by licensed professionals undergo third party, peer review, which is fundamental to current processes.

This is seen as a method of speeding up development approvals, but it may have the opposite effect.

Groups like the Union of BC Municipalities, the Planning Institute of BC, and other professional organizations are either coming out in opposition to this proposed legislation, or are stating serious concerns with it.

Some of those concerns are:

- Deregulation of local government approvals via inability to provide peer review which routinely identifies deficiencies, leaving municipalities and taxpayers potentially on the hook to pay for reconstruction of something that could have been easily caught
- Slowing of development approvals, and introduction of uncertainties, as any deficiencies noted would have to be reported to the Office of the Superintendent for Professional Guidance
- Lack of innovation – local governments are currently empowered to employ professional reliance in instances that support community goals
- Creation of the draft bill in a vacuum – the bill lacks real-world ground truthing and nuance, unintended consequences are likely
- Part of a broader pattern of provincial overreach, building on provincial housing legislation that removes planning approval from municipalities
- Institutionalizing conflict of interest by which professionals hired by developers approve the projects by which they earn their income
- Erosion of municipal self-determination
- Centralization without affordability – removal of democratic checks does not guarantee affordability. On the contrary, it risks handing over unprecedeted control to private actors and provincially appointed officials
- Inconsistency with professional programs already being implemented by local governments to streamline development processes
- The scope of bill (M216) is unnecessarily broad

At the very least, many of these groups request that the public comment period be extended beyond the beginning of December.

This is a significant piece of draft legislation, with far reaching and likely unintended consequences, some of which are likely to be negative.

Staff of the Village of Radium Hot Springs asks Council to consider the resolution to oppose this legislation. If this resolution is adopted, staff will forward this information and a corresponding letter to the provincial consultation portal which has been created to receive comments on the draft legislation.

Options for Council:

- 1) Adopt the resolution as presented (recommended)
- 2) Suggest changes to the resolution
- 3) Table and do not adopt the resolution

Respectfully submitted:

Adrian Beigles,

Chief Administrative Officer

DEC 03 2025

December 3, 2025

CITY OF PORT ALBERNI

Via email: HMA.Minister@gov.bc.ca

**The Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, B.C. V8V 1X4**

Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Other
File # RCMJan 12
0400-60-Gen

Re: Bill M 216 – 2025 Professional Reliance Act

Dear Minister Boyle;

I am writing to reinforce concerns other municipalities have raised about Bill M 216 – 2025 *Professional Reliance Act*, and to add additional ones that are contextual to rural and northern communities.

Allow me to express our ongoing support for the Province of B.C.’s efforts to modernize legislation that facilitates the timely development of housing in communities throughout British Columbia. The City of Quesnel has been a proactive collaborator to enable new housing development to occur throughout the city. In addition to the timely completion of our Housing Needs Assessment, the City was also the first municipality in the province to adopt policy to enable the construction of accessory dwelling units, including making available design plans, and has effectively utilized its Revitalization Tax Exemption bylaw and accessed Northern Development Initiative Trust’s Northern Housing Incentive to spur the development of new units in the City.

Additionally, we want to thank the Province of B.C. for its continued partnership and investment in Quesnel, whether it be through Providence Living’s proposed 288-bed long term care facility for West Quesnel, or support through BC Housing for women’s transition housing, supportive housing at the Grace Inn site and shelter space. These investments are making a meaningful difference in our community.

Regarding Bill M 216 – 2025, our concerns fit within several broad categories as outlined below.

Misunderstanding of Municipal Review

There appears to be confusion in the province’s supporting documents between the proposed Professional Reliance Act, the Certified Professional Program and the common practice of professional reliance.

To a large extent, smaller municipalities already rely on professionals as we do not complete a detailed review of an engineer’s plans due to the lack of internal capacity. As such, municipal staff conduct only a high-level review that notes such things as whether a professional’s plans meet the municipality’s bylaw requirements, whether there is planned use of infrastructure materials the city does not prefer or if there is insufficient information or a lack of important

local information, among other things. It needs to be emphasized that these actions on the part of the municipality do not constitute a detailed technical review.

The Certified Professional Program refers to additional training professionals must obtain to ensure they are competent in the BC Building Code and can replace the building permit process under the Authority Having Jurisdiction. There is a significant lack of these certified professionals available in the north. The supporting documentation for the Bill lists the City of Prince George as a user of the Certified Professional Program. As far as we are aware, Prince George does not currently use this program and does not seem to be listed as a municipality under this program with the Architecture Institute of British Columbia, although it likely applies a high level of professional reliance.

Liability

It remains unclear at this time how the language within the Bill would limit or eliminate municipal liability. For example, if a professional organization ceases to operate, where would the liability for their decisions rest? As it is, municipalities are generally named as co-defendants in legal actions regarding liability. As it is, professional reports always contain a section that limits their own liability while still providing approvals, which necessitates an additional effort on the part of the municipality to ensure the organization does not completely erase accountability for its own work and approvals.

Limited Access to Professionals in the North

Quesnel, similar many other rural and remote municipalities, is experiencing an ongoing shortage of professionals located in or who are familiar with the community and its climate. We tend to see many professionals who provide reviews, approvals and reports in the community without ever being on site.

Related, this Bill would place additional pressure on professionals to take on competencies for which they do not have a scope of practice, which would necessitate further investment by the province in independent, professional regulatory oversight beyond what municipalities already do, which would result in additional costs, time and confusion.

Also, our experience has been that the quality of reports varies widely between professionals. Should this legislation proceed, we would urge the province to define the specific types of reports required for various levels of assurance. For example, the City was recently provided a technical memorandum instead of a geotechnical report for development – these are not the same and should not be relied upon as such to inform investment decisions.

An example of concern to our community is the West Quesnel Land Stability Area. In the past, municipal staff have engaged with several professionals willing to provide approved reports to support development in that area, which is fundamentally unsafe, and their reports frequently contain errors and omissions that would place undue burden on local taxpayers if the city were no longer able to intervene in the development process.



Infrastructure

The language the province has provided to support the Bill is not clear on how these changes would impact municipal discretion regarding infrastructure the municipality will or may eventually own, nor is it clear how professionals will review their reports with consideration to the municipality's growth and development goals, many of which are regulatory requirements set out by the province.

Conclusion

Finally, we are concerned that the use of registered professionals hired and paid for by a development applicant and working on their behalf creates a serious conflict of interest. While professional reliance can be a useful tool, we would remind you of the lessons learned in B.C.'s forestry sector that ultimately led to that structure being repealed to reinforce sustainable management of B.C.'s crown timber resources.

While we appreciate the haste with which the province wishes to move, notably in urban areas, we advise you to apply patience and due diligence when making changes that largely affect another order of government. The City of Quesnel was unaware of the Bill's introduction and has not had meaningful discussions with your ministry regarding it. At the same time, the market for multi-family developments, notably in urban areas, has softened, which suggests other more fundamental economic issues that need to be resolved to spur development, which should take priority over this bill.

We expect respectful treatment from the province regarding legislative changes that fit entirely within the scope of local government. We encourage you to engage with municipalities to create a more meaningful change that achieves provincial goals while safeguarding the liability placed upon local taxpayers.

Thank you for your time.

Mayor Ron Paull
City of Quesnel

Cc:

MLA Sheldon Clare
Cori Ramsay, President, Union of B.C. Municipalities
BC Municipalities



December 10, 2025

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DEC 11 2025

File No. 0530-01

CITY OF PORT ALBERNI

Hon. Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4

Via email: hma.minister@gov.bc.ca

Dear Minister Boyle:

Re: Bill M216 – *Professional Reliance Act*

On behalf of City of Williams Lake Council, I am writing to express our concerns and opposition to Bill M216, the *Professional Reliance Act*. While we acknowledge the Province's commitment to addressing housing supply challenges and streamlining approvals, this legislation represents a significant overreach into municipal jurisdiction and is likely to create unnecessary risks related to both human and environmental health and safety.

It appears to us that Bill M216 would undermine local government decision-making authority and oversight over development projects, bypassing the professional expertise of municipal planners, engineers, and building officials, whose knowledge of local context is essential for responsible and sustainable development.

Protection of Local Knowledge

The City of Williams Lake, like many local governments, has been diligently striving to improve and streamline development approval processes in alignment with local and provincial housing goals, while also ensuring the long-term tenets of public safety and economic and environmental sustainability are protected. Members of the development review staff, regulated by their respective professional bodies, work closely and collaboratively with developers to ensure the above goals are met, and yet frequently find themselves reviewing plans and drawings created by individuals that are unfamiliar with local, regional, or even provincial context. City staff often note omissions and concerns with designs that would have a significant local impact if implemented - for instance related to unique geotechnical or transportation conditions - but would go unnoticed and unaddressed by those unfamiliar with such dynamics. Often developers' professionals face pressure to prioritize budget and schedule constraints over the need to build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

The Opposite Effect – Increased Delays

It is ultimately inevitable that a local government will face a situation where concerns about the quality, accuracy, or assumptions of a professional cannot be left unaddressed in good conscience. Often resolved quickly via open dialogue and comments from staff, Bill M216 will force a new practice of referring the matter to the provincial Superintendent of Professional

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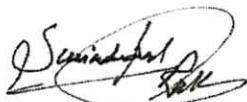
File # RCM Jan 12
0400-60 Gen

Governance for formal dispute resolution. This office focuses on professional regulation, not deliberation on the unique technical aspects of professional work in settings across the province. As such, requiring the Superintendent to resolve potential disputes from multiple municipalities, each with the potential for many annual developments, will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M216 seeks to address.

In short, British Columbians that live, play, and raise families in local communities expect decisions regarding their safety and health to be made by those with local accountability and vested, personal interest in their neighbours – not delegated to remote consultants or developers that are motivated primarily by financial gain.

Although the City of Williams Lake recognizes the need for increased housing and supports efforts to accelerate delivery, we urge the Province to pause Bill M216 and engage in meaningful consultation with local governments and professional organizations before proceeding. Respecting municipal authority and democratic processes is critical to achieving housing goals while safeguarding public trust.

Yours truly,



Mayor Surinderpal Rathor

c: Premier David Eby premier@gov.bc.ca
Hon. Brittny Anderson, Minister of State for Local Governments &
Rural Communities MSP.Minister@gov.bc.ca
MLA Lorne Doerkson, Cariboo Chilcotin Lorne.Doerkson.MLA@leg.bc.ca
MLA George Anderson george.anderson.MLA@leg.bc.ca
Cori Ramsay, President, UBCM cori.ramsay@princegeorge.ca
BC Municipalities
Select Standing Committee on Private Bills and Private Members' Bills PMBCommittee@leg.bc.ca



**Municipal Insurance
Association of British Columbia**
200 - 429 West 2nd Ave.
Vancouver, BC V5Y 1E3
Toll-Free: 1-855-683-6266
E-mail: AskUsAnything@miabc.org

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CITY OF PORT ALBERNI

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Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Other _____
File # RCM Jan 12 0230 - C1



November 27, 2025

The Honourable David Eby
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
MLA George Anderson
Amna Shah, Chair, Select Standing Committee on Private Bills and Private Members' Bills
Trevor Halford, Deputy Chair, Select Standing Committee on Private Bills and Private
Members' Bills

Dear Premier Eby, Minister Boyle, Mr. Anderson, Ms. Shah, and Mr. Halford:

Re: Feedback on Bill M 216 – 2025 Professional Reliance Act

We write on behalf of the Board of Directors and executive leadership of the Municipal Insurance Association of British Columbia (the "MIABC") in response to your invitation to provide feedback on Bill M 216 - 2025 Professional Reliance Act ("Bill M 216"). While the MIABC does not typically engage in lobbying on behalf of local governments, we do hold a unique vantage point from which we provide the following feedback. We insure 90% of the municipalities and regional districts in British Columbia, and we have extensive experience assessing how legislative changes affect local governments' civil liability, risk exposure, and insurance outcomes. It is in that context that we offer the following observations and concerns.

Scope and Intent of the Bill

Bill M 216 appears to pursue a narrow objective of reducing perceived duplication in local government oversight of new construction. Based on MLA Anderson's first reading remarks, the Bill aims to prevent local governments from conducting second reviews of submissions prepared by professionals regulated under the *Professional Governance Act*, SBC 2018, c. 47 ("PGA professionals"). The intended effect is to give precedence to PGA professionals' submissions over local government review.

However, Bill M 216 contains significant ambiguity. The legislation does not clearly define its scope, and the only direction provided relates to the definition of "submission." It is unclear whether Bill M 216 is intended to apply solely to development permits or also to building

permits. MLA Anderson's briefing materials suggest an intent to include building permit approvals, yet the statutory language does not make this explicit.

Local government review of new construction is discretionary. If a local government chooses to undertake a review, Bill M 216 would render that review largely meaningless. Under the Bill, a local government could only reject a certified submission by filing a complaint with the Superintendent of Professional Governance. This shifts local governments into an unsuitable role. They would be expected to act as *de facto* competency assessors of PGA professionals, despite not being mandated or equipped to carry out such a function.

Bylaw Compliance and Practical Consequences

Section 2 of Bill M 216 requires that a local government must accept as meeting permit or bylaw requirements any submission certified by a PGA professional. This requirement assumes that PGA professionals possess detailed knowledge of the local bylaws that apply to land use and construction. Local government bylaws are complex, extensive, and unique to each jurisdiction. Proficiency in municipal bylaw interpretation is not a competency promoted or required under the *Professional Governance Act*.

A PGA professional working in a new jurisdiction will rarely be familiar with the full range of relevant bylaws. Many local governments have dozens of bylaws, each with provisions that affect land use, servicing, parking, subdivision, and building matters. Even experienced municipal staff require time and training to develop adequate bylaw fluency.

Local governments routinely receive submissions that are not fully compliant. Municipal approval is often an iterative process supported by pre-application meetings that reduce delays and improve the quality of submissions. If Bill M 216 prevents local governments from rejecting non-compliant plans at the permit stage, the consequence will be the construction of buildings and infrastructure that do not comply with municipal bylaws.

The implications of the above noted issues are substantial. If a building official identifies non-compliant elements in a certified set of plans, Bill M 216 would prevent the municipality from refusing the permit. Months later, during final inspection, the building official must reject the completed work if it violates bylaw requirements. The builder would then face significant costs to remove and redo the work which costs could have been avoided had the initial review been allowed to proceed as intended.

Peer Reviews and Public Safety

It is also important to address the matter of peer reviews. It is rare for a local government to request a peer review based solely on submissions from an engineer. In our experience, peer reviews are almost always mandated only when a project has gone seriously off-track during construction and significant public safety concerns have emerged. Two of the largest claims ever handled by the MIABC involved construction based on designs of PGA professionals which led to disastrous stability issues. In both cases, the local government required a peer review to restore confidence from a life and safety perspective. One claim resulted in several property owners being required to abandon their one-million-dollar homes. The other resulted in the abandonment and projected demolition of a recently constructed social housing building that had been home to many vulnerable residents.

In our experience, local governments do not order a peer review in the absence of clear and serious safety concerns. A mandated peer review is a significant and unusual step that local governments do not take lightly. It is typically taken only after the local government has obtained legal advice. We also cannot recall a situation where a mandated peer review did not result in significant changes to the project design.

We agree that any order for a peer review should be accompanied by a report to the superintendent appointed under the *Professional Governance Act*. However, neither the public nor the developer is well served by delaying the peer review until after the superintendent has completed a review and made a determination. Local governments need the ability to require a peer review promptly when safety issues surface, to protect residents, mitigate risk, and prevent further harm.

Civil Liability and Insurance Considerations

Section 8 of Bill M 216 appears to limit local government liability, but the protection is narrow and ambiguous. British Columbia courts have consistently expanded local governments' duties and standards of care in matters relating to building safety, inspections, and approvals. It is unclear whether section 8 would apply to duties to warn, to building inspections, or to other operational decisions. This ambiguity leaves room for litigation to proceed in circumstances the legislature may not have intended.

Shifting liability to PGA professionals offers limited protection for additional reasons. Most carry modest limits of liability insurance written on a "claims made" basis. This type of policy provides coverage only if the professional has an active policy when the claim is discovered and reported, which could be many years after the error was made. This structure differs from

"occurrence based" insurance, which responds as long as the policy was in place at the time the work was performed. Claims made coverage is significantly more restrictive for long-tail risks such as construction defects. Many building deficiencies, especially those involving foundations, structural elements, or building envelopes, develop slowly and may not become evident for five, ten, or even fifteen years.

By the time the defect becomes known, several things may have occurred. The professional may have changed insurers, reduced the scope of their insurance, retired or left practice, or allowed their coverage to lapse entirely. They may no longer carry insurance at all. Even if they remain insured, the policy terms might not respond to a claim arising from work completed many years earlier. Once the insurance has lapsed or changed, the original project is no longer protected.

In these situations, injured parties will often seek recovery from local governments, which are viewed by courts as stable, well-resourced defendants with ongoing duties related to building safety. Given the ambiguity in section 8, courts may be inclined to allow claims to proceed against local governments, especially where evidence shows the local government became aware of a deficiency but was prevented from acting by statute.

Conclusion

Our overarching concern is that Bill M 216 restricts local governments from addressing bylaw compliance issues at the start of a project while leaving open the possibility of local government liability for deficiencies discovered after construction. Many of the bylaws at issue relate to life and safety matters. Following a serious incident, neither the courts nor the public will be comforted by an explanation that the local government knew of a deficiency but was prevented from acting by the proposed legislation.

We respectfully submit that Bill M 216 as currently drafted, is too broad, too vague, and too likely to create unintended consequences for builders, local governments, and the public they serve. We encourage further consultation with local governments, building officials, and professional regulatory bodies to ensure a legislative approach that reduces duplication while preserving essential safeguards.



Thank you for the opportunity to comment. We would be pleased to discuss these concerns further.

Sincerely,

A handwritten signature in black ink, appearing to read "Stuart Horn".

Stuart Horn
Chair, Board of Directors
Municipal Insurance Association of British Columbia

A handwritten signature in black ink, appearing to read "Megan Chorlton".

Megan Chorlton
Chief Executive Officer
Municipal Insurance Association of British Columbia

RECEIVED

DEC 19 2025

CITY OF PORT ALBERNI

December 9, 2025

Select Standing Committee on Private Bills and Private Members' Bills
c/o Parliamentary Committees Office
Room 224, Parliament Buildings
Victoria, BC V8V 1X4

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" 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 # RCM Jan 12
0400-60-Gen.

Dear Chair Amna Shah:

Re: Town of Osoyoos concerns with the proposed *Professional Reliance Act* (Bill M216)

On behalf of the Council of the Town of Osoyoos, I am writing to express concerns regarding the recently introduced *Professional Reliance Act* (Bill M216), currently before the Legislative Assembly as a private member's bill.

While we support provincial efforts to streamline development approvals and improve housing delivery, several aspects of the proposed legislation raise substantial governance, risk management, and operational issues for local governments. More specifically, Council's concerns relate to the following matters:

1. Loss of Local Government Flexibility and Oversight

The Bill proposes to prohibit local governments from requiring peer reviews of professional reports certified under the *Professional Governance Act*, except with authorization from the Office of the Superintendent of Professional Governance (OSPG). As drafted, this restriction applies broadly to "submissions" provided under a development approval process, including rezonings, OCP amendments, development permits, variances, temporary use permits, phased development agreements, heritage permits, and building permit-related assessments.

This approach would effectively impose a one-size-fits-all approval framework across B.C. and remove an important tool that local governments rely on to ensure that professional reports are complete, reliable, and consistent with local bylaws, development guidelines, environmental protection measures, and hazard mitigation standards. Even though the Town of Osoyoos has not historically required third-party reviews, maintaining the authority to do so remains essential to ensure due diligence and uphold public interest.

2. Risk of Increased Delays to Development

Contrary to the Bill's stated intention of accelerating development, the proposed dispute-resolution mechanism—relying on the OSPG to assess disagreements over professional findings—poses a significant risk of introducing new delays. The OSPG is not currently mandated or resourced to adjudicate such disputes, and local governments may experience extended application stalls while awaiting provincial direction. This outcome would be inconsistent with the Province's recent efforts to streamline land-use approvals and increase housing supply.

3. Liability and Risk Exposure

Although the Bill asserts that local governments will be shielded from liability for relying on certified submissions, it does not prevent local governments from being named in legal claims. In cases where the responsible professional is unavailable or underinsured, local governments may face joint and several liability exposure. This represents a material financial risk for the public sector and contradicts the Bill's stated purpose of reducing administrative burdens.

4. Loss of Local Government Flexibility and Oversight

The Union of British Columbia Municipalities (UBCM) has advised that the proposed Act was not subject to the typical policy development or consultation processes associated with government bills. System-wide changes to local government approval authority should not be advanced without meaningful engagement with the municipalities and regional districts who will be responsible for administering the resulting framework. Early consultation ensures policies are practical, aligned with public expectations, and grounded in operational realities.

5. Proposed Mandatory Timelines for Development Processing

The Town is also concerned by the Bill's enabling provisions to establish mandatory processing timelines for development applications through regulation. In other jurisdictions, failure to issue a decision within a prescribed timeline results in deemed approvals. Such an approach does not account for the significant variation in resources, complexity of applications, and statutory obligations across B.C.'s diverse local governments, and may lead to sub-optimal or unsafe development outcomes.

In light of these issues, the Town respectfully requests that:

1. The Province suspend further consideration of Bill M216 pending comprehensive consultation with local governments and UBCM;
2. The Ministry undertake a detailed review of potential liability impacts, dispute-resolution timelines, and operational implications; and
3. Any future professional-reliance reforms be developed collaboratively with local governments to ensure they support both efficient development and public safety.

Thank you for your attention to these concerns and please know that the Town of Osoyoos would welcome the opportunity to participate in further dialogue on this matter and that I can be reached at 250-498-1857 or by email at smckortoff@osoyoos.ca.

Yours truly,



Sue McKortoff
Sue McKortoff, Mayor
Town of Osoyoos

Enclosure(s)

C: The Honourable Christine Boyle, Minister of Housing and Municipal Affairs

CC: Union of British Columbia Municipalities



DISTRICT OF METCHOSIN

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DEC 17 2025

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
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	RCM Jan 12
	0400-66-Gen
File #	

File No. 0400-08

December 16, 2025

Hon. Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4
Via email: hma.minister@gov.bc.ca

BC Municipalities Select Standing Committee on Private Bills and Private Members' Bills
P.MBCommittee@leg.bc.ca

Dear Minister Boyle and BC Municipalities Select Standing Committee on Private Bills and Private Members' Bills,

Re: Bill M216 - Professional Reliance Act

On behalf of the District of Metchosin Council, I am writing to express our deep concerns and opposition to Bill M216, the *Professional Reliance Act*. We acknowledge the Province's commitment to address housing supply challenges and streamline approvals; however, this legislation challenges municipal authority in its significant overreach into municipal jurisdiction and is likely to create unnecessary risks.

As stated, it appears that Bill M216 would undermine local government decision-making authority and oversight over development projects, bypassing the professional expertise of municipal planners, engineers, and building officials, whose knowledge of local context is essential for responsible and sustainable development. It proposes to weaken local government oversight over approvals, bypassing local government oversight at the expense of due diligence in local decision-making in favour of expedited approvals. Under Bill M216, oversight over development shifts from our realm in the public sector, where it is transparent and democratically accountable, to the private sector, where the primary obligation is to the client rather than the broader community. Essentially, the bill removes authority from local governments potentially causing regulatory deadlock leaving projects entwined in the under-resourced dispute resolution process. Furthermore, local governments will be left in a precarious liability situation.

The lack of consultation on Bill M216 is concerning. The bill was introduced without any substantive discussions with local government officials as part of a clear and transparent process. Several local governments have raised questions and valid concerns about how Bill M216 would impact local government powers as defined in the *Local Government Act* and the *Land Title Act*. We believe that

4450 Happy Valley Road, Victoria, B.C. V9C 3Z3
Administration Office (250) 474-3167 Fax 474-6298

Building Inspection Department (250) 474-3196 Fax 474-6298

significant legislative changes affecting development, land use and municipal authority need to be developed through a process of dialogue and engagement with local governments.

We respectfully request that the provincial government pause consideration of Bill M216 and engage in meaningful and substantive consultation with local governments before moving forward with changes that fundamentally alter local land use authority and the development process.

Sincerely



Marie-Térèse Little, PhD
Mayor

cc: Premier David Eby premier@gov.bc.ca
Hon. Brittny Anderson, Minister of State for Local Governments & Rural Communities
MSP.Minister@gov.bc.ca
MLA Lorne Doerkson, Cariboo Chilcotin Lorne.Doerkson.MLA@leg.bc.ca
MLA George Anderson george.anderson.MLA@leg.bc.ca
Cori Ramsay, President, UBCM cori.ramsay@princegeorge.ca
BC Municipalities
Select Standing Committee on Private Bills and Private Members' Bills
P.MBCommittee@leg.bc.ca

RECEIVED

JAN 05 2026



CITY OF PORT ALBERNI

DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1E6

Phone 250-545-5304 Fax 250-545-4733

File #

0400-60

Email: info@coldstream.ca Website: www.coldstream.ca

"Rural Living At Its Best"

File: 0410-20
December 2, 2025

OFFICE OF THE MAYOR

Hon. Christine Boyle
Minister of Housing and Municipal Affairs

Via email: HMA.Minister@gov.bc.ca

Dear Minister Boyle:

Re: Proposed Bill M-216 – Professional Reliance Act

At the District of Coldstream Council Regular meeting held on November 24, 2025, Council passed the following resolution:

THAT the Mayor be authorized to send a letter to Honourable Christine Boyle, Minister of Housing and Municipal Affairs with copies to Brittny Anderson, Minister of State and MLA George Anderson, as the author of the Private Bill expressing concerns on the proposed Bill M216 Professional Reliance Act.

We appreciate the Province's commitment to improving housing delivery and development processes; however, we share significant concerns about this Bill and its implications for local governance, public safety, and democratic accountability.

1. Implications for Local Governance

a. Lack of Consultation and Unusual Legislative Path

Bill M-216 introduces sweeping changes to municipal authority without prior consultation with local governments or the Union of BC Municipalities. This bypasses established engagement processes and raises concerns about transparency and due process. Structural governance reforms of this magnitude are typically introduced through government legislation with Cabinet review and intergovernmental consultation—not as a Private Member's Bill.

b. Practical and Legal Contradictions

The Bill assumes that one registered professional can replace the multidisciplinary expertise of municipal teams—planners, engineers, fire prevention staff, transportation analysts, and environmental specialists. No such designation exists, nor does a liability framework to ensure accountability.

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

Jan 12/26
0400-60

c. Inefficiencies and Delays

The dispute resolution mechanism—referring concerns to the Superintendent of Professional Governance—will likely create bottlenecks and delays, exacerbating the very issues the Bill seeks to resolve. This office is not equipped to adjudicate technical disputes across 161 municipalities and 27 regional districts.

2. Public Safety

a. Risks to Public Safety, Environment, and Liability

Local review processes exist to safeguard public health, infrastructure integrity, and environmental sustainability. Municipal staff routinely identify errors in professionally prepared plans. Eliminating these checks introduces unacceptable risks. While the Bill attempts to limit municipal liability, legal experts caution that municipalities could still face costly litigation if professionals or their firms become insolvent—ultimately leaving taxpayers to bear the burden of any shared liability claims.

3. Democratic Accountability

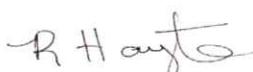
a. Erosion of Local Authority and Democratic Oversight

The Bill mandates that municipalities accept submissions from certifying professionals without the ability to require peer review. This removes critical local oversight and shifts decision-making from democratically accountable bodies to private actors whose primary duty is to their clients, not the broader public interest. Efficiency must not come at the expense of democracy.

Our Request

The District of Coldstream urges the Province to withdraw Bill M-216 and recommit to a transparent, collaborative process with local governments. We support efforts to streamline approvals and deliver housing, but these goals must be achieved without compromising public safety, environmental protection, and democratic accountability.

Sincerely,



Ruth Hoyte

Mayor

c: Council, District of Coldstream

Brittney Anderson, Minister of State for Local Government & Rural Communities

MLA George Anderson, Bill Sponsor

BC Municipalities & Regional Districts

RECEIVED

DEC 11 2025

CITY OF PORT ALBERNI

From: Megan Ruddell <MRuddell@rdn.bc.ca>
Sent: Wednesday, December 10, 2025 9:08 AM
To: Megan Ruddell <MRuddell@rdn.bc.ca>
Subject: Re: Health Forward Summit Follow Up

Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Rcm Jan 26/26
File # 0400-40

Good morning,

On behalf of the Nanaimo Regional Hospital District Board, I am writing in follow up to the Health Forward Summit that was held on November 13, 2025, in Nanaimo. I am pleased to attach the Health Forward Summary Report, which provides an overview of the day, including themes and recommendations arising from the *Reimagining Strategies for Physician and Specialist Recruitment and Retention* session. We hope this report will serve as a useful resource in supporting ongoing dialogue and action.

The Summit brought together 122 leaders from First Nations, the Government of British Columbia, local governments, First Nation Health Authority, Island Health, community health organizations and other partners to engage in dialogue on a wide range of healthcare issues, to strengthen partnerships and help shape strategies for the future of healthcare in the region.

We invite you to explore presentation materials from the keynote speech and breakout sessions which are available on the [Health Forward Summit](#) webpage.

Once again, we wish to extend our sincere gratitude to our sponsors whose generous contributions helped make the Summit possible:

- Save On Foods
- Nanaimo & District Hospital Foundation
- First Nations Health Authority
- HeliJet
- Member's Health
- MAKE Projects

Thank you for your continued engagement and support.

Sent on behalf of Janice Perrino, Chair, Nanaimo Regional Hospital District

Megan Ruddell (She/Her) [Why do I share pronouns?](#)

NRHD Advocacy Strategy Coordinator, Strategy and Intergovernmental Services
Regional District of Nanaimo

6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
C: 250-816-9335 | Email: mruddell@rdn.bc.ca
[RDN](#) | [Get Involved RDN](#) | [Facebook](#) | [Instagram](#)

We acknowledge with respect that for thousands of years the Coast Salish First Nations have been deeply connected to the territories where we now have the honour to work.

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited. The accuracy or completeness of the information attached to, or disclosed in this email is not guaranteed by the sender.

On November 13, 2025, the Health Forward Summit brought together 122 leaders from First Nations, the Government of British Columbia, local governments, First Nations Health Authority, Island Health, community health organizations, and other partners to discuss the future of healthcare in Central and North Vancouver Island. This event highlighted the progress that has been made, sparked collaboration on future solutions to existing healthcare challenges, and strengthened our shared commitment to building a healthier, more resilient Vancouver Island.



Voices From Central and North Vancouver Island

- Alberni-Clayoquot Regional District
- City of Campbell River
- City of Duncan
- City of Nanaimo
- City of Parksville
- City of Port Alberni
- Comox-Strathcona Regional Hospital District
- Comox Valley Regional Hospital District
- Cowichan Valley Regional District
- Courtenay-Comox (MLA)
- District of Lantzville
- District of Tofino
- Gwa'sala-'Nakwaxda'xw Nations
- Hupačasath First Nation
- Nanaimo Regional Hospital District
- Nanaimo-Gabriola (MLA)
- Nanaimo-Ladysmith (MP)
- North Island (MLA)
- North Island-Powell River (MP)
- Oceanside-Ladysmith (MLA)
- Qualicum First Nation
- Snuneymuxw First Nation
- Town of Lake Cowichan
- Town of Qualicum Beach
- Village of Alert Bay
- Village of Tahsis
- Yuułuʔiiʔath̄ Government (Ucluelet First Nation)

Who Was At The Table

- First Nations
- Mid-Island Métis Nation
- Government of British Columbia
- Provincial and Federal Elected Officials
- Health Authorities (First Nations Health Authority and Island Health)
- Local Governments
- Regional Hospital Districts
- Divisions of Family Practice
- Medical Staff Associations
- Healthcare Advocacy Groups
- Community Partners

The Program

The Summit program included a keynote, four engaging panels, and an interactive collaboration session.

Keynote – This Is Us

Andrew Ramlo, Vice President of Advisory Services at rennie, explored how population growth, aging residents, and changing migration patterns are transforming healthcare demand, workforce needs, and infrastructure pressures across the region.

Panel Discussions

- Smart Health: Exploring How AI is Transforming Healthcare Delivery on Vancouver Island
- Strong Foundations: Preventative Healthcare Through Community, Connection, and Care
- Investment in Healthcare Infrastructure and Systems Energizes Regional Economic Growth
- Shared Path to Wellness: Integrating Indigenous Healing Practices into the Healthcare System.

Reimagining Strategies for Physician and Specialist Recruitment and Retention

This interactive session brought participants together to tackle this complex challenge and consider solutions.

The Challenge

Central and North Island communities are facing persistent challenges in recruiting and retaining physicians and specialists. A coordinated regional strategy is needed to build a robust healthcare workforce that reflects the region's evolving demographic trends, including an aging population, migration, and community growth.

The Big Question

What actions can we take together to reimagine recruitment and retention of physicians and specialists?

What is Working Well

We asked participants to consider what we are doing right in response to the challenge. These themes rose to the top...

Community Engagement and Relational Recruitment



- Building deep relationships and personal touches (for example, new healthcare recruits meeting local leaders, support provided by ambassador programs).
- Leveraging community-driven recruitment through Divisions of Family Practice and Medical Staff Associations.
- Creating inclusive environments where physicians feel valued beyond financial incentives.

Educational and Training Pathways



- Delivering distributed Medical Education Programs and residency opportunities that encourage local retention.
- Offering earn-and-learn programs and loan forgiveness initiatives that support long-term commitment.
- Using nurse practitioner and pharmacist-led models that expand care options and reduce pressure on physicians.

Marketing and Lifestyle Promotion



- Running creative campaigns showcasing Vancouver Island lifestyle and amenities.
- Promoting quality of life factors such as parks, recreation, and safe communities.
- Positioning the region as a desirable place for families, not just individual practitioners.



Themes and Recommendations

Participants identified their top three recommended actions for supporting physician and specialist recruitment and retention. Their input generated nine themes and eight recommendations – ranked from most to least discussed. Recommendations four to seven ranked equally.

Theme

Recommendation

Recruitment of the Whole Family

- Support spouses in finding employment opportunities.
- Offer wrap-around services (e.g., community resources, recreational activities).
- Ensure childcare access.
- Support continuity of schooling for school age children.

1

Support the integration of physicians and their families into local communities.

Community Connection and Belonging

- Create welcoming environments for new physicians by hosting events and building a multicultural hub.
- Promote the region's lifestyle and amenities.

2

Support affordable housing solutions for healthcare professionals.

Affordable Living for Families

- Provide transitional and permanent housing solutions.
- Address cost of living challenges through subsidies or incentives.
- Explore mortgage assistance programs.

3

Invest in building and modernizing healthcare facilities and equipment, and ensure physicians have necessary staffing.

Infrastructure and Equipment

- Ensure physicians and specialists have the modern facilities, equipment, and support staff they need to deliver high-quality care and meet community needs.

4

Advocate for provincial and federal policy changes to support physicians and specialists with the licensing, credentialing, and privileges they need to practice in our region.

Removal of Barriers

- Streamline licensing and credentialing processes.
- Remove provincial and local restrictions (e.g., hospital privileges).
- Simplify administrative requirements for onboarding.

5

Advance flexible, physician-centered practice models that reduce administrative burden and enable physicians to focus on delivering care.

Innovative Practice Models

- Introduce team-based care and flexible contracts (e.g., part-time options).
- Offer concierge or wrap-around support for physicians.
- Reduce business and HR overhead so doctors can focus on care.

6

Establish inter-agency task forces to coordinate recruitment and retention strategies.

Regional Collaboration and Coordination

- Strengthen partnerships across health authorities, municipalities, and First Nations.
- Share resources across organizations.
- Adopt consistent strategies across regions.

7

Develop our healthcare talent pipeline by expanding early recruitment initiatives and distributed medical education programs.

Early Recruitment and Training

- Engage youth through high school programs and mentorship.
- Expand distributed medical education and residency programs.

8

Implement loan forgiveness and competitive compensation packages.

Financial Incentives

- Implement loan forgiveness programs tied to service commitments.
- Offer competitive salaries and relocation bonuses.



NANAIMO REGIONAL
HOSPITAL DISTRICT



Presentation Materials and More

Summit materials are available by visiting
getinvolved.rdn.bc/health-forward-summit





KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - November 2025

NOVEMBER 12 & 26, 2025

DELEGATIONS & PRESENTATIONS

The Manager of Administrative Services conducted elections for Chairperson and Vice-Chairperson of the Alberni-Clayoquot Regional District and Chair and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2025/2026.



- Director Jack was declared Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2025/2026.
- Director Haggard was declared Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2025/2026.

DELEGATIONS & PRESENTATIONS

- Alex Sam made a presentation to the Board about his experience as the student participant at 2025 UBCM Convention, representing the ACRD.
- Shannon Summersides, an associate for Herold Engineering, made a presentation to the Board of Directors about the ACRD's Linear Asset Assessment.
- Alberni Valley Chamber of Commerce Chief Executive Officer Jolleen Dick and President Christine Washington made a presentation to the Board of Director to discuss the Visitor Information Services as a regional model. The Board of Directors supported the request to allow the AV Chamber of Commerce to apply for a Grant-in-Aid in 2026 in the Alberni Valley & Bamfield GIA category.

CORRESPONDENCE FOR ACTION

- The Board of Directors will send a letter to Association of Vancouver Island and Coastal Communities (AVICC) identifying that the maximum number of resolutions being capped at three, is too low, and request that the number of resolutions match the number of electoral areas in a Regional District, and that there be no limit on joint resolutions that are developed with other local governments.
- The Board of Directors will invite Coulson Aviation to provide a presentation on their aviation education program at AVICC in 2026.

APPOINTMENTS

- The ACRD appointed Director Cote as Board Trustee and Director Boyko as an Alternate Trustee to the Vancouver Island Regional Library Board.
- The Board of Directors appointed Director Sparrow as a Member and Chair Jack as an Alternate Member to the Municipal Finance Authority of BC (MFA) prior to February 28, 2026, for a period of approximately one year.
- The Board of Directors appoint Len Watts to the Sproat Lake APC for a two-year term.

CONTRACTS & AGREEMENTS

- The Board of Directors awarded the Long Beach Airport (LBA) Pump Station - Phase 4 Domestic Pumps and Controls contract to Ridgeline Mechanical Ltd. in the amount of \$164,974 (excluding GST) plus a 5% project contingency.

LEASES

- Board of Directors approved lease LS-A2025008 with Warwick Patterson for lot 15 at the Alberni Valley Regional Airport for a term of three years.

BOARD OF DIRECTORS

Chair: John Jack
Huu-ay-aht First Nations
Councillor Debbie Haggard
City of Port Alberni (vice-chair)
Director Bob Beckett
Electoral Area "A" Bamfield
Director Fred Boyko
Electoral Area "B" Beaufort

Director Vaida Siga
Electoral Area "C" Long Beach
Director Penny Cote
Electoral Area "D" Sproat Lake
Director Susan Roth
Electoral Area "E" Beaver Creek
Director Mike Sparrow
Electoral Area "F" Cherry Creek

Mayor Sharie Minions
City of Port Alberni
Councillor Tom Stere
District of Tofino
Mayor Marilyn McEwen
District of Ucluelet
Councillor Kirsten Johnsen
Toquaht Nation

Councillor Moriah Cootes
Uchucklesaht Tribe Government
Levana Mastrangelo - Executive Legislator
Yuuluʔilʔath Government
For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail hzennner@acrd.bc.ca.



KEEPING YOU CONNECTED

NOVEMBER 12 & 26, 2025 (CONTINUED)

REQUEST FOR DECISIONS

- The Board of Directors approved the 2026 ACRD Board, Hospital, Committee, and Financial Plan meeting schedule as presented. They also selected the District of Tofino as the May 27, 2026 off-site Board meeting location.
- The Board of Directors directed staff to investigate how other local governments manage volunteers that work on local government assets such as parks and trails and report back to the Board in early January.
- The Board of Directors directed staff to investigate liability concerns regarding volunteers directed by staff on all linear assets, first with Municipal Insurance Association and report back in December, with an option to request a legal opinion should the information received by Municipal Insurance Association not be sufficient.
- The Board of Directors received the following Parks Linear Asset Assessment and Mapping Reports as presented:
 - Regional Parks - Alberni Inlet Trail
 - Sproat Lake Community Parks - Dickson Park
 - Beaver Creek Community Parks - Evergreen Park
 - Bamfield Community Parks - Grappler Wharf
 - Regional Parks - Log Train Trail
 - Cherry Creek Community Parks - Maplehurst Park
- The Board of Directors directed staff to proceed with option 5 - split-use model with a northern motorized section and a southern non-motorized section, and develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit.
- The Board of Directors directed staff to engage with user groups and citizens to determine how the implementation of the Log Train Trail Enforcement Plan is working, 18 months from when the enforcement plan is approved.
- The Board of Directors tabled the discussion on the Log Train Trail Bridge Condition report until the work on the linear asset management and Log Train Trail enforcement plan is complete and reported back to the Board.
- The Board of Directors adopted bylaw cited as "Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment" - Beaver Creek Fire Department - Extrication Combination Tool.

- The Board of Directors invited Victim Services to a future Committee of the Whole meeting to discuss Grant-in-Aid funding for the Victim Services Program.
- The Board of Directors approved entering into a cost-sharing agreement with School District 70 Pacific Rim for the purposes of conducting the 2026 School Trustee Election.
- The Board of Directors approved entering into a cost-sharing agreement with the City of Port Alberni for the purposes of conducting the 2026 School Trustee Election and any potential ACRD referendum questions within City of Port Alberni boundaries.
- The Board of Directors adopted bylaw cited as "Bylaw F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment" - Long Beach Airport - Weather Station Upgrades - Project expenditure allocation to 2025 & Beaver Creek Water System - Scada Upgrades.

LETTERS

- The Board of Directors directed staff to draft a letter of support for West Coast Aquatic's application to the Watershed Security Fund and that the ACRD continue to partner with all other collaborators on the Somass Fish Flow Committee to work towards watershed level governance, led by the Hupacasath and Tseshah First Nations.
- The Board of Directors will forward a letter to the Clayoquot Sound Biosphere Trust supporting their vision to establish the Clayoquot Sound Biosphere Centre in Tofino on the unceded territories of the nuučaaḥul (Nuu-chah-nulth) First Nations.

PLANNING MATTERS

- Rezoning Applications**
 - Public hearing report and three readings of Bylaws P1526 & P1527 - Sproat Lake
 - Three readings of Bylaw P1529 - Beaver Creek
- Development Variance Applications:**
 - Issued:
 - DVE25010 - Beaver Creek
- Temporary Use Permits:**
 - Issued:
 - TUP25012 - Cherry Creek

The ACRD Board of Directors will have one meeting this month on December 10.

DEC 18 2025

December 18, 2025

CITY OF PORT ALBERNI

Via email: ben@northerndevelopment.bc.ca

Ben Campbell, CEO
Northern Development Initiative Trust
301 – 1268 Fifth Avenue,
Prince George, BC
V2L 3L2

- Council
- Mayor
- CAO
- Finance
- Corporate Services
- Agenda
- Economic Development
- Engineering/PW
- Parks, Rec. & Heritage
- Development Services
- Community Safety
- Other

Rcm Jan 12/26 040-60

Re: Letter of Support - Prince George–North Vancouver Railway Engagement and Assessment

Dear Mr. Campbell;

At the December 16, 2025, Regular Meeting of Quesnel City Council, Council resolved:

J.2) Railroad from Prince George to North Vancouver - Mayor Paull to discuss

26-06-44 MOVED Councillor Vik, Seconded Councillor McKelvie and resolved:
THAT Council direct staff to prepare a letter to Northern Development Initiative Trust in support of their granting the funding necessary to conduct the study to save the Prince George to North Vancouver railroad.

CARRIED UNANIMOUSLY

Quesnel City Council supports the funding request to Northern Development Initiative Trust for the proposed assessment of the Prince George to North Vancouver rail corridor, including the section CN plans to return to BC Rail in July 2026.

This line from Vancouver to Prince George not only has benefits for freight, but also for passenger movement, taking into account the Rocky Mountaineer that stops overnight in Quesnel. The restoration of this rail line would enhance passenger travel, especially given the Rocky Mountaineer's existing overnight stop in Quesnel. Building on this established tourism connection, renewed rail service would improve mobility between communities, support local businesses that benefit from increased visitor traffic, and offer residents a reliable alternative to long highway trips.

The restoration of passenger rail service along the Prince George and North Vancouver corridor would significantly enhance mobility for Indigenous communities throughout the region. Many Nations are dispersed across vast distances, and reliable transportation is

Mayor Ron Paull

Councillors Scott Elliott, Tony Goulet, Debra McKelvie, Laurey-Anne Roodenburg, Martin Runge, Mitch Vik,



essential for accessing education, health care, cultural events, and inter-community gatherings. Improved passenger service would support stronger connections between Indigenous communities, foster greater participation in regional economic and cultural activities, and contribute to long-term reconciliation efforts by honouring Indigenous needs for safe and dependable transportation.

On behalf of Quesnel City Council, please give favourable consideration to the Prince George–North Vancouver Railway Engagement and Assessment.

Thank you for your time,

Mayor Ron Paull
City of Quesnel

Cc:
BC Municipalities and Regional Districts
reception@lhtako.com
BandAdmin@nazkoband.ca
bandmanager@esdilaghfn.com
bandadministrator@lhooskuz.com

RECEIVED

DEC 02 2025

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File # <u>RCM Jan 12 0406-65 - AVICC</u>	

From: AVICC Info <info@aviccc.ca>

Sent: December 1, 2025 9:19 AM

To: Theresa Dennison <tdennison@aviccc.ca>

Subject: 2026 AVICC AGM & Convention - 2nd Call for Resolutions

Your attachment(s) were cleaned by Check Point Sandblast Threat Extraction.

[Click here](#) to restore the original(s) or contact your system administrator.

You may be required to authenticate, in that case follow these instructions:

1. You will be directed to a page where you would be requested to specify your email address.
2. An email with verification code will be sent to you.
3. Copy the code and return to the attachment recovery page.
4. The email with original attachments will be released to your mailbox.

Please exercise discretion when requesting to release suspicious attachments.

Please forward to elected officials, the CAO and Corporate Officer:

Please be advised that the AVICC Executive is now putting out a **second call** for Resolutions and Nominations:

The 2026 AVICC AGM & Convention will be held in Victoria from Friday April 24 to Sunday April 26 at the Victoria Conference Centre. The City of Victoria was our host, and we thank them for supporting the Association. Information about activities in Victoria is available at Tourism Victoria. AVICC is grateful to be guests in the lands of the lək'wənən People, known today as the Songhees Nation and the Xwsepsum (Esquimalt) Nation, who have a long-standing relationship with the land and waters since time immemorial that continues to this day.

2026 Accommodation Information has been posted on our website. When planning your stay in Victoria, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 24th, usually starting at 8:30 a.m. The official convention opening is at 2:00 p.m. on Friday, April 24th, and the conference finishes at noon on Sunday, April 26th, 2026.

Please find attached documents relating to the 2026 AVICC AGM & Convention for your consideration and action. These documents and additional information is available on our website and linked below:

1. Call for Resolutions: Deadline February 12, 2026

The AVICC Executive has now put out a first **and second** call for resolutions to be considered at the 2026 convention. AVICC members may now submit Board or Council endorsed resolutions following the requirements outlined in the call for resolutions below. **The deadline to submit resolutions is 4:30 p.m. on Thursday February 12, 2026.**

2. Call for Nominations: Deadline February 12, 2026

The AVICC Executive has now put out a first **and second** call for nominations for elected officials to serve on the 2026/2027 AVICC Executive Committee. **The deadline to submit nominations is 4:30 p.m., on Thursday February 12, 2026**

3. 2026 AVICC Session Proposal Process: Deadline December 4, 2025

Is there a topic you'd like to hear about? Do you have a speaker you'd like to suggest? **Submit your proposal by December 4, 2025 to info@avicca.ca.** The AVICC Executive will review all submissions at the December and January AVICC Executive meetings.

4. 2026 Student Delegate Program: Deadline January 16, 2026

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2026. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2026 AVICC AGM & Convention Student Participation Application by **Friday, January 16th, 2026.**

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has once again decided that, for the 2026 Convention, we will record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2026/27 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](#) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at tdennison@avicca.ca. We look forward to seeing you in Victoria!

Association of Vancouver Island and Coastal Communities
236.237.1202

info@avicca.ca

www.avicca.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.



2026 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to info@avicca.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.

LATE AND OFF THE FLOOR RESOLUTIONS

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22nd, 2026**.
- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM, are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

AVICC RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

UBCM BYLAW & RESOLUTIONS PROCESS UPDATE

At their 2025 UBCM Convention, members endorsed ***ER1: Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process***. The changes to UBCM's Bylaws will impact how resolutions endorsed at AVICC are considered after they are sent to the UBCM Resolutions Committee. Please note the following changes to the UBCM Bylaws [15.(c)]:

- The Resolutions Committee shall determine which Annual Resolutions will be included for consideration by the membership at Convention;
- Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:
 - Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);
 - Resolution is outside of the scope of BC local governments and member First Nations;
 - Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or
 - Resolution is regional in focus.

ER1 in its entirety and the rationale provided by the UBCM Executive has been included as **Appendix A** with this document.

The AVICC Executive is currently evaluating our own resolutions process. The 2026 Convention Rules & Procedures for handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) What is the problem?**
- b) What is causing the problem?**
- c) What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas <<this is the area to include an issue statement that outlines the nature of the problem or the reason for the request >> ;

And whereas <<if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :

Therefore be it resolved that **AVICC and/or UBCM** <<specify here the **action(s)** that AVICC and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action>>

- If absolutely necessary, there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** <<specify any additional specific actions needed to address the problem identified in the whereas clauses>>

Section ER

**ER1 Extraordinary Resolution to Amend the UBCM Bylaws
to Streamline the Resolutions Process**

UBCM Executive

Whereas the large number of resolutions submitted by UBCM members—more than 200 annually— results in a wide range of policy positions, rendering it challenging for UBCM to focus its advocacy efforts;

And whereas a reduction in the number and breadth of policy positions adopted annually by the membership would enable UBCM to advocate more effectively, by focusing time and resources on issues with significant province-wide impact on local governments and member First Nations:

Therefore be it resolved that Section 15(c) of the UBCM Bylaws be amended by adding the text in bold type as follows, to enable the Resolutions Committee to apply filters to determine which resolutions may be included for consideration by the membership at Convention:

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:

- **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
- **Resolution is outside of the scope of BC local governments and member First Nations;**
- **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
- **Resolution is regional in focus.**

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:

The Resolutions Committee is seeking membership approval of this Extraordinary Resolution to reduce the volume of resolutions received and considered each year and improve the quality of resolutions considered.

Lens #1 - Resolutions that reaffirm existing policy

The Committee proposes that any resolution that aligns with resolutions already endorsed or not endorsed by the membership should be received rather than put forward for further consideration by the membership. The current intent of the Resolutions Committee is that a 5 year window would be adopted to establish existing policy under this lens.

Lens #2 - Resolutions outside of local government scope

The Committee suggests that limiting resolutions for consideration to those that directly relate to local government service delivery will strengthen the efficacy and credibility of UBCM's advocacy.

Lens #3 - Resolutions that are unclear or poorly formatted

UBCM staff and the Resolutions Committee currently expend considerable time working with the sponsors to help them to clarify and format their resolutions. Removing this function will encourage those drafting resolutions to meet established standards for clarity and better resolutions.

Lens #4 - Resolutions that are regional in focus

Resolutions for consideration at UBCM should have a province-wide focus. Resolutions that are regional in focus should be considered and acted upon by Area Associations.

The Committee proposes to include all resolutions captured by one or more of the lenses in an appendix of the Resolutions Book. While these resolutions are being published for transparency, these resolutions are not to be considered and are not available to be brought forward for consideration via a motion to vary the agenda.

The Committee would point out that section 14(d) of the UBCM Bylaws grants the UBCM Executive authority to bring forward to Convention a resolution on any matter at any time. This authority of the UBCM Executive enables UBCM to respond quickly to a changing policy or legislative environment, bringing forward issues or concerns that may fall within existing UBCM policy, but require immediate consideration.

Members are encouraged to read the accompanying backgrounder found in the Appendix of this Resolutions Book to learn more about the proposed Extraordinary Resolution.

Conference decision: Endorsed



AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**. To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202.

.....

TEMPLATE FOR A RESOLUTION

Whereas << this is the area to include an issue statement that outlines the nature of the problem or the reason for the request >> ;

And whereas << if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :

Therefore be it resolved that **AVICC and/or UBCM** << specify here the **action(s)** that AVICC **and/or** UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action >>

- **If absolutely necessary**, there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << specify any additional specific actions needed to address the problem identified in the whereas clauses >>



2026 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2026 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 12, 2026**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicca.ca

AVICC AGM & Convention – April 24-26, 2026 – Victoria

NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Member Local Government Represented: _____

Nomination for AVICC Executive Position: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD/FN: _____ Muni/RD/FN: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to info@avicc.ca by 4:30 PM, Thursday February 12, 2026

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

Return To: Past President Penny Cote, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca

AVICC AGM & Convention – April 24-26, 2026 – Victoria



AVICC 2026 Convention

April 24-26, 2026

Victoria Conference Centre

CALL FOR SESSION SUBMISSIONS

Thank you for your interest in participating in the 2026 AVICC Convention, being held Friday April 24, 2026 – Sunday April 26, 2026, at the Victoria Conference Centre, Victoria BC.

To submit a session proposal, please fill in the information requested on the following pages and email this document back **as a word document** to info@avicca.ca.

The deadline for submissions is **Thursday, December 4, 2025**.

There are limited spots on the program including:

- three 60-minute plenary presentations;
- six 60-to-90-minute concurrent workshops on Saturday afternoon; and
- one 2-to-3-hour pre-convention workshop to take place on Friday morning.

Session Proposal Considerations:

- Delegates prefer sessions that involve **multi-party perspectives** (panels) and that are **interactive**, rather than “talking head” presentations.
- Preference will be given to sessions with an **interactive** or **facilitated** component to their proposal.
- Topics should be relevant to our local government members – focusing on the important issues impacting local government elected officials and their communities.
- Successful applicants must confirm their session description, session title, and final list of presenters by **January 31st, 2026** for inclusion in the brochure and program.
- Changes to presenters or failure to meet this deadline may result in the session being cancelled.
- Confirmed presenters agree to submit all PowerPoint presentations by **April 9th, 2026**.

Please complete the following section with **as much information as possible**. The AVICC Executive will consider all the proposed sessions at their December 12, 2025 meeting, with final decisions made at the January 24, 2026 meeting. Panelist information can be updated after the December 4th deadline as sessions and details are confirmed.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	
Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	

Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

- Successful applicants must confirm their session description, session title, and final list of presenters by **January 31st, 2026** for inclusion in the brochure and program.
- Changes to presenters or failure to meet this deadline may result in the session being cancelled.
- Presenters agree to submit all PowerPoint presentations by **April 9th, 2026**

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____



2026 AVICC AGM & Convention

Student Participation Program

Deadline January 16, 2026

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2026 AVICC AGM & Convention in Victoria at the Victoria Conference Centre from April 24-26, 2026. The Convention brings together AVICC member elected officials and staff from 55 local governments and First Nations on Vancouver Island and in BC coastal communities, along with provincial representatives and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2026. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members should ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2026 Convention is currently underway. It will follow the same format as the [2025 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 24, 2026: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 25, 2026: 7:30am-4:30pm (banquet not included)
- Sunday, April 26, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. Please complete and submit the attached application form [via email to info@avicca.ca](mailto:info@avicca.ca) by **4:30pm on Friday, January 16, 2026**.

The AVICC Executive will be evaluating applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application. If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Director, at 236-237-1202 or tdennison@avicca.ca.



2026 AVICC AGM & Convention

Student Participation Application

Deadline January 16, 2026

Member Organization- Sponsor

Organization

Contact Name

Contact Email

Contact Phone

Student Applicant Information

Student Name

Student Email

Student Phone

Institution/School

Area of Study/Grade

Why would you like to attend the 2026 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member

Name: _____

Student Applicant

Name: _____

Position: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Please submit applications by January 16, 2026 via email to info@avicca.ca

Additional information may be submitted on a separate page.

RECEIVED



The Heritage Commission acknowledges and recognizes that we work, live and play in the Alberni Valley, which is situated on the unceded territories of ̓ášaaʔat̄ (Tseshaht) and the Hupacasath First Nations.

DEC 08 2025

CITY OF PORT ALBERNI

Location: Alberni Valley Museum

Attendees:

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

Penny Cote
Charles Mealey
Jolleen Dick - Regrets
Jane Victoria King
Vacant
Vacant
Bruce Holland
Don Jones
Richard Spencer
Pam Craig
Sheila Perry

Regrets: Hupacasath First Nation
̓ášaaʔat̄ (Tseshaht) First Nation

Meeting Chair: Charles Mealey

Called to Order at 7:03 pm by

1. Moved by Pam Craig that the agenda of the November 5th, 2025 meeting be approved.
2. Moved by Penny Cote that the minutes of the October 1st, 2025 meeting be approved as circulated.
3. Old Business
4. Correspondence
5. New Business
 - 2026 Meeting Schedule Reviewed
 - Member organization representation for 2026 discussion was held.
 - The Heritage Committee extends a warm welcome and invitation to Louis Dauphin, Director of Parks, Recreation & Culture.
6. McLean Mill National Historic Site

Re-Interpretation Roundtable Report presented by staff.

Penny Cote moved that the Heritage Commission advises the City to approach Alberni Valley Community Forest and Mosaic to support this project. Seconded by Richard Spencer.

7. Train Station

Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Agenda Other

File # RCM Jan 12
0540-20-7W M HC



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CITY OF PORT ALBERNI

Heritage Commission Meeting
November 5th, 2025

8. REPORTS

A. Community Arts Council of the Alberni Valley



The Community Arts Council of the Alberni Valley

5440 Argyle St Unit 7, Port Alberni, BC V9Y 1T7

(250) 724-3412 | alberniarts.com

2025.11 November Alberni Arts Report

1. Check out the Mistletoe Market, rummage sale and art auction from November 14th - December 19th
2. Join us for the Harbour Quay Light-Up on Friday, November 28th, from 4 pm - 7 pm
3. Watercolour Wednesdays are every Wednesday in November!
4. Learn to Weave with the Fibre Guild, November 29th & 30th
5. New winter hours



Mistletoe Market

November 14th - December 19th

It is time for our ever popular holiday themed market once again at the Grove gallery! Shop for your local, Canadian, hand crafted goods, for the up and coming gift giving season. This market will feature hand made holiday cards, ornaments, decor, as well as unique art

work, artisanal bath products, knit wear, and so much more!

During the market our Art Rummage Sale will be ongoing till December. This sale features beautiful local artwork at amazing prices! Each piece is priced to go - for as little as \$5! This is a collection of artwork that has been donated to the Arts Council over the years, and we need to find a home for all of it. There are also art supplies galore, and even more goodies in store, there will be new items each week so check in often!

Swing by the Grove Workshop space to see the rummage sale in action from Oct - Dec and follow us on social media for updates.



Heritage Commission Meeting
November 5th, 2025



The Community Arts Council of the Alberni Valley
5440 Argyle St Unit 7, Port Alberni, BC V9Y 1T7
(250) 724-3412 | alberniarts.com

Art Auction



Starting mid November in the Grove Gallery

We are launching a small art auction for some of our more desirable work - a way to generate more funds for the Arts Council, yet still provide affordable artwork for our members.

Come to the Grove in person and see these pieces and place your bids! Be sure to check out our auction post on our Facebook page as well to either update your bid and keep track.



Harbour Quay Light-Up 2025

The Community Arts Council of the Alberni Valley and the City of Port Alberni are excited to announce that this year's Harbour Quay light-Up will be bigger and brighter! As usual this is a free to attend, family friendly event with lots of exciting new additions. This year's event will take place on Friday, November 28th, from 4:00 - 7:00 pm, with the lighting of the tree at 5:45 pm sharp. This year's festive light up event will be bigger and brighter! Featuring:



Heritage Commission Meeting
November 5th, 2025



The Community Arts Council of the Alberni Valley
5440 Argyle St Unit 7, Port Alberni, BC V9Y 1T7
(250) 724-3412 | alberniarts.com

What to expect at the Light-Up:

- Tseshahit Opening Ceremony
- BBQ by V9Y Catering company
- "Forever Tree" lighting
- Hot chocolate bar
- A special Holiday train for \$5/ride
- Live music by local choirs and ADSS Band
- Late night shopping at the Mistletoe Market
- A luminary parade by ArtRave
- A bright bike tour by ROAV
- and more to be announced!

Road blocks will be set up 3:30 PM day of, just before the Spirit Square. There will be plenty of free parking in the lot next to the train stations, along Argyle St., as well as beside and behind the Port Boat House. There will be a few reserved spots closest to the event for accessibility parking as well.



WATERCOLOUR WEDNESDAY

Open Sessions Wed. November 5th

4:00 pm - 6:00 pm

Watercolour Wednesdays is offering a new format! These open-format gatherings are designed for all skill levels to relax, paint, and connect. Each session begins with a gentle warm-up and a brief review of watercolour tips, tricks, and basics, followed by ample open studio time to explore your own artistic projects.

Learn More at:

alberniarts.com/workshops/watercolour-wednesday-is-back



Heritage Commission Meeting
November 5th, 2025



The Community Arts Council of the Alberni Valley
5440 Argyle St Unit 7, Port Alberni, BC V9Y 1T7
(250) 724-3412 | alberniarts.com



Learn to Weave Workshop

Come to the Grove gallery for a 2 day weaving workshop, hosted by the AV Fiber Guild. Join local weavers from the Fiber Guild for a hands-on loom weaving workshop! This two-day event runs from **10 AM to 4 PM on Friday and Saturday November 29th & 30th**, in the upstairs boardroom, located at the Grove gallery. This workshop includes all necessary materials, along with a loom. Spaces are limited, so reserve your spot soon! To book, head to

alberniarts.com/workshops/learn-to-weave-2025



Announcing our new winter hours!



Heritage Commission Meeting
November 5th, 2025

B. Pacific Rim School District

Heritage Commission report Nov 5 2025

Next Public meeting is Nov 25. 2025 – Board Office

1. Pacific Rim School District has a new Newsletter – 1st issue is Fall 2025. The newsletter has been created to keep families and the community connected to the stories, events, updates and celebrations in the district. It can be found on the district website.
2. Pacific Rim Career Education programs – increasing graduating student's preparedness for the next phase of their lives; working with post-secondary partners to open pathways for students future options; promoting equitable Career Education programs for all students. Pacific Rim has Post Secondary Information Events for all three high schools. The district also researches grant opportunities for Dual Credit Programs like Early Childhood Educators. A new grant is being offered for a Dual Credit Pathway for Teacher Education for First Nation students.
3. FireSmart Safety Curriculum is regularly promoted throughout the district as a reminder to share with students and families the FireSmart online resources to keep people safe.
4. Alberni Valley Child and Youth Network 2025 Nourish Fair Nov 20 3pm to 6pm at Glenwood Centre. "A Free Fun event for the Entire Family" to celebrate National Child's Day, with local community services available to answer question on their particular services; Hearty soup to sample with the fixings and recipe to take home, play opportunities for families.



Heritage Commission Meeting
November 5th, 2025

A. McLean Mill



McLean Mill National Historic Site Update

November 2025

Prepared by Richard Spencer

Statistics:	
Attendance (Sept Oct 1 – Oct 31)	1860
Nights for Campground:	Closed Sept 1
Events Booked	1
Event Tours	3
Event Info Requests	9
Guided Tours	3
Self Guided Tours	0

Important Upcoming Dates:	
None	

Programming:

Staffed hours at McLean Mill ended at the end of September seeing a total of 7,386 visitors to the site, an over 18% increase from last year.

On October 25, we hosted ADAPS at for their annual "The Haunting" fundraiser. Around 1800 people attended this event, and although the weather was poor, was a great turnout.

The final event of the season was the Alberni Bowmen Archery One-Day Shoot on November 2. The weather held up and the Alberni Bowmen held a very successful event with 60 participants from all across the island.

Site Info:

The city and contractors are finishing work on safety upgrades and junk removal within the Historic Zone.

ADAPS has finished cleaning up from the Haunting, held on the National Historic Site, and is storing some Halloween props and décor in the back of the cookhouse.

Historic Site Signage and furnishing-artifacts have been safely stored for the winter.

Richard & Elliot attended the McLean Mill Interpretational Roundtable on October 29



Heritage Commission Meeting
November 5th, 2025

G. Alberni District Historical Society - NO REPORT

H. Port Alberni Maritime Heritage Society

Don Jones presented a verbal report:

- PAMHS is now closed for the season and hopes to re-open in April 2025.
- They will open for special events, such as Light UP/Sail Past
- The Tall Ships display is available to view by appointment.

I. West Vancouver Island Industrial Heritage Society – NO REPORT



Heritage Commission Meeting
November 5th, 2025

J. Port Alberni City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held October 27, 2025.
These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

STAFF REPORTS

Quarterly Departmental Reports

Council received the Quarterly Reports from the Economic Development, Finance, Infrastructure Services, and Parks, Recreation and Culture departments for the period July 1 – September 30, 2025.

Nuisance Abatement Working Group

Council received the Quarterly Report from the Nuisance Abatement Working Group for the period July 1 – September 30, 2025.

BYLAWS

2026-2030 Financial Plan Bylaw No. 5138 was introduced and read a first time. While first reading formally introduces the bylaw, a number of meetings have been scheduled over the next few months for Council to deliberate and receive public input. Please visit <https://www.letsconnectpa.ca/city-budget-planning> to view the draft financial plan and to find opportunities on how to participate in the process.

"Official Community Plan Amendment (15th Avenue at Montrose Street) Bylaw No. 5110" and "Zoning Amendment (15th Avenue at Montrose Street) Bylaw No. 5111" were introduced, given first and second reading, and advanced to a Public Hearing to be held **Monday, November 24, 2025** at 6:00 pm in City Hall Council Chambers. Upon adoption the land would change the land use designation from Future Residential to residential, enable the property sale, and the creation of 13 lots for residential development.

"Zoning Amendment (5405 Argyle Street) Bylaw No. 5134" was introduced, given first and second reading, and advanced to a Public Hearing to be held **Monday, November 24, 2025** at 6:00 pm in City Hall Council Chambers. Upon adoption this bylaw would enable a rezoning of a portion of the property from Waterfront Industrial to Waterfront Commercial.

"Animal Control and Pound Bylaw No. 5126-1, 2025" was adopted. This bylaw amends wording to Section(s) 41 and 44, in order to align with fines as outlined in the Bylaw Notice Enforcement Bylaw.

CORRESPONDENCE

Vancouver Island Regional Library

Pursuant to the Library Act, Council reappointed Councillor Patola as the City's representative and Councillor Haggard as the alternate representative to serve on the VRL Board of Trustees for a term ending December 31, 2026.

Council received their correspondence summary which included letters from:

- a. Ministry of Municipal Affairs and Housing | Small Scale Multi-Unit Housing
- b. Audit Committee Meeting | June 24, 2025 Minutes

REPORT FROM IN-CAMERA

Council released from In-Camera the following:

- Council endorsement of City facility closures from Monday, December 22, 2025 to January 2, 2026.
- Notice of execution of a five-year Community Investment Program agreement with the Alberni Drug & Alcohol Prevention Service Society (ADAPS) to host their annual fundraising event "The Haunting" at McLean Mill.

COUNCIL REPORTS

Tseshaht First Nation | Somass Hall Grand Opening

Council received artwork gifted to Council by Tseshaht First Nation at the Somass Hall Grand Opening.

Port Alberni Friendship Centre | 60th Anniversary
Council received a First Nations Kingfisher drum gifted to Council of the Port Alberni Friendship Centre 60th Anniversary celebration.



Heritage Commission Meeting
November 5th, 2025

NEW BUSINESS

2026 – 2030 Financial Plan | Operational Amendments

Council amended the "Draft 2026-2030 Financial Plan" as follows:

- Reduce Line 11111 – General Purposes - Taxes - \$1,517,361
- Reduce Line 28220 – Projects TBD Council Direction - \$2,017,361
- Increase Line 28211 – Transfer to Reserves – Asset Management Reserve - \$500,000

2026 – 2030 Draft Financial Plan

Council approved multiple amendments to the 2026-2030 Draft Financial Plan:

Corporate Services

- Increase Legal Fees by \$25,000 for a total of \$50,000 through 2030.
- Increase Software Licensing by \$5,000 in 2026 and an additional 5% each subsequent year from 2027 to 2030.

Fire Department

- Starlink subscriptions for eight mobile units - Communication System - \$8,000.
- Roof venting and skylight improvements to reduce heat stress in apparatus bays - Fire Building Maintenance - \$11,600.
- Repairs and maintenance of the Tsunami Warning System infrastructure within the Emergency Program (Tsunami Warning) - \$8,000.

Planning Administration

- Increase line 26129 by \$53,000 to correct building permit information on the City's Property Information Portal.

Special Event Funding

- Annual Special Events – Expenses - \$15,000. Approved initiatives for 2026 include the 40th Anniversary of the Abashiri-Port Alberni Twinning Celebration, Canada Day celebrations, Light Up Community Tree Celebration, Public Art Mapping Project, and a series of pop-up placemaking activation events.

City of Port Alberni Neighbourhood Mitigation Strategy

Council endorsed the 'Neighbourhood Mitigation Strategy'. Discussion was postponed to December 2025 regarding allocation of \$120,000 from the "Draft 2026-2030 Financial Plan" to fund the Clean Team program. Council directed administration to seek grant funding for the Clean Team program and to continue working with the province to participate in the Provincial Encampment & Homelessness Response (Heart & Hearth) pilot program, and to seek funding opportunities for initiatives outlined within the Neighbourhood Mitigation Strategy.

Council also allocated \$22,000 for the continued operation of a Clean Team to the end of December 2025.

Transit Bus Shelter and Bench Enhancements

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

- Add Transit Infrastructure upgrades - \$75,000
- Increase Contribution from BC Transit "Local Only Transit Fund" - \$75,000

Mayor and Corporate Officer were authorized to execute the 'BC Transit Bus Shelter Program Agreement' for the improvements to 18 BC Transit Bus Stop locations in Port Alberni.

Audit Committee | Terms of Reference Review

Council rescinded the Audit Committee and transitioned financial oversight duties to the broader Council through regular reporting at Committee of the Whole meetings, to take effect in January 2026.

BC Municipal Taxation 2025 Comparisons

Council received the 'BC Municipal Taxation 2024 Comparison' report, which provided comparisons for like sized municipalities to support the City's financial planning process.

Economic Resiliency Report | Diversifying the Economy

Council approved the proposed prioritization of economic sector diversification efforts for the 2026 budget year (in no particular order):

1. Business plans for the development of City-owned properties and, possibly, a more direct role in leasing of those properties
2. Participation in the Ship Recycling Leadership Group with follow up as needed
3. Participation in the Forest Industry Coalition with follow up as needed
4. Reviewing/implementing the creative arts & circular economy blueprint recommendations
5. Supporting bio-innovation hub business case recommendations that get made
6. Attraction of remote workers
7. Supporting recommendations from the Economic Development Master Plan and (Re) Branding work
8. Participation in the bi-annual Medical Staff Association's Healthcare Summits which have the goal of attracting more physicians and other health care personnel, offering support as required
9. A business case for an arms-length economic development corporation that would ensure highest and best use of municipally owned assets
10. Support of diversification initiatives being introduced by Tseshnht, Hupacasath and other Nuu-chah-nulth First Nations in Port Alberni
11. Attraction of a post-secondary institute dedicated to bio-innovation or the creative arts
12. Ensuring that new small businesses whose work would diversify the economy are supported



Heritage Commission Meeting November 5th, 2025

QUESTION PERIOD

Major M. Ramsay, Salvation Army
Inquired about the legislated process for
Temporary Use permit approvals.

B. Dullard
Inquired about finalization steps of the Burde St.
Surface Upgrades project.

N. Tsai
Inquired about poverty reduction and housing
needs addressed by the Neighbourhood
Mitigation Strategy.

G. Hughes
Inquired about declarations of conflict of interest
by Council members.

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

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

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

COUNCIL MEETINGS

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

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

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

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

MEETINGS AT A GLANCE

Wednesday, November 5th
7:00 p.m. | Heritage Commission
Alberni Valley Museum

Monday, November 10th
2:00 pm | Regular Council
Council Chambers

Monday, November 17th
6:00 pm | Committee of the Whole
Council Chambers



Heritage Commission Meeting
November 5th, 2025

K. Alberni Clayquot Regional District - NO REPORT

L. Community at Large – NO REPORT

M. Museum

ANNUAL STATISTICS	2025 YTD	2024*	2023**
Hours Open to the Public	1,308	1,976	1,931
Total Gallery Attendance	14,327	15,944	16,940
Total Reach	18,464	17,222	19,219
Programs	149	168	201
Instructional Hours	3,595	2,121	2886
Volunteer Hours	2,266	2,121	1404

* 2024 – NOTE: Education Curator position vacant first quarter negatively affecting programming and attendance.

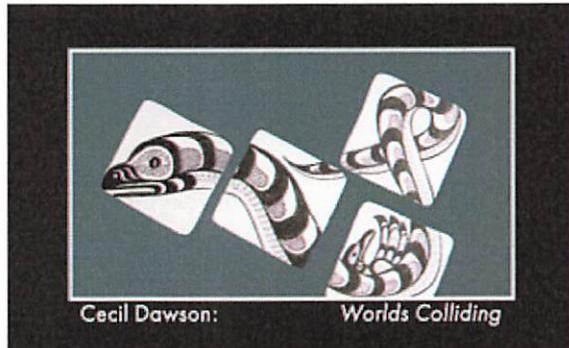
** 2023 - Close exhibition resulted in a surge of school tours and general attendance overall. NOTE: The number of volunteers is often affected by exhibition content.

TEMPORARY EXHIBITIONS:

AVM Exhibition | Cecil Dawson: Worlds Colliding | August 1 – November 1, 2025 | The exhibition *Worlds Colliding* presents the evocative and multilayered works of Cecil Dawson, a renowned Nuu-chah-nulth and Kwakwaka'wakw artist and Hereditary Chief of the ~~Drawada'enuu~~ First Nation. Rooted in ancestral knowledge, cultural reclamation, and artistic innovation, the exhibition invites viewers into a world where Raven, ancient beings, and sea creatures coexist beneath coastal waters. Key messages:

- **Cultural Reclamation:** The exhibition emphasizes the revitalization and continuity of Indigenous knowledge through art.
- **Cross-Cultural Dialogue:** Dawson's collaborations underscore the importance of mutual respect, protocol, and shared understanding in artistic practice.
- **Community Engagement:** The event creates a space for learning, connection, and celebration among Indigenous and non-Indigenous communities.

Opening Ceremony and Reception held
Thursday, July 31st.





Heritage Commission Meeting
November 5th, 2025

ANNUAL PROGRAM STATISTICS

Category	2025 YTD		2024*		2023**	
	Programs	Attendance	Programs	Attendance	Programs	Attendance
Curriculum-linked education	14	220	12	416	64	1953
Family/Children	70	1966	52	1007	72	1264
Adult	53	1152	70	1554	41	1521
Special events/Collaborations	12	4227	34	2830	24	2852
Total:	104	2745	168	5391	201	7615

* 2024 - NOTE: Education Curator position vacant for a quarter negatively affecting programming and attendance (e.g., school tours).

** 2023 - Chinese Exhibition resulted in a surge of school tours and general attendance overall. NOTE: The number of school tours is often affected by exhibition content.

Program Highlights

Educational programming at AVM in Q3 was impacted with the resignation of the Museum Assistant for Education. The position was filled in late September. The hiring of two Summer Museum Assistants enabled programming to return to normal service levels.

In addition to its continued provision of K-12, Children & Families, and Adult programming, the Alberni Valley Museum (AVM) also provided the following enrichment opportunities:

- Guided tours of **Cecil Dawson: Worlds Colliding**.
- **2025 AVM Summer Camps** | Curriculum-linked summer camps for children and youth ages 7 to 13. Six weeks of camps were offered.

N. Hupacasath First Nation – NO REPORT
O. čišaa?ath (Tseshaht) First Nation – NO REPORT

9. Next Meeting
A. December 3rd, 7pm (AVM)



COUNCILLOR HAGGARD – COUNCILLOR REPORT JANUARY 12, 2026 - REGULAR COUNCIL MEETING

NOVEMBER 2025

November 15, 2025 – Salvation Army Kick-Off

- It was an honour to be asked to emcee the Salvation Army Kick-Off for the Christmas fundraising and giving season. Members of the community attended, along with staff from the Salvation Army. I would like to recognize the staff for organizing such a fun and worthwhile event. I would also like to recognize and thank the Bombers and Bulldogs organization for volunteering.

November 19, 2025 – Alberni Clayoquot Health Network - Highlights include:

- A presentation from the Connected Coast Project on remote community connectivity
- Update on the local Foundry project
- Living Wage Report

November 19, 2025 – Regional Hospital District Board meeting

- Presentation from Island Health regarding an update on the proposed new Tofino General Hospital and the role of the Ministry of Infrastructure.

November 21, 2025 – Community Futures

- Mayor Minions and I met with the Executive Director of Community Futures Alberni-Clayoquot to discuss the proposed medical clinic.

November 21, 2025 – Local government leaders met with our MLA and Ministry of Health, Josie Osborne.

- The primary discussion point was the recently announced closure of the ICU at West Coast General Hospital.

November 25, 2025 – Island Health

- Local government leaders met with Island Health to discuss the recently announced closure of the ICU at our local hospital. Island Health discussed the many factors leading up to that decision and a path forward to work towards getting the ICU beds reopened.

November 26, 2025 – Alberni Valley & Bamfield Committee meeting- Highlights include:

- Presentation from BC Transit regarding the Port Alberni/Alberni Clayoquot Transit Future Service Plan
- Presentation from staff on what happens to your waste when it goes to the Alberni Valley Sort'n'Go Centre

November 26, 2025 – Alberni Clayoquot Regional District Board of Directors meeting

- Highlights include:
 - Presentation from the CEO of the Alberni Valley Chamber of Commerce regarding the Visitor Information Services being a regional model
 - The ACRD Board of Directors forward a letter to the Clayoquot Sound Biosphere Trust supporting their vision to establish the Clayoquot Sound Biosphere Centre in Tofino
 - Director Sparrow was appointed as a member to the Municipal Finance Authority

November 27, 2025 – AVICC Virtual Session: Cowichan Tribes Case

- This virtual session was hosted by Reece Harding of Young Anderson. Reece presented the facts and provided an analysis and answered questions from the attendees. The August 7, 2025 decision in Cowichan Tribe v. Canada (Attorney General) is a landmark development of the law in

BC and Canada. Its importance cannot be underestimated. There is still many unanswered questions and unknowns. We learned that there will be many more important decisions to be made about this case.

November 28, 2025 – Christmas Light Up

- The Community Arts Council and the City of Port Alberni merged two traditional seasonal events, the Harbour Quay Light Up and the Sail Past. This was apparently the right decision as hundreds of people came to Harbour Quay to enjoy the evening's festivities, such as the light display, light parades, live music, a complimentary bar-b-que, holiday treats and market shopping. Santa Claus even paid a visit to the quay, much to the delight of the many children who greeted him. Thank you to the organizers, sponsors, merchants and volunteers for hosting a very successful event.

DECEMBER 2025

December 10, 2025 – Alberni Clayoquot Regional District Committee of the Whole

- Highlights include:
 - Presentation from the Alberni Valley Transition Town Society asking for support advocating for improved bus service connecting Port Alberni and Nanaimo
 - The Chief Financial Office presented proposed initiative cases to include in the 2026 budget and work plan

December 10, 2025 – Alberni Clayoquot Regional District Board of Directors meeting

- Highlights include:
 - Presentation from Upland Agricultural Consulting on the Food Security Emergency Plan, Livestock Emergency Plans and the Agricultural Water Plan
 - The ACRD Board of Directors proclaimed January 2026 as Crime Stoppers Month
 - The ACRD Board of Directors adopt the ACRD Emergency Communications and Public Notification Plan

December 10, 2025 – Island Health Announcement

- Island Health announced that certain inpatient admissions are being temporarily paused at West Coast General Hospital in order to uphold patient safety. This is due to a staffing shortage of hospitalists, the physicians who care for patients admitted to the hospital who do not have a family doctor with admitting privileges.

December 17, 2025 – Alberni Clayoquot Health Network

- Highlights include:
 - Presentation of proposed budget for 2026n- 2028
 - Discussion of ACHN website maintenance options
 - Four new members were accepted to the CHN table of partners

December 17, 2025 – Kettle Shifts

- Mayor Minions and I volunteered to do a Salvation Army Kettle shift together. This is always a great way to connect with members of the community and to help support the good work that the Salvation Army does, not only at Christmas, but throughout the year.



COUNCILLOR SOLDA – COUNCILLOR REPORT
JANUARY 12, 2026 - REGULAR COUNCIL MEETING
Attachments available [HERE](#)

November 25, 2025 – Final Audit Committee

- Outcome of the motion that was passed by Council.
- This is not the “end” of the Audit committee. Audit is submitted to Council at a Regular Council Meeting.
- Members of the Public can view the Audit online ([link](#))
- I want to thank the members of the public that regularly attended the Audit Committee for their knowledge and commitment to engagement in the financial audit process. Both myself and all of Council encourages them to continue in their participation.

November 26, 2025 – “Connect with Your City” Open House

- I found the Open House both interesting and informative. It was an excellent opportunity to engage with a variety of departments.
- Looking forward to doing it again in the future.

December 1, 2025 – OCP Public Hearing

- Council heard public feedback regarding the rezoning of 3027 2nd Avenue.
- I’m grateful for the feedback submitted by the public and thankful to the staff for the work.

December 2, 2025 – Financial Plan Engagement Session

- While there was a lower attendance, the conversations were beneficial.
- This was an opportunity to discuss and engage with Mayor and Council with any questions they have. Those that attended contributed excellent, thoughtful questions and suggestions for how to better our City.
- I would be eager to hold a similar engagement session in the future to allow further opportunities to open communication with the public.

December 3, 2025 – Alberni Valley Chamber of Commerce Board Meeting

- The Chamber presented their budget for 2026.
- Agenda can be viewed via the attachment link.

December 3, 2025 – Alberni Valley Restorative Justice Society AGM

- Annual General Meeting with a festive theme, presenting their financial vision for the coming year
- The Alberni Valley Restorative Justice Society plays a vital role in creating a safer, more compassionate community. It utilizes an approach that focusses on healing, accountability and repairing harm as well as strengthening relationships and building trust.
- The AVRJS is always looking for donations and volunteers.

December 9, 2025 – Accessibility Committee

- The agenda can be found [here](#).

December 16, 2025 – Transportation Advisory Committee

- The Agenda for the Committee Meeting can be viewed [here](#).
- There was discussion that the meeting following up on a motion from the last meeting regarding the secondary route/emergency route.
- I want to remind the public that anyone can go online to view the meeting or attend in person.

- February 24th at 130pm is the next meeting if you are interested in following the development of an emergency or secondary route out of the Valley.

January 5, 2026 – Tour of IGV Housing

- I attended, along with some members of Council and staff, a tour of the IGV Housing showroom and factory assembly. We met with IGV staff, including Joshua Hunt, the CEO and Founder, and Jodie Thompson, Chief of Staff, to learn about the IGV philosophy and their hopes not only for the company but Port Alberni as well.

January 7, 2026 – Alberni Valley Chamber of Commerce Board Meeting

- The agenda included Financial Review of Q4 and motions ahead of their AGM.
- Agenda can be viewed via the attachment link.

January 9, 2026 – Recruitment and Retention Meeting hosted by MLA Josie Osborne

- This workshop focused on discussion and brainstorming of creative strategies by elected officials, community leaders, etc. to address medical staffing in Port Alberni, specifically at West Coast General Hospital.

I wish to recognize, with deep sadness, the passing of Evan Hammond, widely known as the “voice of the Alberni Valley Bulldogs.” Evan was more than a broadcaster—he was a passionate advocate for hockey and a dedicated supporter of our community. His enthusiasm and commitment brought people together and created lasting memories for fans and residents alike.

Evan’s loss is felt profoundly, not only by the Bulldogs organization and the broader hockey community, but by the entire community of Port Alberni. His contributions extended far beyond the rink, and his presence will be greatly missed.

On behalf of Council, we extend our heartfelt condolences to Evan’s family, friends, and all who had the privilege of knowing him.

I wish everyone a Happy New Year.

Date: January 5, 2026
File No: 4520-20-TUP25-05

To: Mayor & Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – Temporary Use Permit at 3048 3rd Avenue, Port Alberni**
LOT 6, BLOCK 72, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197 (PID: 009-277-323)
LOT 7, BLOCK 72, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197 (PID: 009-277-340)

Applicant: Kulwinder Dlay

Prepared by:	Reviewed by:	Director:	CAO Concurrence:
 J. Gavas Planner 1	 B. McLoughlin Manager of Planning	 S. Smith, Dir. of Development Services Deputy CAO	 M. Fox, CAO

RECOMMENDATIONS

THAT Council does not approve Temporary Use Permit No. 25-05 at 3048 3rd Avenue.

PURPOSE

To consider Temporary Use Permit TUP-25-05 that would enable the property at 3048 3rd Avenue to operate as a warehouse. The applicant is requesting the permit be issued for three years.

BACKGROUND

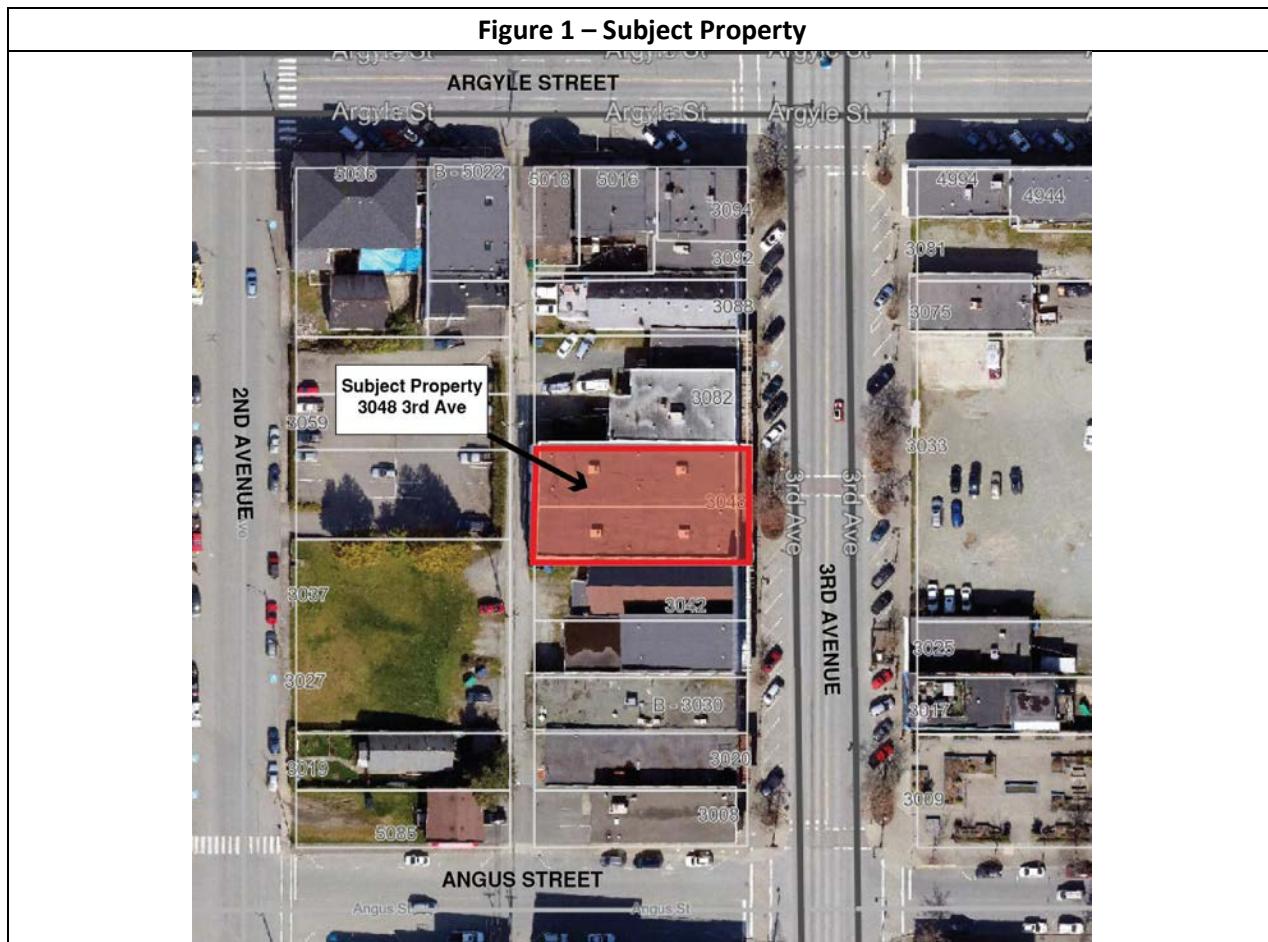
The subject property (3048 3rd Avenue) is located midblock between Argyle Street and Angus Street in the Uptown commercial neighbourhood. Merit Furniture and Appliance has owned the property since August 2005, and has been using the building as a warehouse for approximately fifteen years. The building is currently used to store furniture and appliances for a retail store located approximately 100 metres south at 2935 3rd Avenue. The business license registered to the property expired in 2008, and the warehouse building has no public access.

The City has received bylaw complaints at the property related to building maintenance and graffiti. Photos of the current façade condition are attached as Figure 3 and Figure 4. The building façade shows visible signs of disrepair affecting the canopy, signage, exterior materials and paint.

Bylaw Enforcement

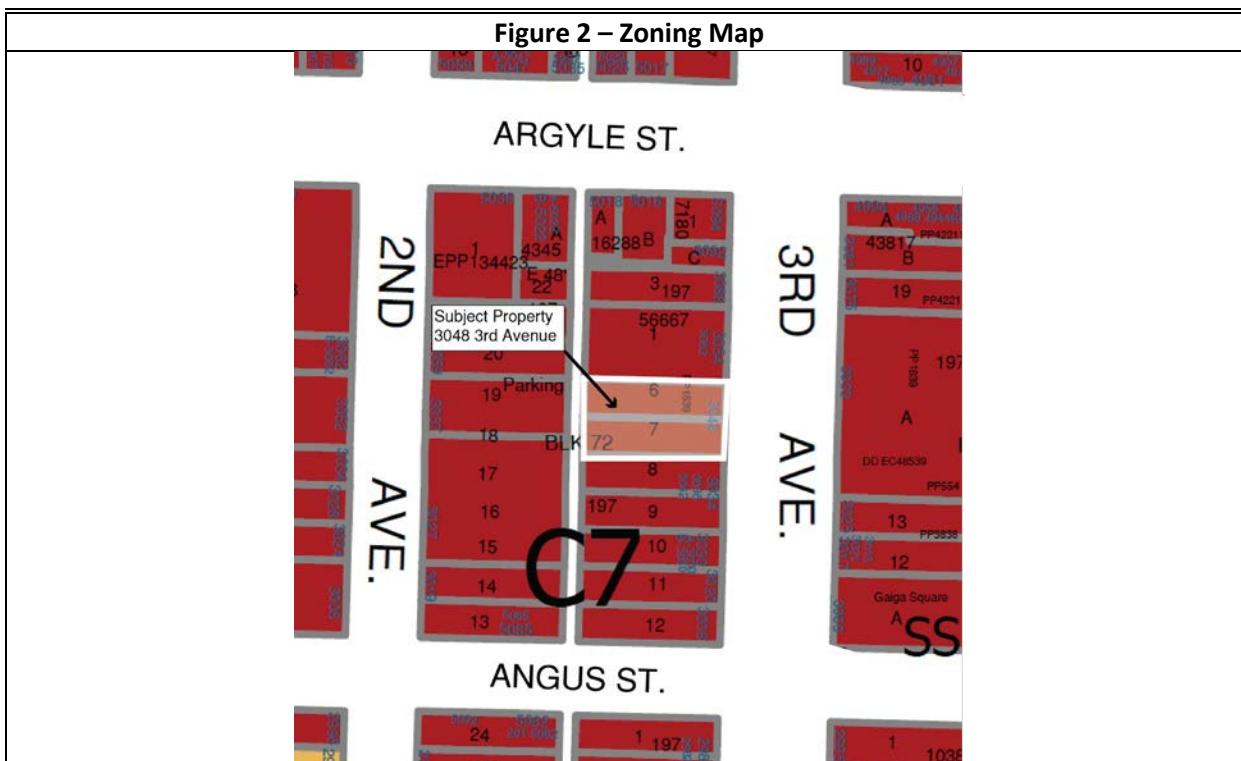
Early in 2025, Community Safety staff began issuing tickets to commercial properties in the Uptown District if they were non-compliant with the Zoning Bylaw. In June 2025, a letter requesting Zoning compliance was issued to the subject property, and in response, the owner submitted an application for a Temporary Use Permit.

Location	3048 3 rd Avenue
Current Land Use	<i>General Commercial (GCO)</i>
Current Zoning	<i>C7 Core Business</i>
Proposed Temp. Use	To use the property as a warehouse.
Lot Size	8250 sq ft (0.2 acres)



ALTERNATIVES/OPTIONS

1. *That Council does not approve Temporary Use Permit No. 25-05 at 3048 3rd Avenue.*
2. *That Council authorize the Director of Corporate Services to issue Temporary Use Permit 25-05 at 3048 3rd Avenue once the following conditions have been met to the satisfaction of the Director of Development Services:*
 - a. *Obtain a Business License and undergo all required inspections.*
 - b. *Submit an itemized plan for façade remediation and maintenance.*
3. *That Council direct staff to provide additional information.*



ANALYSIS

Official Community Plan - Policy and Land Use

The TUP application does not align with the General Commercial (GCO) land use policy in the OCP, which supports a broad range of pedestrian-scale uses to create vibrant and compact shopping nodes. Instead, OCP policy supports the Southport Commercial area as having a distinctive sense of place and becoming the primary shopping, tourist, and cultural node. Table 1 identifies these OCP policies.

Table 1 – General Commercial OCP Policy

OCP Section	Text
General Commercial Policy 5.1.1	<i>Lands designated as General Commercial (GCO) on Schedule "A" (Land Use Map) are to be used for a broad range of pedestrian-scale uses including retail, office, financial, institutional, service, entertainment, food and beverage, and accommodation. Residential is permitted where it is located above ground floor commercial, unless stated otherwise.</i>
Southport (Within GCO Designation) Policy 5.2.2	<i>The role of Southport as a primary shopping, tourist, cultural, residential and social node with a distinctive sense of place is supported and is to be achieved through a coordinated and sensitively developed program of streetscape enhancements and public space improvements (particularly in association with the waterfront). This may form an integral part of a comprehensive urban design plan.</i>

Table 2 lists OCP criteria for Council to consider in the issuance of TUP. The application has been reviewed according to the criteria under *Section C: 3.0 Temporary Use Permits*.

Table 2 – OCP Policy on Temporary Use Permits

Section C: Plan Goals & Land Use Designations	Council Policy	Temporary Use Permit No. 25-05
3.0.1	<i>Temporary Use Permits may be considered on all lands designated as Industrial Use or Commercial Use on the Schedule "A" (Land Use Map).</i>	<ul style="list-style-type: none"> Property is designated General Commercial (GCO) on the OCP land use map. A TUP may be considered.
3.0.2	<i>The issuance of a Temporary Use Permit is intended to provide a short-term opportunity for uses that either relocate or cease to exist within a maximum of a six-year period.</i>	<ul style="list-style-type: none"> The TUP would allow time for Merit Furniture to relocate the warehouse to a zone where this is a permitted use. The duration of the TUP would be three (3) years, though Council may approve a shorter term.

3.0.3	<i>Ensure long-term public policy for the area is not changed.</i>	<ul style="list-style-type: none">Authorizing TUP25-05 would alter public policy in the area by authorizing a warehouse to operate in the downtown core.
3.0.4	<i>Maintain a reasonable level of compatibility with the surrounding development.</i>	<ul style="list-style-type: none">Issuance of TUP 25-05 would authorize a warehouse to operate on a retail shopping street, which is incompatible with the surrounding downtown neighbourhood.

Zoning Bylaw No. 5105, 2024.

The property is zoned C7 Core Business. The intent of the C7 zone is to establish and maintain vibrant mixed use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists. “Warehousing” is not a permitted use in the C7 zone because it is incompatible with the intent of the zone. Accordingly, “Warehousing” is a permitted principal use in the M1, M2, and M3 Industrial zones, as well as the C3 Service Commercial Zone. The stated purpose of industrial zones is to establish and maintain areas containing industrial uses including wholesale, warehouse and manufacturing operations.

Figure 4 – Warehouse Use and Façade Condition



Vibrant Downtowns

Downtown areas should be vibrant places that foster social interaction, economic exchange, and a strong sense of community. The following principles should be taken into consideration for this application:

- A warehouse does not provide any commercial or retail services that would attract pedestrians to the downtown core.
- Street frontages that have a variety of doors and transparent windows helps to create visual interest and increases pedestrian activity. Warehousing creates an inactive façade that is closed to the public, and has no visual interest to encourage pedestrians to stop and visit.
- Active streets and commercial spaces add more ‘eyes on the street’ which contribute to neighbourhood safety. This is a core principle of Crime Prevention Through Environmental Design (CPTED). The empty storefront provides no natural surveillance, decreases pedestrian activity and provides opportunity for crime in and around the property.
- A complete community provides amenities and services to residents within walking distance of their homes. A warehouse does not help residents meet their daily needs and does not contribute to creating a complete neighbourhood.

Financial Considerations

An \$800 application fee was collected to process this TUP application.

Legal Considerations

Authority to approve a TUP is located in sections 492 – 497 of the *Local Government Act* (LGA).

- A TUP may be issued for up to three years.
- Council may consider renewing a permit for an additional three years for a maximum of six years.
- After expiry of a TUP, Council may consider a new TUP on the same property.

Intergovernmental Factors

N/A

Interdepartmental Involvement

This application was referred to City departments for review.

Community Safety and Social Development (CSSD) provided the following comments:

- The property is currently being used as a warehouse, which is negatively impacting the neighbourhood.
- Unsightly, unmaintained exterior. The sign has fallen off and is now displaying “Woolworths”, which left the neighbourhood long ago.
- The alcove is a gathering spot for marginalized people, with overnight camping, open drug use, littering, and graffiti.

IMPLICATIONS

The operation of a warehouse at 3048 3rd Avenue is contrary to policy in the OCP, Zoning Bylaw, the *Corporate Strategic Plan*, and the *Uptown District Revitalization Strategy*. Use of the property as a warehouse negatively impacts the vitality of the commercial neighbourhood, does not provide services for residents and visitors, reduces pedestrian activity, and creates more opportunity for nuisance and crime.

If Council does not approve TUP25-05, the applicant will be required to cease their warehouse operation, and if necessary, relocate to a property zoned to allow warehousing (Service Commercial or Industrial).

If Council approves TUP25-05, the applicant will be authorized to continue operating a warehouse on the property for three years, with a possible renewal up to six years under this permit. Issuance of the TUP should be conditional upon the owner submitting a Business License application and undergoing inspections for safety and BC Building Code compliance as well as submitting a façade remediation plan to the Director of Development Services.

COMMUNICATIONS

Staff issued public notice as per section 494 of the LGA. Advertisements were placed in the local paper for two consecutive issues, and notices were mailed to owners and occupants within 100 metres of 3048 3rd Avenue. The permit was also made available for public viewing at the Development Services counter. A total of 213 letters were mailed, and as of the date of this report, no items of correspondence have been received.

BYLAW/PLAN/POLICY

1. Official Community Plan:

Section C – 3.0 Temporary Use Permits

- The application has been reviewed according to OCP policy and guidelines, which enables issuance of a TUP on lands designated GCO General Commercial.

General Commercial (GCO) and Southport (within GCO)

- The application is not aligned with the General Commercial (GCO) policies as outlined in Table 1.

2. Zoning Bylaw No. 5105, 2024

A TUP is required because the operation of a warehouse is not a permitted use in the C7 Core Business Zone. Warehousing does not align with the intent of the C7 zone.

3. 2023 - 2027 Corporate Strategic Plan

Issuance of TUP25-05 does not align with the following Council strategies:

- 2.2.3 Encourage full use of commercial buildings aligning with community plans and bylaws.
- Goal 5.1: The community is aesthetically appealing and there are locally authentic public spaces. Citizens are proud of their community.

4. Uptown District Revitalization Strategy (2021)

Issuance of TUP25-05 does not align with the following policies in the UDRS.

- Strategy 1.5: Provide leadership to address the issue of empty commercial storefronts in Uptown.
 - Work with property owners to determine the causes of empty storefronts and land-use non-compliance.
 - Enforce bylaws to ensure land use compliance (for example: commercial spaces should be used for business, not as storage).

5. Complete Communities Assessment (2024)

The Complete Communities Assessment identified that residents of the Uptown have very good access to their daily needs, but the neighbourhood lacks full-service grocery stores, convenience stores, childcare facilities, or education facilities. TUP25-05 will not improve access to daily needs, or enhance the completeness of the neighbourhood.

SUMMARY

Temporary Use Permit No. 25-05 would authorize the property at 3048 3rd Avenue to continue operating as a warehouse for Merit Furniture and Appliance. “Warehousing” is not a permitted use in the C7 Core Business zone, and does not align with policies in the Official Community Plan, Zoning Bylaw, Corporate Strategic Plan and the Uptown District Revitalization Strategy. Administration recommends TUP25-05 not be approved by Council.

ATTACHMENTS/REFERENCE MATERIALS

1. *Notice of Temporary Use Permit*
2. *Temporary Use Permit (TUP25-05)*
3. *Email received from C. Mudge*



NOTICE OF TEMPORARY USE PERMIT

Temporary Use Permit No. 25-05

The City of Port Alberni has received an application for a permit to temporarily allow uses on a property not currently authorized by Zoning Bylaw No. 5105, 2024.

SUBJECT PROPERTY:

1. 3048 3rd Avenue, Port Alberni

*Lot 6, Block 72, District Lot 1, Alberni District, Plan 197
(PID: 009-277-323)*

*Lot 7, Block 72, District Lot 1, Alberni District, Plan 197
(PID: 009-277-340)*

DETAILS:

Temporary Use Permit No. 25-05 would authorize the property at 3048 3rd Avenue to operate as a furniture and appliance warehouse.

The duration of the permit would be three (3) years with an option for Council to approve an additional three (3) years.

TO PROVIDE FEEDBACK:

All comments to City Council must be received before

January 12, 2026 at 12:00 P.M.

- Address correspondence to 'Mayor and Council' c/o 4850 Argyle St., Port Alberni, BC V9Y 1V8
- Include in the subject line: **"Temporary Use Permit 25-05"**
- Include the name and address of the person making the submission
- 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.

TO SPEAK AT THE MEETING:

- Attend the meeting in-person at the date and time of the meeting in City Hall Council Chambers.
- Any person who wishes to speak to this application will be afforded an opportunity during the meeting.

LOOKING FOR MORE INFORMATION?

TO VIEW DOCUMENTS

Copies of the permit as well as relevant reports, plans, and documents are available for inspection at the Development Services Department, now located at 4835 Argyle Street, from 8:30 A.M. - 4:30 P.M. Monday through Friday, January 5 to January 12, 2026.

QUESTIONS?

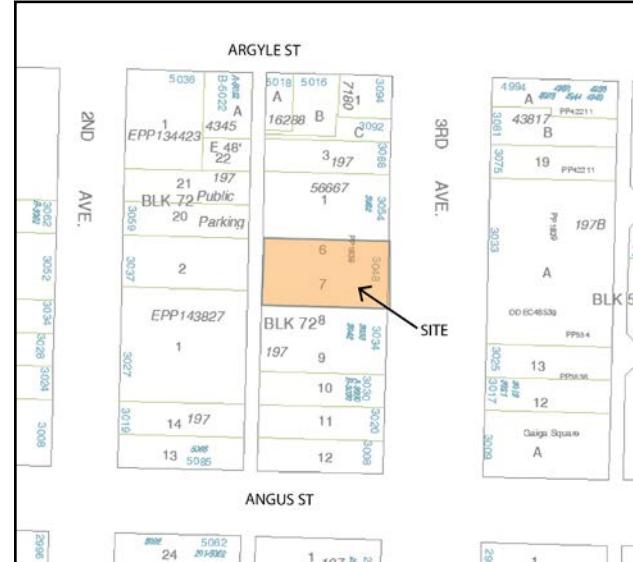
Call the Development Services Department at 250-720-2835, or Email to: developmentservices@portalberni.ca

REGULAR COUNCIL AGENDA - JANUARY 12, 2026

Upcoming Council Meeting

January 12, 2026 2:00 PM

City Hall, Council Chambers
4850 Argyle Street
Port Alberni





4850 Argyle Street | Port Alberni BC

V9Y 1V8 Canada

www.portalberni.ca

T. 250-723-2830 F. 250-723-3402

TEMPORARY USE PERMIT

Temporary Use Permit No: 25-05

Registered Owner(s): Merit Furniture and Appliance

Applicant: Kulwinder Dlay

Subject Property: 3048 3rd Avenue, Port Alberni, BC

Legal Description: LOT 6, BLOCK 72, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197

Parcel Identifier(s): 009-277-323

Legal Description: LOT 7, BLOCK 72, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197

Parcel Identifier(s): 009-277-340

Purpose: To permit a *Warehouse* use on the property.

Authorization is hereby granted to Merit Furniture and Appliance to use the subject property for the purpose of a furniture and appliance warehouse in accordance with the conditions of TUP 25-05.

CONDITIONS of PERMIT:

1. This permit applies to the subject property described above and shown on Schedule A.
2. This permit authorizes the temporary use, beginning on January 12, 2026, and expiring on January 12, 2029, at which time the rights granted under this permit will cease.
3. This permit is issued subject to compliance with all relevant City of Port Alberni Bylaws, except as specifically varied or supplemented by this Permit.
4. The following operating conditions must be met:
 - a) A business license must be obtained along with all required inspections.
 - b) Submit an itemized plan for façade remediation and maintenance to the Director of Development Services.
5. This permit may be extended one time, by application to Council, prior to the expiry date of January 12, 2029, for a period of not more than three (3) years, as per section 497(2) of the *Local Government Act*.
6. At the time of expiry of this permit, the owner shall cease the non-conforming uses and restore the subject property to a state of conformity with zoning regulations and all relevant municipal bylaws.
7. City Council has the right to terminate this permit for any breach of the above conditions.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Temporary Use Permit No. 25-05.

THIS IS NOT A BUILDING PERMIT

Authorized by

Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, 2026.

SCHEDULE A – Location Map



RECEIVED

JAN 08 2026

CITY OF PORT ALBERNI

From: Colby Mudge <barbermudge@gmail.com>
Sent: January 8, 2026 12:15 PM
To: Corporate Services Department <corp_serv@portalberni.ca>
Subject: Temporary Use Permit 25-05

Council Economic Development
 Mayor Engineering/PW
 CAO Parks, Rec. & Heritage
 Finance Development Services
 Corporate Services Community Safety
 Other _____
 Agenda _____
File # 3070-20-2505

To Whom It May Concern,

I am writing to formally express my opposition to the proposed Temporary Use Permit allowing the property located at 3048 3rd Avenue, Port Alberni (Lots 6 and 7) to continue operating as a furniture storage facility.

This property has had a consistently negative impact on the surrounding block and nearby storefronts. Rather than contributing to an active, safe, and welcoming commercial area, it has become a problem location that attracts loitering, homelessness-related issues, and drug use. As a result, it is widely regarded as the dirtiest and most problematic spot on the block.

Allowing this unit to remain a storage facility does nothing to improve the street's overall safety, cleanliness, or economic vitality. Inactive storage uses create dead zones with little to no daily activity or foot traffic, which only exacerbates the existing issues. This directly affects neighboring businesses and residents by discouraging customers from visiting the area and undermining efforts to maintain and revitalize our downtown.

Approving this Temporary Use Permit would be a step backward for the neighborhood. The property would be far better suited for an active commercial or community-serving use that contributes positively to the street and supports the surrounding businesses, rather than detracting from them.

For these reasons, I respectfully urge the City to deny the Temporary Use Permit application for 3048 3rd Avenue (Lots 6 and 7).

Thank you for your time and consideration.

Sincerely,
Colby Mudge
Please don't hesitate to call me for any additional information.
403-604-0505

Date: January 6, 2026
File No: 0640-30-January 12, 2026

To: Mayor & Council
From: M. Fox, Chief Administrative Officer
Subject: **Exempt Staff Benefits and Leave Entitlements Policy Approval**

Prepared by: K. BODIN _____ DIRECTOR OF HUMAN RESOURCES	Supervisor: M. Fox _____ CHIEF ADMINISTRATIVE OFFICE	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- a. *THAT Council rescind the Benefits for Supervisory (Exempt Staff) policy dated May 9, 2016.*
- b. *THAT Council approve “Benefits – Exempt Staff Policy No. 5002-2”.*
- c. *THAT Council approve “Leave Entitlements – Exempt Staff Policy No. 5002-3”.*

PURPOSE

To request Council approval for the draft *Benefits – Exempt Staff* and *Leave Entitlements – Exempt Staff* policies and to rescind the outdated 2016 policy.

BACKGROUND

The City's current Benefits for Supervisory (Exempt Staff) policy outlines the benefits and leave provisions that are available for exempt employees. This policy was last updated in May 2016 and as such, requires some updates. Additionally, this policy does not include all of the information regarding benefits and leave entitlements for exempt staff.

ALTERNATIVES/OPTIONS

Option One:

THAT Council rescind the Benefits for Supervisory (Exempt Staff) policy dated May 9, 2016.
THAT Council approve the Benefits – Exempt Staff Policy No. 5002-2.
THAT Council approve the Leave Entitlements – Exempt Staff Policy No. 5002-3.

Option Two: THAT Council direct staff to review other options for these policies.

ANALYSIS

The City provides a variety of benefits and leave provisions for its exempt employees. These provisions are currently outlined in policy, however this policy does not include all of the required information.

The draft policies provide information regarding all of the benefits and leave entitlements that are provided for exempt staff and includes updated information where required.

The information regarding the topics of “benefits” and “leave” are currently contained in one policy, however it is more appropriately covered in two separate policies. The two draft policies would replace the previous policy.

A review of vacation entitlements for exempt staff was also recently conducted. The annual vacation entitlements outlined in the draft policy include some minor adjustments to the years of employment that must be achieved in order to receive the next level of vacation entitlement.

IMPLICATIONS

In most areas, these updated policies outline the practices that are being currently followed. With regard to the revisions to vacation entitlements, these will be updated for current exempt employees where applicable. There will be no financial impacts as a result of the updated policies.

COMMUNICATIONS

The new policies would be communicated to exempt staff by the Human Resources department.

BYLAWS/PLANS/POLICIES

- [Benefits for Supervisory \(Exempt Staff\) policy \(May 9, 2016\)](#)

SUMMARY

The City’s current Benefits for Supervisory (Exempt Staff) policy was last updated in May 2016. It outlines the benefits and vacation that are provided for exempt employees, however, it does not include all required information. The draft policies include all required information and appropriately separate information regarding benefits and leave entitlements into two separate policies. The draft policy ‘Leave Entitlements – Exempt Staff’ includes some minor adjustments to the years of employment that must be achieved by an exempt employee in order to receive the next level of vacation.

Staff are recommending that Council rescind the current Benefits for Supervisory (Exempt Staff) policy and approve *Benefits – Exempt Staff Policy No. 5002-2* and *Leave Entitlements – Exempt Staff Policy No. 5002-3*.

ATTACHMENTS/REFERENCE MATERIALS

- [Benefits for Supervisory \(Exempt Staff\) policy \(May 9, 2016\)](#)
- [Draft Benefits – Exempt Staff Policy No. 5002-2 and Leave Entitlements – Exempt Staff Policy No. 5002-3](#)

Copy:

S. Darling, Director of Corporate Services

POLICY No. 5002-2 | BENEFITS – EXEMPT STAFF

Approved: (date)

Resolution No.:

Date of Last Review: NEW



1. PURPOSE

The purpose of this policy is to outline the benefits that are provided for City of Port Alberni exempt staff.

2. SCOPE

This policy applies to all City of Port Alberni exempt employees.

3. POLICY - FULL-TIME EXEMPT EMPLOYEES

Medical and Dental Benefits

Full-time exempt employees are eligible for coverage under the City's Extended Health Benefit Plan, including medical, dental and vision care plans, with the premiums for this coverage being paid by the City.

Group Life and Accidental Death Benefits

Full-time exempt employees are also eligible for Group Life and Accidental Death and Dismemberment Insurance at an amount equal to twice their annual salary. The premiums for these benefits will be paid by the City.

4. POLICY – PART-TIME EXEMPT EMPLOYEES

Part-time exempt employees who work 60% or more of a full-time schedule are eligible for the benefits outlined above and are responsible to pay a pro-rated portion of the premium costs.

Part-time exempt employees who work less than 60% of a full-time schedule are not eligible for benefits but will receive a percentage in lieu to cover these and other benefits.

5. PENSION PLAN

Full-time exempt employees will be enrolled in the Municipal Pension Plan (MPP), effective on their date of hire and subject to plan enrolment criteria.

Part-time exempt employees may be eligible to enrol in the Municipal Pension Plan after two years of continuous employment, subject to plan enrolment criteria.



6. SHORT-TERM SICK LEAVE / LONG-TERM DISABILITY BENEFITS

Exempt employees are eligible for short-term sick leave and long-term disability benefits as outlined in the “Leave Entitlements – Exempt Staff” policy.

Sharie Minions
Mayor

Sara Darling
Corporate Officer

Date	Change Description
_____, 2025	Replaced previous policy “Benefits for Supervisory (Exempt Staff)” (May 9, 2016)



POLICY No. 5002-3 LEAVE ENTITLEMENTS – EXEMPT STAFF

Approved: (Date)

Resolution No.:

Date of Last Review: NEW



1. PURPOSE

The purpose of this policy is to outline the leave entitlements that are available for City of Port Alberni exempt staff.

2. SCOPE

This policy applies to all City of Port Alberni exempt employees.

3. FULL-TIME EXEMPT EMPLOYEES

Annual Vacation

Full-time exempt employees will receive annual vacation entitlements as follows:

Years of Employment	Annual Vacation Entitlement
Up to one year (pro-rated)	4 weeks
Year 1 to 8	4 weeks
Year 9 to 15	5 weeks
Year 16 to 21	6 weeks
Year 22	7 weeks
For each additional year of service after completion of 24 years	One additional vacation day to a maximum of 5 additional days

[Note: The provision of vacation entitlements other than as outlined above must be approved by the Chief Administrative Officer (CAO)]

Upon hiring, a full-time exempt employee will receive a pro-rated amount of 4 weeks' vacation based on their date of hire, to be used during the remainder of the vacation year. The vacation year is from July 1 – June 30.

Exempt employees hired prior to (policy date) will continue to accrue vacation in the current year for the following year.

Vacation Carry-Forward

A maximum of 2 weeks of unused vacation time may be carried forward into the following vacation year to be used in that year. Except for this allowable carry forward amount, exempt staff must take all of their annual vacation entitlement before the end of the vacation year.

If an employee is on sick leave at the end of the vacation year, any outstanding vacation time above the allowable carry forward amount will be paid out.



Vacation Time – End of Employment

Upon retirement or resignation an employee will not be permitted to utilize vacation or other leave beyond their last day of work.

Vacation Pay – End of Employment

Where employment ends prior to an employee using the vacation time they have earned to that point in the year, they will receive vacation pay for the vacation time that has been earned but not yet taken. This will be paid out on their final pay.

Where employment ends and an employee has taken vacation time in excess of what they have earned to that point in the year, they will reimburse the City for this unearned vacation time. This amount will be deducted from their final pay, or the employee will reimburse the City directly.

*(Upon retirement or resignation, exempt employees hired prior to (**policy date**) will be paid out for the vacation pay they have accrued for the following year).*

Leave with Pay – Bereavement Leave

Full-time exempt employees are eligible for bereavement leave of up to five days in the case of the death of an immediate family member. Immediate family is defined as a spouse, child, step-child, parent, step-parent or sibling. Up to three days of bereavement leave is available in the case of the death of a brother-in-law, sister-in-law, parent-in-law, grandparent, grandchild, son- or daughter-in-law.

Leave with Pay – Short-Term Sick Leave

The City will continue to pay the salary of a full-time exempt employee who becomes and remains sick or disabled for a period of up to 210 calendar days, commencing on the first day of sickness or disability. Employees will be required to provide proof of inability to work due to illness or injury, as requested by the City.

Leave with Pay – Long-Term Disability

The City will provide a long-term disability plan to full-time exempt employees who have been actively employed for more than one month and meet eligibility requirements. Benefits are based on 60% of the employee's salary (subject to policy maximums) and coverage may commence on the 211th day of disability. Eligibility to receive long-term disability benefits under the plan is subject to the terms as outlined and administered by the long-term disability plan provider. The premiums for the long-term disability plan are paid by the employee.

Leave with Pay – Family Sick Leave

Full-time exempt employees are eligible for up to 6 days of family sick leave per year if needed to care for parents, spouses, or children who are ill and require their care.

4. PART-TIME EXEMPT EMPLOYEES

Part-time exempt employees who work 60% or more of a full-time schedule will receive a pro-rated amount of paid vacation and will be eligible for a pro-rated amount of bereavement, short term sick and family sick leave based on their schedule.

The City shall provide a long-term disability plan to part-time exempt employees who work 60% or more of a full-time schedule. The details regarding this plan will be the same as those outlined above for full-time exempt employees.



Part-time exempt employees who work less than 60% of a full-time schedule are not eligible for paid vacation, bereavement leave, short-term sick or family sick leave but will receive a percentage-in-lieu to cover these and other benefits. Part-time employees who work less than 60% of a full-time schedule are not eligible for the long-term disability plan.

5. LEAVE WITHOUT PAY – MATERNITY / PARENTAL LEAVE

Exempt employees will be granted maternity and parental leaves in accordance with the BC Employment Standards Act. Upon written request at least 3 months prior to the expiration of a maternity or parental leave, an additional leave may be granted to a maximum of 22 weeks.

6. LEAVE WITHOUT PAY – PERSONAL LEAVE OF ABSENCE

Requests for personal leaves of absences without pay will be considered for exempt employees based on the reason for the request. All other leave must be exhausted prior to an unpaid leave of absence being considered.

Personal Leaves of Absence of 5 Days or Less

Such requests will be subject to approval by the employee's Director.

Exempt employees hired prior to (*policy date*) will be required to use vacation days from their next years' accrued vacation.

Exempt employees hired after (*policy date*) will be required to use vacation days from their next years' unearned entitlement. If their employment ends prior to them earning these vacation days the following year, the employee will reimburse the City for this unearned vacation time. This amount will be deducted from their final pay, or the employee will reimburse the City directly.

Personal Leaves of Absence Greater Than 5 Days

Such requests will be subject to approval by the CAO.

While on an unpaid personal leave of absence greater than 5 days, an employee is not eligible for statutory holiday pay or sick leave and is responsible for covering the cost of any City-paid benefit premiums (provided such benefits are eligible to be continued during such leave). Vacation will not accrue and eligibility to contribute to pension will be subject to pension plan rules.

Sharie Minions
Mayor

Sara Darling
Corporate Officer

Date	Change Description
[REDACTED], 2025	Replaced previous policy "Benefits for Supervisory (Exempt Staff)" (May 9, 2016)



Date: January 6, 2026
File No: 0640-30-January 12, 2026
To: Mayor & Council
From: M. Fox, CAO
Subject: Playground Improvements

Prepared by: W. MIHALICZ MANAGER OF PARKS	Supervisor: L. DAUHPIN DIRECTOR OF PARKS, RECREATION CULTURE	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- a. *THAT Council direct staff to proceed with Option 1 outlined in the staff report of January 12, 2026, for upgrades and improvements to 2549 10th Avenue [11th Avenue Park], 3627 16th Avenue Park, and 6038 River Road Park, prior to completion of the Parks, Recreation & Culture Master Plan.*
- b. *THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" to include \$159,000 plus 10% contingency for the playground improvement project [2549 10th Avenue, 3627 16th Avenue, 6038 River Road] from the Community Forest Reserve fund.*
- c. *THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" to reflect a \$13,300 increase in 2026 for operational costs (line 27215) related to the playground improvement project [2549 10th Avenue, 3627 16th Avenue, 6038 River Road] with annual inflationary increases through 2030.*

PURPOSE

To provide Council with a summary of potential playground improvements, associated cost and an assessment of the feasibility of completing the work prior to the Parks Recreation & Culture Master Plan.

BACKGROUND

At its October 1, 2025 Regular meeting, Council resolved as follows:

THAT Council direct staff to assess the costs and feasibility of making minor improvements to the park areas at 2549 10th Avenue, 3627 16th Avenue, and 6038 River Road prior to the completion of the Parks, Recreation, and Culture Master Plan. [Res. No. 25-374]

These neighbourhood parks are well-used and provide valuable green space within the community but have minor amenity needs that could be addressed prior to larger strategic direction being set through the Parks Recreation & Culture Master Plan. This report outlines a menu of cost options.

ALTERNATIVES/OPTIONS

Option 1 – Undertake Minor Playground Upgrades in each park

- 2549 10th Avenue [11th Avenue Park] - including slide, climber, double swing, engineer wood fibre safety surfacing (\$52,000)
- 3627 16th Avenue Park- including slide, spinner toy, engineer wood fibre safety surfacing (\$55,000)
- 6038 River Road Park including- slide, spinner toy, double swing, engineer wood fibre safety surfacing. (\$52,000)

Council may direct staff to proceed with a series of minor playground upgrades and amending the 2026-2030 Financial Plan to allocate the \$159,000 to capital plan.

Option 2 – Undertake moderate/major playground upgrades in each park

- 2549 10th Avenue [11th Avenue Park] -including large play structure, 2 slides, multi climbers, single swing unit, pour and play safety surface. (\$150,000)
- 3627 16th Avenue Park- including large play structure, multi climbers, hanging features, slide, double swing unit, pour and play safety surface. (\$145,000)
- 6038 River Road Park- including large play structure, multi climbers, hanging features, 2 double slides, single swing unit, pour and play safety surface. (\$215,000)

Council may direct staff to proceed with a series of playground upgrades and amending the 2026-2030 Financial Plan to allocate the \$510,000 to capital plan.

Option 3 – Take No Action Pending Completion of the Parks Recreation & Culture Master Plan

ANALYSIS

PHASE 1 – 2026: 2549 10th Avenue [11th Avenue Park]

Rationale:

- 11th Avenue Park is a well-used neighbourhood park with no playground structure in place.
- Early improvements in 2026 provide a visible benefit to residents and compliment the existing basketball play area.

Cost Range:

- Option 1 (\$52,000)
- Option 2 (\$150,000)

PHASE 2 – 2027: 6038 River Road Park

Rationale:

- River Road Park is well suited for completion in the second year of the plan.
- There is currently an older playground swing in place on site, removal of this structure and addition of new structure would be a great addition to this highly visible park.

Cost Range:

- Option 1 (\$52,000)
- Option 2 (\$215,000)

PHASE 3 – 2028: 3627 16th Avenue Park

Rationale:

- 16th Avenue Park is a high-profile neighbourhood park.
- Scheduling this park in 2028 allows the new playground to compliment the existing water park.

Cost Range:

- Option 1 (\$55,000)
- Option 2 (\$145,000)

BENEFITS OF THIS PHASING APPROACH

- Predictable annual budgeting over three fiscal years.
- Reduced operational strain, with only one major upgrade per year.
- Flexibility to adjust scope based on the forthcoming Master Plan.
- Staggered increase in maintenance workload, allowing staffing adjustments.
- Consistent community benefit, with visible improvements delivered annually

IMPLICATIONS

Upgrading existing playgrounds will increase ongoing Parks maintenance requirements. Based on current service levels, each upgraded playground is expected to add approximately 80 additional maintenance hours per year. The actual workload varies depending on playground design, materials used, and the complexity of installed features.

- Wood structures require the highest level of maintenance due to weathering, wear, and the need for frequent repairs or replacement of components.
- Plastic and metal structures generally require less routine maintenance but still involve regular inspections, tightening of hardware, repainting of metal surfaces, and seasonal repairs.
- Rubber pour-in-place surfacing provides accessibility benefits but requires specialized maintenance and eventual replacement, which is significantly more expensive than other surfacing types.

- Engineered wood fibre (EWF) surfacing has a lower upfront and replacement cost but requires more frequent top-ups and renewal compared to other options.

Financial Implications

The recommendation is to use the Alberni Valley Community Forest Reserve in the amount of \$159,000. There would be no tax implications associated with the Capital project. The tax implication if undertaken in 2026 would be as follows if the Alberni Valley Community Forest is not used and the any projects are approved.

Should alternate direction be provided and the capital expenditure comes from taxation the percentage increase would be 0.44% in 2026 for \$159,000. The operational increases in 2026 due to the added level of service would require an increase of \$13,300, or 0.04% tax increase.

The added maintenance hours resulting from upgraded playgrounds will require future adjustments to the Parks operating budget to support increased inspection schedules, surfacing upkeep, and equipment repairs. If multiple playgrounds are upgraded, additional 80 hours of seasonal or full-time staffing may be required to maintain current service levels.

Lifecycle Implications

Playground equipment has varying lifecycle lengths based on material type:

- Wood structures: approximately 15–20 years
- Plastic/metal structures: approximately 15–25 years
- Surfacing:
 - Rubber pour-in-place requires patching and ultimately full replacement at a high cost.
 - Engineered wood fibre: lower cost but requires more frequent renewal.

COMMUNICATIONS

Public notification will be shared through the City's website and social media once Council direction is received.

BYLAWS/PLANS/POLICIES

This initiative supports the City's *Strategic Plan* objectives related to enhancing public spaces and fostering connected neighbourhoods. It also complements the forthcoming Parks Recreation and Cultural Master Plan.

SUMMARY

This report presents cost and feasibility options for park upgrades ranging from \$159,000 to \$510,000 and confirms that the proposed work can be completed in upcoming years depending on budget approval timelines.

ATTACHMENTS/REFERENCE MATERIALS

Option 1- 2549 10th Avenue Basic

Ages 5-12



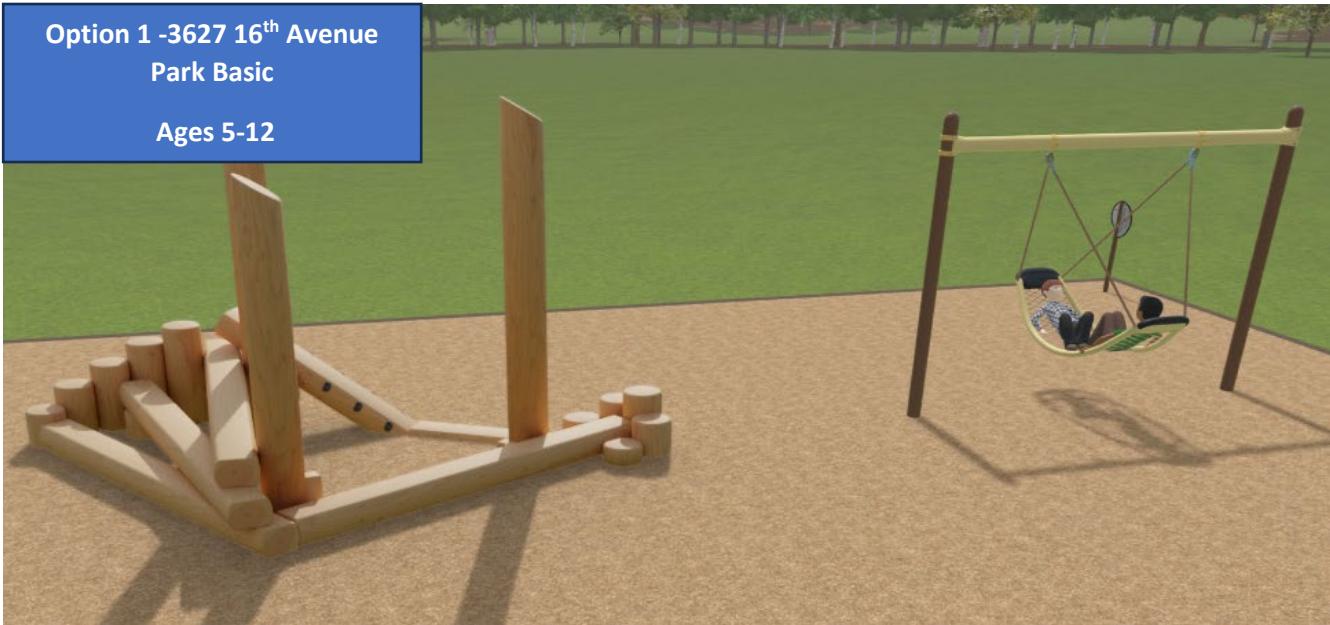
Option 2 - 2549 10th Avenue
Moderate/Major

Ages 5-12



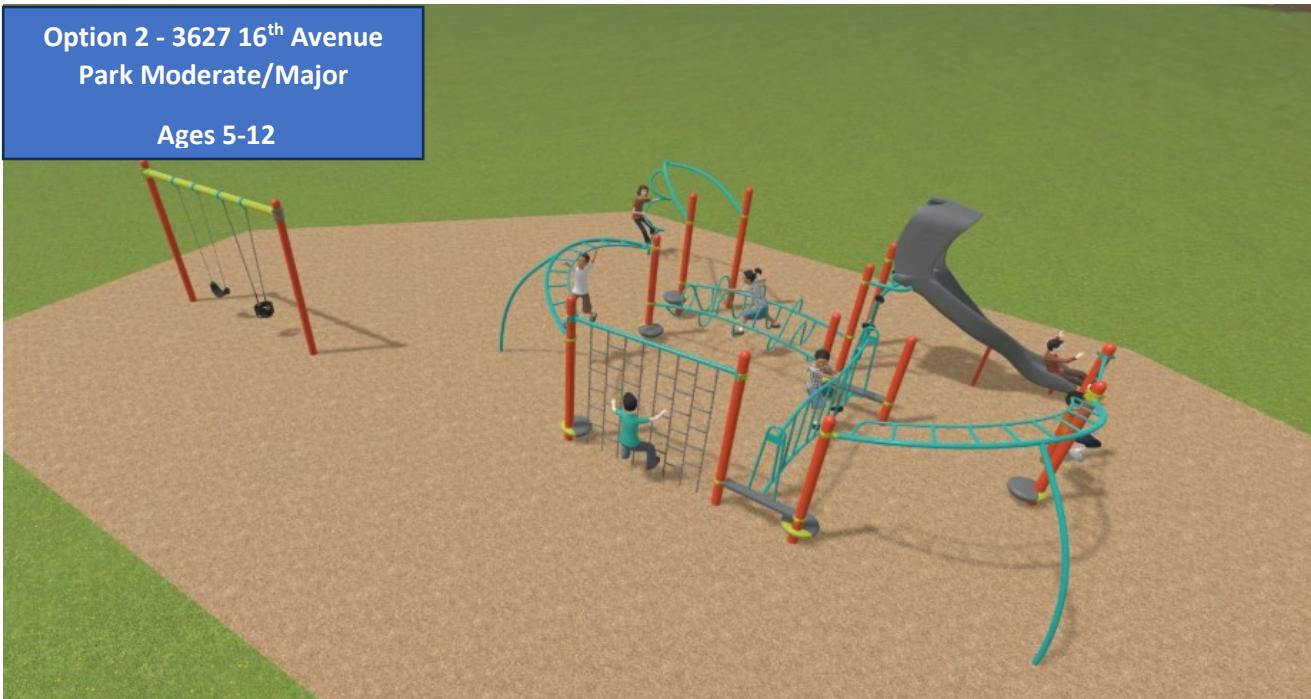
Option 1 - 3627 16th Avenue
Park Basic

Ages 5-12



Option 2 - 3627 16th Avenue
Park Moderate/Major

Ages 5-12



Option 1 - 6038 River Road
Basic
Ages 5-12



Option 2 - 6038 River
Road Moderate/Major
Ages 5-12



Commercial Playground Pricing Estimates

Item	Commercial grade Estimated Cost	Notes
Spring toy Rider (single)	\$2,500+	Commercial grade,
Standalone Slide	\$ 5,000-\$12,000+	Depends on height, materials
Single Bay Swing Set	\$4,500+\$20,000+	Depends on height, materials