



AGENDA - REGULAR MEETING OF COUNCIL

Monday, February 9, 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 portalalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalalberni.ca

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A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 5

1. *THAT the minutes of the Special meeting and Regular Council meeting held on January 26, 2026 be adopted, as presented.*

C. DELEGATIONS

1. **Introduction | Business Development and Property Advisor & Deputy Director of Finance**
Chief Administrative Officer to introduce the City's new Business Development and Property Advisor, Dave Osborne, and the Deputy Director of Finance, Tamara Nelson.

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. Quarterly Departmental Reports - Page 12

Quarterly reports from the Development Services, Finance, Fire, Infrastructure Services, and the Parks, Recreation & Culture departments providing a summary of department activities from October to December 2025.

THAT Council receive the Q4 Quarterly Reports from the Development Services, Finance, Fire, Infrastructure Services, and the Parks, Recreation & Culture departments for the period October 1 – December 31, 2025 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. 2026 – 2030 Financial Plan | Adoption - Page 61

THAT "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5138.

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. Ridge View Health & Performance | McLean Mill 10K - Page 66

Letter dated January 19, 2026 from Ridge View Health & Performance requesting access to McLean Mill National Historic Site for the annual McLean Mill 10K.

THAT Council authorize Ridge View Health & Performance access to McLean Mill National Historic Site on Sunday, March 29, 2026 from 8:00 am to 5:00 pm for the purpose of a 10K running event starting at the McLean Mill and following the route as outlined in the attached map 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.

2. **Conseil scolaire francophone de la Columbie-Britannique | Francophonie Flag Request** - Page 68

Letter dated January 22, 2026 requesting Council fly the Francophonie flag during the month of March 2026.

THAT Council authorize the request from the Conseil scolaire francophone de la Columbie-Britannique to raise the Francophonie flag at City Hall from March 1-31, 2026 in support of the francophone community in Port Alberni.

H. PROCLAMATIONS

1. **BC Epilepsy Society** - Page 69

Email dated January 28, 2026 requesting March 26, 2026 be proclaimed as 'International Purple Day®' in Port Alberni.

THAT Council, on behalf of the BC Epilepsy Society, proclaim March 26, 2026 as 'International Purple Day®' in Port Alberni.

2. **Vancouver Island Down Syndrome Society** - Page 72

Email dated January 31, 2026 requesting March 21, 2026 be proclaimed World Down Syndrome Day in Port Alberni.

THAT Council, on behalf of Vancouver Island Down Syndrome Society, proclaim March 21, 2026 as 'World Down Syndrome Day' in Port Alberni.

I. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary** - Page 74

- a. UBCM President | Forestry Industry and Sustainable Fibre Resolution Endorsement
- b. BC Ferries | Response to City letter re: BC Ferries Booking Changes
- c. Central Vancouver Island Crime Stoppers | 2025 Summary Report
- d. Ministry of Tourism, Arts, Culture and Sport | Follow up to the 2025 UBCM Convention Meeting
- e. City of Kamloops | Copy of 2026 Resolution regarding review of the *Heritage Conservation Act*

J. REPORT FROM IN-CAMERA

The following motions previously passed by Council during a Closed meeting, were released to the public, pursuant to Section 117 of the Community Charter.

August 11, 2025

- Authorization to execute a lease agreement between the City of Port Alberni and the Canadian Mental Health Association – Port Alberni, for a six-year term for City parks caretaker residences located at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and Paper Mill Dam Park; to include decommissioning of the Papermill Dam Park caretaker house once vacant.

January 26, 2026

- Direction for Administration to prepare a response to the Town of View Royal's December 4, 2025 letter, expressing Council's potential 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, subject to additional information.

K. COUNCIL REPORTS

1. **Council and Regional District Reports**

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

L. NEW BUSINESS

New items of business requiring Council direction as well as an opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.

1. **Notice of Motion provided January 26, 2026 | Cllr. Haggard**

THAT Council direct administration to coordinate Council site visits to supportive housing locations, ensuring Council has the necessary information to inform a lease agreement with BC Housing for the proposed supportive housing project on 2nd Avenue.

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, January 26, 2026 @ 11:00 a.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Councillor D. Dame [Chair]
Councillor D. Haggard @ 11:29 a.m.
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda
Councillor T. Verbrugge

Regrets: Mayor S. Minions

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

The meeting was called to order at 11:03 a.m.

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

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

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

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

Section 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The meeting adjourned at 1:33 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, January 26, 2026 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Councillor D. Dame (Chair)

Councillor D. Haggard

Councillor C. Mealey

Councillor T. Patola

Councillor C. Solda

Councillor T. Verbrugge

Regrets: Mayor S. Minions

Staff: M. Fox, Chief Administrative Officer

S. Smith, Director of Development Services/Deputy CAO

S. Darling, Director of Corporate Services

A. McGifford, Director of Finance

P. Deakin, Manager of Economic Development

K. Bodin, Director of Human Resources

M.C. Massicotte, Manager of Community Safety & Social Development

B. McLoughlin, Manager of Planning

K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)

F. Guevara, Software Analyst

Gallery: 39

INTRODUCTORY REMARKS

Chair Dame expressed appreciation to Mike Fox, Chief Administrative Officer, for his dedicated service to the City and extended best wishes as he begins his next chapter with the District of North Vancouver.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

Notice of Motion – Councillor Haggard

Councillor Haggard provided Notice of Motion directing Administration to coordinate Council site visits to supportive housing locations, ensuring Council has the necessary information to inform a lease agreement with BC Housing for the proposed supportive housing project on 2nd Avenue.

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

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special and Regular meetings of Council held on January 12, 2026 be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Quarterly Departmental Reports

MOVED AND SECONDED, THAT Council receive the Q4 Quarterly Reports from the Economic Development, Human Resources and Corporate Services departments for the period October 1 – December 31, 2025 as information.

CARRIED| Res. No. 26-20

2. Nuisance Abatement Working Group | Quarterly Report

MOVED AND SECONDED, THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' for the period October 1, 2025 – December 31, 2025 as information.

CARRIED| Res. No. 26-21

3. Approval of Audit Minutes

MOVED AND SECONDED, THAT Council approve the November 25, 2025 Audit Committee minutes.

CARRIED| Res. No. 26-22

F. BYLAWS

1. Municipal Office Building Purchase Loan Authorization, Bylaw No. 5142, 2026

MOVED AND SECONDED, THAT "Municipal Office Building Purchase Loan Authorization Bylaw No. 5142, 2026" be now introduced and read a first time.

CARRIED| Res. No. 26-23

MOVED AND SECONDED, THAT "Municipal Office Building Purchase Loan Authorization Bylaw No. 5142, 2026" be read a second time.

CARRIED| Res. No. 26-24

MOVED AND SECONDED, THAT "Municipal Office Building Purchase Loan Authorization Bylaw No. 5142, 2026" be read a third time.

CARRIED| Res. No. 26-25

MOVED AND SECONDED, THAT Council amend "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" as follows:

- a. *In 2026, Add new Revenue Account – Planning & Engineering Building – add \$94,710*
- b. *In 2026, Line 21254 – Planning & Engineering Building - \$94,710*
- c. *In 2027, Planning & Engineering Building Revenue – add \$199,070*
- d. *In 2027, Line 21254 – Planning & Engineering Building – add \$324,714*
- e. *In 2028, Planning & Engineering Building Revenue – add \$202,177*
- f. *In 2028, Line 21254 – Planning & Engineering Building – add \$326,268*
- g. *In 2029, Planning & Engineering Building Revenue – add \$202,177*
- h. *In 2029, Line 21254 – Planning & Engineering Building – add \$326,268*
- i. *In 2030, Planning & Engineering Building Revenue – add \$202,177*
- j. *In 2030, Line 21254 – Planning & Engineering Building – add \$326,268*

CARRIED| Res. No. 26-26

2. **2026 – 2030 Financial Plan | Third Reading**

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

CARRIED | Res. No. 26-27

G. CORRESPONDENCE FOR ACTION

H. PROCLAMATIONS

1. **Alberni Valley Chapter Canadian Council of the Blind**

MOVED AND SECONDED, THAT Council, on behalf of Alberni Valley Chapter Canadian Council of the Blind, proclaim the week of February 2 – 7, 2026 as 'White Cane Week' in Port Alberni.

CARRIED | Res. No. 26-28

2. **Kinsmen Club of Port Alberni**

MOVED AND SECONDED, THAT Council, on behalf of the Kinsmen Club of Port Alberni, proclaim February 20-27, 2026 as Kinsmen and Kinette Week in Port Alberni.

CARRIED | Res. No. 26-29

3. **Heritage BC**

MOVED AND SECONDED, THAT Council, on behalf of Heritage BC, proclaim the week of February 16 – 22, 2026 as 'Heritage Week' in Port Alberni.

CARRIED | Res. No. 26-30

I. CORRESPONDENCE FOR INFORMATION

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

- a. District of Highlands | Bill M216 – *Professional Reliance Act*
- b. Various Ministry Letters | Follow up to the 2025 UBCM Convention Meeting
- c. AVICC | 2026 AVICC AGM & Convention – 3rd Call for Resolutions
- d. Ministry of Health | Update on Decriminalization Pilot Program
- e. Traffic Advisory Committee | October 15, 2025 Meeting Minutes
- f. Alberni Valley Heritage Commission | December 3, 2025 Meeting Minutes

MOVED AND SECONDED, THAT Council direct Administration to forward information regarding student attendance at the AVICC Convention to eligible schools in Port Alberni.

CARRIED | Res. No. 26-31

MOVED AND SECONDED, THAT Council receive the January 26, 2026 correspondence summary as information.

CARRIED | Res. No. 26-32

J. REPORT FROM IN-CAMERA

1. Council released for public consumption direction to authorize \$10,000 from the Reconciliation Fund towards a museum summer [Tseshah] student employment position, should the grant application to the Canadian Museum Association not be successful.

2. Council released for public consumption support for an application to the Agricultural Land Reserve to remove land [5355 Cherry Creek Road] given the application is prepared by Community Futures and approved by the city.
3. Council released for public consumption execution of a Contract of Purchase and Sale between the City of Port Alberni and Libberock Holdings Inc for 4835 Argyle Street, Lots 10,11 and 12, Block 41, District Lot 1, Alberni District, Plan 197B (PIDS: 009-251-243, 009-251-260 and 009-251-308) in the amount of \$3,400,000.

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. 26-33

L. NEW BUSINESS

1. **Community Investment Program | 2026 Recommendations**

MOVED AND SECONDED, THAT Council approve the 2026 Community Investment Program Committee recommendations as outlined in the staff report dated January 12, 2026 and further direct Administration to return with an updated Terms of Reference.

CARRIED | Res. No. 26-34

2. **Temporary Use Permit | 3868 Wood Avenue**

MOVED AND SECONDED, THAT Council postpone discussion on Temporary Use Permit No. 24-01 at 3868 Wood Avenue to February 23, 2026 in order to obtain a written legal opinion on the matter.

CARRIED | Res. No. 26-35

3. **Temporary Use Permit | 3723 Redford Street**

Chair Dame invited members of the public forward to speak to Temporary Use Permit No. 25-02 at 3723 Redford Street.

H. Singh Rai, owner of the property in question, spoke in support of Temporary Use Permit No. 25-02.

MOVED AND SECONDED, THAT Council not issue Temporary Use Permit No. 25-02 at 3723 Redford Street.

CARRIED | Res. No. 26-36

MOVED AND SECONDED, THAT Council direct the Community Safety and Social Development department to not enforce the Zoning Bylaw at 3723 Redford Street until July 1, 2026 to allow tenants to find alternate accommodation.

CARRIED | Res. No. 26-37

4. Temporary Use Permit | 2907 3rd Avenue

Chair Dame invited members of the public forward to speak to Temporary Use Permit No. 25-04 at 2907 3rd Avenue.

A. Pontbriand, CFO of Coulson Group of Companies spoke in support of Temporary Use Permit No. 25-04 at 2907 3rd Avenue.

M. Stabler spoke in support of Temporary Use Permit No. 25-04 at 2907 3rd Avenue.

C. Zanette, Uptown Merchants Association, spoke in support of Temporary Use Permit No. 25-04 at 2907 3rd Avenue.

MOVED AND SECONDED, THAT Council not issue Temporary Use Permit No. 25-04 at 2907 3rd Avenue.

CARRIED | Res. No. 26-38

5. Release of In-Camera Resolutions | 2025 Annual Disclosure

MOVED AND SECONDED, THAT Council receive 'Release of In Camera Resolutions | 2025 Annual Disclosure' dated January 26, 2026 as information.

CARRIED | Res. No. 26-39

MOVED AND SECONDED, THAT Council approve updated Policy No. 3002-6 "Release of In Camera Resolutions" dated January 26, 2026.

CARRIED | Res. No. 26-40

6. Notice of Motion provided January 19, 2026 | Cllr. Solda

MOVED AND SECONDED, THAT Council direct Administration to prepare a report outlining potential city-led program options to support businesses experiencing challenges related to crime and disruption stemming from social disorder, including resources for security enhancements and support for community collaboration initiatives.

CARRIED | Res. No. 26-41

M. QUESTION PERIOD

R. Doiron inquired about the opportunity for the public to speak to development application matters.

L. Hogdin inquired about safety measures in the uptown district.

M. Wright inquired about zoning changes in the uptown district.

B. McLean inquired about opportunities for the public to speak to non-zoning issues.

C. Jaskin inquired about collaboration with community groups on City owned properties.

G. Hughes expressed thanks to outgoing CAO M. Fox for his leadership during his tenure with the City.

N. ADJOURNMENT

*MOVED AND SECONDED, THAT the meeting adjourn at 4:24 p.m.
CARRIED*

Mayor

Corporate Officer

DEVELOPMENT SERVICES

PURPOSE

To provide Council with an overview of departmental operations of Development Services Department for the quarter ending December 31, 2025.

OVERVIEW

Staffing

The Development Services Department has successfully hired staff to fill two vacant planner positions. The first new **Planner I** started work in Q3, with the second starting in Q4. The Department has also successfully hired a new **Planning Technician** following a retirement. The new **Planning Technician** will start in Q1 of 2026. Filling these vacancies with qualified entry-level planners will add substantial capacity for development review and community planning projects.

2042 Official Community Plan

Progress on the draft Official Community Plan was limited in Q4 due to staff vacancies. However, staff have engaged Uplift Communications to prepare communications materials and to design the draft OCP document. Uplift Communications is currently working on the City's Master Plans, and this will align the 2042 OCP branding with those projects. More substantial work on the new OCP is expected to resume in Q1 of 2026 when Development Services is fully staffed.

Somass Lands Development

Staff continue to coordinate with Matthews West as they undertake pre-development work on the Somass Lands project. A LIDAR survey was completed for the property. A geotechnical investigation and testing of the site was completed and a report prepared for the property. An architectural firm was engaged to undertake a conceptual Masterplan to articulate a strategic framework for the transformation of the lands.

Permits, Subdivisions, and Land Use Applications

The following permits and development approvals were completed in Q4:

1. The City has issued one-hundred twenty-five (125) permits with a construction value of \$36 million, including sixty-seven (67) new residential units through Q4.
 - Average processing time for Standard Building Permits and for Complex Building Permits is currently 8 to 10 weeks.
2. Approval of a minor variance under DVP 128: 4803 David Street to allow for a renovation of an existing single detached dwelling.
3. Temporary Use Permit 25-03 at 3130 3rd Avenue was approved by Council.



4. The Approving Officer has issued fourteen (14) Preliminary Layout Review letters and gave final approval to five (5) subdivisions through Q4.

Reports to Council

Staff made the following reports to Council on development approvals and other planning issues:

1. OCP and Zoning bylaw amendments for 15th Avenue and Montrose Street were given 1st and 2nd reading on Oct. 27th. A Public Hearing was held on Nov. 24th. 3rd reading and final adoption was given on Dec. 1st.
2. Zoning bylaw amendment for 5405 Argyle Street was given 1st and 2nd reading on Oct. 27th. A Public Hearing was held on Nov. 24th. 3rd reading and final adoption was given on Dec. 1st.
3. OCP and Zoning bylaw amendments for the BC Housing Supportive Housing project on 3027 2nd Avenue were given 1st and 2nd reading on Nov. 10th. A Public Hearing was held on Dec. 1st.
4. Report to Council providing an overview of Port Alberni current short-term rental (STR) regulations, with recommendations to prepare bylaw updates to match BC short-term rental legislation and provide clarity on City regulation.
5. Report to Council regarding corrections required on City website Property Information Portal.
6. Development Services department Service Level report was received by Council.

New Development Applications

Staff completed preliminary review and intake on the following new development applications in Q3:

- One (1) **Rezoning** application for a total of eight (8) in 2025.
- Zero (0) **Subdivision** applications for a total of thirteen (13) in 2025.
- One (1) **Development Permit** application for a total of six (6) in 2025.
- Zero (0) **Temporary Use Permits** for a total of five (5) in 2025.
- Zero (0) **Official Community Plan amendment** applications for a total of five (5) in 2025.
- Zero (0) **Development Variance Permit** applications for a total of three (3) in 2025.

Business Licensing and Property Search Requests

Sixty-three (63) business licenses were approved and issued in Q4, including:

- Zero (0) short-term rentals/bed and breakfasts.
- Ten (10) special event licenses.
- Five (5) intercommunity licenses

Twenty-three (23) Property Search request were completed in Q4, for a total of One Hundred and twenty-six (126) in 2025.



DEVELOPMENT APPLICATION SUMMARY 2025

Status current to January 31, 2026.

Application	Property Address	Stage	Status
OCP/ZON 24-01	Rainbow Gardens	In Review	Active
ZON24-05	3940, 3960 Johnston Rd.	In Review	Active
ZON 25-03	5405 Argyle St	Adopted	Completed
OCP/ZON 25-01	3027 2 nd Ave	Adopted	Completed
OCP/ZON 25-02	2907 2 nd Ave	-	Closed
OCP/ZON 25-04	Lot 16 & 17 Brown Rd	In Review	Active
OCP/ZON 25-05	Tsuma-as Housing	In Review	Active
ZON 25-06	3585 Huff Dr	-	Closed
OCP/ZON 25-07	5769 River Rd	In Review	Active
ZON 25-08	4504 Glenwood Dr	In Review	Active
LIQ 25-01	3100 Kingsway Ave	-	Completed
DP24-04	4690 Elizabeth St	Permit Issued	Completed
DP 25-01	2972 & 2976 3 rd Ave	Permit Issued	Completed
DP 25-03	2856 4 th Ave	Permit Issued	Completed
DP 25-04	5224 Argyle St	In Review	Active
DP 25-05	3830 5 th Ave	In Review	Active
DP 25-06	3900 Burde St	In Review	Active
DVP 24-04 (124)	4609 10 th Ave	Permit Issued	Completed
DVP 24-05 (125)	4691 Gertrude St	Permit Issued	Completed
DVP 25-01 (126)	3920 Haslam Rd	Permit Issued	Completed
DVP 25-03 (128)	4803 David St	Permit Issued	Completed
DVP/DP 25-02	3033 3rd Ave	In Review	Active
TUP 24-01	3868 Wood Avenue	TBD	Active
TUP 25-01	5104 River Rd	Permit Issued	Completed
TUP 25-02	3723 Redford Rd	Permit Not Issued	Completed
TUP 25-03	3130 3 rd Ave	Permit Issued	Completed
TUP 25-04	2907 3 rd Ave	Permit Not Issued	Completed
TUP 25-05	3048 3 rd Ave	TBD	Active
SUB 25-01	3960 Comox St	PLR	Issued
SUB 25-02	5350 Falls St	PLR	Issued
SUB 25-03	5189 Compton Rd	PLR	Issued
SUB 25-04	3027 & 3037 2 nd Ave	Consolidation	Completed
SUB 25-05	3920 Haslam Rd	PLR	Completed
SUB 25-06	2604 9 th Ave	PLR	Issued
SUB 25-07	3333 Burde St	PLR	Issued
SUB 25-08	2104 Rita Rd	PLR	Issued
SUB 25-09	2831 Burde St	PLR	Issued
SUB 25-10	5052 Mary St	PLR	Issued
SUB 25-11	4161 Bruce St	PLR	Issued
SUB 25-12	2201 11 th Ave	PLR	Issued
SUB 25-13	4850 Regina Ave	PLR	Issued



DEVELOPMENT APPLICATION TIMELINES 2021 - 2025

Figure 1 – Total Applications Received & Total Applications Completed

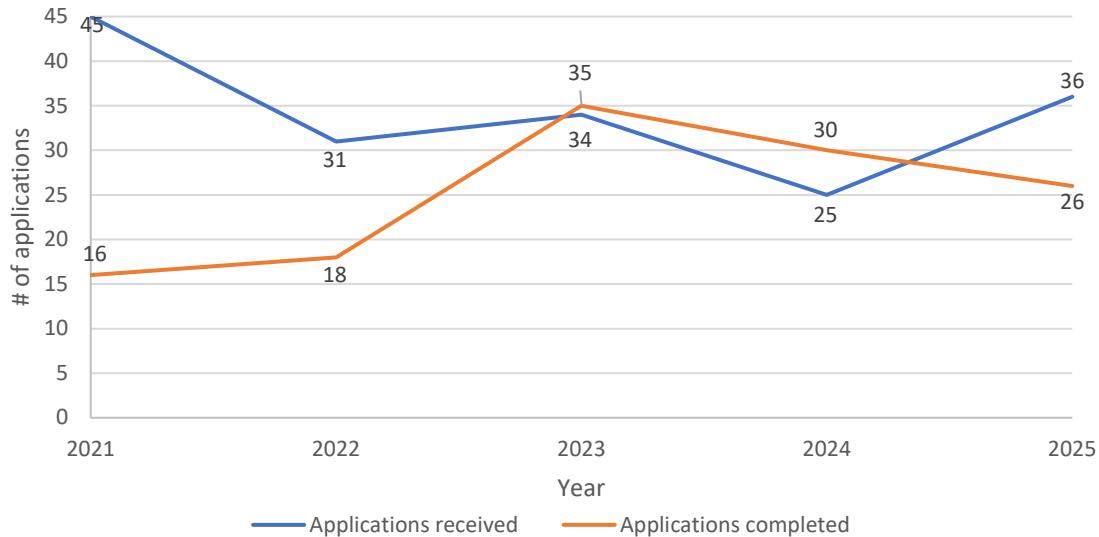
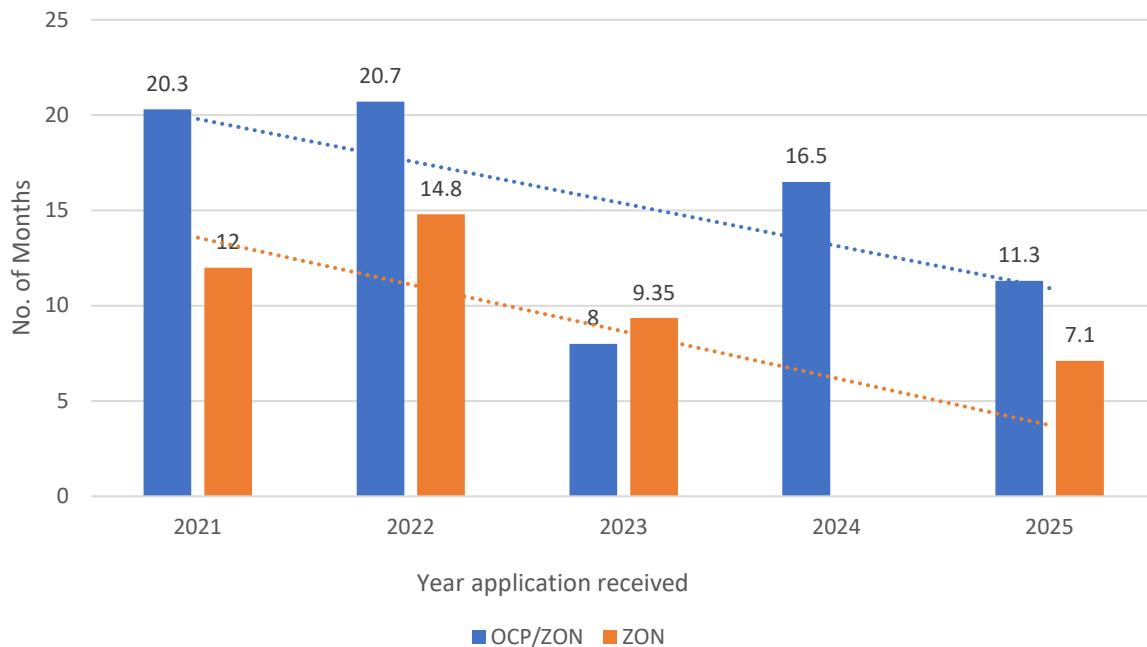


Figure 2 – Average OCP and Zoning Amendment Application Timelines by Year Received

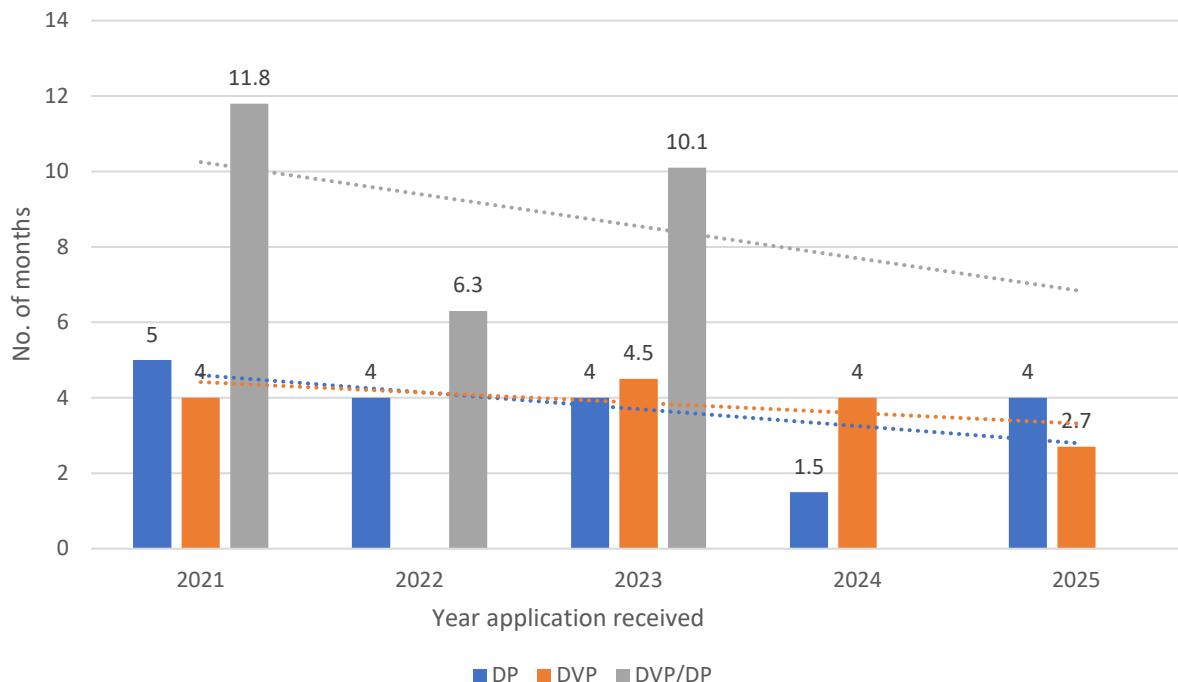


*Only completed applications are shown. The 2024 column represents a single application closed by the applicant in 2025. Other 2024 rezoning applications are in-progress.



Figure 3 – Average Development Permit and Development Variance Permit Application Timelines

*Development Permits with a variance are labelled DVP/DP and are typically more complex applications requiring additional review. Only completed applications are shown.



COMMUNICATIONS

In accordance with the *Local Government Act*, staff issued notice for the following:

- Temporary Use Permit 25-03 – 3130 3rd Ave (ads, mailed letters)
- November 24th Public Hearing for OCP and Zoning bylaw amendments on 15th and Montrose (Ads, mailed letters and sign)
- November 24th Public Hearing for Zoning bylaw amendment on 5405 Argyle Street (Ads, mailed letters and sign)
- December 1st Public Hearing for OCP and Zoning bylaw amendments on 3027 2nd Avenue (Ads, mailed letters and sign)



LINKAGE TO CORPORATE STRATEGIC PLAN

The Development Services Department work supports many of the Goals in the 2020-2024 Corporate Strategic Plan including:

- 1.4 The City adapts in response to ongoing demographic change and community development.
- 2.3 The Community has a strategy that effectively encourages investment and sustainable growth.
- 2.5 The City takes an active and innovative role in the redevelopment of brownfield sites.
- 5.1 The community is aesthetically appealing and there are locally authentic public spaces. Citizens are proud of their community.
- 5.2 Safe and accessible housing options exist for all members of the community.

BUDGET OVERVIEW

The Development Services department operational and consulting expenses are under budget as of the end of Q4, primarily due to staff vacancies. Although the building permits are ready to be issued, several large projects have not paid to pick-up the building permits. This is resulting in a deficit for the building permit revenues projected for this year.

SUMMARY

This report provides a brief overview of the larger policy and project work by the Development Services Department. The department also administers all business licence, development applications, building permits, property searches, public enquiries and many other related development services functions on an ongoing basis.

LOOKING FORWARD

City staff plan to have a draft Official Community Plan document prepared in the Q1 of 2026 and public engagement in Q2 2026.

ATTACHMENTS



FINANCIAL AND INFORMATION TECHNOLOGY SERVICES

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending December 31, 2025.

OVERVIEW

The Financial and Information Technology Services Department (FITSD) supports all areas of the organization with the following:

Financial Plan 2026-2030

The fourth quarter was largely focused on supporting budget managers and CAO through the financial planning process with the first meeting occurring September 2025. Preparation for year end is underway and financial information for the 2026 - 2030 plan has been updated in the financial system to start the new year's budget reporting.

Procurement Support

The City has a decentralized procurement program with each department responsible for their procurement needs with some administration oversight from the FITDS in review of procurement documents and awards as approved in the Financial Plan and Procurement Policy. In the fourth quarter, procurement support included:

- Invitation to tender – Franklin River Road Supply Main Replacement - Phase 1
- Request for Proposals – Environmental Consulting Services & Environmental Monitoring
- Request for Proposals – Josephine Sanitary Force main Somass River crossing.
- Request for Proposals – Demolition of Silo Buildings on the Somass Lands
- Expression of Interest – Dock Replacement – waterfront areas and Clutesi Haven Marina

Grants

Grant reporting requirements for year-end are underway for the Canada Community Building Fund and Climate Action Incentive Capital projects.

Financial systems and process improvements

The department seeks to address changes in local government financial standards and improving our systems and procedures to be efficient and effective, some projects worked on include:

- Review of Collection opportunities for accounts not able to roll onto property taxes.
- Digital improvements to accounts payable process, electronic invoice approval and invoice submissions.
- Digitizing record retention by use of gradual return to work employees, 70% of our historic files have now been scanned and stored digitally.
- The electronic billing campaign for taxes and utilities has led to an increase in 469 new registrants in 2025 bringing our total to 3,489 residents registered for electronic billing services throughout the City.

Tax Sale

The City had 4 properties that went to Tax Sale in 2025. One Property has since been redeemed.



Utilities

Supporting the meter reading process in November and December in preparation for the final billing of 2025. Ensuring meter and ownership changes have been updated in preparation to bill in early January.

Asset Management

Maturity of the City's Asset Management Program continues with improvements to data quality, governance, and financial planning integration to support long-term asset sustainability. Key projects include:

- Completion of a data consolidation and validation audit across all major asset categories.
- Advancing the City's Fleet Asset Management Policy by drafting fleet & equipment guidelines, and development of standard operating procedures for repurposed fleet & equipment as well as end-of-life decision making.
- Completion of the Asset Replacement Plan project took place (partially UBCM-funded); the Plan provides long-range replacement forecasting to support multi-year capital planning, improve visibility of renewal pressures, and strengthen capital prioritization and grant readiness.
- Completion of an integration of the City's TCA Road inventory with the 2025 Pavement Condition Assessment that will link condition, financial values, and risk quantification for use in long term renewal strategies.

Information Technology

The fourth quarter focused on providing critical technical infrastructure and network systems support across the organization. Please note some of the hard work completed by the IT team is considered confidential in nature as it relates to network security and RCMP activities and is not included in this report.

Cyber security updates:

- Research and development of network security monitoring.
- External network penetration testing completed and successful.
- Review and finalization of cyber security policies.

Server/infrastructure related updates:

- Continuation of server migration project, databases, and roles to HCI server solution purchased in 2023.
- Enhancing connectivity by installing Telus Pure Fibre internet at critical infrastructure locations.
- Updating hardware and network services related to the ice plant for software changes.

Software updates:

- Migration of end-of-support Microsoft Office 2019 to Office 365
- Onboarding the Recreation department to the Explore Recreation Mobile App
- Prepared the HR Employee Position/Status Change SharePoint site for implementation
- Supported Planworx implementation, maintenance, ongoing support, onboarding users for Public Works, Water and Streets
- Performed the PastPerfect software upgrade for the museum



Other items

- Insurance policy updates and appraisal completed
- Set up of all 2026 operational and capital projects.
- Cashflow & investment planning – focus to maximize returns in the declining interest rate environment.
- Completion of the Finance Reception/Cashier counter and transition of duties.

COMMUNICATIONS

Through the Financial Planning process there were five City Connect advertisements in the Alberni Valley News in conjunction with numerous social media campaigns, and an open house providing residents with the opportunity to engage in the Financial Plan process. Two Committee of the Whole meetings were held that provided opportunity for Financial Plan engagement directly with Council.

LINKAGE TO CORPORATE STRATEGIC PLAN

The FITDS work supports many of the Goals in the [2023-2027 Corporate Strategic Plan](#) including:

- 3.1 The highest and best use is made of City owned assets.
 - Asset Management – ensuring all assets are tracked and expenditures are correctly assigned for the services delivered.
- 3.2 The City's citizens receive the best value from its service providers.
 - Provide and compare other municipalities and in the province.
 - Analyzing the costs and service delivery and benefits to the City residents and Alberni Valley.
 - Seeking additional information to support Council decision making processes.
- 3.3 City provides quality services to residents.
 - Supporting the organization through reporting and tracking financial performance.
 - Delivering the internal services to support all service delivery within the City.

BUDGET OVERVIEW

Service level reporting for FITDS is attached detailing expenditures for the quarter. Expenditures are still under review and subject to change as year end reviews and processes are completed.

SUMMARY

Much of the work and processes that the Finance and Information Technology Departments undertake is routine and internal service delivery based. The final quarter of the year is focused on Financial Planning, setting up for year end reconciliation, audit preparation and grant reporting. **LOOKING FORWARD**

- Policy review and update – all FITDS policies will be reviewed as soon as time permits and brought to either Council or CAO for amendments and approvals.
- Accounts Payable process improvements to reduce paper waste and increase efficiency by implementing electronic approvals.



- Preparation of annual financial statements and required reporting from January to March.

ATTACHMENTS

For project updates, visit: <https://www.portalberni.ca/now-next-later>



FINANCE & ASSET MANAGEMENT

2025 Financial Plan YTD - 4th Quarter

ACCOUNT	DESCRIPTION	2025 BUDGET	2025 ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
Revenues					
	Asset Management Grant	-	15,000	15,000	
	<i>Total Revenues</i>	-	15,000	15,000	

ACCOUNT	DESCRIPTION	2025 BUDGET	2025 ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
EXPENDITURES					
21229	Consulting Services	25,000	51,717	(26,717)	-106.87%
21225	External Audit	35,000	32,250	2,750	7.86%
21229	Memberships & Subscriptions	3,541	2,110	1,431	40.41%
21229	Software Licensing	33,000	39,426	(6,426)	-19.47%
21229	Supplies	-	2,534	(2,534)	
21221	Wages & Benefits	1,207,464	1,167,788	39,676	3.29%
	<i>Total Expenditures</i>	1,304,006	1,295,825	8,180	0.63%

INFORMATION TECHNOLOGY SERVICES

2025 Financial Plan YTD - 4th Quarter

ACCOUNT	DESCRIPTION	2025 BUDGET	2025 ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
Revenues					
15940	Miscellaneous Revenue - IT Services	35,350	48,034	12,684	35.88%
	<i>Total Revenues</i>	35,350	48,034	12,684	35.88%

ACCOUNT	DESCRIPTION	2025 BUDGET	2025 ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
EXPENDITURES					
21261	Contract Services	27,038	20,915	6,122	22.64%
21261	Memberships & Subscriptions	1,249	751	498	39.89%
21261	Mileage Allowance	804	-	804	100.00%
21261	Reserve For Equipment Replacement	141,204	141,264	(60)	-0.04%
21261	Software Licencing	340,631	111,895	228,736	67.15%
21261	Supplies	32,445	37,702	(5,257)	-16.20%
21261	Wages & Benefits	489,417	531,258	(41,841)	-8.55%
	<i>Total Expenditures</i>	1,032,787	843,784	189,003	18.30%

FIRE DEPARTMENT

PURPOSE

To provide Council with an overview of departmental operations.

OVERVIEW

RESPONSES

Below are the calls for service for Q4 in 2025 and previous years.

All Calls:	Structure Fires:	MVIs (In City)	MVIs (Task #)	Medical First Responder:
2021: 507	2021: 12 (1 MA)	2021: 30	2021: 16	2021: 318
2022: 660	2022: 11 (2 MA)	2022: 12	2022: 11	2022: 444
2023: 708	2023: 14 (0 MA)	2023: 19	2023: 24	2023: 495
2024: 630	2024: 13 (0 MA)	2024: 19	2024: 12	2024: 470
2025: 650 (+3%)	2025: 14 (1 MA) (+ 8%)	2025: 22 (+16%)	2025: 18 (+ 50%)	2025: 462 (-2%)

Two Firefighters continue to work at PAFD, covering for two individuals who are currently restricted from working as suppression Firefighters.

FIRE PREVENTION

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

The FireSmart grant, which was applied for by the ACRD as a partner agency, was approved in Q4 and two new ACRD employees will carry out FireSmart coordination in 2026. PAFD personnel will resume FireSmart Home Assessments in Q1 of 2026 and bill time back to the FireSmart grant.

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

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





COMMUNICATIONS

PAFD continues to have a strong social media presence. On X, PAFD has just over 1,200 followers. X posts are more often consumed by media and out-of-town travelers, for whom delays caused by motor vehicle incidents may impact. Traffic to the PAFD Facebook account is consistently higher. The number of followers has increased by 45% in 2025 and now sits at 13,115. Analytics from Facebook show that videos get substantially more views on average than other posts. This continues to drive the number of followers up, helping get critical messages out during emergencies. PAFD posted 56 times in Q4. Additionally, PAFD fulfills numerous media requests from radio, newspapers, and TV, mostly after significant events within the city.

LINKAGE TO CORPORATE STRATEGIC PLAN

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

BUDGET OVERVIEW

The financial reporting will be consolidated within the quarterly report provided to the Committee of the Whole. The cover report will provide the budget overview discussion for variances and other identified items across the City by department.

SUMMARY

Q4 has been the 3rd-busiest on record for PAFD. Firefighters brought in as relief personnel have proved essential to maintaining operations. After a very busy Q3 for structure fires, Q4 mirrored the last few years. Calls for MVIs increased substantially over the last year.

LOOKING FORWARD

PAFD is looking forward to resuming the FireSmart program ahead of the 2026 wildfire season. PAFD continues to ramp up fire inspections on commercial properties.

ATTACHMENTS

n/a



INFRASTRUCTURE SERVICES

ENGINEERING

OVERVIEW

Engineering is responsible for planning and coordinating engineering work and capital projects, maintaining an effective municipal infrastructure plan, and being the gatekeepers of design and construction standards and principles. Engineering staff act as liaisons with contractors, developers, public utilities, government officials, and other outside agencies as required. Project Managers direct and oversee capital projects and programs and act as owner's representatives on behalf of the City. GIS staff are responsible for building and maintaining geospatial databases to support all departments across the organization.

Key Activities

In the 4th quarter of 2025, the Engineering team completed the following routine tasks:

Productivity Metric	Q4
CEMETERY (MARKER INSTALLS & INTERMENT SURVEYS)	23
DEVELOPMENT REVIEWS	7
LOT SERVICING APPLICATIONS	5
FIELD INVESTIGATIONS & INSPECTIONS	6
PERMITS	23
OTHER UTILITY (HYDRO, GAS ETC.) Coordination/Approval	269
REGULATORY APPLICATIONS & REPORTS	3

Geographic Information Services (GIS)

In addition to the routine services to support many capital projects and public works operations and to maintain our GIS databases, our team has initiated a project to correct inaccuracies and add missing information to our water and sewer geospatial databases.



Master Planning

Engineering plans, procure and executes strategic planning studies for multiple departments. The following table provides milestone highlights for the quarter.

Project	Progress this Quarter
Transportation Master Plan (Infr. Serv. Dept.)	<ul style="list-style-type: none"> • Pavement Assessment finalized. • Public engagement presentation at <i>Connect with Your City</i>. • Future growth conditions traffic modelling continues. • Development of draft MP recommendations continues. • Trucking survey completed. • Round 2 public survey under development. • Project 70% complete.
Parks, Recreation & Culture Master Plan (PRC Dept.)	<ul style="list-style-type: none"> • Public engagement presentation at <i>Connect with Your City</i>. • Round 2 public survey issued and promoted. • First draft of Master Plan received for staff review. • Project 75% complete
Wastewater Master Plan (Infr. Serv. Dept.)	<ul style="list-style-type: none"> • Information display at <i>Connect with Your City</i>. • Project 40% complete.
Drinking Water Master Plan (Infr. Serv. Dept.)	<ul style="list-style-type: none"> • Assessment of existing conditions in progress. • Project 10% complete.

Capital Projects

The following is a summary of capital project work completed in Q4 2025:

Project	Progress this Quarter
Franklin River Road Watermain Replacement	Design finalized, tender posted, and contractor awarded. Construction expected to begin in April 2026.
Josephine Sanitary Force main Replacement	Design for phase 1 (directional drilling) completed, phase 1 tender posted and contractor awarded. Construction expected to commence in June 2026. Phase 2 (cut and fill) design completed to 75%, Tender expected to be posted in Q1 2026.
Argyle 1st to 3rd Ave Redevelopment	Design finalized and contractor shortlisting completed. Tender to be awarded in Q1 2026, with construction expected to commence in late Q2 2026.
Burde Street (10th to 16th Ave) Redevelopment	Substantial completion achieved on construction, and project completed on time and under budget.



Other Activities

- Traffic controller replaced for 3rd Avenue & Redford Street
- 3rd Avenue & Argyle Street signal programming changed to eliminate 4-way flash mode
- Kitsuksis Dike emergency repair completed
- Two Project Managers hired to begin work in Q1 2026

BUDGET OVERVIEW

There were no budgetary concerns at year end within the engineering administration, nor with capital projects.



PUBLIC WORKS

OVERVIEW

Public Works is responsible for a broad range of city infrastructure services, including the installation, repair, and maintenance of stormwater and sanitary sewers, potable water delivery systems, roads, sidewalks, vegetation control, and the general cleanliness of public spaces. The department also manages the City's vehicle fleet and solid waste collection program. Together, these services ensure the City remains functional, safe, and welcoming for residents and visitors alike.

Public Works activities vary with the seasons. Quarterly reports will highlight the diverse tasks the team undertakes throughout the spring, summer, fall, and winter months, reflecting the changing operational demands. The following information provides a snapshot of key activities carried out within each section of Public Works.

Public Works Administration

The Public Works administration team manages the day-to-day coordination of work crews, plans weekly, monthly and annual maintenance programs for City crews and contracted work, processes invoices for services rendered, manages and assists in the hiring of the workforce. The Manager and Superintendents provide broad leadership and experience to each section included in the Public Works Department. From the procurement of services and budget management to addressing customer concerns/requests the administration team is responsible to ensure that the department's activities and services are in line with the *Corporate Strategic Plan* delivered by the Mayor and Council.

Key Activities

In Q4 2025, PW Administration completed several new policies – Winter Roads, Sidewalk, and Parking Lot Management Policy, as well as the Spill Response Policy. Additionally, significant effort was put into documenting and formalizing the Bus Stop and Shelter Program with BC Transit. This comprised the renewal and standardization of numerous bus stops with upgrades and accessibility improvements. In addition, Public Works recorded 41 Callouts in Q4 2025 (Parks 2, Water 11, Sewer 18, Roads 7, Emerg BC One Call 3).

BUDGET OVERVIEW

The Public Works budget, much like its operational calendar is very much a reflection of the seasons. Some categories will be on a steady trend such as cemetery interments, solid waste collection, customer service calls. During the second quarter, an uptick in categories like vegetation control, sidewalk replacements, road repairs and boulevard works will increase. This trend will typically stay consistent throughout summer leading into Q3. Public Works takes advantage of Seasonal Workers to accomplish as many of these tasks as possible while the weather is ideal for this type of maintenance and repair. Overall, there are not budget concerns for the year end 2025.



Water Utility Operations

OVERVIEW

Water Utility Operations includes all activities from source to tap that provide safe and reliable drinking water to the citizens of Port Alberni. The responsibilities in Water Ops can be influenced by the seasons, weather can have an impact on the quality of water, the increased possibility of water main and service failures as well as the quality of the source water as it reaches the treatment facility. Activities such as flushing, reservoir cleaning, and hydrant maintenance are usually ongoing throughout the year.

Key Activities

Below are some of the routine, recurring tasks completed by the team in Q4:

Customer Service	each	60
Wtr Quality Testing	each	135
Wtr Main Flush	KM	10
Control Valve Mntc	#	46
Service Repairs	each	14
Service turn on/off	each	10
Locate Service	each	5
New Service	each	5
Meter Reading hrs	hours	267
Mtr Rpair/Rplace	each	99
New Mtr Pit	each	10
Hydrant Mntc	each	32
Hydrant Repair	each	0
Main Repair	each	0
New Hydrant install	each	0

Other daily activities include water sampling and testing, meter reading, systems monitoring, and customer concerns and requests during the regular workday and after hours. The water crew also maintains our source water infrastructure properties outside City boundaries (China Creek, Bainbridge Lake, Bainbridge Water Treatment Plant, Lizard Lake, Franklin River Road) to ensure our water supplies are kept clean and secure.





Fig 1: New 150mm Water Tie-in for Pierce Road Subdivision



Sewer Utility Operations

OVERVIEW

Sewer Utility Operations includes the collection of storm water and sanitary sewer waste to be pumped to the Wastewater Treatment facility. Amongst other maintenance activities, the sewer crew often responds to calls from residents who may have plugged or failed sewer services and often go above and beyond to assist residents with issues involving sewer related infrastructure. The sewer crew also ensures drainage devices like flap gates and debris guards are maintained along the dyke system to prevent flooding during heavy rain events. Pump Stations and the treatment facility require daily inspections and wastewater sampling is carried out to make sure the treatment process is effectively treating the wastewater.

Key Activities

Below are some of the routine, recurring tasks completed by the team in Q4:

TASK	MEASUREMENT	Q4
Storm - Customer Service	each	15
Sanitation - Customer Service	each	24
Catch Basin Maintenance	each	173
Catch Basin Install	each	1
Catch Basin Repair	each	5
Plugged Sanitation service	each	11
Plugged Storm service	each	2
Wastewater Analysis	each	32
Sanitation - Main Inspect	metres	450
Sanitation - MHRepair	each	2
Sanitation - CSO	hours	14
Sanitation - IC Install	each	5
Sanitation - new service	each	2
Sanitation - service video	each	5



Roads & Drainage Operations

OVERVIEW

The Roads & Drainage team consists of skilled labourers and equipment operators. This area provides most of the Public Works labour and heavy equipment activity. In addition, this team of employees is often called upon to assist the Utilities group with small construction and repair work when excavation equipment and a helping hand is needed. The main responsibilities of Roads & Drainage however is to repair and maintain asphalt roads and concrete works, clean the streets of debris and garbage and ensure the aesthetics of the City are kept to a high level. Other activities include trimming overgrowth, washing sidewalks and bridges, maintaining creek channels and stormwater ditches, replacing worn out or installation of new street and regulatory signs, grading of gravel roads and laneways and responding to public requests. Annual programs such as flail mowing, street sweeping, and grading and excavation equipment are deployed regularly to complete annual maintenance goals.

Key Activities

TASK	MEASUREMENT	Q4
Customer Service	each	191
Inspections	each	0
Potholes	each	390
Road Repair (large)	tonnes	49.5
Crack Sealing	metres	0
Gravel Road Maintenance	metres	1002.3
Lane Maintenance	metres	6925.21
Lane Grading	metres	1717.95
Shoulder Maintenance	metres	1322.71
Dust Mitigation	metres	0
Curb & Gutter	metres	9789.15
Sidew Replace	metres	8
Sidew Repair (hazard)	each	303
New Sidew PAID	metres	9
Boulevard & Median Maintenance	metres	3301.95
Sidew Inspections	metres	3046.4
Vegetation Control	locations	34
Flail Mowing	km's	264
Litter Pick-Up	metres	220.86
Roadside Dumping	locations	4
Street Sweeping	km's	1203
Sweeper Pile	each	53
Ice Mitigation	km's	54.28



Snow Removal	hours	14.75
Snow Pile Remove	hours	0
Snow clear walkway	metres	0
Bridge Maintenance	metres	20
Streetlight Repair	each	3
Streetlight New	each	0
Holiday lights	hours	420.24
Traffic Barrier Maintenance	hours	43.34
Sign Maintenance	hours	209.08
New Sign Install	hours	19.78
BC Transit Bus Sign	hours	9.78
BC Tran Shelt Maintenance	hours	297.42
Line Painting	km's	0
Road Marking	locations	3
Traffic Signal Maintenance	each	3
Parking Lot Maintenance	hours	0
Bylaw Assistance	each	3
Emergency Service Requests	hours	24.78
Cem Interment(s)	each	9
Cem Marker	each	10
Ditch Maintenance	metres	0
Water Course Maintenance	hours	0
PW Building Maintenance	hours	27.5
PW Yard Maintenance	hours	103.3





Figure 2: New Crosswalk at Bishop Ave and Craig Rd





Figure 3: New Speed Humps on Compton Road in Front of Tsuma-as Elementary School



Fleet & Solid Waste Operations

OVERVIEW

The Fleet & Solid Waste Section employs the mechanics who keep our fleet of City vehicles up and running year-round and are responsible for managing the mechanical needs of all departments, purchasing new vehicles and replacing those that have exceeded their life expectancy. This team also manages the Solid Waste Collection program that picks up the garbage, recycling and organic waste produced by our residents and delivers it to the ACRD landfill.

Fleet

Mechanics work on everything from compact cars to excavators and even the generators that provide electricity to our facilities when the power goes out. They are often involved in winter storm preparation and ensure our snowplows and other snow removal equipment are maintained and operational. Staff can take on major repair work as required in day-to-day operations. Our mechanics are also licenced to carry out provincially regulated vehicle inspections and can assist utilities in the repair and maintenance of pumps at our lift stations and pump houses when called upon.

Key Activities

A few highlighted activities from Q4:

TASK	MEASUREMENT	#
A Service	each	9
B Service	each	20
Trailer Service	each	1
CVI	each	7
Generator Inspections	each	51

In addition, two service trucks were replaced in the sewer department in Q4 as part of the ERRF program.

Solid Waste Collection

The three-stream solid waste collection program in partnership with the Alberni-Clayoquot Regional District has been successfully diverting organic waste and recyclable materials from the regional landfill for 3 years. Our fleet of 3 solid waste collection trucks are on the road 4 days every week to collect the waste created by homes across the city. This section also delivers, maintains, and repairs the 3 different collection cart types as part of the program.



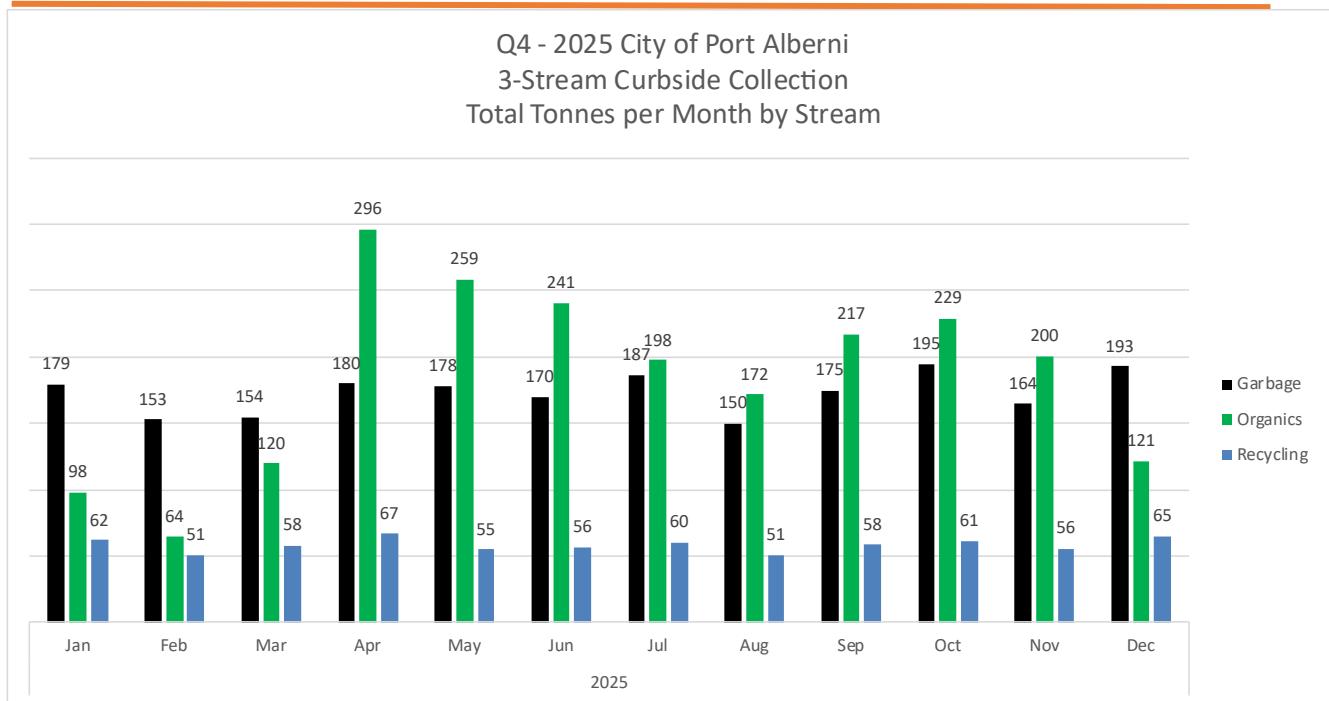


Figure 4: Q4 Year End Solid Waste Total Collection by Type in Tonnes



PARKS, RECREATION AND CULTURE

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending December 31, 2025.

OVERVIEW

The Fourth Quarter of 2025 saw significant activity across all divisions. The Parks Department focused on seasonal operations, including planting 3,200 trees, leaf cleanup, and winter preparations. Recreation delivered major community events such as the "West Coast Winter Wonderland" and "Youth Fright Night," while seeing strong registration numbers in hockey and skating programs. Facilities completed critical upgrades, including gutter replacements at Echo Park Fieldhouse and flooring improvements at the Museum and Echo Centre. Culture advanced the HEART Program audit and Community Investment Program (CIP) review, while hosting festive community events like "Light Up & Sail Past."

COMMUNICATIONS

Communication efforts this quarter focused on promoting seasonal events and operational updates. Notable engagements included:

- **Heritage Commission:** Engaged with nearly 1,000 visitors at the Alberni District Fall Fair to collect survey responses on heritage planning.
- **Event Promotion:** The "Light Up & Sail Past" festivities were professionally video recorded for the "Hometown Take Over" initiative submission.
- **Public Consultation:** Staff presented results of the HEART Program audit and CIP review to Council in January 2026.

LINKAGE TO CORPORATE STRATEGIC PLAN

The quarterly activities of the Parks, Recreation and Culture Department align directly with the City of Port Alberni's **2023–2027 Corporate Strategic Plan**, supporting Council's vision of a vibrant waterfront community. Key alignments for this quarter include:

Responding to Demographic Change

- **Greening the City:** The Parks Department's planting of over 3,200 trees directly fulfills **Strategy 1.2.2**, which mandates a "proactive tree planting program... as part of greening streets" to ensure the community is connected by safe, green streets.



- **Reconciliation:** Collaboration with Indigenous partners on events and the upcoming Abashiri anniversary supports **Goal 1.1** to continue on a thoughtful path of reconciliation.
- **Enabling the New Economy**
- **Tourism Development:** Hosting major draws like *The Haunting* at McLean Mill and the *West Coast Winter Wonderland* supports **Goal 2.1**, ensuring the "tourism/visitor sector of the local economy flourishes" by encouraging tourism-related development.

Provision and Maintenance of Quality Services

- **Asset Management:** Critical facility upgrades, including the Echo Park Fieldhouse gutter replacement and Museum flooring, align with **Goal 3.1**, ensuring "the highest and best use is made of City owned assets".
- **Service Delivery:** The review of the Community Investment Program (CIP) and the HEART Program audit support **Strategy 3.2.1**, ensuring citizens "receive the best value from... service providers" and that resources are effectively facilitating service provision.

Environmental Leadership

- **Sustainable Infrastructure:** The Multiplex chiller upgrade and energy-efficient facility improvements demonstrate **Goal 4.2**, ensuring "City infrastructure is renewed in a sustainable and environmentally conscious manner".

Fostering a Complete Community (Safe, Healthy and Inclusive)

- **Community Safety:** The completion of the *Violence Risk Assessment* and subsequent safety upgrades at recreation facilities directly addresses **Goal 5.4**, ensuring "people are safe and feel safe".
- **Active Transportation:** The installation of wayfinding signage for the "Quay to Quay" pathway advances **Strategy 5.3.1**, which focuses on developing multi-modal paths to "Connect the Quays".
- **Community Pride:** Delivering high-participation events like *Light Up & Sail Past* and *First Night* supports **Strategy 5.1.3** to "support pride in community" and celebrates local authenticity.

SUMMARY

Q4 2025 was a period of high community engagement and critical infrastructure maintenance. From the planting of thousands of trees to the hosting of thousands of residents at holiday events, the department successfully balanced operational maintenance with vibrant service delivery.



LOOKING FORWARD

Upcoming measurables for the next quarter include:

- **Parks:** Early spring cleanup, trail bridge work, and ongoing snow/ice control.
- **Recreation:** Launch of spring break camps, teen nights, and the reintroduction of adult swim lessons.
- **Facilities:** Completion of the Multiplex chiller upgrade and McLean Mill safety improvements.
- **Culture:** Preparations for the 40th Anniversary of the Port Alberni–Abashiri Twinning Agreement in May 2026.

ATTACHMENTS



PARKS

OVERVIEW

During the fourth quarter, the Parks Department focused on seasonal operations. Staff worked collaboratively with both internal teams and external contractors on tree planning initiatives, including the planting of 3200 trees including Western White Pine, Western Red Cedar, Costal Douglas. As well as ongoing tree pruning carried out on a weekly basis to address safety, health, and risk management.

Seasonal leaf cleanup was a significant operational priority, with crews responding to increased debris in parks, boulevards, and public spaces. Trail maintenance and development activities continued throughout the quarter, ensuring trails remained accessible and safe while advancing planned improvements where conditions allowed.

In preparation for the holiday season, Parks staff installed and maintained holiday decorations. The department also undertook snow removal planning and equipment preparation, with follow-up activities as weather conditions required to ensure readiness and timely response during winter events.

Overall, fourth-quarter efforts focused on maintaining service levels during seasonal transitions while positioning the department for efficient winter operations and upcoming year priorities.

Key Activities

Administration	<ul style="list-style-type: none">• BC Hydro Tree grant application• Budget planning• Adjusting staff level to provide more 4 season labor support.
Horticulture	<ul style="list-style-type: none">• Tree planting over 3200 trees• 440 understory plants• Shrub maintenance and tree pruning• General garden bed and shrub maintenance
Operations	<ul style="list-style-type: none">• Irrigation winterization maintenance• Parks leaf collection• Trail maintenance
Projects	<ul style="list-style-type: none">• Tree Planting fall phase complete• Quay to Quay trail signage• Blair Park drains, drain line upgrades• Additional benches on Quay to Quay
Sports Fields	<ul style="list-style-type: none">• General Maintenance



Trail counter Stats						
Week of	Roger Street/Dolan	Somass Waterfront	Gate Harbour Road	Blair Park Dyke	Roger Creek	Scott Kenny
December 1 st	1208	1276	475	1347	456	326
December 8 th	841	841	386	1096	523	487
December 15 th	874	874	335	1049	298	460
December 22 nd	703	703	346	1120	482	491
December 29 th	1157	1157	667	1766	586	421

BUDGET OVERVIEW

Trends

Parks	Budget	YTD Actual	Variance Over/Under	% Variance
Parks & Facility Maintenance	(356,130)	(311,938)	44,192	12.41%
Parks Maintenance	(1,180,142)	(1,011,750)	188,392	14.27%
Horticultural Services	(437,385)	(371,502)	65,882	15.06%
Parks Upgrading	(69,123)	(52,559)	16,564	23.96%

The Parks remains under budget for the fourth quarter. However, workforce numbers are up and the extension of seasonal staff got important work done and have the budget trending closer to normal.

LOOKING FORWARD

Looking ahead to the first quarter of 2026, the Parks Department will continue to prioritize core seasonal operations and asset maintenance. Work will include ongoing tree planting and tree maintenance activities, along with trail bridge work, trail maintenance and trail mapping data collection. Park will also be working collaboratively with Riders of Alberni Valley.

Snow and ice control operations will remain a key focus as required by weather conditions, with staff maintaining readiness to respond across parks, trails, and civic spaces. As winter transitions into spring, crews will begin early spring cleanup activities, including park and yard cleanups, debris removal, and preparation of landscaped areas for the growing season.

These activities will support a smooth seasonal transition while maintaining service levels and preparing parks and public spaces for increased public use in the spring months.



Administration	<ul style="list-style-type: none">• Parks agreement review• Project management
Horticulture	<ul style="list-style-type: none">• Shrub bed maintenance• Tree pruning• Tree planting
Operations	<ul style="list-style-type: none">• Parks furniture maintenance• Trail maintenance• Winter snow maintenance• Irrigation winterization
Projects	<ul style="list-style-type: none">• Quay to Quay trail wayfinding signage• Trail bridge, trail mapping
Sports Fields	<ul style="list-style-type: none">• Sport field Maintenance



RECREATION

OVERVIEW

Membership Scans & Paid Admissions – Public Sessions

	Monthly Membership Scans	Paid Admissions	Monthly Total
October	4382	2073	6455
November	4437	2391	6828
December	4305	2196	6501
Totals	13,124	6,660	19,784

Swimming Lessons

	Registered Preschool Lessons (0-5 years)	Preschool Lessons Waitlist	Registered School Age Lessons (6-13 years)	School Age Lessons Waitlist	Registered Seasonal Totals	Seasonal Waitlist Totals
Oct - Dec 2025 Tu/Th/Sa	117	83	149	99	266	182

Advanced Leadership Courses

	Jul - Aug 2025	Oct - Dec 2025
Bronze Medallion	8	Canc. low reg
Bronze Cross	12	Canc. low reg
National Lifeguard – Pool Option	Not offered	"
NL Recertification	12	Not offered
Swim Instructor	5	Not offered
SI Recertification	Not offered	Not offered
Standard First Aid	18	
SFA Recertification	8	7



Hockey and Skating Programs (All ages) – Annual Statistics

Registered Programs	2025 Registrations YTD (Waitlist)	2024 Registrations (Waitlist)	2023 Registrations (Waitlist)
Skating Development Programs (O.W.L, Ice Hawk, Home School Lessons)	316	245 (9)	73
Hockey Development Programs (Private lessons, Level Up, Timbits)	573	1,090 (158)	400 (46)
Camps (Seasonal & Pro Day)	125	68	15
Adult Hockey Programs	45 (2)	21	Not Available
Total	1,059 (2)	1,424 (167)	488 (46)

Note: 2025 registrations effected due to loss of ice in April 2025

Recreation Programs (Children/Youth) – Annual Statistics

Registered Programs	2025 Registrations YTD (Waitlist)	2024 Registrations (Waitlist)	2023 Registrations (Waitlist)
Birthday Parties (Glenwood & Multiplex)	210 (56)	232	136 (57)
Alberni Trail Riding Program	237	87 (14)	56
General Arts	71 (15)	115 (33)	62
Music & Dance	140 (5)	190 (15)	64 (2)
Cooking & Baking	92 (19)	50 (7)	30 (5)
Pro-D Day Camps	234 (12)	295 (26)	238 (22)
Sport & Fitness	18	108 (7)	31(1)
All Seasonal Camps - Spring Break, Summer & Winter Camps - Total Daily Registrations	762 (97)	1,103 (96)	681 (18)
Outdoors	11	N/A	N/A
Education & Leadership	24 (16)		
Totals	1,773 (210)	1,948 (198)	1,234 (48)



Recreation Programs (Adult) – Annual Statistics

Registered Program	2025 Registrations YTD (Waitlist)	2024 Registrations (Waitlist)	2023 Registrations (Waitlist)
General Arts	613 (154)	360 (127)	178 (57)
Group Fitness	323 (3)	418 (1)	247
Yoga	373 (39)	465 (29)	357 (10)
Music & Dance	12 (2)	38	6
Cooking & Baking	N/A	23	25 (1)
Education & Workshops	N/A	36 (5)	33 (3)
Outdoors	89 (4)	N/A	N/A
Alberni Trail Riding Program	8	N/A	N/A
Total	1,418 (202)	1,340 (162)	846 (71)

Glenwood Drop-in Activities – Q4 Statistics

(Laser Light Rollerblading, Family Sports Night, Pickleball)

	2025 Drop-ins	2024 Drop-ins	2023 Drop-ins
September	42	63	Free Admission
October	106	58	37
November	102	129	106
December	148	142	93
Total	398	392	236

Multiplex Drop-in Activities – Q4 Statistics

(Public Skating, Shiny & Stick 'n Puck)

	2025 Drop-ins	2024 Drop-ins	2023 Drop-ins
September	418	538	480
October	521	595	596
November	833	889	904
December	121	125	146
Total	1,893	2,037	2,126

Note: December is when we host Winter Wonderland

Special Events

Youth Fright Night | October 24, 2025 | Glenwood Centre (Attendance: 150+ youth/teens)

Annual Youth Fright Night offered a fun and engaging Halloween-themed evening for local youth. Participants arrived in costume and enjoyed a variety of free activities, including roller skating, an escape room, and a 360° photo booth. The event also featured free food and a popular pumpkin launcher, which drew big crowds throughout the night.



Overall, the event provided a safe, high-energy space for youth to celebrate Halloween and continues to be one of our most popular seasonal events.

Hosted in collaboration with community partners; Vancouver Island Regional Library, SD70 Pacific Rim (ADSS), Port Alberni Association for Community Living, Nuu-chah-nulth Tribal Council, Island Health & Alberni Valley Museum.

West Coast Winter Wonderland | December 2025 | Multiplex (Attendance: 5000+)

This year's West Coast Winter Wonderland season operated smoothly, with several notable improvements. The most significant change was a shortened operating period, which proved effective. The condensed schedule supported easier transitions from regular arena programming, reduced downtime between bookings, and simplified staffing by eliminating long gaps in the daily schedule.

Overall, the event was very successful, and this year's streamlined model will serve as a strong template for planning future Winter Wonderland seasons.



First Night | December 31, 2025 | Multiplex (Attendance: 280+ children & families)

The 2025 First Night celebration was held on December 31 at the Alberni Valley Multiplex, delivered in partnership with the Port Alberni Toy Run Association. To streamline operations and support long-term sustainability, all activities were hosted at the Multiplex this year rather than spread across multiple facilities.

More than 280 children and their families attended. The free event featured glow skating on the Coulson Rink, games, crafts, toy giveaway, and free hot dogs, popcorn, and beverages. Activities ran from 6:00 p.m. to 9:00 p.m., with a popular early-evening balloon drop closing out the event. Staff extends appreciation to the Port Alberni Toy Run Association for their continued support and generosity. Their partnership helps ensure First Night remains a free and enjoyable celebration for families each year. We look forward to future events partnering with the PA Toy Run!





LOOKING FORWARD

Special Events

Youth Event – Teen Night at the Multiplex (January 30)

A free event for teens to hang out, skate, grab a bite to eat, and connect with other community organizations.

Literacy Day – Human Library (January 31)

In Collaboration with the Alberni Valley Child & Youth Network (AVCYN). The Human Library will run out of Echo Centre and the VI Regional Library and feature several “human books” (people in the community who have knowledge, skills, or stories to share). Recreation Staff will be providing child minding support for the duration of the event.

Aquatics

Swim Lessons

Full slate of learn-to-swim programs continues through winter, with strong demand in preschool and school-age levels.

Adult Swim Lessons

We are exploring the reintroduction of adult swim lessons in Q1/Q2, responding to ongoing community interest. Planning is underway to secure instructor availability and determine optimal scheduling, with the goal of launching beginner and confidence-building adult classes later in the spring.

Leadership Courses

Bronze Medallion	Jan. 4 – 25, 2026
Bronze Cross	Mar. 10 – 13, 2026
Standard First Aid Recert	Feb. 27, 2026
Standard First Aid Course (full)	Feb. 22 – Mar 8, 2026



AV Multiplex/Hockey & Skating Programs

Winter programs continue will continue with strong participation across preschool, youth, and adult levels.

Staff will be preparing for spring schedule adjustments and working with groups on summer ice planning.

Recreation Programs - Children/Youth

Pro-D adventure Camp – Feb 13th

We offer Pro D camps for both 5-7 & 8-13. Camps continue to reach full capacity with active waitlists.

Ready, Set Spring! Camp

We have two weeks of Spring Break camps coming up. These action-packed camps are available for both kids aged 5-7 & 8-12. Our first week is full with the second week filling fast.

General Arts

LEGO Club – age 7-12 (returning favourite!)

Returning this spring for a 4-session series in May

Brilliant Builders Club – age 8-12 - NEW

New program focused on exploring STEM (Science, Technology, Engineering, and math) concepts through hands-challenges and experiments.

Parents Night Out! - Age 6-10 (returning favourite!)

Our Parents night out program returns on select Tuesdays in April and May. For parents who need a couple hours in the evening to, have some time to themselves or with friends while their kiddos participate in a program here with us!

Music & Dance

Move to the Music – ages 3-5 & 5-7 (returning favourite!)

Returning on Wednesdays afterschool with both a 3-5 years and 5-7 years class. Participants learn the fundamentals of dance and put on a show at the end of the class.

Cooking & Baking

Kitchen Club – Ages 10-14 (returning favourite!)

Returning series with three sessions focused on nutritious, delicious recipes.

Sports and Fitness

After School Gym Play - ages 8-12 - NEW

Participants will engage in a variety of sports, games, and gym play activities, enabling children to try new skills, work as a team, and experience movement in different ways. The focus is on participation, exploration, and fun with some light competition



Mini Movers Gym Play - Ages 0-5 – NEW

New program supporting active play and social connection for young children and caregivers, featuring visits from community partners

Recreation Programs - Adult

General Arts

Additional adult pottery classes are being added in response to high demand. Work is underway to bring back Pottery Drop-In for experienced users once staffing and studio availability are finalized. Targeting spring/summer return.



FACILITIES

OVERVIEW

Key Activities

Echo Park Fieldhouse Gutter Replacement

In Q4, the Echo Park Fieldhouse (East) underwent a full gutter replacement project to address significant deterioration of the original high-back steel gutters installed in 1992. Over time, the aging system had developed rust, leaks, and loose fasteners, leading to water damage risks and compromised drainage. The project included removal and recycling of the old gutters, installation of a new European-style half-round galvanized steel system with a durable factory-applied finish, and added features such as custom drip-edge flashing for fascia protection and snow bars to prevent roof-snow slides. These upgrades not only resolve existing damage and leakage issues but also enhance longevity, improve water management, and reduce future maintenance needs.



Enhancing City Spaces: Recent Improvements

In Q4, several small but meaningful facility improvements were completed to enhance usability and address long-standing issues. At City Hall, an underutilized space was economically renovated and converted into functional office space for Council, making better use of existing resources. At the Museum, the washroom flooring—stained, rotten, lifting, and decades old, was replaced to improve safety and appearance. Similarly, the Fir Room at Echo Centre received new flooring, replacing the original material from 1967 that had deteriorated over time. These upgrades reflect a cost-effective approach to maintaining and improving City facilities.



BUDGET OVERVIEW

FACILITY	BUDGETED	YTD ACTUAL	% Variance	\$ Variance
City Hall	161,237	177,934	16,697	-10.36 %
<i>Office reconfiguration and City Hall upgrades have contributed to this.</i>				
Gyro	41,213	51,808	10,595	-25.71 %
<i>18.88% of the overage is attributed to vandalism. 34.92% of the overage is attributed to HVAC miscoding. The rest is due to changes to staff time coding.</i>				
Multiplex	1,137,290	1,192,300	55,010	-4.84 %
<i>Overtime due to staff shortages, chiller failure, brine leak and Zamboni training have contributed to this.</i>				
Planning & Engineering Building	80,745	103,307	22,561	-27.94 %
<i>Changes to time encoding, extra carpentry and electrical support to setup the new work spaces.</i>				
Parks Buildings & Fieldhouses	152,337	171,750	19,413	-12.74 %
<i>41.21% of the overage is attributed to vandalism. This GL also comprises many buildings.</i>				

** All other facilities under budget.

Vandalism & Prevention*	Q4 2024 = \$5,572	Q4 2025 = \$7,749 (39.07% Increase)
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* Largely due to vandalism events at the Multiplex, Parks Buildings & Fieldhouses, and EPFH.

LOOKING FORWARD

Multiplex Dehumidifier Installation and Chiller Upgrade

In alignment with Council's April 28, 2025 direction and the approved Financial Plan, staff have proceeded with the purchase of the rental plate-and-frame chiller currently in use at the Multiplex. The planned upgrade work includes replacing the existing shell-and-tube chiller, installing two main brine pumps, and adding a surge drum system. This work is scheduled for late spring when the ice is removed to minimize operational disruption.

A significant portion of the project budget has already been utilized, and sufficient funds remain within the \$650,800 Council-approved allocation to complete the upgrades. The tender for the dehumidifier installation closes January 22 and may be awarded prior to this meeting.

These projects are critical to ensuring uninterrupted ice operations and improving energy efficiency at the Multiplex, supporting both operational reliability and long-term sustainability.





McLean Mill Site Cleanup and Safety Upgrades

Following Council's approval of \$50,000 from the McLean Mill Reserve, staff are implementing safety improvements at the McLean Mill National Historic Site to reduce public risk and liability. Work includes installing fencing around the sawmill and green chain, demolishing the train platform, improving the viewing deck, upgrading locks to restrict unauthorized access, and general site cleanup.

The elevator at the rear of the sawmill has been decommissioned due to limited use and safety concerns. Stored materials such as oils and other potential contaminants have been removed, additional safety fencing and trail markers have been installed, and staff are collaborating with the Museum on new safety signage.

The Industrial Heritage Society continues to assist in identifying and relocating non-essential items. All work is expected to be completed by the end of Q1.

Recreation Centre Safety Upgrades (Workplace Violence Prevention)

Following the 2025 Violence Risk Assessment for Parks, Recreation & Culture, staff confirmed that while serious incidents have been rare, the potential for workplace violence exists at City recreation facilities. Risks include aggressive or disruptive patrons, loitering, and isolated threatening behavior, particularly in areas with limited visibility or lighting. Recommendations from the assessment include exploring upgrades such as improved lighting in staff parking areas, enhanced physical security at reception desks, additional panic buttons, and clearer procedures for working alone and responding to incidents. Staff training, orientation, and emergency drills were also identified as priorities. Funding approved in 2025 will be carried forward into 2026 to allow staff to review options and develop a comprehensive plan to improve safety and meet WorkSafeBC requirements.



CULTURE

OVERVIEW

Key Activities

HEART PROGRAM

A program audit of the HEART Program was completed IN Q4, and staff presented the results to Council in January 2026. The HEART Program provides subsidized recreation opportunities for Port Alberni residents who meet Statistics Canada low-income thresholds, helping to reduce financial barriers and promote equitable access to recreation services across the community.

CIP INVESTMENT ACTIVITIES

A comprehensive review of the Community Investment Program (CIP) identified several opportunities to improve program efficiency, enhance support for community organizations, and strengthen transparency and impact measurement. The CIP Review Committee then met on December 18, 2025, to finalize its 2026 CIP funding recommendations for Council's consideration. Staff presented the results of the review and recommendations to Council in a report on January 26, 2026.

ADAPS -The Haunting | October 25, 2025

The 2026 ADAPS fundraiser, *The Haunting*, was held on Saturday, October 25, 2025, at the McLean Mill National Historic Site, transforming the historic grounds into an immersive Halloween experience blending local storytelling, history, and just the right amount of fright. The event offered family-friendly programming in the afternoon and a scarier experience after dusk, making it accessible to a wide range of visitors. Presented by ADAPS Family Services, The Haunting raised funds to support essential youth and family programs in the Alberni Valley, with entry by donation. The fundraiser drew strong community participation and highlighted McLean Mill's value as a cultural venue while reinforcing ongoing support for ADAPS and its work in the region.

Royal Canadian Legion – Remembrance Day Service | November 11th, 2025

The 2025 Remembrance Day Service was held on November 11 at the Glenwood Centre, organized by the Royal Canadian Legion Branch 293. The indoor ceremony—traditionally well-attended and often standing-room only—followed the Legion's established format, beginning with seating before the 10:45 a.m. service and featuring the community's annual moment of remembrance. Similar to previous years, the service provided a formal opportunity for residents to honour veterans and those who served in times of war and peace. After the ceremony, attendees were invited to continue their observances at Greenwood Cemetery, a customary component of the Legion's Remembrance Day program.





Salvation Army – 2026 John Douglas Polar Bear Swim | January 1st, 2026

The 2026 John Douglas Memorial Polar Bear Swim took place on January 1, 2026, at Canal Beach, bringing the community together for a bold and invigorating New Year's Day tradition. Organized by the Salvation Army, the event invited residents to take the annual "cold plunge," an activity that continues to grow in local popularity and community spirit. Highlighted in local media coverage, the swim showcased strong turnout and enthusiasm as participants embraced the chilly waters in honour of community leader John Douglas. The event remains a meaningful celebration of resilience, togetherness, and Port Alberni pride.

COMMUNITY EVENTS

Light Up & Sail Past! | November 28th, 2025 | Harbour Quay

The 2026 Light Up & Sail Past event was held on November 28, 2025, at Harbour Quay and was delivered through a strong partnership between the City of Port Alberni, the Sail Past organizers, and the Community Arts Council.

This collaborative effort resulted in a vibrant, family-focused celebration offered free of charge to the community. In addition to festive lighting installations, live entertainment, fireworks, and the annual parade of illuminated vessels, the event also featured a variety of family fun activities, free hot chocolate, free food, and a visit from Santa, who greeted families in front of the City's new Forever Christmas Tree.

The festivities were also professionally video-recorded as part of the City's submission for the Home Town Take Over initiative, providing high-quality footage that showcases community spirit and engagement.

The coordinated planning among all partner organizations supported smooth event delivery and helped attract significant public participation. The official attendance counter recorded over 2,000 adults, and using an estimated average of one child per adult, the overall attendance is projected at 3,500–4,000 participants.

The success of this year's Light Up & Sail Past continues to demonstrate the value of collaborative partnerships in enhancing cultural and recreational opportunities for both residents and visitors in Port Alberni.

First Night | December 31, 2025 | Multiplex

The 2025 *First Night* celebration was held on December 31, at the Alberni Valley Multiplex. The event was hosted by the City of Port Alberni Parks, Recreation & Culture Department in partnership with the Port Alberni Toy Run Association, continuing a successful collaboration that helps bring a free, family-oriented New Year's celebration to the community.

This year's *First Night* once again proved to be a major success, welcoming over 280 children and their families for an evening full of activities and celebration. The event featured free glow skating, family activities, free food and beverages, and prizes generously provided by the Port Alberni Toy Run Association.





The festivities ran from 6:00 p.m. to 9:00 p.m., with skating offered until 8:00 p.m. and additional activities taking place in the upper lounge. The evening concluded with the much-anticipated New Year's balloon drop, giving children a celebratory countdown experience in an early, family-friendly time slot.

Staff extends its sincere thanks to the Port Alberni Toy Run Association for their continued partnership, generosity, and enthusiasm. Their contribution ensures that *First Night* remains a free, accessible, and joy-filled event for families in our community. We look forward to working with them again to deliver this fantastic celebration for kids in future years.

POR T ALBERNI COMMUNITY HERITAGE COMMISSION

The Port Alberni Community Heritage Commission completed a major public engagement effort during the 2025 Alberni District Fall Fair, where members connected with nearly 1,000 visitors and collected over 100 survey responses. The survey revealed strong community support for inclusive heritage programming, improvements to cultural infrastructure, and greater visibility for heritage initiatives. Respondents identified key barriers such as lack of awareness and accessibility challenges, while also expressing interest in diverse cultural events, Indigenous cultural sharing, and public art. Several culturally significant sites were also highlighted by participants.

The Commission will present its findings and recommendations to Council in February 2026, helping to guide future heritage planning and enhance community engagement in cultural development.

Beginning in 2026, the Commission is also pleased to welcome Kelly Johnsen, a Port Alberni-based educator with a strong background in Indigenous education and community service, who will support this work moving forward.

MCLEAN MILL NATIONAL HISTORIC SITE

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VANCOUVER ISLAND REGIONAL LIBRARY

City staff have engaged in discussions with the Public Library branch regarding library services.





Annual Program Statistics

	2025	2024*	2023**
Hours Open to the Public	1,710	1,976	1,931
Total Gallery Attendance	18,591	15,944	16,940
Total Reach	26,818	17,222	19,219
Programs	195	168	201
Instructional Hours	3,894	2,121	2,886
Volunteer Hours	2,950	2,121	1,404

Category	2025		2024*		2023**	
	Programs	Attendance	Programs	Attendance	Programs	Attendance
Curriculum-linked education	26	419	12	416	64	1,953
Family/Children	89	2,619	52	1,007	72	1,264
Adult	65	1,311	70	1,554	41	1,521
Special events/Collaborations	13	8,227	34	2,830	24	2,852
Total:	193	12,576	168	5,391	201	7,615

AVM Exhibition | Christmas Stories | November 21 – January 3, 2026 |

The *Christmas Stories* exhibition opened at the Alberni Valley Museum on November 21, 2025, offering visitors a festive and nostalgic journey through local holiday history. The exhibit showcased objects and artifacts from the museum's collection that reveal how Christmas was celebrated in the Alberni Valley from the 1890s through the 1990s, highlighting both well-known traditions and unique stories from the community's past. Presented as part of the Museum's "Christmas Double Feature" launch event, the exhibition invited residents to connect with seasonal memories through thoughtfully curated displays reflecting more than a century of local heritage. The exhibit ran until January 3, 2026, and was warmly received as a charming addition to the community's holiday festivities.

Program Highlights

The Alberni Valley Museum's Christmas Night Market, held on November 20, 2025, invited the community to enjoy festive activities including a hot chocolate bar, hands-on seasonal crafts, and story-time for families. The event created a lively and welcoming atmosphere inside the museum, offering holiday shopping with special discounts and complementing the opening of the *Christmas Stories* exhibition.

PRC & Community Collaborations

- Museum staff contributed to the programming at the 2025 PRC Youth Fright Night at Glenwood Centre
- The Museum Shop was a vendor at the **WVIIHS Christmas Art Show and Market**, held on **December 6, 2025**, at the Industrial Heritage Centre



BUDGET OVERVIEW

Key revenue highlights in Q4 include:

- 2025 Museum Gift Shop Sales: \$35,667.05
- The remainder of 2025 YCW funding from the Canadian Museum's Association in the amount of \$4,097.97 was received.
- Budget for Salaries and Wages reached ~ 110% of 2025 budget due to the following:
 - Reduction in operating hours not implemented until the end of 2025-Q1
 - AVM was successful in securing funding for an additional YCW student. Second student was not included in original budget (100% offset)
 - Overtime for AVM staff to facilitate Canada Day & Light UP events

LOOKING FORWARD

40TH ANNIVERSARY CELEBRATION of PORT ALBERNI - ABASHIRI TWINNING

May 30th – June 15th, 2026

In 2026, the City will lead a community-wide celebration marking the 40th anniversary of the Port Alberni-Abashiri Twinning Agreement, originally signed on February 9, 1986. The main community celebration will take place on May 30th at Echo Centre, featuring family activities, cultural performances, a live video link with Abashiri, and an official civic ceremony honouring four decades of friendship and exchange. From June 1-15, complementary exhibitions, displays, and educational programs will be presented at the Alberni Valley Museum, Echo Centre, and City Hall, highlighting the history of the partnership, cultural sharing between Japanese and Nuu-chah-nulth communities, and stories from past student exchanges. Together, these events aim to both honour the legacy of the twinning relationship and reaffirm the City's commitment to future cultural, youth, and community exchange initiatives.



CITY OF PORT ALBERNI BYLAW NO. 5138

A BYLAW TO ESTABLISH A FIVE-YEAR FINANCIAL PLAN

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

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

1. Schedules 'A' & 'B' attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan of the City of Port Alberni for the five-year period from January 1, 2026 to December 31, 2030.
2. This Bylaw may be cited for all purposes as "*City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138*" and shall become effective upon adoption.

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

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

READ A THIRD TIME this 26th day of January, 2026.

FINALLY ADOPTED this day of , 2026.

Mayor

Corporate Officer



CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2026 - 2030

	2026	2027	2028	2029	2030
Revenue					
Taxes					
Property Taxes	38,277,862	40,240,367	41,210,818	42,788,078	44,503,516
Other Taxes	743,530	758,600	773,979	789,671	805,685
Grants in Lieu of Taxes	658,875	676,235	694,068	712,388	731,207
Fees and Charges					
Sales of Service	5,462,215	5,560,264	5,730,394	5,925,173	6,114,764
Sales of Service/Utilities	8,442,196	8,988,917	9,170,644	9,395,952	9,756,736
Service to other Government	76,000	77,000	79,000	83,000	85,000
User Fees	529,169	531,107	533,422	535,763	538,132
Rentals	262,572	268,152	273,854	280,377	280,377
Interest/Penalties/Miscellaneous	903,194	914,120	925,294	941,694	948,418
Grants/Other Governments	950,000	953,000	957,000	960,000	963,000
Other Contributions	89,900	89,900	89,900	89,900	89,900
	56,395,513	59,057,662	60,438,372	62,501,995	64,816,735
Expenses					
Debt Interest	837,227	837,227	837,227	837,227	837,227
Capital Expenses	19,216,420	6,124,482	5,503,762	7,661,582	5,945,887
Other Municipal Purposes					
General Municipal	5,813,293	5,991,434	6,226,501	6,449,479	6,652,322
Police Services	11,342,170	11,766,511	12,111,189	12,522,499	12,917,194
Fire Services	5,345,229	5,559,899	5,821,275	6,063,676	6,319,001
Other Protective Services	423,983	467,908	543,934	567,162	585,592
Transportation Services	6,951,888	7,186,977	7,420,325	7,725,574	7,936,561
Environmental Health and Development	3,769,506	3,853,426	4,040,340	4,164,657	4,286,136
Parks and Recreation	8,295,298	8,561,656	8,835,157	9,166,419	6,807,523
Cultural	2,151,216	2,157,275	2,235,704	2,319,770	2,392,666
Water	2,580,255	2,660,794	2,743,787	2,855,563	2,855,563
Sewer	2,171,596	2,238,927	2,308,252	2,405,496	2,477,672
Contingency	300,000	300,000	300,000	300,000	300,000
	69,198,081	57,706,516	58,927,453	63,039,103	60,313,345
Revenue Over (Under) Expenses Before Other	(12,802,569)	1,351,146	1,510,919	(537,108)	4,503,391
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(525,753)	(525,753)	(525,753)	(525,753)	(525,753)
Transfer from (to) Reserves	13,328,322	(825,393)	(985,166)	1,062,861	(3,977,638)
	12,802,569	(1,351,146)	(1,510,919)	537,108	(4,503,391)

Balanced Budget

SCHEDULE B TO BYLAW NO. 5138

REVENUE POLICY DISCLOSURE

Objectives and Policies

The City of Port Alberni's 2023 – 2027 *Corporate Strategic Plan (Strategic Plan)* provides municipal objectives and policy direction. The "City of Port Alberni 2026 – 2030 *Financial Plan Bylaw No. 5138*" (*Financial Plan*) will continue with initiatives arising from these stated priorities related directly to revenue generation, property taxation, and permissive tax exemptions until alternate direction has been made for an updated *Corporate Strategic Plan*.

The *Financial Plan* seeks continued levels of service that are currently provided for the community, and where required, additional resources to support that level of service have been added.

Proportion of Revenue from Funding Sources

Property Taxes – The majority of the City of Port Alberni's revenue arises from property taxation; in 2025, approximately 68% in the *Financial Plan*.

The *Financial Plan* proposes a 6.82% increase in property taxes collected for 2024, with increases in subsequent years decreasing from 2.41% to 5.13%. Property tax increases over the previous five years were lower than those projected for the next five years. The projected annual tax increases will allow for successful implementation of corporate strategic priorities set out by Council in the *Strategic Plan*, as well commitments to capital projects, collective bargaining agreements, and projects that require debt service.

2026-2030 Annual Tax Rates

2026	2027	2028	2029	2030
6.82%	5.13%	2.41%	3.83%	4.01%

Parcel Taxes – No new parcel tax levies are proposed in the *Financial Plan*.

Fees and Charges – In 2026, approximately 25% of the City of Port Alberni's revenues will be derived from fees and charges. Services funded through fees and charges include water and sewer utilities, solid waste collection and disposal, building inspection, cemetery operations and a portion of the parks, recreation, heritage and cultural services. City Council has directed that, where possible, it is preferable to charge a user fee for services that are identifiable to specific users instead of levying a general tax to all property owners.

Other Sources – Other revenue sources are rentals of City-owned property, interest/penalties, payments in lieu of taxes and grants from senior governments. In 2026, approximately 2% of the City of Port Alberni's revenues will be derived from these other sources.

Revenue from some rentals and interest are increasing based on appraisals (market rates), CPI and prescribed interest rates account for 2%. Grants from senior governments vary significantly from year to year depending on successful application for conditional funding an account for 1% of total revenue planned in 2026.

Distribution of Property Taxes among Property Classes

Council will provide the policy direction which will be incorporated in the *Financial Plan*. The previous year tax shares were allocated as follows:

Class 1 – Residential - Tax increases will reflect the 6.82% for this class (share to be confirmed by Council). Between 2005 and 2025 the share of property taxation paid by Class 1 increased from 40.00% to 60.07%. The Average Residential Single-Family Household will be updated with the Revised Roll.

Class 4 – Major Industry - In 2006, Council directed that significant tax reductions be provided for Class 4 taxpayers over a five-year period in response to continued market weakness in the coastal forest industry and higher than average municipal tax rates for Major Industry in Port Alberni. These reductions were implemented in 2006. The City subsequently further committed that through 2013 to 2017 there would be no increase in taxes for Major Industry as part of the agreement to purchase Catalyst's sewage lagoon infrastructure. The above noted reductions and freezes resulted in the Major Industry share of taxation decreasing from 41.80% in 2005 to 18.65% in 2025.

Class 5 – Light Industry - Growth has occurred in the Class 5 property classification since 2019. Historically the rate of Class 4 and 5 were the same. These classes were delinked in 2021. The tax share of Class 5 was 3.18% in 2025.

Class 6 – Business - In committing to successful implementation of Council's *Strategic Plan* business rates will be reviewed to allocate the increase of 6.91%. Business property tax rates had a taxation share of 17.75% in 2025.

Other Classes - Approximately 0.35% of total taxation arises from the other property classes in Port Alberni. Council will consider the share of taxation paid by other classes for 2026 to allocate the tax increase of 6.82%.

Permissive Tax Exemptions

Permissive tax exemptions are provided by the City of Port Alberni as permitted under the *Community Charter* and in compliance with Council policy. Permissive tax exemptions must also fall within the budget constraints identified by Council to be considered for approval. Council approved the "*Permissive Tax Exemption Bylaw No. 5090, 2023*" in effect for the years 2024 to 2027.

Generally, permissive tax exemptions are a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically. Specifically, the policy allows for annual application by eligible organizations for permissive tax exemptions on the lands or buildings they occupy, and who provide for:

- athletic or recreational programs or facilities for youth;
- services and facilities for persons requiring additional supports; mental wellness and addictions;
- programming for youth and seniors;
- protection and maintenance of important community heritage;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;
- preservation of an environmentally or ecologically sensitive area designated within the Official Community Plan;

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of duration equal to or greater than the period of tax exemption.

In 2026, 54 organizations are approved, with a total annual property tax exemption value estimate of approximately \$446,839.

Strategic Community Investment (SCI) and Traffic Fine Revenue Sharing (TFRS) Funds

The Strategic Community Investment Fund Plan is an unconditional grant from the Province to municipalities to assist in provision of basic services. The Traffic Fine Revenue Sharing Fund returns net revenues from traffic violations to municipalities responsible for policing costs.

The City is expecting to receive approximately \$496,000 in 2025. Performance targets are not expected to change from 2024 to 2025. SCI and TFRS funds are allocated to general revenue to support local government service delivery.

Community Gaming Funding

On October 23, 2007 the City of Port Alberni and the Province of BC signed the Host Financial Assistance Agreement providing for the transfer to the City (Host) of ten (10%) percent of net gaming revenue from the casino located within the City's boundaries. The budget assumes that the City of Port Alberni will continue to receive a share of gaming revenue through the five years of this Financial Plan. It should be noted that there is no long-term agreement in place with the Province.

Community gaming funds must be applied to Eligible Costs only. Eligible Costs are defined by the Province as "the costs and expenses incurred by the Host for any purpose that is of public benefit to the Host and within the lawful authority of the Host."

2025 Funding Allocation	Funds (\$) Allocated
McLean Mill National Historic Site Operations	\$172,770
Offset Economic Development	244,030
Community Investment Plan/Grants in Aid	33,200
Total commitments	\$450,000

RECEIVED

JAN 19 2026

CITY OF PORT ALBERNI



City of Port Alberni

RIDGE VIEW
HEALTH + PERFORMANCE

2026-01-19

To whom it may concern,

I am writing to inform you of our plans to host the annual McLean Mill 10K on Sunday, March 29, 2026.

As you may remember, last year we successfully hosted over 400 runners along our race route which starts/ends at the McLean Mill Historic Site. Ridge View Health & Performance is the organizer of the event, which is held in partnership with the Vancouver Island Race Association (VIRA). Over the last 3 years, we managed to donate \$10,000 in proceeds to KidSport Port Alberni. This year, our beneficiary will become Alberni District Secondary School Athletics. By supporting ADSS Athletics, we will help to reduce barriers for students to participate in school sports.

Below are key pieces of information regarding our plans for the event:

- The McLean Mill 10K is part of the VIRA series. More information can be found on islandsseries.org.
- Insurance is provided through VIRA. The City of Port Alberni and ACRD are listed as insured parties on our policy.
- ACE Flagging will be providing traffic control. Cherry Creek Volunteer Fire Department will be on site to assist with traffic control at key locations. The remainder of the route will be managed by our volunteers.
- Parking will be managed by our volunteers. Vehicles will be directed to parking lots at McLean Mill, and onto the property of a neighbour who generously volunteered to host vehicles during the race.
- First Aid will be provided to us by MEDIX BC who has supported many races in the past.
- Neighbours will be advised of the event well in advance.
- A short post-race reception will be held in the McLean Mill courtyard.
- The RCMP, City of Port Alberni, ACRD and Alberni Valley Chamber of Commerce will all be notified of this event via cc of this letter.
- A map of the race route has been attached to this letter for your reference. The route was professionally certified in 2023 and remains the same for 2026.

We greatly appreciate your support of this event! We believe that it is a fantastic way to promote fitness in our community, highlight the history and natural beauty of the Alberni Valley and raise funds for a worthy cause. Please do not hesitate to reach out if you have any questions or concerns.

Sasha Visona

Owner – Ridge View Health & Performance
Race Director - 2025 McLean Mill 10K

CC: RCMP – Port Alberni Detachment
City of Port Alberni
Jolleen Dick – AVCOC CEO
Daniel Sailland - ACRD

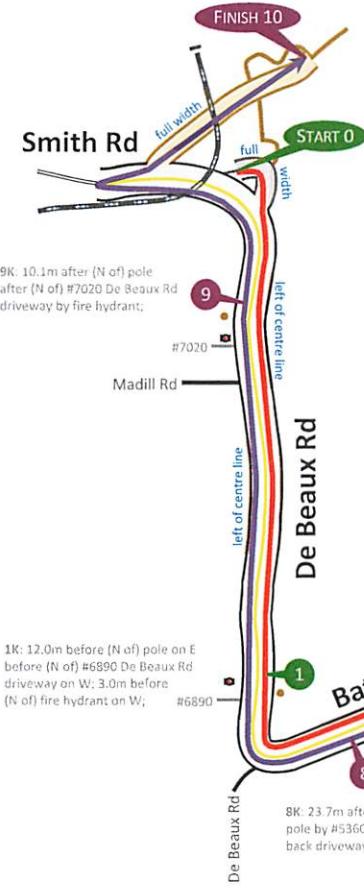
#3 – 4905 Cherry Creek Road, Port Alberni, BC. V9Y 7M6
Phone: (250) 731-8929 Fax: (250) 731-8910
Email: ridgeviewhp@gmail.com Web: www.ridgeviewhealth.ca

Council
 Mayor
 CAO
 Finance
 Corporate Services
 Agenda

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

File # *8166-20* *RCM Feb 9/26*

START
In main gravel parking lot on a line between rail crossing sign & near post of station sign; marked with spike & washer mid lane;



17.8m to N gate post
15.0m to S gate post;
12.7m to heritage dozer blade;

Smith Rd

17.8m
15.0m
12.7m

final turn cone may be 0.47m before the pin to allow for 0.30m rounding radius

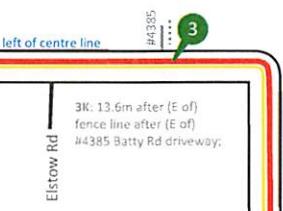
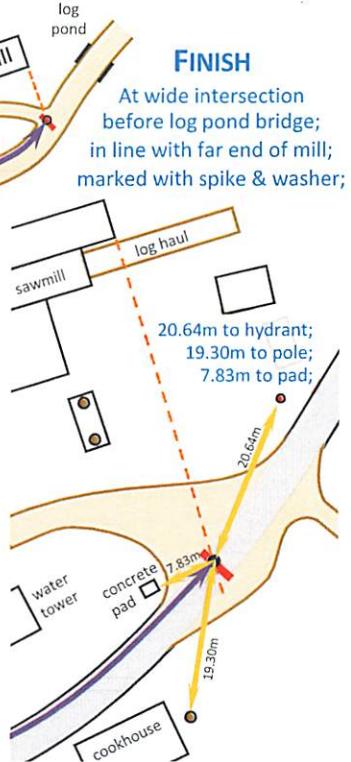
TURNAROUND (9.560 km)
~90m beyond (W of) rear entrance; marked with nail & washer on centre line; ~1.9m before (E of) 2nd utility pole on N; 7.48m direct;

Smith Rd

1.9m

MCLEAN MILL
National Historic Site
unpaved roads and tracks

FINISH
At wide intersection before log pond bridge; in line with far end of mill; marked with spike & washer;



1K: 12.0m before (N of) pole on E before (N of) #6890 De Beaux Rd driveway on W; 3.0m before (N of) fire hydrant on W;

8K: 23.7m after (W of) pole by #5360 Batty Rd back driveway

2K: 23.7m after (E of) pole before (W of) Kitsuksis Rd;

7K: 18.8m after (N of) pole after (N of) #6808 driveway; #6808

Wednesday Rd

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RECEIVED

JAN 26 2026

January 22, 2026

CITY OF PORT ALBERNI

Subject: Let's showcase Francophonie together in March 2026

Council
 Mayor
 CAO
 Finance
 Corporate Services
 Agenda
 Economic Development
 Engineering/PW
 Parks, Rec. & Heritage
 Development Services
 Community Safety
 Other EP
File # RCM Feb 9
0230-01

To the City of Port Alberni,

We are pleased to reach out to **renew the initiative** of raising the Francophonie flag at **Port Alberni City Hall for March 2026**. On behalf of **École des Grands-cèdres** (public French-language school) in Port Alberni, we invite you to display the flag from **March 1 to 31**.

More than a symbolic gesture, **raising this flag sends a clear message: your municipality recognizes the importance of linguistic diversity, inclusion, and the valuable contributions of Francophones to the social, cultural, and economic vitality of British Columbia**.

Your leadership plays an essential role in elevating our communities. That is why your participation in this initiative truly matters.

The flag we have provided is ready to be raised alongside the Canadian and provincial flags. **Together, let us make Francophonie Month a visible, inspiring, and unifying moment for everyone.**

Thank you in advance for your support. Please feel free to contact us for any further information.

Sincerely,

The Conseil scolaire francophone de la Colombie-Britannique



Conseil scolaire
francophone de la
Colombie-Britannique

RECEIVED

JAN 29 2026

CITY OF PORT ALBERNI

From: Queena Wong <queena@bcepilepsy.com>

Sent: Wednesday, January 28, 2026 4:27 PM

To: Corporate Services Department <corp_serv@portalberni.ca>

Subject: Proclamation Request – International PURPLE DAY® for Epilepsy Awareness

<input type="checkbox"/> Council	Economic Development
<input type="checkbox"/> Mayor	Engineering/PW
<input type="checkbox"/> CAO	Parks, Rec. & Heritage
<input type="checkbox"/> Finance	Development Services
<input type="checkbox"/> Corporate Services	Community Safety
<input type="checkbox"/> Other	
<input checked="" type="checkbox"/> Agenda	RCM Feb 9
File #	OB30-01-2026

To Mayor and Council,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Queena Wong and I am the Admin Support Coordinator at the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2026. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from Port Alberni designating March 26th, 2026 as International PURPLE DAY® for Epilepsy Awareness in Port Alberni. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2026, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy across the Province of British Columbia.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2026 and in the future. Please feel free to contact me via email at queena@bcepilepsy.com or via telephone at 604-875-6704 should you have any questions or require any additional information.

Sincerely,

Queena Wong

Admin Support Coordinator

BC Epilepsy Society

Telephone: 604-875-6704

Website: www.bcepilepsy.com

RECEIVED

3909 U.S. MAIL

Would you like to stay up-to-date on our programs and services? Sign up for our newsletter [here](#), or follow our social media below:

Instagram: [BCEpilepsySociety](#)

Facebook: [BC Epilepsy Society](#)

Twitter: [BCEpilepsy](#)

LinkedIn: [BC-Epilepsy-Society](#)

2025 Proclamation Draft

“Purple Day”

WHEREAS Purple Day is celebrated on March 26th annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS increasing epilepsy awareness can help the public to recognize common seizure types or to respond with appropriate first aid, and

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I **[Insert Name and Title]** DO HEREBY PROCLAIM Wednesday March 26th, 2026 as

“PURPLE DAY”

in the City of _____

RECEIVED

FEB 03 2026

CITY OF PORT ALBERNI

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

*RCM Feb 9
0630-01-2026*

From: Michelle Hicker <info@vidownsyndrome.ca>
Sent: January 31, 2026 2:53 PM
To: CityPa <citypa@portalberni.ca>
Subject: Proclamation: World Down Syndrome Day - March 21st, 2026

Good afternoon,

I would like to place a request for a proclamation for World Down Syndrome Day on March 21st, 2026.

Our proposed wording for the proclamation is as follows:

WHEREAS World Down Syndrome Day is an international observance resolved by the General Assembly of the United Nations to raise public awareness of Down syndrome and promote equitable treatment of individuals with Down syndrome in accordance with the Convention on the Rights of Persons with Disability; and

WHEREAS at this time we take an opportunity to highlight the unique abilities, strengths and needs of our community members with Down syndrome; and

WHEREAS individuals with Down syndrome have tremendous potential to live full and fulfilling lives as contributing members of our community; and

WHEREAS as Canadians, we celebrate our similarities, as well as our differences, knowing we are richer, as a result; and

WHEREAS the City of Port Alberni values our citizens with Down syndrome and their families and supports the well-being of all individuals with Down syndrome so that they may achieve their fullest potential.

NOW KNOW YE THAT, We do by these presents proclaim that March 21st, 2026 shall be known as

World Down Syndrome Day.

Thank you for your consideration.

Kind regards,
Michelle Hicker
Board Member
Vancouver Island Down Syndrome Society
info@vidownsyndrome.ca
https://protect.checkpoint.com/v2/r03/_www.vidownsyndrome.ca_.YzFjOmNpdHlvZnBvcnRhbGJlcM5pOmM6bzo4N2I2MGRiZGRiYmQ4ZTBhZjBhNTZkNDAzYjB1YzYwYTo3Ojc4YTg6NWRlOWUxM2JjM2ZmNzQyM2FjNzY4OGQxOGNjZjljOWZlZjB1MjdjMWU0ZDY4YTl3YTg1NjMxNWViMDE5Mjg5YTp0OkY6Tg

RECEIVED

JAN 29 2026

CITY OF PORT ALBERNI

November 26, 2025

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

File # RCM Feso 9
6390-20-U50M

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

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

December 2, 2025

JAN 23 2026

CITY OF PORT ALBERNI

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

Dear Mayor Minions and Council,

British Columbia Ferry Services Inc.
The Atrium
Suite 500, 1321 Blanshard St.
Victoria, BC V8W 0B7
Tel (250) 978-1189
Fax (250) 388-9599
bcferries.com

<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
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File # RCM Feb 9
8710-01

Thank you for writing regarding the changes to reservations for travel from Horseshoe Bay to Departure Bay.

As of October 15, 2025, all customers travelling in vehicles are required to book and prepay their fares. Foot passengers are not required to make reservations, and Medical Assured Loading remains available for customers who meet the criteria. We also continue to accommodate emergency travel when necessary.

Construction at Horseshoe Bay terminal has reduced vehicle capacity by 25 per cent, which means we have less space for non-reserved traffic. The change to full reservations on this route was made to prevent highway congestion, protect access for those who need to travel and improve on-time performance.

Having said that, we know not all customers can book online. In addition to booking through our website or app, customers can call our Customer Service Centre to reserve over the telephone. Customers who don't have the option to prepay using a credit card, Visa debit Or Debit Mastercard can book and prepay their fares in cash at Tsawwassen, Swartz Bay, Horseshoe Bay and Departure Bay terminals. Customers travelling on the Travel Assistance Program (TAP BC) or with a voucher can also call our Customer Service Centre in order to make a booking. Our intent is not to exclude anyone, or to make travel difficult, but instead we want to make travel as easy as possible. We encourage any customers who need extra assistance to give us a call so we can help.

Since October 15, we have increased the number of discounted Saver fares available to customers, and made changes to the booking window to allow customers to reserve closer to departure time. While the number of customers arriving without a booking has not been significant, our terminal staff are able to assist these customers with information on how to book so they can be on their way as soon as possible.

We've also introduced an alert system so customers are informed when space opens up on their desired sailing, and we will introduce a waitlist function in 2026.

While switching to full reservations represents a change, we believe the new system is benefitting customers by increasing predictability, eliminating sailing waits and preventing unsafe situations where customers are lined up on the highway, a serious safety concern that occurred in the past. We'll continue to monitor traffic levels and customer and staff feedback, and use this information to make changes where possible.

Thank you for the opportunity to respond. Please don't hesitate to reach out with any concerns or questions.

Yours sincerely,



Elisabeth Broadley
Assistant Manager, Customer Relations
250-978-2022



Office of the Mayor

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

Phone: 250.723.2146
Fax: 250.723.1003
portalberni.ca

Our File No. 8710-01

August 14, 2025

BC Ferries Corporation
Suite 500, 1321 Blanshard Street
Victoria BC V8W 0B7
by email: nicolas.jimenez@bcferries.com

Attn: Nicolas Jimenez, President & Chief Executive Officer

Dear Mr. Jimenez

Re: BC Ferries Booking Changes

On behalf of Council for the City of Port Alberni, I am writing to express our concerns regarding the upcoming changes to the booking system for the Horseshoe Bay to Departure Bay route, set to take effect on October 1, 2025.

The proposed changes raise several concerns that we believe warrant further consideration such as the impact on accessibility. The new booking procedures could potentially complicate travel for individuals who may not have access to online booking platforms. It is essential that BC Ferries ensures all passengers, including seniors and those without internet access, can easily navigate the new system.

Changes to booking policies often lead to confusion among travelers. The current system provides a level of predictability that is vital for planning trips, especially for those travelling for work or important events. Any alterations that introduce uncertainty could negatively affect passenger confidence in using the service.

We appreciate the efforts BC Ferries has made to improve services and adapt to changing needs. However, we strongly urge you to reconsider the implication of these changes and how they impact the travelling public.

Yours truly
CITY OF PORT ALBERNI



Sharie Minions
Mayor

c: *Council*
M. Fox, Chief Administrative Office
S. Darling, Director of Corporate Services
J. Osborne, MLA
UBCM
AVICC

RECEIVED

JAN 22 2026

CITY OF PORT ALBERNI



<input 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 <u>RCMP</u>
File # <u>RCM Feb 9</u>	
7580-20	

CENTRAL VANCOUVER ISLAND CRIME STOPPERS – 2025 SUMMARY REPORT

2026.01.10

City of Port Alberni
4840 Argyle Street
Port Alberni, BC V9Y 1V8
Via email corp_serv@portberni.ca

January is National Crime Stoppers Month across Canada. Each year, communities help us celebrate this month by making proclamations or attaching our summary report to their websites or other social media outlets. The theme for the provincial program is "Sextortion" as the issue requiring our attention.

Keeping your family safe, keeping your community safe and reporting crime is a key for our success. Crime negatively impacts our safety and undermines our collective efforts to create healthy communities. By providing key information of criminal events through anonymous means, we can continue to do our part in reducing crime.

2025 was a notable year in which we completed many tasks including supporting others through donations while engaging the public through social media. Our newly expanded boundaries now take in many communities in Central Vancouver Island totaling 12 communities and 3 Regional Districts with an estimated 300,000 inhabitants as of 2021. Our key projects were the completion of distributing "Trauma Bears" to police and the "Spiked Drink initiative" where we publicize this criminal activity through the distribution of posters and drink coasters imprinted with key information to most pubs and bars in our area.

In 2025, Central Vancouver Island Crime Stoppers processed 594 tips from these areas, a slight increase from the previous year. Since inception, we have the following statistics with comparative last year's numbers):

Total tips received – 13,538 (12,945)
Arrests – 553 (552)
Rewards paid - \$117,720 (\$115,670)
Property Recovered - \$ 1,465,577 (\$1,465,577)
Drugs Seized - \$9,242,481 (\$9,242,481)
Cash Recovered - \$19,600 (\$19,600)
Total Recovered - \$10,727,658 (\$10,727,658)

Central Vancouver Island Crime Stoppers is a not-for-profit society run independently of the police by everyday citizens. All information received is anonymous and is provided to the police in the hopes it will further investigations and lead to arrests, seizures and recovered property.

We are well supported by the communities we serve through monetary and in-kind donations from events we sponsor. As well, we are fortunate to have life estate donations from others which allow us to provide grants to groups whose mandate also is to reduce crime.

Central Vancouver Island Crime Stoppers has a strong Board of Directors comprised of 10 members of the Community who as volunteers provide the direction for the Board each year. This year, we will continue a project which addresses the incidents of spiking alcohol drinks in pubs/bars as well as raising money to pay tips and distributing funds to other non-profits who applied for assistance in reducing crime in their community.

We thank everyone for your support and look forward to a year of continued increases in the number of tips. Remember, a reward is payable for information leading to an arrest.

Stay safe, keep your family safe, keep your community safe.

DATED 2026.01.05

BRIAN CORNBOROUGH, PRESIDENT, CENTRAL VANCOUVER ISLAND CRIME STOPPERS

FOR FURTHER COMMUNICATION, CONTACT THE WRITER

AT PRESIDENT@CVICRIMESTOPPERS.COM

CVICS.BC: 2026.01.05

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JAN 27 2026

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 checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File # <u>RCM Feb 9</u>	
6400-20-TACS	

Ref: 89974

January 27, 2026

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

Dear Mayor Minions:

Thank you for your letter regarding Port Alberni's desire to host sporting events that have potential to enhance tourism, sport, and cultural experiences. It was a pleasure meeting you at the Union of BC Municipalities convention.

With respect to FIFA World Cup 26™, communities are encouraged to embrace this global sport event and create engaging activities for locals and visitors. Destination BC and the City of Vancouver have created playbooks to advise and assist communities in planning World Cup related activities.

- BC Tourism FC's Playbook for the FIFA World Cup 2026 is available here:
<https://www.destinationbc.ca/bctourismfc/>
- The Vancouver FIFA World Cup 26 Community Activation Playbook is available here:
<https://www.vancouverfwc26.ca/community-activation>

The Province of British Columbia (B.C.) recently launched a 2026 Community Event Support Fund to help communities throughout the province join the excitement of FIFA World Cup 26™. This time-limited fund will support vibrant, inclusive events that showcase B.C.'s diversity and spirit during the tournament. Please note that the deadline for submission is **February 6, 2026**.

More information on the program, including a program guide and application form is available here: <https://www2.gov.bc.ca/gov/content/sports-culture/events-hosting/event-funding>.

Currently, there is no designated funding for sport infrastructure improvements. However, the B.C. Community Gaming Grants, Capital Project Grant program provides matching funding, up to a maximum of \$250,000, to eligible non-profit organizations. While applications have closed for 2025, I encourage you to ensure Port Alberni sport clubs and leagues are monitoring this site for information on a 2026 intake: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/capital-project-grants#Resources>.

.../2

Their Worship Mayor Sharie Minions
Page 2

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Thank you again for writing.

Sincerely,



Anne Kang
Minister of Tourism, Arts, Culture and Sport

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FEB 04 2026

CITY OF PORT ALBERNI

From: EA Council <eacouncil@kamloops.ca>

Sent: February 4, 2026 10:27 AM

To: COUNCIL-Councillors <COUNCIL-Councillors@kamloops.ca>; Byron McCormick

<bmccorkell@kamloops.ca>

Cc: Sarah Candido <scandido@kamloops.ca>; Crystal Gelineau <cgelineau@kamloops.ca>; Maria Mazzotta <mmazzotta@kamloops.ca>; Southern Interior Local Government Association <yoursilga@gmail.com>

Subject: Resolution for Consideration Ahead of Local Association Deadlines

<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 Feb 9
0400-60

Good morning Municipalities of British Columbia,

I hope this message finds you well. We have attached a certified resolution from the City of Kamloops that has been sent to the Southern Interior Local Governance Association (SILGA). These important issues hold significant relevance and impact within your area of government.

We strongly encourage you to utilize this resolution as a template and present it before your local governance association prior to your resolution deadline. This can help you address similar issues effectively and align with the objectives we all strive to achieve. Collectively, all five local governance associations bring a strong unified front of advocacy in Victoria.

Should you require any further clarification or additional information, please do not hesitate to reach out. We are here to support you in any way we can.

Warm regards,

Chrissy Cossentine

Executive Assistant to City Council | City of Kamloops

eacouncil@kamloops.ca

P: 250-828-3494 | Kamloops.ca | LetsTalk.Kamloops.ca



MAKING
KAMLOOPS
SHINE

If you receive this in error, please contact the sender by return email and delete all copies of this email and any attachments. Please be aware that City of Kamloops records, including emails, may be requested and released in accordance with the British Columbia Freedom of Information and Protection of Privacy Act. If you receive this in error, please contact the sender by return email and delete all copies of this email and any attachments.

CITY OF KAMLOOPS

RESOLUTION FROM THE MINUTES OF A REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE CITY OF KAMLOOPS, HELD IN COUNCIL CHAMBERS, CITY HALL, 7 VICTORIA STREET WEST, KAMLOOPS, BC

WHEREAS local governments in British Columbia are responsible for land-use planning, infrastructure, permitting, and development approvals, all of which are directly affected by provincial reconciliation policy, archaeology requirements, and the *Heritage Conservation Act* and Regulations;

AND WHEREAS the Province of British Columbia is implementing the Declaration on the Rights of Indigenous Peoples Act (DRIPA) and also undertaking reviews of reconciliation, archaeology, and heritage policy frameworks;

AND WHEREAS local governments are not consistently included as formal partners in provincial policy development related to DRIPA implementation, archaeology processes, and heritage legislation, despite being responsible for implementation at the community level and for public infrastructure projects that are significantly impacted by these policies;

AND WHEREAS the current *Heritage Conservation Act* is outdated, and existing archaeology processes create uncertainty, delays, and cost impacts for local governments, Indigenous communities, and the public, which further contribute to challenges in delivering affordable development and housing in British Columbia;

THEREFORE BE IT RESOLVED that this resolution be forwarded to the Southern Interior Local Government Association, Association of Vancouver Island and Coastal Communities, North Central Local Government Association, Lower Mainland Local Government Association, and Association of Kootenay and Boundary Local Governments, urging the Province of British Columbia to ensure that senior representatives of all local government associations in British Columbia are formally included in discussions and decision-making related to the review, reform, and implementation of DRIPA, reconciliation policy, archaeology processes, and any replacement or reform of the *Heritage Conservation Act*.

CARRIED.

I HEREBY CERTIFY that this is a true copy of a resolution from the minutes of a meeting of the Kamloops City Council held on the 3rd day of February, 2026.

Dated at Kamloops, BC, this 3rd day of February, 2026.



M. Mazzotta
Corporate Officer