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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Monday, March 23, 2026 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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

*Watch the meeting live at [www.portalberni.ca](http://www.portalberni.ca)*

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

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**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

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

*That the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 6**

1. *THAT the minutes of the Special and Regular meetings of Council held on March 9, 2026 be adopted, as presented.*

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**E. STAFF REPORTS**

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

**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 | Amendment**

**[Recommendation from the March 16, 2026 CoW Meeting]**

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

*a. Amend the Capital Plan to include:*

- i. Add - EQUIPMENT & VEHICLES - Flail Attachment for Ventrac - \$15,000;*
- ii. Add - EQUIPMENT & VEHICLES - Crane and Install for Sewer Trailer - \$20,000;*
- iii. Add - EQUIPMENT & VEHICLES - Snow Plow for 610 - \$16,300;*
- iv. Increase - EQUIPMENT & VEHICLES - \$32,499 - Project 23014 - Replace 2005 Ford F250 4x4 Pickup Truck #610;*
- v. Increase - Project 25074 - 150 - Time Immemorial - Victoria Quay - \$60,000;*
- vi. Add - Intersection Safety - \$80,000;*
- vii. Increase - Allocation from Equipment Replacement Reserve Fund - \$63,499;*
- viii. Increase - 19114 - Operating Funds from Prior Years - \$140,000; and*
- ix. Increase - Allocation from the Sewer Infrastructure Reserve Fund - \$20,000.*

[March 16, 2026 Staff Report Pg. 65](#)

2. **2026-2030 Financial Plan Amendment Bylaw No. 5138-1 - Page 11**

- a. THAT the "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be now introduced and read a first time.*
- b. THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be read a second time.*
- c. THAT "City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1" be read a third time.*

**G. CORRESPONDENCE FOR ACTION**

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

**H. PROCLAMATIONS**

1. **Port Alberni International Twinning Society - Page 13**

*Letter dated March 12, 2026 requesting May 30, 2026 be proclaimed as Abashiri Twinning Day in Port Alberni.*

*THAT Council, on behalf of the Port Alberni International Twinning Society, proclaim May 30, 2026 as Abashiri Twinning 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 15**
  - a. Ministry of Transportation and Transit | Response to City's Letter Re: Highway 4 in Cathedral Grove
  - b. City of Abbotsford | 2026 Proposed UBCM Resolutions
  - c. AV Museum and Heritage Commission | January 7, 2026 & February 4, 2026 Minutes

**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.*

**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. **Alberni Valley Heritage Commission | 2025 Alberni District Fall Fair Survey Report [Recommendation from the March 16, 2026 CoW Meeting]**

*THAT Council refer the 2025 Alberni District Fall Fair survey findings to the AV Heritage Commission for consideration in future development of cultural and heritage initiatives, policies, and engagement strategies.*

[March 16, 2026 Staff Report Pg. 46](#)
2. **Parks, Recreation and Culture | Summer Pop-Up [Recommendation from the March 16, 2026 CoW Meeting]**

*THAT Council authorize the Parks, Recreation and Culture (PRC) Department to operate a "Summer Pop-Up" in Unit 7 at the Alberni Harbour Quay from June 15 to September 12, 2026;*

*AND FURTHER, THAT Council direct Administration to operate the initiative on a cost-neutral basis, utilizing generated revenues to offset staffing and operational expenses.*

[March 16, 2026 Staff Report Pg. 53](#)

3. **Multiplex Air Handling Unit Failures | Emergency Replacement Funding**  
**[Recommendation from the March 16, 2026 CoW Meeting]**  
*THAT Council amend the “City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138” to reflect the following Capital Plan changes for the Alberni Valley Multiplex:*
- i. advance funding in the amount of \$86,000 from 2027 to 2026 to replace two failed Air Handling Units in the upper lobby RTU and Bulldogs Dressing Room ERV/Heat Pump System;*
  - ii. reallocate a portion of the 2026 Capital funding previously earmarked for the Zamboni replacement (budgeted at \$137,500) to fund the Air Handling Units emergency replacement project;*
  - iii. defer the Zamboni replacement to 2027 for reconsideration during future budget deliberations; and*
  - iv. direct Administration to issue a competitive procurement for the replacement equipment in accordance with Procurement Policy 3009-1.*

[March 16, 2026 Staff Report Pg. 61](#)

4. **Occupancy Bylaw and Rental Accommodation Bylaw**  
**[Recommendation from the March 16, 2026 CoW Meeting]**
- a. THAT Council direct administration to review, redraft, and provide a report with guidance on the materials included for the proposed occupancy bylaw.*
  - b. THAT Council direct the Community Safety and Social Development department to not enforce the Zoning Bylaw in relation to the property at 3723 Redford Street until Council has completed its consideration of the Occupancy Bylaw and Rental Accommodation Bylaw and implemented any related recommendations arising from that process.*
  - c. THAT Council direct administration to review, redraft and provide a report with guidance on the materials included for the proposed rental accommodation bylaw.*

[March 16, 2026 Staff Report Pg. 68](#)

5. **Appointment of Chief Election Officer and Deputy Chief Election Officers** - Page 44  
Report dated March 9, 2026 from the Director of Corporate Services requesting Council to appoint the Chief Election Officer and Deputy Chief Election Officers for the 2026 General Local Election.

*THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Sara Darling as Chief Election Officer, effective immediately, for the administration and conduct of the 2026 General Local Election, with authority to appoint election officials as required for the administration and conduct of the election; and*

*FURTHER, THAT Tanis Feltrin and Kim Motiuk be appointed as Deputy Chief Election Officers, effective immediately, for the administration and conduct of the 2026 General Local Election.*

6. **Exempt Employee Lieu Time Provision Policy - Page 48**  
Report dated March 23, 2026 from the Director of Human Resources requesting Council consideration of the proposed policy.

*THAT Council approve "Lieu Time Provision – Exempt Employees" Policy No. 5002-5, as presented, effective March 23, 2026;*

*AND FURTHER, THAT the previous "Lieu Time Provision – Exempt Employees" policy dated July 1, 2016 is hereby superseded and replaced.*

**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, March 9, 2026 @ 12:00 p.m.**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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**PRESENT:**

Council: Mayor S. Minions  
Councillor D. Dame @ 12:20 p.m.  
Councillor D. Haggard [Electronically]  
Councillor C. Mealey  
Councillor T. Patola  
Councillor C. Solda  
Councillor T. Verbrugge

Staff: A. McGifford, Chief Administrative Officer  
L. Dauphin, Director of Parks, Recreation and Culture  
S. Darling, Director of Corporate Services

The meeting was called to order at 12:01 p.m.

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

- Section 90 (1)(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)(h)** an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- Section 90 (1)(k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The meeting adjourned at 1:28 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, March 9, 2026 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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

(\* ) Denotes electronic meeting participation as authorized by Part 10 of "City of Port Alberni Procedures Bylaw No. 4830".

Staff: A. McGifford, Chief Administrative Officer  
S. Darling, Director of Corporate Services  
B. McLoughlin, Manager of Planning  
P. Deakin, Manager of Economic Development  
K. Motiuk, Deputy Director of Corporate Services (Recording Secretary)  
J. Pelech, Manager of Information Services

Gallery: 11

**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

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

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

- G.2 – Alberni Valley Chamber of Commerce | Letter of Support
- K.1 – Paralympic Athlete | Invitation to Council

**CARRIED**

**B. ADOPTION OF MINUTES**

1. *MOVED AND SECONDED, THAT the minutes of the Special and Regular meetings of Council held on February 23, 2026 be adopted as presented.*

**CARRIED**

**C. DELEGATIONS**

1. **Introduction | Communications Manager**  
The Corporate Officer introduced the City's new Communications Manager, Sara Bearchell.

**D. UNFINISHED BUSINESS**

1. **Temporary Use Permit 25-05 | 3048 3<sup>rd</sup> Avenue**

Chair Dame left the meeting at 2:04 p.m. declaring a conflict of interest as it relates to the subject property being in close proximity to his personal business' leased property.

Members of the public were invited forward to speak to Temporary Use Permit 25-05 at 3048 3<sup>rd</sup> Avenue.

No one came forward to speak.

K. Dlay, Applicant, was invited forward by Council to speak.

*MOVED AND SECONDED, THAT Council does not issue Temporary Use Permit No. 25-05 at 3048 3<sup>rd</sup> Avenue.*

**CARRIED | Res. No. 26-70**

Councillor Dame returned to the meeting at 2:23 p.m.

**E. STAFF REPORTS**

**F. BYLAWS**

**G. CORRESPONDENCE FOR ACTION**

**1. Guru Nanak Sikh Society | 2<sup>nd</sup> Annual Vaisakhi Parade**

*MOVED AND SECONDED, THAT Council authorize the Guru Nanak Sikh Society access to City streets on Saturday, May 9, 2026 from 11:00 am to 2:00 pm for the purpose of a parade from 4144 8<sup>th</sup> Ave. to Roger Street, to 10<sup>th</sup> Ave back to Guru Nanak Sikh Temple, 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.*

**CARRIED | Res. No. 26-71**

**2. Alberni Valley Chamber of Commerce | Letter of Support**

*MOVED AND SECONDED, THAT Council direct Administration to prepare a letter to the Alberni Valley Chamber of Commerce to meet the requirement as part of the renewal package submission to Destination BC confirming that the Alberni Valley Chamber of Commerce is the 'Sponsor Organization' and lead provider of Community Visitor Services for the City of Port Alberni.*

**CARRIED | Res. No. 26-72**

**H. PROCLAMATIONS**

**1. GBS/CIDP Foundation of Canada**

*MOVED AND SECONDED, THAT Council, on behalf of the GBS/CIDP Foundation of Canada, proclaim the month of May 2026 as GBS/CIDP Awareness Month in Port Alberni.*

**CARRIED | Res. No. 26-73**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Ministry of Public Safety and Solicitor General | Follow up to the 2025 UBCM Convention Meeting
- b. BC Council of Forest Industries | 'Forestry is a Solution' Initiative
- c. City of Prince George | Petition to Minister of Justice and Attorney General Re: Stronger Public Safety Measures
- d. Union of BC Municipalities | Annual Membership

*MOVED AND SECONDED, THAT Council direct Administration to forward the BC Council of Forest Industries letter requesting support of the 'Forestry is a Solution' initiative to the Alberni Valley Forestry Coalition, and if the letter aligns with the Coalition's initiatives, return it to Council for a resolution of support.*

**CARRIED | Res. No. 26-74**

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

**CARRIED | Res. No. 26-75**

**J. REPORT FROM IN-CAMERA**

**February 9, 2026**

- Council released for public consumption, execution of the lease agreement between the City of Port Alberni and the Italian Canadian Fraternal Society for 4045 6<sup>th</sup> Avenue for a five-year term, expiring December 31, 3030 in the amount of \$12 per year plus applicable taxes.
- Council released for public consumption execution of the Animal Control Service Agreement between the City of Port Alberni and Coastal Animal Control Services of BC Ltd. for a two-year term commencing March 1, 2026; and direction for Administration to bring forward an amendment to the 2026–2030 Financial Plan to provide funding for contract animal control services, including contract expenditures of \$125,714 in 2026 and \$129,485 in 2027, as follows:
  - 2026: Increasing Line 22931 – Animal Control Service Contract - \$55,975; and
  - 2026: Decreasing Line 29911 – Contingency - \$55,975.
  - 2027: Increasing Line 22931 – Animal Control Service Contract - \$51,607; and
  - 2027: Increasing Line 11111 – General Purposes - Taxes - \$51,607.

**K. COUNCIL REPORTS**

**1. Council and Regional District Reports**

*MOVED AND SECONDED, THAT Council direct Administration to invite Chase Nicklin to a future Council meeting to be honoured for his representation of Port Alberni at the 2026 Paralympic Games at Milano Cortina.*

**CARRIED | Res. No. 26-76**

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

**CARRIED | Res. No. 26-77**

**L. NEW BUSINESS**

**1. Branding Services Plan**

*MOVED AND SECONDED, THAT Council authorize Administration to proceed with the 'Branding Services Plan' that includes up to \$50,000 annually in the Financial Plan for brand implementation for a ten-year period, 2027 through 2036, subject to annual budget approval and the pursuit of external funding [grants, sponsorships, partnerships].*

**CARRIED | Res. No. 26-78**

**2. Notice of Motion | Mayor Minions**

*MOVED AND SECONDED, THAT Council direct Administration to prepare a report that explores options including:*

- i. Inclusion of City-owned parks outside of City limits within the Regional Parks' Service;*
- ii. The City's participation in the Alberni-Clayoquot Regional District – Regional Parks' Service.*

**CARRIED | Res. No. 26-79**

**3. Temporary Use Permit 25-02 | 3723 Redford Street**

*MOVED AND SECONDED, THAT Council, by an affirmative vote of at least two-thirds of the members of Council eligible to vote, authorize the acceptance and consideration of a reapplication within one (1) year of the denial date for a substantially similar Temporary Use Permit for 3723 Redford Street.*

**DEFEATED**

**M. QUESTION PERIOD**

**R. Smith**

Inquired about financial plan amendments for animal control services.

**Notice of Motion - Committee of the Whole Meeting | Councillor Patola**

*THAT Council direct Administration to produce a report defining a clear standard of housing permitted for long-term occupancy within the City of Port Alberni on the basis that the housing conforms to the Canadian Standards Association, BC Building Code, or recreational vehicle standards at the date of the construction of the housing to be inspected annually with consideration of the site layout and utilities.*

**H. Singh Rai**

Inquired about future direction for temporary housing at 3723 Redford Street.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:07 p.m.*

**CARRIED**

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Mayor

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Corporate Officer

**CITY OF PORT ALBERNI**

**BYLAW NO. 5138-1**

**A BYLAW TO AMEND THE CITY OF PORT ALBERNI 2026-2030 FINANCIAL PLAN  
BYLAW NO. 5138**

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

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

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

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

1. That "City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138" is hereby amended by deleting Schedule "A" in its entirety and substituting the amended Schedule "A" as attached hereto and forming part of this Bylaw.
2. This Bylaw may be known and cited for all purposes as "**City of Port Alberni 2026-2030 Financial Plan Amendment Bylaw No. 5138-1**" and shall become effective upon adoption.

**READ A FIRST TIME** this     day of             , 2026.

**READ A SECOND TIME** this     day of             , 2026.

**READ A THIRD TIME** this     day of             , 2026.

**FINALLY ADOPTED** this     day of             , 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**Schedule "A"**  
**to Bylaw No. 5138-1**  
**CITY OF PORT ALBERNI**  
**CONSOLIDATED FINANCIAL PLAN 2026 - 2030**

	2026	2027	2028	2029	2030
<b>Revenue</b>					
<b>Taxes</b>					
Property Taxes	38,277,863	40,417,618	41,334,907	42,912,167	44,539,980
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
<b>Fees and Charges</b>					
Sales of Service	5,890,715	6,034,477	6,216,462	6,423,393	6,625,439
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
<b>Rentals</b>	32,880	33,867	34,883	36,627	36,627
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
	<u>56,594,322</u>	<u>59,474,841</u>	<u>60,809,558</u>	<u>62,880,554</u>	<u>65,120,124</u>
<b>Expenses</b>					
Debt Interest	837,227	837,227	837,227	837,227	837,227
Capital Expenses	23,268,350	6,124,482	5,503,762	7,661,582	5,945,887
<b>Other Municipal Purposes</b>					
General Municipal	5,908,003	6,316,148	6,552,769	6,775,747	6,978,590
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	479,958	519,515	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	4,093,281	4,190,874	4,486,617	4,579,216	4,709,184
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	244,025	300,000	300,000	300,000	300,000
	<u>73,668,496</u>	<u>58,420,285</u>	<u>59,699,998</u>	<u>63,779,930</u>	<u>61,062,661</u>
<b>Revenue Over (Under) Expenses Before Other</b>	<u>(17,074,175)</u>	<u>1,054,556</u>	<u>1,109,560</u>	<u>(899,376)</u>	<u>4,057,464</u>
<b>Other</b>					
Debt Proceeds	3,500,000	-	-	-	-
Debt Principal	(525,753)	(525,753)	(525,753)	(525,753)	(525,753)
Transfer from (to) Reserves	14,099,928	(528,803)	(583,807)	1,425,129	(3,531,711)
	<u>17,074,175</u>	<u>(1,054,556)</u>	<u>(1,109,560)</u>	<u>899,376</u>	<u>(4,057,464)</u>
<b>Balanced Budget</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

RECEIVED

MAR 12 2026

CITY OF PORT ALBERNI



PORT ALBERNI  
INTERNATIONAL  
TWINNING SOCIETY

March 12<sup>th</sup>, 2026

Mayor Sharie Minions and Members of Council  
City of Port Alberni  
4850 Argyle St.  
Port Alberni, BC V9Y 1V8

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Council            | <input type="checkbox"/> Economic Development                         |
| <input type="checkbox"/> Mayor                         | <input type="checkbox"/> Engineering/PW                               |
| <input type="checkbox"/> CAO                           | <input checked="" type="checkbox"/> Parks, Rec. & Heritage + [Sheila] |
| <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 # _____   | RCM Mar 23/26<br>0630-01  |

Dear Mayor Minions and Members of Council:

Re: Request for Proclamation of Abashiri Twinning Day – May 30, 2026

On behalf of the Port Alberni International Twinning Society, we respectfully request that May 30, 2026, be officially proclaimed Abashiri Twinning Day in the City of Port Alberni, in honour of the 40th anniversary of our Sister City relationship with Abashiri, Japan.

Our communities first formalized this partnership on February 9, 1986, when the original Sister City Agreement was signed, marking the beginning of a meaningful and enduring relationship built on friendship, cultural exchange, and shared understanding. For four decades, this partnership has grown through frequent student exchanges, delegation visits, cultural programming, and collaborative events that continue to reinforce the spirit of international goodwill between our two cities.

Recent revitalized engagement—including delegation visits from Abashiri in 2025 and the community’s enthusiasm for renewed exchange programming—demonstrates how strong, active, and mutually valued this relationship remains today. As both cities approach this significant milestone, Abashiri has also begun commemorating the 40-year anniversary on its own civic platforms, underscoring the importance of this bond in both communities.

Proclaiming May 30, 2026, as Abashiri Twinning Day will allow the City of Port Alberni to officially recognize this long-standing international friendship and celebrate the cultural connections that

continue to enrich our residents, schools, and community organizations. It will also align with the planned 40th anniversary events, exhibitions, and cultural programming designed to honour the history and future of the relationship.

The Port Alberni International Twinning Society is proud to continue supporting this vital partnership, and we look forward to collaborating with the City to ensure this milestone receives the recognition it deserves.

Thank you for considering this request. We would be pleased to provide any additional information you may require.

Warm regards,



S [redacted] McKinnon, President  
Port Alberni International Twinning Society

e S [redacted] McKinnon [redacted]

RECEIVED

MAR 11 2026

CITY OF PORT ALBERNI



- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- File # 0400-20-MOTT

March 11, 2026

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

Reference: 338600

Dear Mayor Minions:

**Re: Highway 4 in Cathedral Grove**

Thank you for your letter regarding safety along Highway 4 in Cathedral Grove.

I know that Cathedral Grove in MacMillan Provincial Park is a popular stop for travellers along Highway 4 and that parking at the site can be challenging, particularly during the busy summer months. That is why my ministry, together with the Ministry of Environment and Parks, continues to closely monitor conditions along the corridor and explore options to ensure safety for park visitors.

Over the past 15 years, the ministry has implemented a range of operational and safety measures along Highway 4 in Cathedral Grove, including the installation of approximately 150 metres of concrete shoulder barriers on either side of the designated parking lots and through the existing No Parking areas. The ministry has also installed additional signage, including overhead signs, as well as speed reader boards to alert drivers of the 50 km/h speed limit.

As you noted in your letter, the ministry undertook public engagement in 2018 and 2019 to explore potential approaches to addressing parking and pedestrian issues at Cathedral Grove while respecting the park's sensitive ecosystem as well as its social and cultural significance. This work did not result in consensus, and the options considered would have required significant investment.

.../2

Ministry of Transportation  
and Transit

Office of the Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

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MAR 11 10:58 AM  
CITY OF PORT ALBERTA

While I understand you would like to see the ministry develop a full-scope project along Highway 4 in Cathedral Grove, our focus remains on managing conditions through operational measures, including restricting parking in undesignated areas and limiting the unpredictable vehicle movements associated with this behaviour. Staff at my ministry will continue to work closely with BC Parks staff at the Ministry of Environment and Parks to assess what further operational improvements may be warranted in the months ahead, including additional parking restrictions.

Ministry staff will be sure to update the Regional District as any plans advance. In the meantime, please do not hesitate to reach out to District Manager Michael Pearson if you have any questions. He can be reached at 250 713-2815 or Michael.Pearson@gov.bc.ca and would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,



Mike Farnworth  
Minister

Copy to: Honourable Tamara Davidson  
Minister of Environment and Parks  
MLA, North Coast-Haida Gwaii

Honourable Josie Osborne  
Minister of Health  
MLA, Mid Island-Pacific Rim  
Michael Pearson, District Manager  
Vancouver Island District



Our File No. 0400-20-MOTT & 0400-20-ENV

December 1, 2025

Ministry of Transportation  
PO Box 9055 Stn Prov Govt  
Victoria, BC V8W 9E2  
by email: [TT.Minister@gov.bc.ca](mailto:TT.Minister@gov.bc.ca)

Minister of Environment and Parks  
PO Box 9047 Stn Prov Gov  
Victoria, BC V8W 9E2  
by email: [ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

**Attn: Honourable Mike Farnworth & Honourable Tamara Davidson**

Dear Ministers

**Re: Requesting Safety Improvements to Cathedral Grove**

On behalf of Council for the City of Port Alberni we respectfully urge the Ministry of Transportation and Transit (MOTT) and the Ministry of Environment and Parks (MOEP) to develop and implement a comprehensive safety improvement plan for MacMillan Park (Cathedral Grove) along Highway 4.

On October 22, 2025, the ACRD Board received a joint presentation from MOTT and MOEP outlining recent safety measures at Cathedral Grove, including the installation of concrete barriers to prevent shoulder parking near the designated parking lots. While these steps are appreciated, ministry staff indicated that there is currently no mandate to pursue further improvements. Council strongly asserts that the current conditions at Cathedral Grove remain unacceptable and pose an ongoing and serious risk to public safety.

Daily occurrences of hazardous behavior; including unsafe pedestrian crossings, illegal and obstructive parking, attempted u-turns, speeding, and recreational vehicles blocking traffic, continue to endanger both motorists and park visitors. These issues are not isolated incidents but persistent and well-documented problems that demand immediate attention.

Significant public engagement has already taken place. Many city residents and elected officials participated in the Cathedral Grove Engagement sessions held in November 2018 and June 2019, providing extensive feedback to the Province. Despite this, the core safety concerns identified during those sessions remain unresolved.

Council is deeply concerned that without decisive action, the likelihood of serious accidents or injury will increase. We urge the Province to prioritize the development of a coordinated safety strategy that addresses traffic flow, pedestrian access, parking infrastructure, and enforcement measures at Cathedral Grove.

We welcome the opportunity to collaborate with the ministries to ensure that Cathedral Grove is both safe and accessible for all who travel Highway 4 and visit this park.

Yours truly  
CITY OF PORT ALBERNI



Sharie Minions  
Mayor

C: *Honourable Josie Osborne, MLA for Mid Island-Pacific Rim, [josie.osborne.mla@leg.bc.ca](mailto:josie.osborne.mla@leg.bc.ca)*  
*Chief Councillor Brady Lauder, Hupacasath First Nation, [brandy@hupacasath.ca](mailto:brandy@hupacasath.ca)*  
*Chief Councillor Ken Watts, Tseshah First Nations, [kenwatts@tseshaht.com](mailto:kenwatts@tseshaht.com)*  
*Alberni Clayoquot Regional District, [dsailland@acrd.bc.ca](mailto:dsailland@acrd.bc.ca)*  
*City of Parksville, [council@parksville.ca](mailto:council@parksville.ca)*  
*Regional District of Nanaimo, [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)*  
*District of Tofino, [office@tofino.ca](mailto:office@tofino.ca)*  
*District of Ucluelet, [info@ucluelet.ca](mailto:info@ucluelet.ca)*  
*Council*  
*M. Fox, CAO*  
*S. Darling, Director of Corporate Services*

J:\EFS\0100\_0699 Administration\0400 Cooperation\_Liaison\0400\_20 British Columbia Government\MOTT - Transportation & Transit\2025\_12\_01\_MOTT\_Safety Improvements\_Cathedral Grove.doc



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**CITY OF PORT ALBERNI**

Council  
 Mayor  
 CAO  
 Finance  
 Corporate Services  
 Agenda  
File # 0400-60-Gen

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

**Mayor**  
Ross Siemens

**Councillors**  
Les Barkman  
Kelly Chahal  
Patricia Driessen  
Simon Gibson  
Dave Loewen  
Patricia Ross  
Dave Sidhu  
Mark Warkentin

March 3, 2026

File: 0530-003/0400-60

*Via Email*

UBCM Member Municipalities and Regional Districts

Dear UBCM Members:

**Re: Request for Support – 2026 Proposed UBCM Resolutions**

I am writing on behalf of Abbotsford City Council to respectfully request your favourable consideration and support for two proposed UBCM resolutions that will be brought forward for consideration at the 2026 Lower Mainland Local Government Association (LMLGA) Convention, in advance of the UBCM Convention.

At a recent Council meeting, Abbotsford City Council approved the submission of the following proposed resolutions:

1. Engagement on Pipeline Valuation Changes
2. Exempting Local Governments from Expanded Provincial Sales Tax Requirements

Both resolutions speak to issues of province-wide significance and reflect growing concerns shared by local governments and regional districts across British Columbia regarding financial sustainability, predictability, and intergovernmental fairness.

The first resolution calls on the Province to ensure that any future changes to the valuation methodology for gathering and transmission pipelines, or other major regulated utility properties, are preceded by a robust and transparent engagement process with local governments and regional districts, through UBCM. Stable and predictable assessment practices are essential for long-term financial planning, and changes of this magnitude have the potential to significantly affect taxation equity and local government budgets across the province.

The second resolution addresses the expanded application of the Provincial Sales Tax (PST) to professional and related services relied upon by local governments to deliver essential infrastructure and community services. As public-sector entities with limited revenue tools, local governments are already facing significant cost pressures. The application of expanded PST requirements represents a cost shift within the public sector that further constrains local government fiscal capacity without increasing service value.

Abbotsford believes these resolutions align with shared interests across local governments in advocating for meaningful consultation, fiscal fairness, and sustainable service delivery. We respectfully request your support for these resolutions as they move forward through the UBCM resolution process.

Thank you for your continued collaboration and leadership. We appreciate your consideration and look forward to working together on these important matters.

Sincerely,



Ross Siemens  
Mayor

cc: Council members  
Peter Sparanese, City Manager

Attachments:

- 2026 Proposed Resolution – Engagement on Pipeline Valuation Changes
- 2026 Proposed Resolution – Exempting Local Governments from Expanded Provincial Sales Tax Requirements



**ENGAGEMENT ON PIPELINE  
VALUATION CHANGES**

**City of Abbotsford**

WHEREAS in December 2025, the Province directed BC Assessment to postpone implementation of significant changes to the valuation methodology for Gathering and Transmission Pipelines, which would have resulted in substantial shifts in the tax burden from pipeline operators to residential and business property classes, creating financial impacts for local governments, and;

AND WHEREAS local governments rely on stable, predictable assessment practices for long-term financial planning, and any future changes to regulated rate property valuation methodologies (particularly within the Utilities Tax Class), will have province-wide implications for local government taxation, budgeting, and equity among property classes;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Province of British Columbia to direct BC Assessment to undertake a robust and fulsome engagement process with local governments and regional districts, through UBCM, prior to advancing any future changes to the valuation methodology for Gathering and Transmission Pipelines or other major regulated utility properties, including sufficient notice, clear disclosure of financial impacts, and opportunities for local government input before decisions are finalized.



**EXEMPTING LOCAL GOVERNMENTS FROM  
EXPANDED PROVINCIAL SALES TAX**

**City of Abbotsford**

WHEREAS the Government of British Columbia's 2026 Budget expands the application of the Provincial Sales Tax (PST) to a broader range of services, including professional services such as engineering, architectural, and related advisory services that are routinely required by local governments to deliver core infrastructure and services;

AND WHEREAS local governments have limited revenue tools and are already facing significant financial pressures related to infrastructure renewal, climate adaptation, housing delivery, and regulatory compliance, and unmitigated application of the expanded PST further constrains local government fiscal capacity;

AND WHEREAS local governments are public-sector entities that deliver provincially mandated and community-essential services, and the application of PST to local government purchases represents a cost shift within the public sector that does not increase service value but places additional pressure on local government operating and capital budgets;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of British Columbia to exempt or eliminate the impact to local governments from the application of the expanded Provincial Sales Tax requirements introduced in the 2026 Budget, including PST applied to professional and related services, to avoid intergovernmental cost downloading and to protect local government financial sustainability and local affordability.



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**MAR 05 2026**

**Heritage Commission Meeting  
January 7<sup>th</sup>, 2026**

**CITY OF PORT ALBERNI**

Location: Alberni Valley Museum

**Attendees:**

ACRD  
City Council  
Chamber of Commerce  
Community Arts Council  
Community at Large  
Historical Society  
Industrial Heritage  
Maritime Heritage  
McLean Mill  
Pacific Rim School District  
Staff

Penny Cote  
Charles Mealey - Regrets  
Jolleen Dick - Regrets  
Jane Victoria King  
Kelly Johnsen (remote)  
Vacant  
Bob East  
Ken Watson  
Richard Spencer  
Pam Craig  
Sheila Perry

**Regrets:** Hupačasath First Nation  
áššaaʔaḥ (Tseshaht) First Nation

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other \_\_\_\_\_
- File # 0540-20-ANMHC

Motion: Richard Spencer nominated Pam Craig for the position of Chair, seconded by Ken Watson. Unanimously approved.

Chair Craig welcomed Kelly Johnsen to the Commission and thanked her for volunteering her time and expertise.

Called to Order at 7:15 pm by

1. Moved by Richard Spencer that the agenda of the January 7<sup>th</sup>, 2026, meeting be approved.
2. Moved by Penny Cote that the minutes of the December 3<sup>rd</sup>, 2025, meeting be approved as circulated.
3. Old Business

**Survey Report to Council:** Chair Craig will work with staff to coordinate the Commission’s presentation to Council in February. The following Commission members volunteer to present: Pam Craig, Penny Cote, Richard Spencer and Ken Watson.

Staff will advise the Commission of the date and time once confirmed.

**January Engagement Session – PRC Masterplan:** staff to confirm the date and time of this session. Discussion was had regarding the recommendation of a bespoke cultural planning process. The Commission agreed that a separate planning process is warranted and will advocate for its implementation as soon as possible.

4. Correspondence



**Heritage Commission Meeting  
January 7<sup>th</sup>, 2026**

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CITY OF PORT ALBERNI

5. New Business

Alberni Arts (Community Arts Council): Jane Victoria King provided an update on the organization changes being undertaken by the Community Arts Council. The Commission supports the CAC's efforts and commitment to the arts in the Alberni Valley.

6. McLean Mill National Historic Site

Richard Spencer shared that the Chamber of Commerce's decision to not renew its service contract for operating McLean Mill with the City. The Chamber's current contract ends December 31, 2026. The Commission thanked the Chamber for its dedication to McLean Mill and for the level of service provided.

7. Train Station

No report.

8. REPORTS

A. Community Arts Council of the Alberni Valley

As we step into a new year, we want to take a moment to reflect on what an extraordinary year 2025 was for the Community Arts Council of the Alberni Valley. It was a year full of creativity, connection, and special moments shared with our community. Together, **we hosted 26 community events**, including 10 opening receptions at the Grove Gallery, two major festivals, and a range of much-loved gatherings such as the Crafty Cruise, Teas at the Mill, and our annual Book Sale.

One of the highlights of the year was the inaugural Children's Arts Festival, which will now move forward as the **Family Arts Festival**, held annually over Family Day Weekend. This event is set to become the biggest arts-driven, family-focused festival in the Alberni Valley, and we are excited to continue growing it with the community.

Another highlight was the joining of the **Harbour Quay Light-Up and the great Sail Past!** This event was a partnership between ourselves, the City of Port Alberni and the Blue Marlin Inn, who all worked diligently to ensure a successful event. WOW - the community really showed up for this massive event. Next year we hope to solidify the merging of these events with a new name, so keep your eyes peeled on our socials.



Heritage Commission Meeting  
January 7<sup>th</sup>, 2026

Collaboration was a major theme in 2025. We proudly **partnered on five festivals and community events**, including working with the Salmon Festival to offer live painting, providing a free, kid-friendly craft for Co-op Day, and supporting Canada Day celebrations with free crafts and musician management. In addition, **we delivered 38 workshops** throughout the year, from our ongoing Watercolour Wednesdays series to drop-in children's workshops that were free or by donation, ensuring accessible creative opportunities for all ages.

None of this would have been possible without **our incredible staff**. A heartfelt thank-you goes to our summer staff Milo, Gallery Coordinator Hatchet and Gift Shop Coordinator Adrianna for their dedication, creativity, and care. Adrianna will be leaving us in February as she moves to Ontario, and we invite everyone to stop by the gallery to wish her well and thank her in person.

We are also deeply grateful to our Board of Directors. **In 2025, we worked with 11 board members**, saying farewell to some and welcoming new faces. We extend our warm thanks and best wishes to our outgoing board members: Suzanne Dube, Mike Hill, and Tamsin Miller. Moving into 2026, we are pleased to continue working with Vice President James Street, Secretary Brianna Harvey, Treasurer Amy Mayo, and Directors-at-Large Kim Babin, Nicole Crouch, Tracy Fenner, Jane Victoria King, and Randy Smith.

Our volunteers deserve special recognition. **This year, more than 100 volunteers contributed an estimated 1,500 hours of their time**. Your generosity, energy, and belief in the arts make everything we do possible, and we cannot thank you enough.

Looking ahead to 2026, we are entering a period of transition. We have closed the Grove Gallery and are moving operations to the



**Heritage Commission Meeting  
January 7<sup>th</sup>, 2026**

Visitor Centre, working alongside the Chamber of Commerce. As part of that process, we will be selling a variety of items including office furniture, desks, chairs, tables, a couch, and more. Please keep an eye on our social media channels to find a good deal!

Internally, we will be working diligently on a new 3 year strategic plan, rebranding, and paying close attention to how we can step forward as leaders of strategic arts community development.

You may have also heard that we are in the process of selling our permanent collection. We understand this is an important and meaningful topic for many in our community, and we welcome your feedback. If you would like your voice to be heard regarding the sale of this collection, please email me at [admin@alberniarts.com](mailto:admin@alberniarts.com).



**Heritage Commission Meeting  
January 7<sup>th</sup>, 2026**

B. Pacific Rim School District

Heritage Commission Report Jan 7, 2026

The next Public Board Meeting is Tuesday Jan 27.

It is TOTEM WEEK in Pacific Rim!!!!!! – Amazingly the 70<sup>th</sup>!!!

1. The District is working on the Enrollment Projections to assist the development of the 2026/2027 preliminary budget. The Ministry requires this information by February 15 in order to develop the operating grant estimates which will be announced by March 15, 2026.
2. The Pacific Rim School District is closing Public Access to a pedestrian bridge at ADSS known as Penny Lane Bridge. Engineering assessment identified significant structural deterioration. The replacement costs of the bridge would be considerable. Signage and barriers have been installed at both approaches to restrict access and the area will remain closed until further notice.



Heritage Commission Meeting  
January 7<sup>th</sup>, 2026

A. McLean Mill



**McLean Mill National Historic Site Update**

January 2026

Prepared by Richard Spencer

Statistics:	
Attendance <i>(2025 Full Year)</i>	7,386
Nights for Campground:	Closed Sept 1 Reopening May 15
Events Booked	4
Event Tours	0
Event Info Requests	17
Guided Tours	0
Self Guided Tours	0

Important Upcoming Dates:	
February 18	WVHHS Annual General Meeting
March 29	MM 10K Run
April 4	Wedding
April 18/19	Alberni Bowman
May 2	Wedding
May 6	AV Heritage Commission at MM
May 15	MM Reopening for 2026

**Programming:**

The Alberni Valley Chamber of Commerce hosted their Chamber Holiday Mixer in the McLean Hall on December 6.

**Site Info:**

The city and contractors are finishing work on safety upgrades and junk removal within the Historic Zone. The Chamber, WVHHS & City met on January 7 to discuss the final steps for this project.

- G. Alberni District Historical Society - NO REPORT
- H. Port Alberni Maritime Heritage Society – NO REPORT
- I. West Vancouver Island Industrial Heritage Society - VERBAL REPORT GIVEN BY BOB EAST



Heritage Commission Meeting  
January 7<sup>th</sup>, 2026

J. Port Alberni City Council

## CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held December 1, 2025. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

### DELEGATIONS

#### 25-Year Employee Recognition Awards

City employees were recognized for 25 years of service as follows:

- Ian Ritchie, Port Alberni Firefighter
- John Haley, Port Alberni Firefighter
- Trevor Lepine, Wastewater Treatment Plant Operator, Public Works
- Kirsten Smith, Collections Curator, Alberni Valley Museum

### UNFINISHED BUSINESS

#### Clean Team Funding Update 2026

Council amended the 2026-2030 Financial Plan by allocating \$44,000 from taxation in 2026 to support the continuation of Clean Team operations for a four-month period while grant applications are pending.

Council directed Administration to issue a Request for Proposals [RFP] to identify a service provider for the operation of a Clean Team for a term of up to one year.

### BYLAWS

"Official Community Plan Amendment (15<sup>th</sup> Avenue at Montrose Street), Bylaw No. 5110" and "Zoning Amendment (15<sup>th</sup> Avenue at Montrose Street), Bylaw No. 5111" were adopted. These bylaws will enable the sale of City land to Windward Homes in accordance with a Contract of Purchase and Sale. The proposed subdivision development will create 13 residential lots.

Council then directed Administration to provide recommendations regarding the designation of permanent park land within the Maquinna Trail system.

"Zoning Amendment (5405 Argyle Street), Bylaw No. 5134" was adopted. This bylaw will enable a former marine industry warehouse to be developed into a restaurant expansion and commercial kitchen.

"2025-2029 Financial Plan Amendment Bylaw No. 5123-2, 2025" was adopted. The amendment is provided to consolidate all changes made through Council resolution in 2025 within the 2025 – 2029 Five Year Financial Plan.

#### "Fees and Charges Bylaw No. 5125-2, 2025"

was adopted. This bylaw amendment will support application of CPI in alignment with operational needs and consolidate information under one Bylaw.

Council then repealed "Parks, Recreation and Culture Facilities Fees and Charges 2024, Bylaw No. 5106, 2024", as that information has been incorporated into the main Fees and Charges Bylaw.

### CORRESPONDENCE

#### Alberni Valley Forestry Coalition

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

Council received their correspondence summary which included letters from:

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

### REPORT FROM IN-CAMERA

Council released the following from In-Camera:

- Approval of the updated Policy No. 5002-1 "Salary Administration – Exempt Positions".
- Reappointment of Joshua Dahling, Callan Noye and Colin Schult to the Community Investment Program for a one-year term commencing January 1, 2026 – December 31, 2026.
- Appointment of Kelly Johnsen to the Alberni Heritage Commission for a two-year term commencing January 1, 2026 – December 31, 2027.

### NEW BUSINESS

#### 2026 Meeting Schedules

Council approved the 2026 Meeting schedules. Meeting schedules can be found on the City website at [www.portalberni.ca](http://www.portalberni.ca)



## Heritage Commission Meeting January 7<sup>th</sup>, 2026

### Council Appointments

Council appointed Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 5 votes), to the positions of Director of the Alberni-Clayoquot Regional District with alternates [in order] as follows: Councillor Solda, Councillor Mealey, Councillor Patola, Councillor Dame, Councillor Vergbrugge.

Council also approved the 2026 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees.

**LCRB Patron Participation Entertainment Endorsement Application | The Station Taphouse**  
Council supported the Liquor and Cannabis Regulations Branch Patron Participation Entertainment Endorsement application from The Station Taphouse located at 3100 Kingsway Avenue.

### Authorize Council Registration | 2026 Conferences

Council considered an overview of 2026 conferences and authorized the following as per Travel Policy No. 3009-2:

Councillor Haggard to participate in the 81<sup>st</sup> Annual Truck Loggers Association [TLA] Convention, taking place January 14-16, 2026 in Vancouver, BC.

Mayor Minions and Councillor Haggard to participate in the annual BC Council of Forest Industries 2026 Convention taking place April 8-10, 2026, in Vancouver, BC.

Councillors Patola and Solda to participate in the annual BC Economic Development Association [BCEDA] 2026 BC Economic Summit taking place May 11-14, 2026 in Penticton, BC.

Councillors Haggard, Patola, and Solda to participate with the Mayor in the Federation of Canadian Municipalities 2026 Annual Conference and Trade Show taking place June 4-7, 2026 in Edmonton, AB.

Up to two members of Council to participate in the Vancouver Island Economic Alliance (VIEA) Summit taking place October 20-22, 2026 in Nanaimo, BC.

Up to two members of Council to participate with the Mayor in the Housing Central Conference taking place November 16-18, 2026 in Vancouver, BC.

**Notice of Motion | Playground Replacement Plan**  
Councillor Dame gave notice of a motion to be presented at the next Council meeting regarding development of a Playground Replacement Plan.

### Notice of Motion | Adventure Park

Councillor Dame gave notice of a motion to be presented at the next Council meeting regarding an Adventure Park development plan.

## COUNCIL MEETINGS

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ [www.portalberni.ca](http://www.portalberni.ca)
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at [portalberni.ca](http://portalberni.ca). Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit [www.portalberni.ca/council](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

## MEETINGS AT A GLANCE

**Wednesday, January 7<sup>th</sup>**  
7:00 pm | Heritage Commission  
Alberni Valley Museum

**Monday, January 12<sup>th</sup>**  
2:00 pm | Regular Council  
Council Chambers

**Thursday, January 15<sup>th</sup>**  
12:00 pm | Advisory Planning Commission  
Council Chambers

**Monday, January 19<sup>th</sup>**  
6:00 pm | Committee of the Whole  
Council Chambers

**Wednesday, January 21<sup>st</sup>**  
10:00 am | Traffic Advisory Committee  
Council Chambers



Heritage Commission Meeting  
January 7<sup>th</sup>, 2026

K. Alberni Clayquot Regional District

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

# KEEPING YOU CONNECTED

**Highlights from the Alberni-Clayoquot Regional District (ACRD)  
Board of Directors Meetings - December 2025**

**DECEMBER 10, 2025**

**DELEGATIONS & PRESENTATIONS**



- CAO Daniel Sailland (left) and Board Chair John Jack (right) recognized Regional Fire Services Manager Charlie Starratt (center) and congratulated him on his retirement.
- Ione Smith, Director of Upland Agricultural Consulting, presented the Food Security Emergency Plan, Livestock Emergency Plans and the Agricultural Water to the Board of Directors. These reports can be found [HERE](#).
- The Francoeur family made a presentation to the Board of Directors regarding their Development Variance application DVF25001, 6614 Andrews Lane (Cherry Creek).

**CORRESPONDENCE FOR ACTION & INFORMATION**

- The Board of Directors supported motions to allow all eligible Directors to attend the 2026 Electoral Area Directors' Forum, March 10-11, 2026, and LGLA Leadership Forum, March 11-13, 2026. Both are held in Richmond, BC.
- The Board of Directors proclaimed January 2026 Crime Stoppers month. January is Crime Stoppers Month across Canada.
- The Board of Directors received information about free Asset Management Training for elected officials and chief administrative officers.

**REQUEST FOR DECISIONS**

- The Board of Directors directed staff to implement a Paymentus Corporation payment system for credit card processing. This will help reduce or eliminate credit card processing fees while preserving a diverse range of convenient payment options for customers.
- The Board of Directors endorsed the 2025 Port Alberni Transit Future Service Plan.
- The Board of Directors received the Alberni Valley Agricultural Water Plan Final Report, the Alberni Valley Food Security Emergency Plan, the Alberni Valley Livestock Emergency Plan, and the West Coast Food Security Emergency Plan.
- The Board of Directors authorized the CAO to enter into an interim Fire Protection Services Agreement until March 31, 2026, with Hupacasath First Nation allowing the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleehekoot Indian Reservation No. 2 with any long-term changes to the agreement being brought back to the Alberni-Clayoquot Regional District Board of Directors.
- The Board of Directors adopted the Alberni-Clayoquot Regional District Emergency Communication and Public Notification Plan as presented.

**BOARD OF DIRECTORS**

<p><b>Chair: John Jack</b> Huu-ay-aht First Nations</p> <p><b>Councillor Debbie Haggard</b> City of Port Alberni (vice-chair)</p> <p><b>Director Bob Beckett</b> Electoral Area "A" Bamfield</p> <p><b>Director Fred Boyko</b> Electoral Area "B" Beaufort</p>	<p><b>Director Valda Siga</b> Electoral Area "C" Long Beach</p> <p><b>Director Penny Cote</b> Electoral Area "D" Sproat Lake</p> <p><b>Director Susan Roth</b> Electoral Area "E" Beaver Creek</p> <p><b>Director Mike Sparrow</b> Electoral Area "F" Cherry Creek</p>	<p><b>Mayor Sharie Minions</b> City of Port Alberni</p> <p><b>Councillor Tom Stere</b> District of Tofino</p> <p><b>Mayor Marilyn McEwen</b> District of Ucluelet</p> <p><b>Councillor Kirsten Johnsen</b> Toquaht Nation</p>	<p><b>Councillor Moriah Cootes</b> Uchucklesaht Tribe Government</p> <p><b>Levana Mastrangelo - Executive Legislator</b> Yuulu7il7ath Government</p> <p>For more information, visit the ACRD Website (<a href="http://www.acrd.bc.ca">www.acrd.bc.ca</a>) or contact the Manager of Administrative Services at 250-720-2731 or e-mail <a href="mailto:hzenner@acrd.bc.ca">hzenner@acrd.bc.ca</a>.</p>
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250-720-2700    [www.acrd.bc.ca](http://www.acrd.bc.ca)    3008 Fifth Ave.    @ACRDgov



Heritage Commission Meeting  
January 7<sup>th</sup>, 2026



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

## KEEPING YOU CONNECTED

**N**DECEMBER 10, 2025 (CONTINUED)

### PLANNING MATTERS

- Temporary Use Permits
  - Consider issuing subject to conditions:
    - TUP22007R - Long Beach
    - TUP25015 - Long Beach
    - TUP25014 - Sproat Lake
    - TUP25011 - Sproat Lake
- Rezoning and Bylaws
  - Considered a first time and proceeding to public input and conditions:
    - RE25004 - Beaver Creek
  - Adopted:
    - RE25002 - Beaver Creek
- Development Variance Permit
  - Denied:
    - DVF25001 - Cherry Creek

### COMMITTEE REPORTS

- Accessibility Committee - December 9, 2025 meeting
  - Advised that there were three presentations at the Accessibility Committee: from Sam Turcott, Assistant Deputy Minister from the Ministry of Social Development, Alex Hunter, Constituency Assistant, Office of Gord Johns MP, and from David Calver, Founder Society for Inclusion and Participation. Recommendations from the Accessibility Committee will be brought to the Board in January.



The ACRD recognized Tracy Bond this month for her 35 years of service with the ACRD. Tracy has been an administrative assistant and a public face of the ACRD administration team since 1990. After so many years, she has decided to retire in 2026. She will be missed. Manager of Administrative Services Heather Zenner marked her anniversary at the December staff meeting.

**The ACRD administration office is closed December 24 - January 2, re-opening on January 5.**



The team at the ACRD wishes you a Happy Holidays and all the best in the New Year!  
We look forward to supporting and serving you in the coming year.

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



Heritage Commission Meeting  
January 7<sup>th</sup>, 2026

- L. Community at Large – NO REPORT
- M. Museum

ALBERNI VALLEY MUSEUM – KEY ACTIVITIES

ANNUAL 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

\* 2024 – NOTE: Education Curator position vacant first quarter negatively affecting programming and attendance.

\*\* 2023 - Cluteesi Exhibition resulted in a surge of school tours and general attendance overall. NOTE: The number of school tours is often affected by exhibition content.

**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.



ANNUAL PROGRAM STATISTICS

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
<b>Total:</b>	<b>193</b>	<b>12,576</b>	<b>168</b>	<b>5,391</b>	<b>201</b>	<b>7,615</b>

\* 2024 – NOTE: Education Curator position vacant first quarter negatively affecting programming and attendance (e.g. school tours).

\*\* 2023 - Cluteesi Exhibition resulted in a surge of school tours and general attendance overall. NOTE: The number of school tours is often affected by exhibition content.

Program Highlights

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 storytime 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 **WVHHS Christmas Art Show and Market**, held on **December 6, 2025**, at the Industrial Heritage Centre



**Heritage Commission Meeting  
January 7<sup>th</sup>, 2026**

**LOOKING AHEAD: 40TH ANNIVERSARY CELEBRATION — PORT ALBERNI ⇄ ABASHIRI | May 30<sup>th</sup> – June 15<sup>th</sup>, 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 30<sup>th</sup> 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.

- |
- N. Hupačasath First Nation – NO REPORT
- O. čišaaʔatḥ (Tseshaht) First Nation – NO REPORT

9. Next Meeting

Penny Cote motioned to adjourn the meeting at 8:58 pm. The next meeting will be February 4<sup>th</sup>, 7pm (AVM).



*The Heritage Commission acknowledges and recognizes that we work, live and play in the Alberni Valley, which is situated on the unceded territories of čišaaʔath (Tseshaht) and the Hupačasath First Nations.*

**MAR 05 2026**

**Heritage Commission Meeting  
February 4<sup>th</sup>, 2026**

**CITY OF PORT ALBERNI**

Location: Alberni Valley Museum

**Attendees:**

ACRD  
City Council  
Chamber of Commerce  
Community Arts Council  
Community at Large  
Historical Society  
Industrial Heritage  
Maritime Heritage  
McLean Mill  
Pacific Rim School District  
Staff

Penny Cote  
Charles Mealey - Regrets  
Jolleen Dick - Regrets  
Jane Victoria King  
Kelly Johnsen  
Vacant  
Bruce Holland  
Ken Watson  
Richard Spencer  
Pam Craig  
Sheila Perry  
Louis Dauphin

**Regrets:** Hupačasath First Nation  
čišaaʔath (Tseshaht) First Nation

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other \_\_\_\_\_
- File # 0540-20-AJMHG

Called to Order at 7:08 pm by Chair Pam Craig.

Chair Craig welcomed Louis Dauphin, newly appointed Director of PRC and thanked him for attending the meeting.

1. Moved by Kelly Johnsen that the agenda of the February 4<sup>th</sup>, 2026, meeting be approved.
2. Approval of the minutes of the January 7<sup>th</sup> 3<sup>rd</sup>, 2025, meeting tabled to March 4<sup>th</sup> meeting.
3. Old Business

**Survey Report to Council:** Discussion regarding participation resulted in the Heritage Commission requesting the postponement of the Commission’s presentation to Council to a COW later in March. Staff will advise the Commission of the date and time once confirmed.

**January Engagement Session – PRC Masterplan:** An update on the PRC Masterplan was given by the Director of PRC. Discussion around a future Cultural Planning process was held.

4. Correspondence
5. New Business
6. McLean Mill National Historic Site – No discussion
7. Train Station - No discussion



Heritage Commission Meeting  
February 4<sup>th</sup>, 2026

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CITY OF PORT ALBERNI

8. REPORTS

A. Community Arts Council of the Alberni Valley

## February Arts Update in the Alberni Valley

### What's New?

- An Arts Council Update
- **Family Arts Festival** is Family Day Weekend at the Glenwood
  - Join us for the **Festival Prep. Info Session Feb. 2nd**
  - Sign up as a volunteer
- Get involved with the Arts Council
  - Join the Permanent Art Collection Committee
  - Join our Membership Committee

We are so grateful for your continued support. To share our events, please visit our [Facebook](#) or [Instagram](#)

We are a registered charity: Registration no.:130681893 RR 0001

### An Arts Council Update

As you may have read in previous newsletters, we are moving! And as you can imagine, it is quite a bit of work packing, cleaning and transporting our entire operations to a new space.

This means we have a little less capacity right now, so please be patient if you are waiting to hear from us. We will get back to you as soon as possible.

**For gift shop artists:** Our gift shop is now closed, and those with work in the gift shop, you will be contacted in early February by the Chamber of Commerce to sign up for the new gift shop program. Only those who gave us permission to do so will be contacted. If you have



**Heritage Commission Meeting  
February 4<sup>th</sup>, 2026**

not told us whether you will or will not have your work in the new gift shop, we need to hear from you ASAP.

Finally, **we are saying goodbye to both Adrianna and Hatchet**, two amazing staff members who have worked very hard during this transition.

**Thank you Hatchet and Adrianna for your amazing work!**

We would not have had such a fantastic year without them. Some notable things they accomplished this year:

- Organized years of stale dated artwork in our gift shop, some being here for over 10 years!
- Cleaned and reorganized, keeping the gallery and gift shop fresh and exciting.
- Hung and developed exhibits and worked alongside artists ensuring their work was well represented
- Made cool art, displays, signs, and designs for our festivals
- Hatchet specifically organized, catalogued and wrapped over 100 pieces of artwork stored in our collection.
- Hatchet also worked with the AV Museum curating and hanging the current exhibit, Re:Collection
- Adrianna hosted 18 Watercolour Wednesday classes - which will be surely missed in the community!

I encourage you to send them their well wishes on their future endeavours! All messages can be sent to [info@alberniarts.com](mailto:info@alberniarts.com)

With the staff leaving, we will be hiring in the next few weeks. Please keep an eye on our social media for updates.



Heritage Commission Meeting  
February 4<sup>th</sup>, 2026

B. Pacific Rim School District

Heritage Commission report Feb 4 2026.

The next Public meeting for Pacific Rim Board of Education is Tuesday Feb 24, 2026.

Highlights:

1. Alberni Valley 41<sup>st</sup> Wrestling Invitational was Jan 30 & 31, 2026. Local Pacific Rim athletes were very successful and very strong competitors. Several hundred Wrestlers from around the province competed in this prestigious event.
2. Pacific Rim Board of Education is prioritizing Student Voice. We are working to gather this important information to assist the board's decision-making. Student feedback and comments are valuable to support planning for the district's path forward in supporting student Mental Wellness.
3. District staff are working on enrollment projections for next year's student numbers. These estimates will give the Ministry the information for the preliminary district operational budget for the 2026/27 school year. The Ministry announces preliminary funding for the next school year in March each year.
4. School Calendar preparations for the next three years are ready and appreciated by families and Staff for planning their spring break activities.
5. The Enhancing Student Learning Report is an indicator of Pacific Rim's student achievement data and will be posted on the district website. This document shows the positive structural changes that are contributing to measurable gains in graduation outcomes. The Ministry of Education and Childcare requires Boards to report on student outcomes and implement systems to support continuous student improvement. The policy reflects a shared commitment to literacy, numeracy, graduation, belonging, and meaningful careers and life pathways for every learner.



Heritage Commission Meeting  
February 4<sup>th</sup>, 2026

A. McLean Mill



McLean Mill National Historic Site Update

February 2026

Prepared by Richard Spencer

Statistics:	
Attendance (2025 Full Year)	7,386
Nights for Campground:	Closed Sept 1 Reopening May 15
Events Booked	3
Event Tours	0
Event Info Requests	17
Guided Tours	0
Self Guided Tours	0

Important Upcoming Dates:	
Feb 21	Bulldogs Private Event
Feb 28	Birthday Party Rental
March 29	MM 10K Run
April 4	Wedding
April 18/19	Alberni Bowman
May 2	Wedding
May 6	AV Heritage Commission at MM
May 15	MM Reopening for 2026

**Programming:**

Planning is underway for the 2026 season. The site will reopen on May 15 with the Self-Guided Tour, Private Tours, The Making of the Historic Site Exhibit, the Campground, Gift Shop and snack & beverage service. Online campground bookings will open February 15.

**Site Info:**

The city and contractors are finishing work on safety upgrades and junk removal within the Historic Zone.

The AVCOC presented to the Port Alberni City Council at the January 19 Committee of the Whole Meeting with a report on the 2025 statistics, the 2026 operating plan and the transition plan as the chamber steps away as the operators of the National Historic Site at the end of 2026.

- G. **Alberni District Historical Society** - no report
- H. **Port Alberni Maritime Heritage Society** – A written report was not submitted; however, Ken Watson provided a verbal update during the meeting.
- I. **West Vancouver Island Industrial Heritage Society** – A written report was not submitted; however, Bruce Holland provided a verbal update during the meeting.



## Heritage Commission Meeting February 4<sup>th</sup>, 2026

### J. Port Alberni City Council



CITY OF  
PORT ALBERNI

## CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held January 26, 2026. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

### STAFF REPORTS

#### Quarterly Departmental Reports

Council received Quarterly Reports from the Economic Development, Human Resources, and Corporate Services departments for the period of October 1, 2025 – December 31, 2025.

Council also received the Quarterly Report from the Nuisance Abatement Working Group for the period October 1, 2025 – December 31, 2025.

#### Approval of Audit Minutes

Council approved the November 25, 2025 Audit Committee meeting minutes.

### BYLAWS

Municipal Office Building Purchase Loan Authorization. Bylaw No. 5142, 2026 was introduced and given three readings. The bylaw upon adoption will enable borrowing from the Municipal Finance Authority of BC (MFA BC) to assist with the purchase of the building at 4835 Argyle Street for City office purposes.

"City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" was read a third time. Please visit <https://portalberni.ca/budget> to view the financial plan and to find opportunities on how to participate in the process.

### CORRESPONDENCE

Council received their correspondence summary which included letters from:

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

Council directed Administration to forward information regarding student attendance at the AVICC Convention to eligible schools in Port Alberni.

### PROCLAMATIONS

On behalf of the Alberni Valley Chapter Canadian Council of the Blind Council proclaimed the week of February 2 – 7, 2026 as 'White Cane Week' in Port Alberni.

On behalf of the Kinsmen Club of Port Alberni Council proclaimed February 20 – 27, 2026 as 'Kinsmen and Kinette Week' in Port Alberni and authorized flying the Kin Canada flag at City Hall in recognition.

On behalf of Heritage BC Council proclaimed the week of February 16 – 22, 2026 as 'Heritage Week' in Port Alberni.

### REPORT FROM IN-CAMERA

- Council released for public consumption direction to authorize \$10,000 from the Reconciliation Fund towards a museum summer [Tsehaht] student employment position, should the grant application to the Canadian Museum Association not be successful.
- 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.
- Council released for public consumption execution of a Contract of Purchase and Sale between the City of Port Alberni and Liberock 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.

### NEW BUSINESS

#### Community Investment Program | 2026 Recommendations

Council approved the 2026 Community Investment Program Committee recommendations and further directed administration to return with an updated Terms of Reference.



## Heritage Commission Meeting February 4<sup>th</sup>, 2026

**Temporary Use Permit | 3868 Wood Avenue**  
Council postponed 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.

**Temporary Use Permit | 3723 Redford Street**  
Council did not issue Temporary Use Permit No. 25-02 authorizing 12 Recreational Vehicles to be used as long-term residential dwellings at 3723 Redford Street, and directed 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.

**Temporary Use Permit | 2907 3<sup>rd</sup> Avenue**  
Council did not issue Temporary Use Permit No. 25-04 to operate a fire-retardant chemical lab, an upholstery shop for aircraft interiors, and storage for critical aircraft components at 2907 3<sup>rd</sup> Avenue.

### Release of In-Camera Resolutions | 2025 Annual Disclosure

Council received 'Release of In Camera Resolutions | 2025 Annual Disclosure' dated January 26, 2026, disclosing the business of Council conducted in closed Council meetings.

Council also approved updated Policy 3002-6 "Release of In Camera Resolutions" which incorporated a minor amendment for reporting timelines.

### Business Supports Report

Council directed 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.

### Notice of Motion | Cllr. 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 2<sup>nd</sup> Avenue.

- K. **Alberni Clayoquot Regional District** – no report.
- L. **Community at Large** – A written report was not submitted; however, Kelly Johnsen provided a verbal update during the meeting.

## COUNCIL MEETINGS

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings. We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ [www.portalberni.ca](http://www.portalberni.ca)
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at [portalberni.ca](http://portalberni.ca). Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit [www.portalberni.ca/council](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

## MEETINGS AT A GLANCE

Wednesday, February 4<sup>th</sup>

7:00 pm – Alberni Valley Heritage Commission  
Alberni Valley Museum

Monday, February 9<sup>th</sup>

2:00 pm | Regular Council  
Council Chambers

Tuesday, February 17<sup>th</sup>

6:00 pm | Committee of the Whole  
Council Chambers



Heritage Commission Meeting  
February 4<sup>th</sup>, 2026

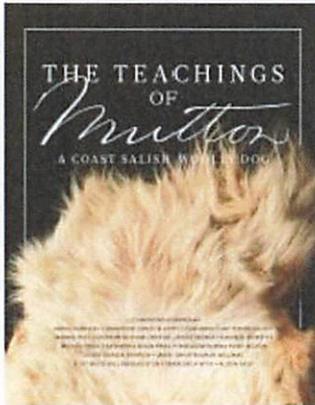
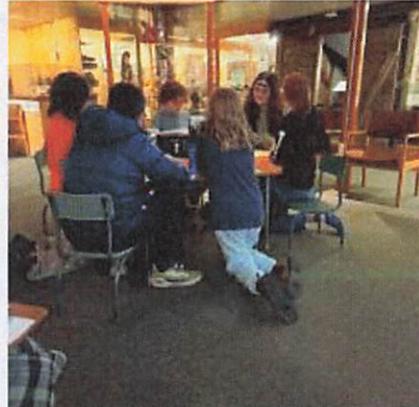
M. Museum

ALBERNI VALLEY MUSEUM REPORT

JANUARY 20, 2026

**STATS**

- In 2025, the museum saw 19,000 people in our galleries and 26,000 people including our outreach participation.
- So far in January we have had 691 people
- We hosted 13 school programs, 52 adult programs, 66 family programs, and 17 special events



**EXHIBITS/ SPECIAL EVENTS**

- Re.collection is now open and we are hoping there will be a closing reception.
- January 30 will be youth literacy night at the Multiplex
- January 31 at 1pm, we are hosting The Teachings of Mutton: A Coast Salish Woolly Dog Lecture
- February 14 & 15 are the Family Arts Fest at Glenwood

**PROGRAMS**

- We have had a request from the Sunshine Club to do a presentation and tour which will hopefully evolve into an ongoing program
- Parksville Probus Club has requested that we present as a guest lecture in June and would like to visit the Maritime Discovery Centre possibly in September.
- We continue to be very busy with school programs and birthday parties
- The current job posting has been released and will close at the end of January
- There has also been a significant increase in requests to host lectures, workshops and AGMs.





**Heritage Commission Meeting  
February 4<sup>th</sup>, 2026**

- N. Hupačasath First Nation – NO REPORT
- O. čišaaʔatḥ (Tseshaht) First Nation – NO REPORT

9. Next Meeting

Bruce Holland motioned to adjourn the meeting at 8:15 pm. The next meeting will be March 4<sup>th</sup>, 7pm (AVM).

Date: March 9, 2026  
 File No: 0640-30-March 23, 2026 & 4200-01  
 To: Mayor & Council  
 From: A. McGifford, Chief Administrative Officer  
 Subject: **2026 General Local Election**  
**Appointment of Chief Election Officer & Deputy Chief Election Officers**

Prepared by: <i>S. DARLING</i> Director of Corporate Services	Supervisor: <i>A. MCGIFFORD</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  A. MCGIFFORD
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**RECOMMENDATION[S]**

*THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Sara Darling as Chief Election Officer, effective immediately, for the administration and conduct of the 2026 General Local Election, with authority to appoint election officials as required for the administration and conduct of the election;*

*AND FURTHER, THAT Tanis Feltrin and Kim Motiuk be appointed as Deputy Chief Election Officers, effective immediately, for the administration and conduct of the 2026 General Local Election.*

**PURPOSE**

To obtain Council’s approval of the appointments for the positions of Chief Election Officer (CEO) and Deputy Chief Election Officers (DCEOs) for the purpose of administering and conducting the 2026 General Local Election.

**BACKGROUND**

[Section 81 of the Community Charter](#) provides that a general local election for the mayor and all councillors of each municipality is held every four years, and that general local elections and by-elections must be held in accordance with [Part 3 \(Electors and Elections\) of the Local Government Act](#).

Elections BC has confirmed that General Voting Day for the 2026 General Local Election is Saturday, October 17, 2026.

Historically, the role of Chief Election Officer and Deputy Chief Election Officers has been fulfilled by the City’s Corporate Officer and other Corporate Services staff. Staff recommend that this practice continue to ensure continuity, corporate knowledge, and integration with municipal governance and statutory requirements.

## ALTERNATIVES/OPTIONS

1. Approve the appointments of the City's Chief Election Officer and Deputy Chief Election Officers as outlined in this report.
2. Direct staff to engage a third party to conduct the 2026 General Local Election
3. Hybrid approach: appoint City staff as CEO/DCEOs, and direct staff to procure third-party support for specific components.

## ANALYSIS

Timely appointment of the Chief Election Officer and Deputy Chief Election Officers is required to enable sufficient lead time for planning and delivery of the 2026 General Local Election. Election preparation involves extensive work, including staffing plans, facilities booking, procurement, communications, and ensuring bylaw and procedural compliance.

If Council approves staff's recommendations, the Chief Election Officer will begin preparations for the October 17, 2026 General Voting Day, including but not limited to:

### 1) **2026 Election calendar milestones and planning**

Key milestones published by Elections BC for the 2026 General Local Election include:

- **Pre-campaign period begins:** July 20, 2026
- **Nomination period:** September 1 to September 11, 2026
- **General Voting Day:** October 17, 2026

These dates will guide internal planning, resourcing, communications, and coordination with partner agencies.

### 2) **Election bylaw review and adoption deadline**

Since the 2022 General Local Election, legislative changes have occurred that may require updates to the City's election-related bylaws and procedures. Staff will review and, where required, bring forward amendments to the City's election bylaw "*City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022*".

To apply to the 2026 General Local Election, election bylaw amendments must be adopted by Council in accordance with the timing requirements of the *Local Government Act*, specifically no later than 56 days before the first day of the nomination period. With the nomination period beginning September 1, 2026, amendments should be adopted no later than July 7, 2026. Staff will target bringing amendments forward in June 2026 to allow sufficient time for Council consideration and any required revisions.

3) **Staffing, training, and election operations**

The Chief Election Officer will develop the operational plan for the election including:

- recruitment and training of election officials
- establishment of voting locations and accessibility planning
- procurement of election supplies and services
- development and quality control of election forms and materials
- preparation for advance voting opportunities and voting day operations, including contingency planning

As of the writing of this report, the recommended appointees are participating in online election training/webinars. If available, staff will also attend in-person training coordinated by the Local Government Management Association and/or other recognized election training providers.

4) **Inter-agency coordination and cost recovery**

The Chief Election Officer will coordinate with partner agencies as required, including entering into or confirming agreements with the Alberni-Clayoquot Regional District and/or School District 70 respecting the administration of trustee elections where they occur within municipal boundaries and the recovery of related election expenses, consistent with applicable provisions of *the Local Government Act*.

**IMPLICATIONS**

Costs associated with conducting the 2026 General Local Election are included in the “*City of Port Alberni 2026–2030 Financial Plan Bylaw No. 5138*”. Staff will monitor cost drivers (e.g., staffing, facility rentals, printing, and logistics) and will report back to Council if material variances or additional resourcing requirements are identified.

**COMMUNICATIONS**

Statutory public notices must be published to inform electors of key opportunities and processes, including (as applicable) voter registration information, viewing the voters list, elector challenges, advance voting opportunities, and General Voting Day, as well as the nomination period for candidates.

In addition to statutory notices, the City will implement a communications plan that includes:

- a dedicated election information page on the City’s Let’s Connect platform (and/or City website landing page) as the primary information hub
- updates through the City’s social media channels and other established communication tools
- accessible, plain-language information resources and clear public contact information for election questions

### **BYLAWS/PLANS/POLICIES**

The City's election-related bylaws and procedures will be reviewed for alignment with current legislative requirements and the 2026 election calendar. As needed, staff will return proposed amendments for Council's consideration by June 2026, with the goal of adoption no later than July 7, 2026, to ensure amendments apply to the 2026 General Local Election.

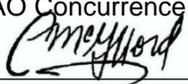
### **SUMMARY**

Council is required to appoint a Chief Election Officer and Deputy Chief Election Officer(s) to administer and conduct the 2026 General Local Election. Staff recommend continuing the established practice of appointing the City's Corporate Officer and Corporate Services staff to these roles to ensure continuity and readiness. Early appointment enables timely planning for the October 17, 2026 election, including staffing, facilities, communications, inter-agency coordination, and election bylaw updates within required legislative timelines.

### **ATTACHMENTS/REFERENCE MATERIALS**

- ["City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022"](#)
- [Part 3 \(Electors and Elections\) of the Local Government Act](#)
- [Section 81 of the Community Charter](#)

Date: March 23, 2026  
 File No: 0640-30-March 23, 2026  
 To: Mayor & Council  
 From: A. McGifford, Chief Administrative Officer  
 Subject: Exempt Employee Lieu Time Provision Policy Approval

Prepared by: <i>K. BODIN</i> DIRECTOR OF HUMAN RESOURCES	Supervisor: <i>A. MCGIFFORD</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  A. McGifford, CAO
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**RECOMMENDATION[S]**

*THAT Council approve “Lieu Time Provision – Exempt Employees” Policy No. 5002-5, as presented, effective March 23, 2026;*

*AND FURTHER, THAT the previous “Lieu Time Provision – Exempt Employees” policy dated July 1, 2016 is hereby superseded and replaced.*

**PURPOSE**

To request Council approval for the draft updated *Lieu Time Provision – Exempt Employees* policy to replace the previous 2016 policy.

**BACKGROUND**

The City’s current *Lieu Time Provision – Exempt Employees* policy outlines the compensation that exempt employees are eligible to receive when they are required to perform work activities outside of their regular hours of work and the associated processes. This policy was created in July 2016 and as such required a review and updating.

**ALTERNATIVES/OPTIONS**

**Option One:**

*THAT Council approve “Lieu Time Provision – Exempt Employees” Policy No. 5002-5, as presented, effective March 23, 2026;*

*AND FURTHER, THAT the previous “Lieu Time Provision – Exempt Employees” policy dated July 1, 2016 is hereby superseded and replaced.*

**Option Two:** THAT Council direct staff to review other options for this policy.

**ANALYSIS**

The City provides exempt employees with compensation for time that they are required to work outside of their regular working hours through the provision of lieu time, subject to approval by their manager. A maximum of 2 weeks of lieu time may be banked per year and this banked time must be taken within set timelines.

The provisions and processes related to lieu time are outlined in the current policy and there are no changes to them in the updated policy. The updated policy includes additional details for clarification purposes.

#### **IMPLICATIONS**

The updated policy does not include any changes to the current lieu time provisions for exempt staff. There will be no financial impacts as a result of the updated policies.

#### **COMMUNICATIONS**

The new policy would be communicated to exempt staff by the Human Resources department.

#### **BYLAWS/PLANS/POLICIES**

- [Lieu Time Provision – Exempt Employees policy \(July 1, 2016\)](#) Pg. 187

#### **SUMMARY**

The City's current *Lieu Time Provision – Exempt Employees* policy was created in July 2016. It outlines the compensation that exempt employees are eligible to receive when they are required to perform work activities outside of their regular hours of work and the associated processes.

The draft policy does not change this provision however it includes additional clarification.

Staff are recommending that Council replace the current *Lieu Time Provision – Exempt Employees* policy and with the updated *Lieu Time Provision – Exempt Employees* Policy No. No. 5002-5.

#### **ATTACHMENTS/REFERENCE MATERIALS**

- [Benefits for Supervisory \(Exempt Staff\) Policy No. 5002-2](#) Pg. 43
- *Draft Lieu Time Provision – Exempt Employees* Policy No. 5002-5.

Copy: S. Darling, Director of Corporate Services

# POLICY No. 5002-5 | LIEU TIME PROVISION – EXEMPT EMPLOYEES

Approved: (Date)

Resolution No.:

Date of Last Review: May 9, 2016

CITY OF  
PORT ALBERNI



## 1. PURPOSE

The purpose of this policy is to outline the compensation that exempt employees are eligible for when they are required to perform work activities outside of their regular hours of work.

## 2. SCOPE

This policy applies to all City of Port Alberni exempt employees.

## 3. POLICY

Exempt employees who are required to work outside of their regular hours of work are permitted to bank this time to be used as time off in lieu, with the approval of their Manager. Such time is to be recorded through the time entry system in the pay period in which it occurs.

This provision is limited to a maximum of 2 weeks per year. For the purposes of this provision, a year is July 1 to June 30 (a “vacation year”).

Lieu time earned between January 1 and June 30 must be used by December 31 of the same year; lieu time earned between July 1 and December 31 must be used by June 30 of the following year. Lieu time cannot be carried forward beyond these time frames without the approval of the City’s Chief Administrative Officer.

Time worked by exempt employees outside of their regular hours of work for an activated ACRD Emergency Operations Centre will be compensated as per the “Compensation for Emergency Response Outside of Regular Hours - Exempt Employees” policy.

Unused lieu time is not eligible to be paid out.

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**Sharie Minions**  
Mayor

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**Sara Darling**  
Corporate Officer

Date	Change Description
March __, 2026	Policy review and update